

The Church of Scotland
PRESBYTERY OF EDINBURGH

**CRAIGMILLAR PARK PARISH
CHURCH**

LOCAL
CHURCH
REVIEW
**FACTS +
FIGURES**

BASIC FACTS AND FIGURES

Much of the following has been completed from Presbytery held information (feel free to check if you so wish) and much of the remainder requires only a yes/no answer.

However, where explanation or detail is required please type in the relevant box and it will expand to fit your text.

1.1	Is the administration of the Sacrament of Baptism of infants in accordance with Act V, 2000?	Yes
	Comments:	
1.2	Are office bearers representative of congregation and parish in terms of age and gender?	No
	<p>Comments:</p> <p>We have an even split of male and female office bearers in Board and Session. The congregation is largely female so this is perhaps a small imbalance. The age distribution of office-bearers reflects the congregation, which is largely elderly and very elderly (using the definitions in Statistics for Mission). However, to match the age distribution of the parish, we would require to have more elders and Board members who are young or mature adults than we currently do. We are trying to address this when the opportunity arises; two of the four elders we have ordained in the last two years are under 30.</p>	
1.3	What constitution do you have and does it serve mission?	Yes
	<p>Comments:</p> <p>Model Deed of Constitution.</p> <p>It is increasingly difficult to find volunteers to serve on the Congregational Board. Although we have enough matching elders on the Board, this is only possible because some elders give sacrificially of their time and sometimes serve for many years on the Board without a break. The minister and session clerk have given some thought to a move to the Unitary Constitution but the Session has not yet considered it formally. The advantages would be administrative, with less duplication of effort and fewer meetings for some key individuals but we do not at present consider our mission to be unduly compromised by the operation of the Model Deed.</p>	
1.4	Does the employment status of members of staff, their working relationships and the prioritisation of their work serve effectively the congregation's mission?	Yes
	<p>Comments:</p> <p>Our only employee is a (very) part-time organist. He is an excellent church musician and his expert and thoughtful contribution to our worship is valued. The working relationships with the minister and other key office-bearers are very good.</p>	

1.5	Is the church in compliance with Act XII 2007 re provision and maintenance of manses? Do you have an annual manse inspection and follow up	Yes
	Comments: The manse is inspected annually by the convener of the Fabric Committee and issues are then addressed by the Fabric Committee and Congregational Board.	
1.6	Have recent property survey findings and recommendations been implemented? Please confirm the date of the last inspection of Sanctuary, halls and manse.	Yes
	Comments: 22/23 September 2014. Works identified by congregational and presbytery inspections are currently in progress. The Board took a decision last year to cut back on all but essential maintenance in an attempt to address a projected deficit. The financial problem was resolved and the Board is expected to approve (on 17 February 2015) a fabric budget of £16k, to allow the completion of outstanding and desirable maintenance and other property works.	
1.7	Charities and Trustee Investment (Scotland) Act 2005 states that Charity trustees (or connected persons) cannot be remunerated unless certain conditions are met. If any Trustees or connected persons are in receipt of payments have correct processes (Law Dept. circular) been followed?	Yes
	Comments: No Trustees or connected persons are remunerated. The minister's travel expenses and Council Tax are paid in accordance with Church law and are correctly declared in the Annual Accounts.	
1.8	Has your financial court adopted the General Assembly approved Bribery and Procurement Policy as instructed by Presbytery in November 2012?	Yes
	Comments: Approved by Kirk Session on 17 January 2013	

1.9 Do you have a Data Protection Policy? How is it implemented and how often is it reviewed?

No, not yet, though we do have a nominated data protection officer and she is undergoing the training and research to produce a policy. In the meantime, key office-bearers are aware of data protection issues and advice is sought from the data protection officer.

BASIC FACTS AND FIGURES continued - Safeguarding

		Yes	No
1.9	Is the Church's 2010 Policy Statement on Safeguarding displayed in church premises and made accessible to the congregation?	Yes	
1.10	Has Kirk Session appointed a Safeguarding Co-ordinator?	Yes	
1.11	Has the Co-ordinator's name been passed to the Presbytery Safeguarding Contact and the Church of Scotland's Safeguarding Service?	Yes	
1.12	Has the Co-ordinator undergone training by a trainer accredited by the Safeguarding Service?	Yes	
1.13	Has the Kirk Session appointed two or more others to work with the Co-ordinator in operating a Safeguarding Panel?	Yes	
1.14	Are all appointments of persons working with children and/or protected adults reported to and minuted by the Kirk Session?	Yes	
1.15	Is a register of all workers maintained by the Safeguarding Co-ordinator; has this been inspected and found to be up to date and in order, and has the Presbytery's Safeguarding Contact received two copies? Are past years' copies of the form stored?	Yes	
1.16	Are all completed application forms, job descriptions and other schedules retained on file, viewed and found to be in order?		No, but in hand
1.17	Have all workers been issued with the Church's ' <i>Safeguarding and adults at Risk</i> ' Summary Card?	Yes	
1.18	Have all volunteers/employees been encouraged to attend Safeguarding training?		No, but in hand
1.19	Have all volunteers/employees been made aware of the procedures to be followed in the event of an allegation or declaration of harm or abuse?	Yes	
1.20	Are Kirk Session, Minister, Co-ordinator and Safeguarding Panel aware of the policy for 'Including Those Who May Pose a Risk' and the procedures and support for working with convicted offenders?	Yes	
1.21	Have members of the Kirk Session attended Safeguarding Training for the recruitment, management & support of workers they appoint?		NO
1.22	Is the Kirk Session implementing the Church's Safeguarding policies & procedures?	Yes	
1.23	Is the Kirk Session implementing the Church of Scotland Data Protection Policies.	Yes, with some delay	
Date:		Signature of Leader of Visiting Team:	

2. Statistical Information

Much of the foregoing requires only yes/no or numerical answers. Boxes already completed are using information already in Presbytery files. Where explanation or detail is required please type in the relevant box and it will expand to fit your text. Where approximations are requested there is no need to be precise.

2.1 Worship

Average weekly attendance at Sunday worship:	Total No:	Age profile of attendees (approximate):	under 16	2
			16 - 24	0
			25 - 44	6
			45 - 64	15
			65+	43
Number of Sunday Services:	66 1 service			

Other worship services:	Type of service (evening, lunchtime, local care home, messy church etc.)	Total attending	Ave. age
Local care home	Afternoon – once a month	18	85
	Holy Communion – quarterly	20	85
5 Holy Week breakfast services	Early morning prayers and worship, shared with Newington Churches Together but hosted in Craigmillar Park (followed by breakfast)	30	60
Good Friday	Traditional with reading of Passion narrative	15	60
Christmas Eve Christmas morning	Traditional	80	45
	Short family service	40	45

2.2 Fellowship

Number on Communion Roll: 2014: 221 Adherents	2013 -	220	Current age profile of members (approximate):	16 - 24	
	2012 -	221		25 - 44	
	2011 -	234		45 - 64	
	2010 -	246		65+	
	2009 -	264			

2.3 Service

	Male	Female	Average age
Elders	11	8	62
Board Members or Deacons' Court (if appropriate)	3	5	65
Staff member details other than minister (associate minister, secretary, youth worker, etc.) Name and job title	Ed Cuthbert, part-time Organist		
How many baptisms or blessings per annum?	2013 Baptisms Blessings	1	
Adult baptisms/blessings in brackets. (2014: 0)	2012 Baptisms Blessings	2	
	2011 Baptisms Blessings	1	
	2010 Baptisms Blessings	2	
	2009 Baptisms Blessings	1 (1)	
How many weddings per annum? (2014: 5)	2013	3	
	2012	1	
	2011	1	
	2010	1	
	2009	3	
How many funerals per annum? (2014: 8)	2013	9	
	2012	6	
	2011	9	
	2010	15	
	2009	13	
Please tell us about specific demands of your situation (exceptional number of funerals, Chaplaincies, etc.) and ways of sharing responsibilities.	<p>There are no longer any schools in the parish since the removal of the Royal Blind School in 2014, for which the minister was a chaplain. It is largely a residential parish with no large workplaces. There are two private nursery schools and a new dementia care home. The minister has built up a good relationship with the care home and regularly visits and leads worship; he celebrates Holy Communion there five times a year, to which other members of the congregation are invited. Other members help with various activities such as an art class and individual visits. We are also building a relationship with one of the nurseries (the other does not respond to approaches); they helped with our harvest foodbank collection and now hold a nativity service in the church at Christmas.</p>		

2.4 Discipleship

Numbers involved in Christian nurture		
Children	Up to 15	0
Young adults	16 - 24	0
Adults	25+	66

2.5 Finance

	2009	2010	2011	2012	2013	2014
Total income (1)	87,697	85,972	95,484	80,402	74,981	90,599
Total offerings (2)	75,535	79,550	86,642	67,773	64,996	76,690
Per capita giving (3)	286	323	370	307	295	344
Number of people giving under Gift Aid	96	100	105	99	88	82
Ministries and Mission (second figures are the amounts actually paid. 2009-2010 took into account a vacancy allowance; 2011-2012 Presbytery reduction of M&Ms)	54,733 49,842	55,772 51,506	54,798 52,606	54,656 50,830	53,439	51,158
Balance in reserve funds	208,071	173,275	180,094	171,044	149,820	160,367

* These figures are taken from the Schedule of Financial Statistics completed by the Treasurer and submitted to the Stewardship and Finance Department.

Note 1 - Total income includes Total Offerings together with income from annual sales of work, donations from organisations plus extraordinary income used for general purposes; for example, the income from an invested legacy. Figures do not include income from restricted funds, legacies, general trustees and fundraising.

Note 2 - Total offerings includes offerings from Plate, WFO, Banker's Orders, Gift Aid, Tax recovered on Gift Aid, other donations including Gift Days, etc. (It should be the bottom line figure at end of part 1 of the Financial Schedule)

Note 3 - Per capita giving is total offerings divided by membership roll plus adherents.

Note 4 - Figures for Gift Aid to include spouse members – a couple equals 2 Gift Aid givers.

