



Church of Scotland

Presbytery of Moray

Year Book 2018 – 2019

(1st Edition – September 2018)

Dates of Presbytery Meetings

2018

4th September

2nd October

6th November

4th December

2019

5th February

5th March

7th May

25th June

Dates of Committee Meetings

2018

18th September

23rd October

20th November

2019

22nd January

19th February

23rd April

11th June

Committees operate in accordance with Standing Order 8.

Convenors may call extra meetings if required, or may cancel meetings if there is no business, but due notice must be given timeously preferably by e mail, or by telephone.

Members are urged to check their E-mails before travelling to meetings

General Assembly Remits to Presbyteries and Kirk Sessions

Please note that this booklet, which will be available at the September meeting, should be brought to Presbytery meetings when material it contains is to be discussed (usually in the meetings up to December)

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Church of Scotland
Presbytery of Moray
2018– 2019

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Rev Douglas Stevenson DipHE, MCOSCA, MBACP (See page 7)	01542 841963 dstevenson@churchofscotland.org.uk

OTHER APPOINTMENTS OF PRESBYTERY

Anderson's Board, Elgin

Minister of Elgin: St. Giles' & St Columba's South *ex officio*

Banff Bursary Fund Board

Committee to Examine Presbytery Minute Book

Education Rep. to Moray Council

Moray East Presbyterial Council Guild Link

Moray West Presbyterial Council Guild Link

Press & Publicity Officer

Pulpit Supply Co-ordinator

Scottish Bible Society Contact

Step by Step Trustee

Synod of Grampian Trusts Committee

Website Editor

Presbytery Year Book Editor

Convenor of Superintendence & 1 Presbytery Elder

Rev Alastair H Gray (see Presbytery Clerk above)

Mrs Kathryn Cowie (see page 6)

Mrs Ann M. C. Bowie (see page 12)

Mr Neil Sutherland (see page 13)

Mrs Ann M. C. Bowie (see page 12)

Convenor of Mission and Service Committee

Presbytery is a Corporate member

Presbytery Clerk & Treasurer.

Miss Margaret King MA DCS (See page 12)

MINISTERS BY YEAR OF ORDINATION

	Ord.	Ind/App	Ret/Dem	Charge or Appointment () = retired/demitted
<i>David L. Wright</i>	1957		1998	(Stornoway: St. Columba)
<i>Alasdair J. Morton</i>	1960		2000	(Bowden l/w Newtown)
<i>Alistair A.B. Davidson</i>	1960		1997	(Grange l/w Rothiemay)
<i>Hugh M.C. Smith</i>	1973		2013	(Mortlach & Cabrach)
<i>George B. Rollo</i>	1974		2010	(Elgin: St. Giles' & St. Columba's South)
Isabel C Buchan	1975	2013		Buckie North l/w Rathven
<i>Alexander Buchan</i>	1975		1992	(North Ronaldsay with Sanday)
Alastair H Gray	1978	2015		Keith: North, Newmill, Boharm & Rothiemay
<i>Brian Bain</i>	1980		2007	(Gask l/w Methven l/w Logiealmond)
<i>Gillian M. Morton</i>	1983		1996	(Hospital Chaplain)
<i>Ann McColl Poole</i>	1983		2003	(Dyke l/w Edinkillie)
<i>Morris Smith</i>	1988		2013	(Cromdale & Advie l/w Dunain Bridge l/w Grantown-on-Spey)
<i>Peter Robertson</i>	1988		1998	(Dallas l/w Forres: St Leonard's l/w Rafford)
<i>William B Ross</i>	1988		2016	(Aberdour & Rosehearty)
Donald K Prentice	1989	2010		Dallas l/w Forres: St Leonard's l/w Rafford
Douglas F Stevenson	1991	2010		Cullen and Deskford
<i>Rosemary Legge</i>	1992		2017	(Cushnie & Tough)
<i>David W Whyte</i>	1993		2010	(Boat of Garten and Duthil with Kincardine)
Robert J. M. Anderson	1993	2000		Knockando, Elchies & Archiestown l/w Rothes
Barry J. Boyd	1993	1993		Forres: St. Laurence
Sheila M Munro	1995	2016		Chaplain, RAF Lossiemouth
Geoffrey D McKee	1997	2014		Lossiemouth: St Gerardine's High l/w St James'
Stuart M Duff	1997	2014		Birnie & Pluscarden l/w Elgin High
<i>Anthony Watts</i>	1999		2013	(Glenmuick, Ballater)
Deon F Oelofse	2001	2017		Elgin St Giles' & St Columba's South
<i>Anne Attenburrow (Aux.)</i>	2006		2018	(Dallas l/w Forres: St Leonard's l/w Rafford)
Jenny M. Adams	2013	2013		Duffus, Spynie & Hopeman
John Morrison (OLM)	2013	2013		Preaching Assistant at Dallas l/w Forres St Leonard's l/w Rafford
Sonia Palmer (OLM)	2017	2017		Assistant, Elgin St Giles' & St Columba's South
Seòras Orr	2018	2018		Bellie & Speymouth

THE DIACONATE

	Ord.	App	Rtd	Appointment
<i>Margaret R King</i>	2002	2002	2012	(Presbytery Deacon, Moray Presbytery)

LIST OF CONGREGATIONS

With Ministers, Representative Presbytery Elders & Office Bearers

ABERLOUR (SC001336)

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Sess. Clerk

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FORRES: ST. LAURENCE (SC000711)

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KNOCKANDO, ELCHIES & ARCHIESTOWN I/w ROTHES

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Email: msmith@churchofscotland.org.uk

Rev Anthony Watts BD DipTechEd JP (Glenmuick, Ballater) Ord 1999 Rtd 2013
7 Cumeskie Crescent, Forres IV36 2QB Tel: 01309 682418
Email: tonyewatts@yahoo.co.uk

Rev David W Whyte LTh (Boat of Garten, Duthil, with Kincardine)
1 Lemanfield Road, Garmouth, Fochabers IV32 7LS
Email: whytedj@btinternet.com

Ord.1993 Rtd 2010
Tel: 01343 870667

Rev David L. Wright MA BD (Stornoway: St. Columba)
84 Wyvis Drive, Nairn IV12 4TP

Ord 1957 Rtd 1998
Tel: 01667 451613

Retired Auxiliary Minister

Rev Anne Attenburrow BSc MB ChB
4 Jock Inkson's Brae, Elgin IV30 1QE

Ord. 2006 Rtd 2018
Tel: 01343 552330

Email: AAttenburrow@churchofscotland.org.uk AAttenburrow@aol.com

Retired Deacon

Miss Margaret R King MA DCS (Presbytery Deacon, Moray)
56 Murrayfield, Fochabers IV32 7EZ
Email: margaretking889@gmail.com

Ord. 2002 Rtd. 2012
Tel: 01343 820937

ELDERS ELECTED BY PRESBYTERY

These elders are elected by Presbytery to "balance" those ministers who are members of Presbytery but who do not hold a pastoral charge. Presbytery may also elect additional elders up to one third of the total number of congregations. Commissions are reviewed annually, but provided there are sufficient places, they normally continue from one year to the next.

Name	Address	Telephone/email
Mrs. Ann M. C. Bowie (Bellie & Speymouth)	1 Gordon Street, Fochabers IV32 7DL	01343 821476 Email: AnnMCBowie@aol.com
Mrs Margaret Cameron (Elgin: High)	Parkview, Hallwood Road, Elgin IV30 8NP	01343 860459 Email: roncameron@btinternet.com
Mrs. Jean Forbes (Buckie: North)	Greenmoss, Drybridge, Buckie AB56 5JB	01542 831646 Email: dancingfeet49@yahoo.co.uk
Mrs Jane Foster (Dyke & Edinkillie)	Fir Tree Cottage, Dyke, Forres IV36 2TF	01309 641257 Email: jwaf2212@hotmail.co.uk
Mrs Suzanne Foster (Knockando, Elchies & Archiestown)	Delnapot, Blacksboat, Ballindalloch AB37 9BQ	01807 500341 Email: suzannefoster47@gmail.com
Mr Victor E F Goddard (Forres: St Laurence)	3 Varis Road, Forres, IV36 1HR	01309 673450 Email: vicandsheilac@yahoo.com
Mrs Helen More (Alves & Burghead)	38 Grant Street, Burghead IV30 5TT	01343 835550 Email:
Mrs Shona Rowand (Duffus, Spynie & Hopeman)	Rosenewton Farm, Elgin IV30 8XW	01343 850693 Email: srowanddsh@gmail.com
Mrs Sheila Sellar (Cullen & Deskford)	Ellyside, Lintmill, Cullen AB56 4XQ	01542 840760 Email: sasellar@btinternet.com
Mrs Anne Marie Simpson (Keith: North, Newmill, Boharm & Rothiemay)	25 Hay Crescent, Keith AB55 5AR	01542 886864 Email: annemarie.simpson@aol.com
Mrs Barbara Smith (Rathven)	33 Samson Avenue, Portessie AB56 1TR	01542 831334 Email: babs2233@hotmail.com
Mrs Carola Smith (Elgin St Giles' & St Columba's South)	7 Fleurs Drive, Elgin IV301SS	01343 547585 Email: carolajsmith12@gmail.com
Ms Nicola Smith (Keith: Kirk of St Rufus, Botriphnie & Grange)	9 Nelson Court, Keith AB55 5FT	01542 488673 Email: nicola@smith1099@gmail.com
Mr Charles Steele (Lossiemouth St Gerardine's High)	Wansbeck 48 James Street, Lossiemouth IV31 6BY	01343 813987 Email: steele48@gmail.com

CORRESPONDING MEMBERS

Corresponding Members are entitled to attend all meetings of Presbytery and (except where Presbytery is exercising judicial functions) to speak on any matter before the Presbytery, but they do not have the right to vote or make a motion.

- Where name is marked with * the person named is a member of Presbytery by virtue of another appointment.

Ministries Development Staff (MDS)

Mrs. Paula Baker, 18 Main Street, Buckpool, Buckie AB56 1XQ

01542 832662

Email: PBaker@churchofscotland.org.uk

Church of Scotland Guild, Presbyterian Council Members

*Mrs. Ann M. C. Bowie (W. Conv) 1 Gordon Street, Fochabers, IV32 7DL

01343 821476

Email: AnnMCBowie@aol.com

*Mrs Kathryn Cowie 13 Harbour Street, Buckie AB56 1LP
(E Conv)

01542 833017

Email: kgcowie@btinternet.com

Mrs Moira Legge (E. Sec) 36 Seafield Street, Cullen, Buckie AB56 4SW

01542 840217

Press & Publicity Officer

*Mr Neil Sutherland 14 Dean of Guild Way, Elgin IV30 6JN

01343 549357

Email: neilshir@hotmail.co.uk

Presbytery Safeguarding Officer

Mr John McConnachie 7 Woodside Place, Fochabers IV32 7 HE

01343 820671

Email: jmconnachie78@gmail.com

Roll of Readers

*Mrs. Jean Forbes Greenmoss, Drybridge, Buckie AB56 5JB

01542 831646

Email: dancingfeet49@yahoo.co.uk

Readers are required by Act XVII 1992 to "appear annually before their Presbytery". This is normally at the June meeting when Readers are presented to the Moderator.

Full-Time Students for Ministry of Word & Sacrament

*Mr Eckhardt Bosch ebosch@churchofscotland.org.uk

(Parish Assistant, Keith) 01542 882799

Mr Stuart Finlayson stusian@hotmail.co.uk

Ms Christine McWhirter aquamarine2127@hotmail.co.uk

Others

Mr Murray Campbell Locum at Findochty l/w Portknockie

01343 813226; 07710 196188

Email: hmc1947@googlemail.com

Mr Michael Newlands Youth Worker, Keith

07880 571578

Email: clansman16@hotmail.co.uk

Rev Penelope Smirthwaite (URC) Locum at Dyke & Edinkillie

07732 842576

Email: psmirthwaite@gmail.com

Rev Ian Murray Interim Minister (North East Region)

07977 473231

Kilmorie House, Institution Road, Elgin, IV30 1RP Email: BMurray@churchofscotland.org.uk

PRESBYTERY COMMITTEES

(New members in red)

Committees meet two Tuesdays before Presbytery meetings. **All Committees meet (meantime) at 7.30p.m at the Williamson Hall, Elgin. The Business Committee meets the following day.** Committees operate in accordance with Standing Order 8. Convenors may call extra meetings if required, **or may cancel meetings if there is no business, but due notice must be given timeously, and preferably by telephone.** Convenors normally serve for four years; and members for three years, **(the year of appointment being shown in brackets*)**. Committees may appoint a vice-convenor.

- *The date in brackets after a name is the date of appointment to that particular committee of Presbytery, not the date on which they became a member of Presbytery. In that the committees were restructured with effect from 1st July 2009 the date in brackets reflects the appointment date to the original committee, where the remit of the previous committee is connected to that of the new committee.*
- **The Moderator, The Clerk, and The Treasurer are ex-officio members of all committees except the Nominations Committee.**

MINISTRY AND TRAINING

Ministers: J. Adams (2018); S. Palmer (2017); D Whyte (2017)

Deacon (Rtd) **M King (2018) (Convenor 2018)**

Members: J. Forbes; (2014); **J. Foster (2014) Vice-Convenor (2018)**; D. MacKenzie (2017);
H. More (2018); Carola Smith (2018); Ian Southgate (2017)

MISSION AND SERVICE

Ministers: **J. Morrison (2018) (Vice Convenor (2018))**; A. Morton (2018); S. Orr (2018);

Members: D. Bridgeford (2016); **S. Brumby (2016) Convenor 2018**; L. Cameron (2018); J Dawson (2016);
M. Rowand (2018); S. Rowand (2018); J. Rossetter (2016); G. Sinclair (2018);

STEWARDSHIP, FINANCE AND PROPERTY

Ministers: A. Attenburrow (2018); **D. Oelofse (2017) (Vice Convenor 2018)**; P. Robertson (2014);

Members: M. Cameron (2014); V. Carey (2018); S. Foster (2012); Mrs S. Foster (2018); T. Foster (2016);
R. Malin (2018); Dr. D Murray (2010); S. Sellar (2016); A. Smith (2007); Mike Smith (2012); N. Smith (2018);
C. Steele (2018); C Taylor (2016); P. Taylor (2018); **J. Whyte, (Convenor) (2014)**

SUPERINTENDENCE

Ministers: **R Anderson (Convenor) (2016)**; B. Boyd (2010); G. Morton (2015)

Members: **A. Bowie (Vice-Convenor) (2011)**; K. Cowie (2007); V. Goddard (2018); G. McKay (2017)
A-M. Simpson (2016); F. Simpson (2016);

BUSINESS COMMITTEE

The Business Committee is composed of the **Rev Morris Smith Convenor (2017)**; the Moderator (ex-officio), the Clerk (ex Officio); the Depute Clerk (ex Officio); the Treasurer (ex Officio), all Convenors of Standing Committees (above). **Presbytery to decide if Vice-Convenors should also be members of Business Committee.**

ACCOUNTS INSPECTION COMMITTEE

The Clerk, Treasurer; the **Convenor of Stewardship, Finance and Property Committee**; and a qualified member (from the Cathedral Accounts firm)

NOMINATIONS COMMITTEE:

Members of this Committee cannot serve on any other Committee than the VPC Pool.

Ministers: **G. McKee (Convenor 2018)**; G. Rollo (2018)

Members: C Laing (2018); A. McLaren (2018); N. Sutherland (2018)

PANEL of TELLERS

A. Bowie (2011) V. Goddard (2010); D. Mackenzie (2013); A. McLaren (2014); Dr. D. Murray (2013);
N. Sutherland (2016)

VACANCY PROCEDURE COMMITTEE POOL

All ministerial members of Presbytery are in the pool of people available to serve on the Vacancy Procedure Committee as and when required.

Rev. R Anderson (Co-ordinator):

Elders from: - A. Bowie; S. Brumby; L. Cameron; V. Goddard; D. Mackenzie; A. McLaren; D Murray; S. Sellar;
F. Simpson; Mike Smith; C. Steele; C. Taylor.

PASTORAL ADVISORS: Mrs Deirdre Harrington; Rev Donald Prentice; Rev Douglas Stevenson.

Past Moderators of Moray Presbytery

2017 – 18	Mrs Janet Whyte	Elder, Bellie & Speymouth
2016 – 17	Rev Anne Attenburrow	Dallas l/w Forres: St Leonard's l/w Rafford (Preaching Asst)
2015 – 16	Miss Margaret R King	Presbytery Deacon
2014 – 15	Rev. Daniel Connolly	Chaplain, Army Barracks, Kinloss
2013 – 14	Rev. Douglas F. Stevenson	Cullen & Deskford
2012 – 13	Rev. Graham W. Crawford	Lossiemouth; St James'
2011 – 12	Rev. Robert J. M. Anderson	Knockando, Elchies, Archiestown l/w Rothes
2010 – 11	Mrs Ann M C Bowie	Elder, Bellie
2009 – 10	Rev. George B. Rollo	Elgin St Giles' & St Columba's South
2008 – 09	Rev. Dr. Kay F. Gauld	Assoc: Keith Churches
2007 – 08	Rev. Paul Amed	Dallas l/w Forres St Leonard's l/w Rafford
2006 – 07	Rev. Graham Austin	Findochty l/w Portknockie l/w Rathven
2004 – 06	Rev. Ranald S. R. Gauld	Keith: St Rufus, Botriphnie & Grange
2003 – 04	Rev. Barry J. Boyd	Forres: St. Laurence
2002 – 03	Mr. Iain Bryce	Elder, Cullen & Deskford
2001 – 02	Rev. John C. Beck	Alves & Burghead l/w Kinloss & Findhorn
2000 – 01	Rev. Charles D. McMillan	Elgin: High
1999 - 2000	Rev. Eric W. Foggitt	Buckie: South and West l/w Enzie
1998 – 99	Rev. Ivan C. Warwick	Knockando, Elchies & Archiestown l/w Rothes
1997 – 98	Mr. Stuart MacKenzie	Elder, St. Andrew's-Lhanbryd & Urquhart
1996 – 97	Rev. Peter Robertson	Dallas l/w Forres: St. Leonard's l/w Rafford
1995 – 96	Rev. Alex MacPherson	Cullen & Deskford
1994 – 95	Rev. George B. Rollo	Elgin: St. Giles'
1993 – 94	Rev. Duncan Murray	Lossiemouth: St. Gerardine's High
1992 – 93	Rev. Ann McColl Poole	Dyke l/w Edinkillie
1991 – 92	Rev. John T. Robertson	Keith: North, Newmill & Boharm
1990 – 91	Rev. Hugh M. C. Smith	Mortlach & Cabrach
1989 – 90	Rev. David Ferguson	Bellie l/w Speymouth

Ministers resident within the bounds who are not members of Presbytery

Rev. David Anderson MA BD (Fordyce)
Rowan Cottage, Aberlour Gardens, Aberlour AB38 9LD
(Holds Practising Certificate)

Ord. 1975, Rtd 1999
Tel: 01340 871906
Email: maurvid@hotmail.com

Rev Gordon Oliver BD
129 Knockomie Drive, Forres IV36 2HE

Ord. 1979
Tel: 01309 672667

Rev Blair Robertson MA BD ThM
West End Guest House, 282 High St, Elgin IV30 1AG
07952 558766
(Holds Practising Certificate)

Ord. 1990
Tel: 01343 549629, and
Email: Blair.Robertson@tiscali.co.uk

Rev. Ronald Scotland BD (Birnie l/w Pluscarden)
7a Rose Avenue, Elgin IV30 1NX
(Holds Practising Certificate)

Ord 1993, Rtd 2003
Tel: 01343 543086
Email: ronnieandjill@thescotlands.co.uk

PRESBYTERY NOTES

1. **Meetings:** The Presbytery meets for ordinary business on the first Tuesday of September, October, November, December, February, March and May at 7 p.m., and on the fourth Tuesday of June. All meetings are held in St. Andrew's-Lhanbryd & Urquhart Church Hall, with the exception of the June meeting, when Presbytery meets at the church of the retiring Moderator, the business being preceded by the celebration of Holy Communion. Committees of Presbytery generally meet two weeks before ordinary business meetings (meantime) in the Williamson Hall, Elgin.
2. **Special Meetings:** Presbytery may appoint meetings additional to the eight ordinary meetings whose dates are set. These are called *in hunc effectum* meetings. For urgent business, the Moderator can call a meeting of Presbytery which has not been appointed by Presbytery itself. This is called a *pro re nata* meeting.
3. **The Moderator:** The Moderator is chosen from the membership of the Presbytery and normally holds office for one year. He or she takes office at the June meeting. The Moderator constitutes, chairs and closes meetings. The Moderator traditionally bows to the Presbytery at the beginning of a meeting, and the bow is returned.
4. **Conduct of Business:** The business of the Presbytery is conducted in accordance with the Standing Orders. Items for the agenda should be given to the Clerk at least fourteen days before the meeting of the Presbytery. Correspondence should be directed to the Clerk in the first instance, who will present it for consideration to the Business Committee. The Business Committee will then direct correspondence and business as necessary to the appropriate standing committee and fix the agenda for the next Ordinary meeting. Congregations contemplating alterations to the fabric of buildings, or repairs exceeding the financial limit, should make enquiry to the Stewardship, Finance and Property Convenor for advice. Note that the regulations governing permissions necessary for different categories of work are complex, and advice should be sought at an early stage for any works other than routine maintenance.
5. **Presbytery Committees:** Committees may be allocated particular times when they have the opportunity to make a fuller presentation of their work than would be possible under the normal time limits for reports. This would be arranged in consultation with The Business Committee. **Stewardship, Finance and Property**, will report in **October**. The **Education Representative to Moray Council, Elder Trainer**, and **Safeguarding Officer** should report annually. Other Presbytery Committees should report when matters arise which require Presbytery attention. (*see Minutes p.703, 2nd September 1997*).
6. **Corresponding Members:** The Convenors and Secretaries of both Presbyterian Councils of the Church of Scotland Guild within the bounds are *ex officio* Corresponding Members of the Presbytery. The Convenors alternately present a report to the Presbytery at its May meeting. The Presbytery may appoint other Corresponding Members. These include Presbytery/Parish Workers, Students for the Ministry, the Presbytery Press & Publicity Officer, and Readers.
7. **Readers and Students:** Readers and Students are presented to Presbytery at its May or June meeting.
8. **Commissions to the General Assembly:**
The following charges are due to send Commissioners to the General Assembly:

2019: (Ministers) St Andrew's Lhanbryd & Urquhart; Findochty l/w Portknockie; Lossiemouth St Gerardine's High l/w Lossiemouth St James'; Alves & Burghead l/w Kinloss & Findhorn;
Retd Minister/ Chaplain
2019: (Elders) Mortlach & Cabrach; Bellie & Speymouth; Rathven; Findochty; Birnie & Pluscarden;
Duffus, Spynie & Hopeman

2020 (Ministers) Aberlour; Bellie & Speymouth; Cullen & Deskford; Elgin St Giles' & St Columba's South; Dallas l/w Forres; St Leonard's l/w Rafford
2020 (Elders) Knockando, Elchies & Archiestown; Buckie South & West; Keith: North, Newmill, Boharm & Rothiemay; Alves & Burghead; Rafford; Dyke & Edinkillie

Presbytery of Moray Web Site – www.moraypresbytery.org.uk

A web site is operated by the Presbytery and contains useful information about people and churches within the bounds. It is directed mainly at the general public rather than being a source of information for presbyters themselves as is the purpose of this Year Book. As well as full contact details for individuals and descriptions of our churches, their history and the work they do, there is a page for news which is regularly updated, pages containing links to other sites of interest, and a page for vacancy information. The structure of the site is maintained by a professional web designer, however the information contained in the pages is accessed via the Web Site Editor who will be pleased to receive notice of any changes required, news items for inclusion and suggestions for development of the website. In order to comply with the Data Protection Act, individuals whose data appears on the web site such as addresses, phone numbers and the like, must agree to the inclusion of such data. Consent forms are issued from time to time for this purpose, but anyone not wanting particular data included in the website is asked to notify the **Web Site Editor**:

10. Email and Attachments

Much of the written material received by the Clerk intended for distribution to some or all members of Presbytery now arrives by email. While it is appreciated that not everyone has access to computers, every church should have at least one contact who can receive email so that correspondence can be passed on as necessary. Often, information provided in emails is time sensitive and therefore inappropriate for postage. After equipment has been installed email is the cheapest and fastest means of communication. The Clerk appreciates all efforts made which result in a saving of time and the administrative expenses of the Presbytery.

Many emails contain **attachments**. These are documents produced by computer using a proprietary software package so that letters, photographs, etc can be sent by email. The Church of Scotland's standard word-processing software used by all departments at 121 and by all Presbytery Clerks is Microsoft Word. All computers with MS Word installed will be able to open MS Word attachments. Some other word processors can also open Word documents.

11. Precautions in Using the Internet and Email

Anyone using the Internet should have up to date **virus protection** software installed on their computer to protect themselves and their correspondents from computer virus attack. This should be updated frequently. A **firewall** system is also recommended, particularly for Broadband connections. Computer users are also advised that hoax virus warnings received through email are very common. The instructions in these messages (usually to delete some important file on your operating system and inform all your friends to do the same) should never be acted upon. **Spam**, or unsolicited email, is an ongoing problem. Those which purport to come from persecuted African princes seeking to offload millions of dollars into your account are very common ("the Nigerian scam"), as are companies selling drugs, and publicity for unsavoury websites. These should simply be deleted. Software which identifies and deletes spam, pop-up ads and programs installed on your machine by hackers can be installed if you are having particular problems. If spam messages offer a process to remove yourself from their mailing list, the experts advise not to use it, as this simply tells the sender your address is active.

12. GUIDANCE ON USE OF BLOGS AND SOCIAL NETWORKING SITES SUCH AS TWITTER AND FACEBOOK

The Superintendence Committee has had cause to consider suggesting guidance to members of Presbytery regarding the use of blogs and social networking sites. (Approved by Moray Presbytery 4th May 2010)

We are aware that 'blogs' can be a useful way of communicating with parishioners and a wider public, and while we consider that social networking sites are often mundane and somewhat vacuous, we realise they can also be a useful form of relaxation for some. There are however dangers in the use of these sites in that even when password protected they can be notoriously insecure. Furthermore the informal nature of such sites carries the risk of inadvertently making comments that can cause unnecessary offence.

The pastoral relationship between ministers and parishioners is a highly privileged one based upon confidentiality and trust on both sides. It follows therefore that the use of pastoral events as topics for public discussion in 'blogs' may be inappropriate and potentially damaging to the pastoral relationship.

In the case of social networking sites there is huge potential for ostensibly private conversations that name or otherwise identify third parties to be accessed by unintended readers. This also raises the possibility of potentially damaging pastoral or working relationships.

Recognising that this is largely a matter of common sense and good manners we would ask Presbytery to approve these simple guidelines for using 'blogs' and social networking sites.

1. Think carefully before identifying parishioners without their permission.
2. Think carefully before using pastoral events or situations as topics of conversation in public.
3. Always check your facts first.
4. Do not say anything that you would not say to the subject face to face.
5. Consider whether it needs to be said and whether it is helpful.
6. Even when using password or other security protection, be aware of the high probability that unintended readers may access the sites you are using.

STANDING ORDERS of MORAY PRESBYTERY

1. MEETINGS

- a) ORDINARY MEETINGS shall be held on the first Tuesday of September, October, November, December, February, March and May, and on the fourth Tuesday of June at 7.00pm. All Ordinary Meetings shall be held in St. Andrew's Lhanbryd & Urquhart Church Hall, with the exception that in June the Presbytery shall meet at the Church of the retiring Moderator, the business being preceded by the celebration of Holy Communion.
- b) All meetings shall be called by circulars posted at least 6 days before the day of meeting, the circulars indicating the items of business to be brought up and giving Notices of Motion in full.
- c) A quorum shall consist of three members, of whom two must be ministers.
- d) In the case of urgent business occurring between Presbytery meetings, powers are granted to the Moderator, Clerk, and Convenor of the Committee concerned to deal with the matter. Any decisions so made to be homologated at the next ordinary Presbytery meeting.

2. ORDER OF BUSINESS

- a) The Moderator, or, in his or her absence, the Moderator last in office, shall take the Chair and constitute the meeting with prayer. In the case of all Ordinary Meetings the opening devotions shall include praise and a reading from Scripture. If necessary, the Presbytery shall appoint a Moderator *pro tempore* from the Ministers present.
- b) The Sederunt shall be taken and recorded in the sederunt record of the Presbytery as also apologies for absence received on behalf of members.
- c) The Order of Business shall be determined, including business additional to what is indicated on the circular if it is accepted by the Presbytery. The Order of Business having been adopted, no further business shall be introduced.
- d) The Business Committee report.
- e) Business expressly required by order of the Superior Courts.
- f) Correspondence, communications or other business specially brought forward by direction of the Moderator.
- g) Reports of Presbytery Committees.
- h) Motions of which notice has been given.

3. MINUTES

- a) The minutes of the Presbytery meetings shall be duplicated and circulated to all members at least six days before the meeting at which they are to be submitted. At the latter meeting they shall be held as read and, if approved with or without adjustment, shall be signed by the Moderator and Clerk. No discussion shall be allowed except on the question whether they are a correct record of the business transacted.
- b) All printed minutes, reports and communications, copies of which have been circulated to all members, shall be held as read.

4. NOTICES OF MOTION

- a) Notice of every motion to be proposed at a meeting of the Presbytery shall be in writing, signed by the member giving notice and must be lodged with the Clerk at least fourteen days before the meeting at which it is to be proposed. A motion of which notice shall not have been received fourteen clear days before any meeting shall not be included in the circular of business of such meeting and it shall not be moved at such meeting unless it relates to a matter otherwise falling within the order of business for such meeting. Motions which are not seconded shall not be recorded in the minutes.
- b) If a Notice of Motion which is specified on the circular of business be not moved when it comes on in due course, either by the member who has given the notice or by some other member on his or her behalf, it shall, unless postponed by leave of the meeting, be considered as dropped and shall not be moved without fresh notice.
- c) No motion to rescind a resolution which has been passed within the preceding six months, nor any motion to the same effect as a motion which has been negatived within the preceding six months, shall be in order, unless the notice thereof shall bear, in addition to the signature of the member who proposes the motion, the counter-signatures of seven other members and be given in the circular of business; and when any such motion has been disposed of by the Presbytery, it shall not be competent for any member to propose a similar motion within a further period of six months.
- d) Orders (a) and (c) shall not apply to (1) any motion proposed by members of a Committee in pursuance of a report of their Committee: (2) any motion for the adjournment of the meeting or of a debate or for proceeding to the next business: or (3) any relative amendment to a motion before the meeting.

5. DEBATE

- a) Every motion and amendment shall be handed to the Moderator in writing and, after having been moved and seconded, shall not be withdrawn or in substance altered unless with the consent of the Presbytery. A member shall not move or second more than one amendment to a motion.
- b) When notices of more than one motion on any question have been given, the Moderator shall determine their order of priority before the discussion begins, provided always that a motion approving of a report of a Committee shall have priority over other motions having reference to such report.
- c) When there are motions inconsistent with each other, the first vote is a vote in favour of each of them, put in the order in which they were proposed, the result not being announced for one till it is announced for all. If any of them obtain a majority of those voting, it becomes the judgement: If none of them do so, the motion having fewest votes is struck off and the vote taken again and so on. If the lowest two be equal, the Moderator shall give his or her casting vote on them. When amendments are proposed, i.e., proposals not inconsistent with the general tenor of the motion, each may be disposed of immediately it has been moved, seconded and spoken to, the vote on each being FOR or AGAINST. Thereafter the motions, as amended, if amended, are voted on in the way already stated.
- d) The Moderator may not move a motion and may exercise only a casting vote.
- e) Every member shall stand when speaking and shall address the Moderator. The correct mode of address is "Moderator". If two or more members rise together, the Moderator shall call upon one to speak.
- f) Every member who speaks shall direct his or her speech directly to the question under discussion, or to a question of order. No member shall address the meeting for more than five minutes.
- g) No member may address the meeting oftener than once on any motion or amendment, but a member may speak to a point of order, or, with the permission of the Moderator, in explanation of some material part of a speech made by him or her which he or she believes to have been misunderstood.
- h) Every amendment shall be relevant to the motion to which it is moved, and the Moderator shall decide as to relevance and have power, with consent of the meeting, to conjoin amendments which are not inconsistent with each other.
- i) When the Moderator has ascertained that no other member entitled to address the meeting desires to speak, the mover of the original motion may reply upon the whole debate, but the reply will be strictly confined to answering previous speakers and shall not introduce new matter. After the mover has concluded his reply, the debate on the question shall be held as definitely closed and thereafter no discussion upon it shall take place except with regard to the manner of taking the vote.
- j) The amendment called "the previous question" shall not be allowed, but a motion that the debate "be now adjourned" may be made at any stage of the debate and such a motion shall take the place of any question before the meeting.
- k) Notwithstanding the foregoing rules, the Moderator may, with consent of the majority of the members present at any meeting, determine specially the order and manner in which any motion and the amendments thereto shall be put, with a view to obtaining most clearly and expeditiously the judgement of the meeting.

6. VOTING

- a) Every question shall be determined by members standing in their places, unless five members demand a division, in which case the names FOR and AGAINST the motion or amendment shall be taken down in writing and entered in the minutes. On any particular question any five members may demand that the vote be taken by ballot.
- b) In Presbytery and Committee meetings the Moderator or Convenor thereof respectively, in cases of equality of votes shall exercise a casting vote.
- c) Dissent may be entered in accordance with the Standing Orders of the General Assembly.

7. **FINANCE**

The costs of administering Presbytery will be met from a fund financed by a levy on all communicant members of each Congregation in Presbytery. The rate of this levy will be set by Presbytery. This funding is to be used exclusively to meet the costs of administering Presbytery. Where other funding is required for charitable or other projects separate funds are to be set up for each charity or project and the method of financing such charities or projects is to be decided by Presbytery. No motion requiring Presbytery spending can be considered by Presbytery unless funding is already in place.

8. **COMMITTEES**

a) The Standing Committees of the Presbytery shall be as follows, and their respective areas of concern shall include areas indicated:

Business (Agenda; Correspondence; Nominations; Law & Doctrine etc.; Advisers).

Ministry and Training: (Ministry Support and Development; Students and Readers; Child, Youth and Adult Education; Safeguarding of Children and Vulnerable persons; Chaplaincies; Stipends, Study Leave etc.)

Mission and Service (Overseas Work, Mission Partners, etc.; Public Concerns, Social Responsibility, Ecumenical, Communication, Publicity, etc. Evangelism, Apologetics, etc.),

Stewardship, Finance and Property (Applications for alterations and repairs, Surveys, Insurance, Glebes, etc. Finance, Campaigns, Mission & Renewal, etc.),

Superintendence (Five-yearly Visits, Oversight, etc.)

- b) The Moderator, Clerk., and Treasurer shall be *ex officio* members of all Standing Committees. Persons other than members of Presbytery may be co-opted to the Standing Committees as the Presbytery may resolve.
- c) Members of Presbytery who are members of Committees appointed by the General Assembly shall have the right to be *ex officio* members of the corresponding Presbytery Committees.
- d) All reports or minutes of Committees to be submitted to the Presbytery shall, unless the Committee directs to the contrary, be written and forwarded to the Clerk for distribution prior to the meeting.
- e) A copy of the Deliverance of a Committee on its report shall, in every case, be laid on the table.
- f) All reports called for on the authority of the General Assembly shall be circulated to members of Presbytery not later than the circular calling the meeting at which they are to be discussed.
- g) Committees shall generally meet (meantime) at The Williamson Hall, Elgin two weeks prior to Ordinary Meetings of the Presbytery.
- h) Every report of a Committee dealing with more than one subject or containing more than one recommendation shall be divided into separate sections.
- i) On the consideration by the Presbytery of a report from a Committee, the adoption of such report, if dealing with only one subject and containing only one recommendation, and in all other cases the adoption of each separate section of a report, may be put from the chair without motion made.
- j) Convenors of Committees shall not, unless by special permission of the Presbytery, exceed ten minutes in submitting reports nor three minutes in moving the motion thereon. The seconder of such motion shall not exceed two minutes.
- k) On completion of a Committee's report, the Convenor, or other member appointed, shall immediately move the Deliverance of the Committee and it shall be immediately seconded. The Presbytery shall then have an opportunity for questions and discussion on the report, before the submission of motions or amendments to the Deliverance, without prejudice to the right of members to put questions, with the leave of the Presbytery, at any subsequent stage.
- l) It shall be in order to ask questions of the Convenor regarding any matter in the care of the Committee to which no reference is made in the report, but in such cases timeous notice shall be given to the Convenor.
- m) The quorum of each Committee shall be three members.

9. PRESBYTERY IN CONFERENCE OR COMMITTEE

- a) For greater freedom in the discussion of important questions the Presbytery may resolve to meet in Conference and the Conference may appoint the Moderator or any other of its members to preside. No resolutions framed or decisions adopted at such a Conference are recorded in the minutes of the Presbytery, the object being to ripen opinion for subsequent decision or to influence public opinion and action.
- b) For the consideration of any matter involving a variety of details, or for other reasons, the Presbytery may resolve to meet in Committee and appoint a Chairman who may be the Moderator or any other member. When this is done the ordinary rules of debate are understood to be suspended. When resolutions are framed or decisions adopted in this Committee, they are reported to the Presbytery when it resumes and they are adopted by the Presbytery without further discussion, the right of dissent, or of dissent and complaint, being reserved.

10. SUSPENSION AND ALTERATION OF STANDING ORDERS

- a) Any one or more of these Standing Orders may, in the case of urgency, or upon motion made or a notice duly given, be suspended at any meeting so far as regards any business at such meeting, provided that three-fourths of the members of Presbytery present shall so determine.
- b) No alteration of these Standing Orders may be made without notice given at one meeting of the Presbytery to be discussed at the following one and adopted by a majority of the members present.

11. INTERPRETATION &c

- a) The Moderator and, in the case of Committees, the Chairman shall in his discretion with or without discussion, determine all questions of procedure in reference to which no express provision is made under these Orders.
- b) In all other matters not dealt with in these Standing Orders the Presbytery shall be guided by the Standing Orders of the General Assembly and by the standard reference works on Practice and Procedure in the Church of Scotland.

Glossary of Latin terms commonly used in Church courts.

<i>Addendum</i>	Something added - usually in Church context, to a deliverance (motion) made at a meeting. All <i>addenda</i> are amendments although amendments are not all <i>addenda</i> !
<i>Apud acta</i>	There and then in the presence of the court. For example, in the reading of a citation.
<i>Ex officio</i>	In virtue of office. For example, the Moderator is a member of every Presbytery committee <i>ex officio</i> , by virtue of his or her office.
<i>In hunc effectum</i>	For this purpose. Refers to a Presbytery meeting arranged for a particular piece of business. It can be any business, but Presbytery must have appointed an <i>in hunc effectum</i> meeting at a previous meeting and stated the business to be conducted at it.
<i>Inter alia</i>	Among other things. For example, an extract minute will state that <i>inter alia</i> , such-and-such was decided. The phrase <i>inter alia</i> indicates that it was not the only thing dealt with at that meeting.
<i>Oath de fideli</i>	An abbreviation of <i>de fideli administratione officii</i> . "Concerning the faithful administration of the office." The oath taken by a Clerk, for example, when he or she takes up office.
<i>Prima facie</i>	At first sight. <i>Prima facie</i> evidence is evidence (e.g. in the case of a complaint arising) which does not in itself amount to proof, but is of such a nature that it should be taken seriously, so justifying further investigation.
<i>Pro re nata</i>	For the thing which has arisen. Refers to a Presbytery meeting called by the Moderator to deal with business which cannot wait until the next Ordinary Meeting.
<i>Pro tempore</i>	Or <i>pro tem</i> for short. For the time being. Usually refers to a substitute Moderator, Clerk, etc.
<i>Quoad omnia</i> parish	For all purposes. A parish in which there is no separate financial board and temporal as well as spiritual matters are dealt with by the Kirk Session.
<i>Quoad sacra</i> parish	For sacred purposes. A parish in which there is a separate financial board.
<i>Quorum</i>	The fixed minimum present to constitute a valid meeting.
<i>Simpliciter</i>	Exactly as said, neither more nor less. For example, a deliverance could be agreed <i>simpliciter</i> , or with amendments.