



**Rutherglen
United Reformed Church
Constitution
& Rules**

November 2015

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Constitution

Rutherglen United Reformed Church

69 Johnstone Drive, Rutherglen, G73 2QA

Scottish Charity number SC 017385

Preamble

Rutherglen United Reformed Church.

On the 19th of May 1901 the first service of Rutherglen Congregational Church was held in Harriet Street Hall. Shortly after the fellowship moved to King Street Hall and remained there until 1903 when they moved into a newly erected church in East Main Street. In 1935 the fellowship again moved, this time, to its current location in Johnstone Drive.

Shortly after its formation in 1901 Rutherglen Congregational Church became a member of the Congregational Union of Scotland and has participated fully in the work and witness of the Church both in Scotland and, through membership of the Council for World Mission, the wider world. On the 1st April 2000 the Scottish Congregational Church (formerly known as the Congregational Union of Scotland) united with The United Reformed Church in the UK to form The United Reformed Church.

The United Reformed Church (URC)

The URC had been formed in 1972 by the union of the Congregational Church in England and Wales and the Presbyterian Church of England. A further union occurred in 1981 with the

then URC uniting with the Re-formed Churches of Christ. The URC holds to the Trinitarian faith expressed in the historic Christian creeds and finds its supreme authority for faith and conduct in the Word of God in the Bible, discerned under guidance of the Holy Spirit. The URC's structure also expresses its faith in the ministry of all God's people through the adoption of a conciliar model which recognises the role and decision-making powers of the local church.

Constitution.

1. Name

The name of the organisation shall be known as 'Rutherglen United Reformed Church' (hereinafter referred to as Rutherglen URC.).

The Charity number is SC 017385.

2. Constitutional Statement

Rutherglen URC is a registered charity and is a member of the United Reformed Church (URC). This constitution and the rules that accompany it relate to matters of local church governance for Rutherglen URC as a charity. The 'Scheme of Union' of the URC describes the responsibilities of the various councils of the URC and how they, as separate legal bodies, relate to and inter-act with one another.

3. Objectives

The objectives of Rutherglen URC are:

- to be a Christian community which is welcoming and inclusive.
- to be a Christian community which nurtures all within its fellowship.
- to be a Christian community which is ‘good news’ in the wider community.

These objectives are expressed in Rutherglen URC’s Vision Statement which was agreed by the Church Meeting on June 9th 2013. They are given expression through many activities including:

Public Christian worship at least once a week, and additional acts of Christian worship as required.

Christian education and nurture for children and adults.

Pastoral care provided for all members.

Opportunities for Christian fellowship.

Participation in the life of the local community.

Participation in the activities of the United Reformed Church.

4. Membership

Membership of Rutherglen URC is open to all who can give expression to their Christian faith and who promise to:

- to be ‘faithful’ in worship.
- to ‘live’ in the fellowship of the church.
- to ‘share’ in the witness of the church.

The Church Meeting will determine the process by which people may enter into membership of Rutherglen URC. This process is in accordance with the URC Basis of Union – Schedule A and is outlined in the accompanying rules.

All new members shall be given a copy of the Constitution.

Admission to the full responsibilities and privileges of membership of Rutherglen URC confers membership simultaneously to the URC.

There shall be a Roll of Members on which persons admitted to the full privileges and responsibilities of membership in the church, whether on profession of faith or by transfer, are entered.

Names are to be removed from this roll:

- On transfer to another church.
 - At the request of the member wishing to relinquish membership.
 - By resolution of a Church Meeting.
 - On death.
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5. Meetings

a. Annual General Meeting.

The Annual General Meeting (AGM) of Rutherglen URC shall consist of those persons who choose to attend and who have been admitted to the full privileges and responsibilities of membership of the United Reformed Church and whose names are included on the membership roll of Rutherglen URC. Other persons may also attend and, if granted permission by the Chairperson, speak at its meetings. Only members of Rutherglen URC are entitled to vote.

The quorum for the AGM is 10% of the church membership.

The AGM shall be held by the end of June each year. The business of the meeting will be to:

Approve minutes of previous AGM.

Allow the Church Members to examine and raise questions concerning Rutherglen URC's annual accounts.

Appoint the independent examiner of the accounts for the current financial year.

Make all necessary appointments to the Trustee Body (as per Rutherglen URC's appointment cycle and in accordance with Rutherglen URC's current rules).

The Trustee Body should comprise of no less than five members. The AGM cannot appoint any person to the Trustee Body whom OSCR would deem to be an unfit person to be a Trustee.

Make all other necessary appointments (as per Rutherglen URC Page 7

URC's appointment cycle and in accordance with Rutherglen URC's current rules).

Discuss and decide upon any other competent or non-recurring business.

b. Church Meeting

The Church Meeting is the main decision making body of Rutherglen URC.

The Church Meeting of Rutherglen URC shall consist of those persons who choose to attend and who have been admitted to the full privileges and responsibilities of membership of the United Reformed Church and whose names are included on the membership roll of Rutherglen URC. Other persons may also attend and, if granted permission by the Chairperson, speak at its meetings. Only members of Rutherglen URC are entitled to vote.

The quorum for a Church Meeting is 10% of the church membership.

The Church Meeting will be chaired by the Church President, or in the case of their absence, by a 'Chairperson' who has been appointed to that task by the Trustee Body of Rutherglen URC.

The Church Meeting shall determine the operational structure of Rutherglen URC and has the authority to make changes to that structure as and when it so desires.

The Church Meeting can, where it so wishes, devolve responsibilities to individuals and groups within the structure of Rutherglen URC.

The Church Meeting has the power to fill any vacancies which may occur within the Trustee Body or within any other part of the Church's operational structure as these arise.

The Church Meeting shall, where it so wishes, give direction to the Trustee Body and to individuals and groups regarding the activities of Rutherglen URC.

The Church Meeting will decide on the policies and practices necessary to ensure the business of Rutherglen URC is conducted in accordance with its objectives and with current legal requirements.

The Church Meeting is responsible for the appointment of Deacons as outlined in the accompanying rules.

The Church Meeting must give its approval before any person is appointed to a paid position within Rutherglen URC.

There shall be at least three scheduled Church Meetings each year. The proposed dates of these should be published on the notice board giving a minimum of one month's notice of any scheduled meeting.

There shall be a church notice board within the premises on which an agenda of scheduled meetings shall be posted by the preceding Sunday.

Any issue which concerns the life and work of Rutherglen URC may be raised by any member. Any decision which the Chairperson considers to be of major importance may be

deferred until the Trustee Body has had an opportunity to consider it and, if necessary, obtain professional advice.

Special Church Meetings shall be called when required for specific business and shall be intimated on the two preceding Sundays. The meetings shall be called by the Trustee Body, either as they feel necessary, or at the request of at least ten members of Rutherglen URC, in writing, through the Trustee Body.

6. Finances

The Trustee Body shall appoint a Finance Group. These two bodies share responsibility for ensuring the finances of Rutherglen URC are properly managed.

The Finance Group is responsible for the management of investments and the various bank accounts that exist in the name of Rutherglen URC. The committee/group should appoint three people as signatories to any accounts held in the name of Rutherglen URC - two of which should be members of either that committee/group or of the Trustee Body. All cheques must be signed by not less than two of the authorised signatories, who cannot be related. The quorum for a meeting of the Finance Group is 50% of the group membership.

The Finance Group is responsible for keeping the Church Meeting and the Trustee Body informed as to the finances of Rutherglen URC.

The Finance Group is responsible for submitting the accounts and any other documents as may from time to time

be required to the relevant regulatory bodies.

The Finance Convenor (or someone acting on their behalf) is responsible for presenting an annual set of examined and approved accounts to the AGM or, in exceptional circumstances, to a Church Meeting.

The Trustees are responsible for ensuring that the accounts are subjected to an appropriate level of external scrutiny in accordance with Scottish charity law.

The Trustees are responsible for approving the accounts.

The Trustees are responsible for presenting a Trustees' Annual Report to the AGM or, in exceptional circumstances, to a Church Meeting.

The annual accounts will be independently examined prior to being presented to the Trustee Body by the appointed person.

The financial year runs from 1st January to 31st December each year.

7. Alteration to Constitution.

- The Constitution may be altered by a two-thirds majority vote of the church meeting, but only on condition that notice of the proposed change(s) has(have) been given at the previous Church Meeting and full details displayed on the church notice board for four weeks prior to the meeting where the motion is to be discussed.

8. Closure and Dissolution

Any resolution to close Rutherglen URC must be agreed by a two-thirds majority vote of the Church Meeting. When agreed, the resolution will have the effect of dissolving Rutherglen URC at a date to be determined.

In the event of the Church Meeting deciding to close Rutherglen URC the guidance of the United Reformed Church Synod of Scotland or its successor body should be sought regarding the specific procedures and timing of the closure.

The Church Meeting may give direction for allocation of unrestricted monies of Rutherglen URC funds after the satisfaction of all debts and liabilities.

If no such direction is given the Church Meeting shall be deemed to have directed the trustees to apply the unrestricted monies held as part of the general funds of Rutherglen URC, after the satisfaction of debts and liabilities, as determined by the URC Synod of Scotland (or the successor body).

This amended constitution was unanimously adopted by a Church Meeting held on Sunday 20th September 2015.

Rules concerning current practice

Rutherglen United Reformed Church

69 Johnstone Drive, Rutherglen, G73 2QA

Scottish Charity number SC 017385

What follows is the current practice of Rutherglen URC and is included for information. These rules do not form part of the constitution of Rutherglen URC. As stated in the constitution any changes to these current practices must be agreed by a Church Meeting. Notice of any proposed changes must be published on the church notice board a minimum of four weeks before the Church Meeting at which they will be discussed. Any member of Rutherglen URC can suggest a change to the rules and post a notice on the church notice board. Any such notice must be signed and dated by the person proposing the change, if the change is proposed by a group then that group should nominate one person to sign the proposed change. The person who signs the notice should also give a copy of the notice to the President and Secretary within five days of the date of posting the notice.

Membership

- The names of those seeking to join Rutherglen URC are presented by the Minister to the Deacons' Meeting for discussion. They are then brought before a Church Meeting with the

recommendation of the Deacons' Meeting. The Church Meeting will then vote whether or not to accept someone into membership of Rutherglen URC.

If the Church Meeting agrees then those named will enter into membership through 'Profession of Faith' or by 'transfer' from another Christian Church. This will normally take place within the context of public worship.

Meetings

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- 1. The Annual General Meeting appoints a 'President Elect' every second year. The person appointed will serve one year as 'Vice-President', two years as 'President' (and will usually chair the Church Meetings, the AGM and the meetings of the Trustee Body – 'the Hub') and one year as 'Past President'.
- 2. The Church Meeting shall hear reports from the Minister, the Group Convenors and whoever else the Church Meeting and/or the Hub so determines.
- 3. The Church Meeting shall, where it wishes, give direction to the Minister and the Group Convenors regarding the activities of Rutherglen URC.

Structure

The Hub

- 1. The 'Hub' is the Trustee body of Rutherglen URC and has oversight of the activities and financial management of Rutherglen URC.

- 2 The membership of this body will adhere to all laws and regulations regarding Trusteeship and only persons suitable in law shall be appointed as members of The Hub.
- 3 The Hub comprises of the following post-holders
 - Church President
 - Church Vice / Past President (depending on the appointment cycle)
 - Church Secretary (Convenor of Admin Group)
 - Finance Group Convenor
 - Fellowship Group Convenor
 - Session Clerk (Convenor of the Deacons' Meeting)
 - United Reformed Church, Synod Link Person
 - The Minister
 - Three additional members elected by the AGM / Church Meeting
- 4 The Members of the Hub are usually appointed at the Annual General Meeting. When circumstances require it, appointments can also be made by a Church Meeting. The length of each appointment is normally for four years unless otherwise determined by the AGM or Church Meeting. Persons can be reappointed for further periods of four years if agreed by the AGM or a Church Meeting. If a person leaves during their four year term then their replacement will be appointed to serve the remainder of that term. However if the remainder of the term is one year or less then the new person will serve to the end of the next four year term.

- 5 The quorum for a meeting of the Hub is 50% of the group membership.
- 6 The Church Meeting may, if it so determines, appoint an individual who is ineligible to serve as a Trustee to one of the posts listed in paragraph 3 above. In this situation the person is ineligible to be a member of the Hub but will attend meetings of the Hub in an advisory capacity.
- 7 The Church Meeting may, if it so determines, appoint two people, in a job sharing arrangement, to one of the posts listed in paragraph 3 above. In this situation both people would attend meetings of the Hub and both, if eligible, would be trustees.
- 8 The Hub shall have the power to act on behalf of the Church Meeting in an emergency. The Hub should notify the Church Meeting of its actions as soon as it is practical to do so.
- 9 The Hub shall be responsible for calling all Church Meetings.
- 10 The Hub is responsible for ensuring that policies adopted and decisions taken by the Church Meeting are implemented.
- 11 The Hub has oversight of the work of the four Groups (Finance, Fellowship, Administration and Deacons).
- 12 The Hub is responsible for ensuring that all Church Policies & Publications are kept up to date.
- 13 The Hub will recommend to the Church Meeting, for their approval, an amount that the Finance Group can spend on any one repair or improvement to the fabric of the buildings without coming to a Church Meeting.

- 14 The Hub will ensure that all necessary insurances are in place, these should include building insurance, employer's liability insurance, general liability insurance and any other insurances that are required by law or considered necessary by The Hub.
- 15 The Hub will give due consideration to any requests made to Rutherglen URC by the wider URC and will bring these to a Church meeting for decision when appropriate.
- 16 The Hub shall bring to the attention of the Church Meeting any decisions of the Synod of Scotland or General Assembly so that these may be considered and decisions taken when appropriate.

Administration Group.

- 1 The remit of this group is to ensure the smooth running of Rutherglen URC in relation to administrative functions and to improve communication throughout Rutherglen URC. The responsibilities of this group include the following:
 - Oversight of the Rutherglen URC website.
 - Production of 'Time & Talents' form and its collation.
 - Management of the Church Office.
 - Dealing with the non-financial aspects of hall lets and user groups.
 - Ensuring policies are reviewed and updated when appropriate.

- 2 This Group is convened by the person(s) appointed to the role of Church Secretary/Secretaries.
- 3 The membership of this Group is appointed by the Hub.
- 4 The Group will meet as often as required to fulfil the tasks assigned to it by the Church Meeting / Hub.
- 5 The Minister is an ex-officio member of this Group.
- 6 Members of this group appointed by The Hub will serve for a term of four years and be liable for reappointment. If a person leaves during their four year term then their replacement will be appointed to serve the remainder of that term. However if the remainder of the term is one year or less than the new person will serve to the end of the next four year term.

Deacons' Group.

- 1 The Deacons, along with the minister are elected for service by the Church Meeting.
- 2 Deacons shall serve on the Deacons' court which normally meets three times a year.
- 3 Their remit includes:
 - Pastoral care of the members and adherents.
 - Oversight of Worship.
 - Responsibility for Christian nurture within the fellowship of Rutherglen URC.
 - Maintenance of the Membership Roll of Rutherglen URC.
 - Fulfilling duties relating to Sunday morning worship and the

counting and recording of Sunday collections and other funds as appropriate.

- 4 Each Deacon will usually have a ‘District’ and is responsible for visitations and the delivery of the Church Bulletin to those in their allotted district.
- 5 When the Deacons determine there is a vacancy within the court any church member shall be eligible for election. Nominations are to be made in writing to the Session Clerk. The deacons’ court shall discuss any such nominations and shall then be responsible for presenting names of nominees to the church meeting with their recommendation. Upon acceptance by the Church Meeting, the duly elected deacons shall normally be ordained at the next suitable Communion service.
6. Deacons are ordained and currently serve until they choose to resign or retire.
- 7 Deacons will receive suitable initial training and refresher training as required.
8. This Group is convened by the Session Clerk.
- 9 The Group will meet as often as required to fulfil the tasks assigned to it by the Church Meeting / Hub.
- 10 The Minister is a full member of this Group.
- 11 All matters relating to Church Discipline will, in the first instance, be considered, in confidence, by the Deacons and their findings shared with the person concerned. If the person concerned is unhappy with the decision / actions of the Deacons they can then appeal to the Church Meeting who will have the final say on all such matters.

Fellowship Group.

- 1 The aim of this group is to provide opportunities for fellowship for members and adherents of the Church. These should include activities for all age ranges within the Church.
- 2 This Group is convened by the Fellowship Group Convenor.
- 3 The membership of this Group is appointed by the Hub.
- 4 The Group will meet as often as required to fulfil the tasks assigned to it by the Church Meeting / Hub..
- 5 The Minister is an ex-officio member of this Group.
- 6 Members of this group appointed by The Hub will serve for a term of four years and be liable for reappointment. If a person leaves during their four year term then their replacement will be appointed to serve the remainder of that term. However if the remainder of the term is one year or less than the new person will serve to the end of the next four year term.

Finance Group:

- - 1 The aim of this group is to oversee all of the financial aspects of the church's life
 - 2 The remit of this group includes:
 - management of budgets including income and expenditure accounts.
 - Oversight of all fabric matters.
 - Administration of rent of Church Manse & Church House when appropriate.
 - Health & Safety matters.
 - Production & collation of pledge material.
 - Setting of the amounts that outside groups pay for use of the premises.
 - 3 This Group is convened by the Finance Group Convenor.
 - 4 The membership of this Group is appointed by the Hub.
 - 5 The Group will meet as often as required to fulfil the tasks assigned to it by the Church Meeting / Hub.
 - 6 The Minister is an ex-officio member of this Group.
 - 7 Members of this group appointed by The Hub will serve for a term of four years and be liable for reappointment. If a person leaves during their four year term then their replacement will be appointed to serve the remainder of that term. However if the remainder of the term is one year or less than the new person will serve to the end of the next four year term.

Other Appointments

- Other persons appointed by The Hub, AGM or Church Meeting will serve for a term of four years and be liable for reappointment. If a person leaves during their four year term then their replacement will be appointed to serve the remainder of that term. However if the remainder of the term is one year or less than the new person will serve to the end of the next four year term.

User Groups

- 1 All non-church organisations using the church premises shall be under the oversight of the Hub - who may devolve related responsibilities to the Finance Group, Administration Group, Church Secretary(ies) and Church Caretaker as appropriate.
- 2 All User Groups will receive a User Handbook at the start of the period they use the premises and must state their agreement to adhere to the requirements stated therein.
(This does not apply to one-off use of the premises by organisations or individuals).

These notes on current practice were accepted as being correct by a Church Meeting held on 15th November 2015.

Church Policies & Publications:

The church currently has the following policies and publications in place.

Copies can be obtained from the Secretary(ies) .

Constitution and Rules

Church Calendar (produced annually)

Member and Fellowship List (limited access)

Fellowship Directory (gives names & allocated Deacon)

Infant Baptism Guide

Marriage Guide

Membership Guide

Recruitment of Leaders Guide (J-Team, FURY & Criss Cross)

User Group Handbook

Alcohol Policy

Behaviour Policy (J-Team, FURY & Criss Cross)

Child Protection Policy

Data Protection Policy

Equal Opportunities Policy

Fair Trade Policy

Health & Safety Policy

Rutherglen United Reformed Church

69 Johnstone Drive
Rutherglen
G73 3QA

*We are registered in Scotland as a charity SC 017385
We are a Fair Trade Church and an eco-congregation*