

LINKAGE COMMISSION

Convener: Rev WJ HENRY
Secretary: Mr TJ LIVINGSTONE

EXECUTIVE SUMMARY

1. This report summarises the work of the Union Commission from April-May 2015 and Linkage Commission from June 2015-March 2016. Matters dealt with include: the terms of leaves to call granted to 15 charges, the reviews of the financial terms in various leaves to call, and reports on the work of the internal Panels of the Commission.

Mr Tom Reid

2. It was with great sadness that the Commission learned of the passing of the Co-Convener of the Church Architecture and Manses Panel. Mr Reid had given many years of service as a Presbytery representative on the previous Union Commission and most recently as a Panel Convener. His common sense and knowledge of the realities of Church life is a great loss in the day-to-day workings of the Commission.

Defaulting Congregations

3. The Commission has in recent years made the Assembly aware of the potential difficulties that lie in the future for the Church when individual Congregations are not able to meet their central assessments, including payment of stipend. The Financial Secretary's Department will ensure that when payments do come from individual Congregations in this situation that the payments will first be directed towards stipend. However, any unpaid assessment is still a debt. The Commission, in following the direction of the Assembly, will investigate and discuss with local representatives to determine what must be done, all the while being aware of the financial strain on the Congregation.

4. Regrettably in the past year this has again meant that a Minister has had to be loosed from his charge ahead of a reconfiguration of ministry. It cannot be stated strongly enough how much the stress and pain that such unavoidable action causes to all parties but especially to the Minister and his family.

5. The Commission urges Presbyteries to be involved at an early stage where it becomes apparent that financial difficulties are becoming worryingly significant.

New Forms of Call

6. During the year the Commission updated many of the forms that are in regular use either for application for Leave to Call, the Leave to Call document, and the Form of Call to a Minister. Where appropriate similar forms have been created for Part-Time ministries. These are in immediate use. The Form of Call to a Minister (Part-Time) and Auxiliary Minister are reported to the Assembly as Appendix 1 as these have traditionally been printed at the end of the Code.

Part-Time Ministry

7. The Commission has reflected further on some practical aspects which have come to light in relation to the on-going implementation of the Part-time ministry scheme. For example, the implications of preparation time in situations where more than one sermon might be required in a week. Updated guidelines are included at Appendix 2.

Auxiliary Ministry Scheme

8. To facilitate the further implementation of this new scheme of the Assembly it has been necessary to provide guidelines to assist Kirk Sessions which might be considering appointing an Auxiliary Minister (Appendix 3). Some changes in the Code are necessary to take account of the existence of Auxiliary Ministry posts. Overtures will be transmitted.

Longer Term Stated Supplies

9. Medium to Long term “Stand-Alone” Stated Supply arrangements do not necessarily achieve the purposes for which they were created and oftentimes can result in a sense of contentedness within a Congregation so that it will be resistant to further change or re-alignment. Instead of enabling and facilitating the Congregation to move towards a positive resolution of a vacancy, a negative co-dependence between Stated Supply and Congregation can result. This in no way detracts from the very many positive Stated Supply arrangements that have existed where a Minister (under the oversight of Presbytery) has been charged with a very specific time-limited role of building a Congregation up after a period of unease and upheaval.

10. The Linkage Commission must seek to encourage Presbyteries to see obvious new linkage partners at an early occasion (preferably immediately) but certainly within a couple of years. The Linkage Commission must consider long and hard before breaking future linkages.

11. Neighbouring Ministers acting as Stated Supplies should be considered slightly differently as the relationship is one that might be compared to courtship prior to marriage. Where it might be expedient to delay a linkage such relationships should be supported and encouraged.

Register of Retired Ministers

12. For a number of years, in order to assist Conveners of Vacancies and others, the Commission has made available a register of retired Ministers who are willing to assist with preaching and pastoral duties. It has been decided to stop maintaining this register due to lack of use.

Minister’s Self-Certification of Illness

13. The Commission issued a reminder of the need for Ministers, should they be off ill for more than 3 days and unable to work, to self-certify for that period. After a week of absence from work due to illness they must produce a doctor’s certificate. This is a legal requirement under state law where, for tax purposes Ministers are regarded as employees, and it is also a requirement of the Church. The Financial Secretary’s Department must be able to keep an accurate record of all instances of ministerial illness over a rolling two-year period.

Guidelines for Interviews at Vacancies

14. In 2015 the Union Commission brought draft Guidelines to the General Assembly for interviews at Vacancies. The previous Guidelines, which dated back to 1988 (MGA page 69) included this paragraph: *(f) Where there is a sole nominee of a hearing committee, or only one candidate preaches for the Congregation, a brief report from the meeting, agreed by the candidate and approved by the Vacancy Commission, may be read when the Congregation meet to decide on a Call.*

15. The word ‘meeting’ here refers to an interview by the hearing committee. The Code neither allows nor prohibits the practice. It does allow for a Hearing Committee to report to the Congregation at a meeting to call at Code Par 195(3): *On the day and at the time specified and after the hearing committee, if any, have reported, the Minister presiding shall ascertain by a vote of the Congregation whether they desire to propose that a call be issued to any candidate on the list.*

16. Accordingly the draft Guidelines brought by the Union Commission last year included, along with those for Kirk Session Interviews, guidelines for Hearing Committee Interviews. The Assembly removed the Hearing Committee Interview guidelines but did NOT either endorse or rule out the possibility of such interviews taking place. This left the Church with no guidelines at all for Hearing Committee Interviews.

17. Those present at the debate gained a sense that the Assembly did not wish Hearing Committee Interviews to take place at all and so a new set of guidelines for Kirk Session Interviews only and which explicitly rules out the possibility of Hearing Committee Interviews is provided (Appendix 4 Option A).

18. However, since this would be a change of policy from something that has prevailed since 1988, an alternative set of guidelines which include the possibility of Hearing Committee Interviews is provided (Appendix 4 Option B). With both sets provided in the General Assembly Reports, it is hoped that the 2016 Assembly will be able to have an informed debate and come to a cogent determination.

Leave To Call A Minister

19. This is only a summary - there may well be conditions attached to the Leave to Call, which are not recorded here. These might include Part-time, Reviewable Tenure, Restricted List, additional income for Minister etc. When a figure is set the year denotes when Leave to Call was granted. This figure will increase automatically under the annual Stipend Review. Expenses are “initial ministerial expenses” and are to be kept under review and paid in accordance with the procedures agreed by the General Council’s Support Services Committee.

Congregation	Stipend	Expenses
Drumreagh &	£30,000 [2015]	£7,500
Dromore	£4,000 [2015]	£970
Killymurriss	£29,000 [2015]	£7,500
Ballyrashane	£AMM [2015]	£7,500
1st Comber	£36,500 [2015]	£7,500
Strean	£32,658 [2015]	£7,500

Hillsborough	£39,658 [2015]	£7,500
Donemana	£29,158 [2015]	£7,500
Ballyrone &	75% of £ AMM [2015]	£6,000
Drumlee	25% of £ AMM [2015]	£2,000
Christ Church, Rathgar	€ AMM [2015]	€12,500
Knappagh &	50% of £ AMM [2015]	£3,750
Lislooney	50% of £ AMM [2015]	£3,750
St. Andrews, Bangor	£ AMM [2015]	£7,200
Belmont	£38,658 [2016]	£7,600
1st Donaghadee	£26,500 [2016]	£7,500
Drumgooland &	£19,360 [2016]	£5,600
Kilkinamurry	£8,360 [2016]	£2,400
Clough	£33,488 [2016]	£7,500
Rasharkin	£ AMM	£7,500

(Note: BMM = Basic Ministerial Minimum; AMM = Appropriate Ministerial Minimum)

Leave To Call An Associate Minister

Orangefield	£AMM	£5,900 Expenses & £2,000 Housing Allowance
Knock	£AMM	£4,500 Expenses & £3,000 Housing Allowance
Bangor West	£AMM	£6,000 Expenses & £2,000 Housing Allowance

Extension of Reviewable Tenure Ministries

20. Reviewable Tenure Ministry in Ballycairn was extended for an Interim period to allow time for an additional report from the Presbytery of South Belfast.

21. Reviewable Tenure Ministry in Carlow and Athy was extended for 7 years from 30th November 2015. It was further agreed that the Minister be asked to carry out research into missional opportunities in Athy and report back to the Presbytery of Dublin and Munster.

22. The Reviewable Tenure Ministry in Clontibret and Middletown was extended for an interim period to allow for the Presbytery of Monaghan to bring forward a Plan for Ministry within its bounds, particularly in the light of a number of current vacancies.

Stated Supply Arrangements

23. During the past year the Commission has renewed a number of previous nominations for a further period in co-operation with the appropriate Presbytery. New Stated Supply arrangements in Tobermore and Draperstown, Vinecash, Great Victoria Street, Belfast and May Street, Belfast, 1st Stewartstown, Brigh and Albany were effected.

Amalgamation

24. Following discussions between the Kirk Session and Presbytery, the Commission has agreed to the Presbytery's request that Berry Street Congregation

be amalgamated with another, as yet unidentified, Congregation. The permission of the General Assembly is required and a resolution is appended.

REVIEWS, EXPENSES and FEES PANEL

Mr James Livingstone reports:

Reviews

25. In accordance with Par 236(2) of the Code and arising out of other circumstances the Reviews Committee reviewed the stipend of the following Congregations:

Congregation	Stipend
ARDS PRESBYTERY	
Ballygrainey	No Change
Trinity, Bangor	No Change
Regent Street, Newtownards	No Change
Carrowdore & Ballyfrenis	Increase by £500
Shore Street, Donaghadee	No Change
Helen's Bay	No Change
Kilcooley	Increase by £1000 per year for 2 years.
ARMAGH PRESBYTERY	
1st Lurgan	No Change
1st Keady &	No Change
Armaghbrague	No Change
Richhill	
No Change	
BALLYMENA PRESBYTERY	
Ballykeel	Increase by £500 per year for 2 years
West Church, Ballymena	No Change
Ballee	Reduce by £3,000 With Annual Review
NORTH BELFAST PRESBYTERY	
Rosemary	No Change
Newington	No Change
Ballygomartin	No Change
Fortwilliam & Macrory	Increase by £2,000
Eglinton	No Change
Woodvale	No Change
New Mossley	Increase by £1,000 With Annual Review
SOUTH BELFAST PRESBYTERY	
Kilmakee, Seymour Hill	No Change

EAST BELFAST PRESBYTERY

Castlereagh	No Change
Bloomfield	No Change
Granshaw	No Change

CARRICKFERGUS PRESBYTERY

Whitehead	No Change
Woodlands	No Change

COLERAINE & LIMAVADY PRESBYTERY

Ballysally	Increase by £1,000 per year for 2 years with Annual Review
1st Garvagh	No Change
Drumachose &	No Change
Derramore	No Change
Castlerock	No Change
Portstewart	No Change
Portrush	No Change
1st Kilrea	No Change

DERRY & DONEGAL PRESBYTERY

Ramelton &	No Change
Kilmacrennan	No Change
Ray &	No Change
Newtowncunningham	No Change
Ballyarnet &	No Change
Knowhead	No Change

DOWN PRESBYTERY

1st Comber	No Change
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DROMORE PRESBYTERY

Cargycreevy &	No Change
Loughaghery	No Change
1st Dromore	No Change
Legacurry	No Change
Magheragall	No Change

DUBLIN & MUNSTER PRESBYTERY

Maynooth	No Change
Clontarf & Scots	No Change
Christ Church, Sandymount	No Change
Donabate	Review in 2016
Abbey, Dublin	Increase by €2,500
Mountmellick	Increase by €300

IVEAGH PRESBYTERY

Garvaghy &	Increase by £500
Anaghlonge	Increase by £500

MONAGHAN PRESBYTERY

Drumkerran &	No Change
Killeshandra &	No Change
Cavan &	No Change
Bellasis	No Change

NEWRY PRESBYTERY

Tullyallen &	No Change
Mountnorris	No Change
1st Drumbanagher & Jerretspass	No Change
Kingsmills	No Change

OMAGH PRESBYTERY

Dromore &	Increase by £500
Drumquin	Increase by £500
Ardstraw &	No Change
Douglas	No Change
Trinity, Omagh &	No Change
Gillygooley	No Change
Corrick	Increase by £500

TEMPLEPATRICK PRESBYTERY

1st Ballyeaston	No Change
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TYRONE PRESBYTERY

Dungannon	No Change
Culnady &	No Change
Swatragh	No Change

Travel Expenses

26. The Commission, through its Reviews, Expenses and Fees Panel, gives guidance to Congregational Committees about Travel Expenses and its recommendations are based on information available from the motoring organisations in the UK and RoI.

27. For 2016, based on an average of 14,400 business miles per year, the recommended figures take into account the continuing reductions in the cost of motoring in NI, and a similar pattern for RoI.

Northern Ireland: £5,985 Republic of Ireland €10,000

Ministers recording a higher business mileage should be paid more, while a lower amount may be appropriate to those who do not record as many business miles.

28. As it has done for a number of years, the Commission uses 125% of travel recommendations in setting its recommended figures for total expenses which are as follows in 2016:

Northern Ireland: £7,500 Republic of Ireland: €12,500

Review of Ministerial Expenses System and the Proposal regarding a 2-Part Expenses Scheme for PCI

29. The issue of the Scheme by which PCI makes payments to its Ministers in respect of expenses has been considered by the (former) Union Commission and the Linkage Commission for a number of years. To set the matter in context: “Expenses” are reasonable legitimate costs directly incurred by an individual arising out of their employment.

30. The current system is that, at the time when the Linkage Commission grants Leave to Call, in addition to setting a Stipend Figure, it sets a Minimum Expenses figure. This figure is based on two elements: travel and heat and light of a manse.

31. In setting the total figure using this methodology the Commission seeks to reflect what was felt to be a reasonable average figure but it remains an art rather than a science.

32. In the Union Commission report to the 2015 General Assembly on this issue of the Review of Ministerial Expenses it stated that: “The fundamental aim of the review is to ensure that the system for the payment of Expenses ensures that Ministers are fully reimbursed for ALL the expenses they incur in the course of their work, whilst at the same time achieving a system that is fully transparent, accurate and accountable.” It went on to state that at the February Meeting of the then Union Commission the following report was received:

- “1. A “Pure Reimbursement System” for ministerial travel expenses in which Congregational Treasurers would reimburse Ministers monthly, on the basis of accurate records of daily work-related travel, but which would not detail individual visits. Reimbursement would be at the rate recognised by HMRC, or the equivalent in RoI and this would therefore remove travel expenses completely from the Ministers’ taxable returns.
2. An Expenses Allowance to cover the other work-related expenses which are significantly more difficult to measure and record, with the Linkage Commission continuing to set this figure, as under the current system. It would continue to be the Ministers’ responsibility to account for this element of ministerial expenses in their tax returns.”
33. The details of a proposed scheme are contained in Appendix 5.

Supply Fee

34. The level of Supply Fee is determined by the Code, Par 238, and for 2016 this is £100 (€155), and £66 (€105) where only a single service is supplied in one Congregation. Travelling expenses should be paid in accordance with the rate set for attendance at Assembly Councils, currently 15p (22 cents) per mile.

35. The Panel has also considered the level of Supply Fee payable where in a Linkage two or more Morning Services and a separate Evening Service are conducted. A recommendation is brought that in such circumstances the Supply Fee should be 125% of the Full Supply Fee.

CHURCH ARCHITECTURE AND MANSES PANEL

Mr Brian Knox reports:

36. The remit of the Panel is: the consideration of the site and plans of all new buildings proposed to be erected on congregational property and of all proposed demolition, structural alterations of or structural additions to existing buildings; the consideration of proposals and designs for memorials, windows, artificial lighting and for seating and furnishings including the installation of audio-visual systems; and making recommendations to Linkage Commission in respect of a wide variety of manse issues.

37. All enquiries and submissions for the Church Architecture and Manses Panel should be sent to Miss Lorraine Beatty, Property Support Officer, Assembly Buildings, 2-10 Fisherwick Place, Belfast, BT1 6DW.

38. The Panel has met six times since September 2015 and considered thirty-eight applications ranging from the construction of new Churches, halls and manses, extensions to Church halls and manses, removal of pews for wheelchair access, to the provision of new screens and projectors. Thirty-five applications were recommended to Linkage Commission for approval, while three applications were either at a very early stage or required the provision of further information.

39. The Panel gave consideration to the existing Guidelines on Manses and prepared new guidelines (Appendix 6), which were approved by the Linkage Commission at the February 2016 meeting.

ADDITIONAL PASTORAL PERSONNEL AND AUXILIARY MINISTRY PANEL

The Rev Colin Gamble reports:

40. In the past year the Linkage Commission approved the creation of 21 new APP posts and the extension of 13 existing posts. It also authorised the creation of one Congregational Auxiliary Ministry post and Leave to Call was issued.

41. Guidelines are available from the Convener of the Panel to help Kirk Sessions through the process of creating a new APP post. These Guidelines ought to be consulted as early as possible and followed. Advice from Peninsula Business Services should also be sought in all cases. No post can be advertised until approval is received from both Presbytery and the Linkage Commission.

42. Extensions to existing APP posts also require approval from Presbytery and the Linkage Commission. A number of these requests have reached the Linkage Commission late. Therefore, when appointing someone to a fixed-term post, Kirk Sessions ought to note when the contract ends so that an early decision can be made on whether to extend the post when the times comes.

43. New APP Salary Scales for 2016 as shown below were agreed by the Linkage Commission at its meeting in December 2015. These are also available from the Convener of the Panel. Kirk Sessions should normally follow the Salary Scales when creating a new post. Advice is given in the Guidelines for when it might be appropriate to award a salary increment to an employee in an existing post.

APP Recommended Salary Scales 2016

	Sterling salary pt	E u r o salary pt	Level of responsibility of post	Qualification attained by employee or level of experience
Band A	£17,695 £18,328 £18,968 £19,605 £20,415 £21,047	€27,418 €28,400 €29,391 €30,377 €31,634 €32,612	Mostly direct work with children, young people or adults under close regular supervision; low management responsibility for people or projects.	Obtained or working towards OCN level 2&3 qualifications, PCI Youth/Children's Ministry Course or similar qualification in the relevant field; Where this level of qualification is not held, demonstrated experience in this field of activity may be deemed equivalent.
Band B	£22,070 £23,071 £24,105 £25,172 £25,901	€34,197 €35,749 €37,350 €39,004 €40,134	General responsibility for specific areas of programme and ministry oversight; graduating and less closely supervised responsibility for programmes, strategy, volunteers or leaders.	Appropriate recognition of attainment or working towards undergraduate or postgraduate theological study or professional qualifications (including Youth & Community, teaching qualification or other related professional qualifications such as counselling or social work). Where this level of qualification is not held, demonstrated experience in this field of activity may be deemed equivalent.

Please note:

1. This salary scale was initially based on the JNC Youth and Community work scale (2009) for the UK and has since been updated annually. The ROI salary scale will be the appropriate salary point multiplied by the ROI Ministerial Minimum (€37,377) and divided by the NI Ministerial Minimum (£24,122) i.e. uplifted by PCI's agreed percentage for ROI cost of living differential.
2. The above rates are deemed to apply to a minimum of 37.5 hours per week. For employees working less than 37.5 hours per week a pro-rata rate is applicable.
3. The APPAM Panel Convener of the Linkage Commission should be contacted for the most up to date figures and for advice on their interpretation.
44. Guidelines for creating Congregational Ministry Auxiliary posts are available from the Convener of the Panel. Kirk Sessions are advised to make

contact with the Convener as early as possible when investigating the possibility of creating an AM post. Proposals to create such posts should normally come to the Linkage Commission through the Presbytery.

45. Ministers are reminded to seek approval from Presbytery and the Linkage Commission before undertaking paid public appointments, sometimes referred to as 'Extra-Parochial Work', which we have defined as 'Remunerated work outside of the Presbyterian Church in Ireland undertaken by a parish Minister that amounts to more than six hours in any week.' A return form, available from the Convener of the Panel, should normally be sent in prior to the commencement of the appointment and then annually by 15th September.

APPENDIX 1

Form of Call documents

Form of Call to a Minister (Part-Time Ministry Scheme)

We, the members of the congregation of
in connection with the General Assembly of the Presbyterian Church in Ireland having heard a good report of you and being fully satisfied of your fitness to be our minister in the Lord, do hereby call and invite you to undertake the work of the ministry among us.

We promise to respect you for your work's sake, to attend to your instruction in the Gospel, and to submit to the discipline of the Presbyterian Church in Ireland, according to the law of the Lord Jesus Christ. And we further promise as stipend in pursuance of our obligations under paragraph 195(11) of the Code, the annual sum of £/€ , commencing from the date of installation and payable monthly, with increase in accordance with paragraph 236 of the Code, together with the annual income of such endowments, held in connection with the congregation, as are available for your benefit (if any) and the annual sum of £/€ from investment income over which the congregation or its Session or Committee or Trustees have absolute power of disposal; together with the use of the glebe (if any) and (tick as appropriate):

right of residence in the manse, in which you are required to reside during the period of your active ministry in this congregation, free of rent, rates and taxes, after which period you must vacate the manse; and promising that if a manse be not available then to provide other suitable residence on the same conditions, free of rent, rates and taxes, from which you can conveniently discharge your congregational duties, or to make such other arrangements as may be required under Paragraph 273(14).

no right of residence in the manse. Housing Allowance £/€ _____ per annum.

And we hereby undertake to contribute to the Central Ministry Fund according to the regulations for the time being of the General Assembly; and

to meet as a congregational expense the cost for a holiday pulpit supply for six weeks annually during vacation and acknowledge your entitlement to avail of both in-service and sabbatical leave under the terms approved from time to time by the General Assembly.

This Call is made out in conformity with the terms fixed by the Linkage Commission, a copy of which is herewith attached.

Dated and signed at this day of in the year

We certify that we attended in the congregation of this day of in the year by appointment of the Presbytery of as its Commission and that we were present at the signing of the call.

..... Moderator

Form of Call for an Auxiliary Minister

We, the Kirk Session of the congregation of in connection with the General Assembly of the Presbyterian Church in Ireland, being persuaded of your fitness to minister to the congregation in the Lord, do hereby call and invite you to undertake the work of the ministry of the Word among us as Auxiliary Minister, in accordance with the provisions of Paragraphs 36, 72, 128 and 201 of the Code of this Church.

We promise to respect you for your work's sake; to attend to your instruction in the Gospel; and to conform to the Terms of Call agreed with the Linkage Commission.

Dated and signed at this day of, 20.....
 Moderator of Kirk Session
 Clerk of Kirk Session

APPENDIX 2

Part-Time Ministry Guidelines

Revised October 2015

A. Introduction:

1. In June 2010 it was resolved, "That the General Assembly adopt the Scheme for Part-Time Ministry", (2010 General Assembly Minutes page 71, resolution 35). The scheme referred to was included as Appendix 1 of the report of the Ministries Panel of the General Board, (2010 General Assembly Reports, pages 93-94), and is attached to this report for ease of reference.

2. At the outset it should be clearly noted that, while there are lots of ways in which individuals can exercise a ministry which might be described as part-time in nature, e.g. Stated Supply or under Par 81(3) of the Code, the 'Scheme for Part-Time Ministry of Word and Sacrament' is the scheme as approved by the General Assembly in 2010. The following therefore apply:

- (a) The Linkage Commission has been authorised, after appropriate consultation, to declare a particular charge to be a “Part-Time charge” (2010 Report 2.1).
- (b) Such changes to the status of a charge can only be made at the time of a vacancy or of a realignment (2.3).
- (c) The Linkage Commission has the responsibility of granting Leave to Call to such a charge (2.2).
- (d) Such charges are not normally open to licentiates but only to those “who are already ordained as Ministers of Word & Sacrament” (2.4).
- (e) Such charges are not open to those who have retired from the Ministry of PCI, in that a retired Minister is not eligible to be called to any vacant charge – once a pension has been taken a Minister cannot ‘un-retire’. However, a Minister could apply for a call to a Part-Time charge immediately prior to retirement, and indeed work in it until the age of 70, (the current compulsory retirement age for Ministers), not taking their pension until eventual retirement from that Part-Time charge.

B. Guidelines

1. In considering the creation of a Part-Time charge, the Linkage Commission shall consult with:

- The Presbytery concerned;
- The congregation, or congregations concerned;
- Any other appropriate bodies e.g. the Council for Mission in Ireland in the case of Home Mission congregations, Urban Mission congregations or ‘church planting’ type situations.

Such consideration may be initiated either by the Presbytery or by the Linkage Commission.

2. After the conclusion of consultations, the Linkage Commission, in situations where it is clearly deemed appropriate, may declare a congregation, or a linkage, to be a Part-Time charge. In doing so the Commission should specify the following:

- The proportion of appropriate Ministerial Minimum which would be paid to the Minister;
- The amount of pastoral and other work to be carried out;
- Any other necessary matters e.g. clarity regarding occupancy of the Manse, holidays, other supplies etc. Particular attention needs to be given to envisaged arrangements for emergency cover outside the part-time hours period and the Presbytery will be required to ensure that the detail of this is fully understood and agreed prior to any eventual call being sustained.
- **In relation to the manse**

Where there is no manse an allowance in lieu of manse shall be set by the Linkage Commission.

Where there is a manse and the minister chooses not to live in it, no allowance shall be paid in lieu.

Where the terms under Leave to Call leave it optional, the issue of residency in the manse ought to be settled before a call is issued.

3. The congregation, or linkage, should then follow the normal vacancy procedures i.e. filling in vacancy forms, under the supervision of the Presbytery Commission, and seeking Leave to Call from the Linkage Commission. Where representatives of a charge have already appeared before the Linkage Commission, and Part-Time Ministry subsequently emerges from the ensuing consultations as the best way forward in the situation, then Leave to Call may be issued by the Linkage Commission if the details have been communicated to the representatives and they have been given opportunity to comment before a final decision is made.

4. The Linkage Commission may grant Leave to Call for Part-Time Ministry as either 'reviewable tenure' or 'unrestricted', though it is envisaged that the former will be the norm. Terms will be set, as with a normal Leave to Call, taking account of all of the details agreed when the charge was declared Part-Time.

5. Once a charge has been given leave to call for Part-Time Ministry, any qualified ordained Minister of the Presbyterian Church in Ireland, who has not retired from the ministry, shall be eligible to apply for such a Part-Time charge (although in exceptional circumstances a Licentiate may be declared eligible by the Linkage Commission when Presbytery requests it, and in Home Mission situations where the CMI agrees it). A Minister called to such a charge shall be a full member of the courts of the Church.

6. If a congregation or linkage, which has obtained leave to call for Part-Time Ministry, but has not yet called a Minister, wishes to seek to have ministry delivered in another way e.g. by a Stated Supply or by a temporary assistant under par 81(3) of the Code, the Congregation shall first apply to the Linkage Commission for withdrawal of the Leave to Call a Part-Time Minister before progressing any such arrangement.

7. Part-Time ministry is understood to cover the provision for the morning (or main) diet of worship, whether that is one or more services. As a guideline, one session per week ought to be allowed for preparation. For illustration purposes, a 50% part-time ministry call would be considered as 5 sessions per week (excluding Sunday) – where a session is a morning, afternoon or evening.

8. As a guideline, where there is a midweek service to be taken one session will include the service and preparation time, recognising that this allocation of time may extend to other parts of the week.

9. Where there is an evening service, either regular or occasional, it will be understood that the congregation make a payment of the appropriate supply fee to the minister for the conduct of these services of worship. Payment for this would be at General Assembly supply fee rates. It is understood that preparation time for this additional service is included within the supply fee and would be additional to the agreed sessions of work. The part-time minister would not be obligated to conduct evening services, but would be responsible for organising supply cover.

10. The Presbytery is strongly encouraged to appoint a continuing Commission for a period of one year after installation to oversee the practical outworkings of the locally agreed arrangements for ministry.

Notes:

(a) Financial

- Both a Minister in a Part-Time charge and the congregation(s) will

pay the usual percentage of stipend as a contribution to pension. The anticipated level of pension will obviously reflect the fact that a part time salary will be paid.

- All other assessments will be paid as normal by the congregation.
- A Part-Time Minister will only have the right to claim augmentation, or incremental grant, to bring his/her stipend up to the proportion of appropriate ministerial minimum set for the charge in which they serve.
- The Linkage Commission shall not set expenses any higher in a situation where the minister resides some distance from the church in his/her own house. These are minimum expenses and a congregation may wish to pay expenses at a higher rate, though the minister is reminded he/she will be required to justify his/her expenses payments received to the relevant tax authorities.

(b) Extra parochial work

- It is recognised that a Part-Time Minister may be involved in part-time extra parochial work to supplement his/her income. This employment would require the approval of the Linkage Commission, through the Additional Appointments and Auxiliary Ministry Panel, following normal procedures. The Panel will consider the nature of the work and the time commitment involved. While common sense will prevail, clearly some types of employment would not be appropriate for a Minister of Word and Sacrament.
- Where information about the extra parochial work is available before the Call is issued this permission must be obtained before the Presbytery proceeds to issue the call.
- Acceptance of a call involves acceptance of the authority of the Linkage Commission to determine these matters, including the right to decline to authorise particular types of employment.

General Assembly Reports 2010 pages 93f Appendix 1

Towards a Scheme for Part Time Ministry of Word & Sacrament in PCI

1. Introduction

1.1 Over the past number of years it has become apparent that PCI needs to have more flexibility in its use of Ministerial resources. One such change that could prove helpful would be to permit the Union Commission to give leave to call for 'part-time Ministry of Word & Sacrament' to a charge where that was the most appropriate way to proceed.

1.2 While it is not envisaged that a large number of such positions would be created, such posts could be attractive to a number of Ministers and may prove a useful option for Presbyteries and the Union Commission to have available for specific situations. Such a part-time congregational ministry could also be linked to a part-time non-parish ministry.

2. The Basic Scheme

2.1 After consultation, with the Presbytery concerned and other relevant bodies, the Union Commission, in situations where it is clearly deemed appropriate, should be authorised to create a position which is deemed to be a 'part-time charge'.

2.2 The Union Commission in granting 'leave to call' to such positions should both set the stipend at a suitable proportion of appropriate ministerial minimum and also specify the hours to be worked etc.

2.3 No current full-time position would be permitted to 'evolve' into a part-time position during a ministry. Such changes to the status of a charge can only be made at the time of a vacancy or realignment.

2.4 It should be clearly understood that any provision of posts in PCI which were deemed to be part-time Ministry of Word & Sacrament would be open only to those who *are already ordained as Ministers of Word & Sacrament*.

2.5 The Union Commission should exercise due care in creating such positions, taking into account not only the local need, but the use of ministry personnel throughout PCI.

APPENDIX 3

Guidelines for Kirk Sessions in filling Auxiliary Ministry Posts

1. These Guidelines are intended to help Kirk Sessions in filling an Auxiliary Ministry post once one has been created by the Linkage Commission.

2. The Guidelines on the operation of the Scheme were agreed by the 2015 General Assembly and are attached for reference.

3. Comment on C.6: The following applies where there is any form of remuneration, but not if the Auxiliary Minister is called on an expenses only basis. It is very important to get tax and related matters right and to know what arrangements will be put in place prior to the Auxiliary Minister starting work. Auxiliary Ministers are called and commissioned, and are therefore not employees (B.1). How someone is treated for tax purposes, however, is a different matter, depending on the location of the congregation(s) (and not of the Auxiliary Minister's residence).

- (a) In Northern Ireland, Ordained Ministers and Commissioned Deaconesses, while 'office holders' and not 'employees', are treated as 'employed' for tax purposes. As another member of the 'staff-team' who is an 'office holder', the Auxiliary Minister is also not an 'employee' but should be treated as 'employed' for tax purposes in the same way. This means that the congregation(s) will need to operate a PAYE system with payment of tax and National Insurance Contributions, if appropriate. Kirk Sessions should ensure they comply with statutory workplace pension requirements. At the time of writing relevant information can be found online at <https://www.gov.uk/workplace-pensions>.
- (b) For the Republic of Ireland, Auxiliary Ministers, as 'office holders', are deemed to be self-employed for tax purposes.

4. In both jurisdictions the final responsibility for being aware of and following tax, pension and related regulations lies with the Kirk Session(s).

5. Comment on C.12: While it is stated that a Congregation may appoint a particular individual they identify, the advice from the PCI Personnel department is, that if the post is remunerated, best practice would be that other suitably qualified people should be given the opportunity to apply. To give effect to this, the Linkage Commission will inform all those eligible to be called as Auxiliary Ministers once Leave to Call (Appendix 2) has been given that a post exists and inform them that if they are interested in applying they should contact the Minister concerned. Kirk Sessions will then need to give anyone who does this all relevant information and send them an application form. Kirk Sessions must then consider any applications received. This does not mean that all or any applicants have to be 'heard' or even interviewed, but it does mean that applications have to be fairly considered. If Kirk Sessions have a particular individual in mind, they too should fill in an application form. 5. Sequencing should be as follows:

- (a) Leave to Call granted by Linkage Commission.
- (b) Allow three weeks from issuing of Leave to Call to receipt of expressions of interest.
- (c) Send out information and application forms to all who express interest.
- (d) Allow three weeks for return of application forms. (But once all to whom forms have been sent either return them or indicate formally that they will not be applying the next step can be undertaken without waiting the full three weeks). The application form must include on it space for the applicant to include information about any other remunerated employment they are engaged in or are currently applying for.
- (e) Any information about any other remunerated employment applicants are engaged in or applying for must be sent to the Convener of the Additional Pastoral Personnel and Auxiliary Ministry Panel for Linkage Commission approval before proceeding further (B.7).
- (f) Once any necessary approval under e. above is received, Kirk Sessions may proceed to interview.
- (g) Kirk Sessions may ask the candidate or candidates to preach before issuing a Call. This may not be necessary if there is only one candidate it is wished to proceed with after interview and they have previously preached in the congregation(s).
- (h) Issue a Call – see appendix 3.
- (i) Sustained by Presbytery.
- (j) Transmitted to Presbytery under whose care the individual is (this will be their home Presbytery if not already commissioned, or the Presbytery in which they are serving if already commissioned).
- (k) Presbytery conducts a Commissioning Service.

Kirk Session(s) *may* invite an Auxiliary Minister to 'sit and deliberate' for relevant business.

General Assembly Reports 2015 pages 152-155 Appendix 4**GUIDELINES FOR THE IMPLEMENTATION OF A SCHEME FOR
AUXILIARY MINISTRY****A. Introduction:**

1. In June 2010 it was resolved, “That the General Assembly adopt the Scheme for an Auxiliary Ministry ”, (2010 General Assembly Minutes, p 71, res 36). The scheme referred to was included as Appendix 2 of the report of the Ministries Panel of the General Board, (2010 General Assembly Reports, pp 94-96), and should be consulted to set the Guidelines in context.

2. An Auxiliary Minister is a Minister of the Word, normally part-time, and should not be confused with others who may exercise a ministry which can be described as part-time in nature, e.g. Stated Supply or under Par 81(3) of the Code, or the ‘Scheme for Part-Time Ministry of Word and Sacrament’ as also approved by the General Assembly in 2010. Part-time will normally mean up to 20 hours per week.

3. It is intended that the scheme should be as flexible as possible.

B. General:

1. Some pastoral duties may be associated with a post, but it is primarily a Ministry of the Word. The person appointed to such a post will be called and commissioned, and is therefore not an employee.

2. The Union Commission – henceforth Linkage Commission – is authorised, after appropriate consultation, to create Auxiliary Ministry posts.

3. Auxiliary Ministry posts fall into one of two categories:

(i) An Auxiliary Minister who will work alongside, and under the supervision of, a full Minister of Word and Sacrament: a ‘Congregational Auxiliary Ministry’.

(ii) An Auxiliary Minister who will provide ministry in a pioneering situation, working under the auspices of a Presbytery or the Council for Mission in Ireland. A ‘Pioneering/Missional Auxiliary Ministry’. This will not include Congregational Auxiliary Ministries which happen to have a strong missional aspect.

4. Both forms of Auxiliary Ministry may be on an expenses only or remunerated basis. Auxiliary Ministry posts are only open to those not already Ministers of Word and Sacrament.

5. Normally an applicant for the Auxiliary Ministry Scheme would be required to be an Accredited Preacher within the Presbyterian Church in Ireland.

6. After successful completion of a one year course, followed by a six month probationary period, an individual will be eligible to apply for Auxiliary Ministry posts which have been created, being commissioned to their first such position. There will be additional modules of study for those moving into a Pioneering/Missional Auxiliary Ministry post.

7. An Auxiliary Minister may be involved in other remunerated employment. This will require the approval of the Linkage Commission following normal procedures and take account not only of the hours worked, but of whether the nature of the work is appropriate for a Minister of the Word. Acceptance of appointment to a post involves acceptance of the authority of the Linkage Commission to determine these matters, including the right to decline to authorise particular types of employment both before and after commissioning.

8. Auxiliary Ministers will be commissioned by a Presbytery to whom he/she will also be accountable.

9. If they are not already members of the Court, Kirk Sessions and Presbyteries may invite Auxiliary Ministers to sit and deliberate, if appropriate.

C. Congregational Auxiliary Ministry

1. Congregational Auxiliary Ministry may be exercised in:

- (i) one Congregation;
- (ii) a linkage;
- (iii) a group of Congregations.

2. In C1(i) and (ii) above the Auxiliary Minister will be under the supervision of one Minister. In C1(ii) and (iii) above there will be two or more Kirk Sessions. The Linkage Commission shall have power to direct that they will act together in matters concerning an Auxiliary Minister as if they were one Kirk Session. In C1(iii) there will be more than one Minister. They will normally act together but the Linkage Commission will designate one as the lead Minister who will be responsible for supervision of the Auxiliary Minister.

3. In what follows the term 'Kirk Session' refers to one Kirk Session or to two or more Kirk Sessions acting together as appropriate; the term 'Minister' refers to one Minister or to two or more Ministers acting together as appropriate.

4. The initiative for a Congregational Auxiliary Ministry will normally come from a Kirk Session and proposals brought to the Linkage Commission through the local Presbytery. The Linkage Commission shall consult with the following concerned parties:

- the Minister (who may be a Convener of a Vacancy), without whose approval no scheme will go ahead;
- the Kirk Session;
- the Presbytery;
- any other appropriate bodies e.g. the Council for Mission in Ireland in the case of Home Mission Congregations, Urban Mission Congregations or 'Church planting' type situations.

5. After the conclusion of consultations, the Linkage Commission, in situations where it is clearly deemed appropriate, may create a Congregational Auxiliary Ministry post.

6. The Kirk Session will be responsible for payment of expenses and any remuneration and fulfilling any requirements of the statutory tax and revenue authorities. A pension may be offered where there is remuneration. As the person will be an 'office holder' rather than in an 'employed post', Employment Law will not apply to that extent, but good practice should still be followed. The Financial Secretary's Department will not process any remuneration through the payroll.

7. The Kirk Session must specify the following:
 - the hours to be worked – normally the frequency of preaching, leading Bible studies etc. and any pastoral duties. Account will need to be given to time for preparation;
 - whether the post will be established on an ‘expenses only’ or on a ‘remunerated’ basis and what it proposes by way of expenses and, if appropriate, remuneration. Changes in remuneration will normally take place at review, but application can be made to the Linkage Commission at any time;
 - what particular arrangements will be put in place where there is more than one Congregation involved;
 - the period of review by Presbytery, which will normally be three years. (The Linkage Commission will not normally be involved in these reviews.)

any other necessary matters e.g. holidays, other supplies etc.

8. After Consultation with representatives of the Congregation and, if appropriate, the Presbytery, the Linkage Commission will decide whether to authorise the creation of a Congregational Auxiliary Ministry post applied for. It will also accept or adjust the terms a Kirk Session specifies. As each situation will have individual requirements, the Linkage Commission will not apply a scale for payments or impose a uniformity upon these posts other than what is in this document.

9. An existing post cannot transform to become an Auxiliary Ministry post as this would mean an individual moving from an employed post to being an ‘office holder’. An individual who is employed in a similar post (that is, with the prime duty of preaching) will have to resign their post before being commissioned. With immediate effect the Linkage Commission will not authorise any further such posts, other than under the Auxiliary Ministry Scheme.

10. Anyone declared eligible by the Council for Training in Ministry may make application directly to the Minister under whose supervision he/she will be working.

11. An Auxiliary Minister may be appointed within their own Congregation on the same basis as anyone else.

12. In seeking to fill the post the Congregation may advertise or appoint a particular individual they identify.

13. Calls to a Congregational Auxiliary Ministry post will be made by Kirk Session.

14. A Congregational Auxiliary Ministry post may be terminated by mutual agreement, or by a minimum of two months’ notice given by the Presbytery, any individual Minister or individual Kirk Session involved, or the Auxiliary Minister, subject to the approval of the Presbytery. In the case of an expenses only post, a minimum of one week’s notice will apply.

15. If a Congregation or group of Congregations for which an Auxiliary Ministry post has been created wishes to seek to have ministry delivered in another way e.g. by a Stated Supply, by a temporary assistant under Par 81(3) of the Code, or by the Scheme for Part-Time Ministry of Word and Sacrament, application shall first be made to the Linkage Commission for withdrawal of the post before progressing any such arrangement.

D. Pioneering/Missional Auxiliary Ministry

1. The initiative for a Pioneering/Missional Auxiliary Ministry will normally come from the Presbytery or the Council for Mission in Ireland. In the latter case it will come with the knowledge, understanding and consent of Presbytery.

The Linkage Commission shall consult with the following concerned parties:

- the Presbytery;
- the Council for Mission in Ireland;
- any Congregation and/or Minister directly involved.

2. After the conclusion of consultations, the Linkage Commission, in situations where it is clearly deemed appropriate, may create a Pioneering/Missional Auxiliary Ministry post.

3. The Presbytery or Council will be responsible for payment of expenses and any remuneration, in the Council's case using the same processes as for other commissioned posts.

4. The Presbytery or Council must specify the following:

the hours to be worked – normally the frequency of preaching, leading Bible studies etc. and any pastoral duties. Account will need to be given to time for preparation;

whether the post will be established on an 'expenses only' or on a 'remunerated' basis and what it proposes by way of expenses and, if appropriate, remuneration. Changes in remuneration will normally take place at review, but application can be made to the Linkage Commission at any time;

the relative responsibilities, if any, of the Presbytery and/or Council in the arrangement;

the period of review by Presbytery or Council as appropriate, which will normally be three years. The Linkage Commission will normally be involved in these reviews;

any other necessary matters e.g. holidays, other supplies etc.

5. After Consultation with representatives of the Presbytery, Council, and any other directly involved parties, the Linkage Commission will decide whether to authorise the creation of a Missional Auxiliary Ministry post applied for. It will also accept or adjust the terms a Presbytery or Council specify. As each situation will have individual requirements, neither the Council nor the Linkage Commission will apply a scale for payments or impose a uniformity upon these posts other than what is in this document.

6. Anyone declared eligible by the Council for Training in Ministry may make application directly to the Council.

7. In seeking to fill the post the Council should normally recruit using the same processes as for other commissioned posts.

8. Calls to a Pioneering/Missional Auxiliary Ministry will be made by the Council and sustained by the Presbytery. As there is no provision in the Code for a Presbytery to issue a Call proposals may include provision for the Council to issue a Call on the request of a Presbytery.

9. A Pioneering/Missional Auxiliary Ministry post may be terminated by mutual agreement, or by a minimum of two months' notice given by the Council

by its own decision or following the withdrawal of consent to the post by the Presbytery, as appropriate.

APPENDIX 4

Guidelines for Interviews at Vacancies

OPTION ONE: Guidelines for Interview by Kirk Session (only)

The only point at which a candidate may be interviewed is that at which the Kirk Session is in the process of drawing up a list for hearing (Code Par 194(6)). A Hearing Committee, while members may mingle with and speak to others, including the candidate informally while refreshments are being served after a service, shall not meet with a candidate for the purpose of an interview. The necessary interview will have already been done by the Kirk Session and the Hearing Committee must not take what is Session's responsibility to itself.

1. General
 - (a) No meeting shall be held before a Minister is eligible for call.
 - (b) The Minister's spouse shall not be present.
 - (c) There shall be no bargaining, and no promises shall be sought or given.
 - (d) The same basic questions for each candidate shall be agreed at a meeting convened by the Vacancy Convener or another ministerial member of the Vacancy Commission.
 - (e) If possible, the questions should be notified to the candidates beforehand. Supplementary points may be discussed at the meeting.
 - (f) No questions may be asked which invite comment on current settled policy of General Assembly.
 - (g) No questions may be asked about the likely role of the Minister's spouse or family in the life of the Congregation or local community.
2. Detail
 - (a) While it is common practice for Kirk Sessions to interview possible candidates before drawing up a list, they are not obliged to do so.
 - (b) If a Kirk Session wishes to interview, then it should take care to observe all the guidelines at 1. General above, as well as those that follow under this section.
 - (c) In interviewing candidates Kirk Sessions must bear in mind that, while the right to select candidates for a hearing belongs to them (Code Par 194(3)), it is the prerogative of the Congregation to choose the Minister (Code Par 195). The way the interviews are structured, and how the list is drawn up following the interviews, must be in such manner that the right to choose is not taken away from the Congregation.
 - (d) The Convener of the Vacancy Commission, or another ministerial member of the Vacancy Commission, shall act as Chairman.
 - (e) It may be appropriate to ask questions concerning matters that are specific to Kirk Session under Code Pars 35ff. These include: Sacramental Discipline; Times of service or number of services on a Sunday; The merits or demerits of a particular type of organisation

or group that the Kirk Session would be responsible for e.g. BB, GB, Bowling Club, Choir, Praise Group, House Groups; Attitude towards services in connection with the Loyal Orders or the Masonic Order, including what may be carried/worn into Church; The delivery of pastoral care; Inter-church worship and relationships.

- (f) It may be appropriate to ask questions concerning other matters not specified above but which may be important locally. These include: Preaching patterns – e.g. topic, text, expository, lectionary; Style of worship – e.g. use of liturgy, congregational participation; Music – issues around use of organ and/or other instruments, contemporary songs, traditional hymns and psalms; Marriage – personal criteria used by the candidate in deciding who to join in marriage.
- (g) Candidates should be given opportunity to indicate their position on matters important to them, which may not have been raised by Kirk Session.
- (h) Once a list has been drawn up no further interview may take place in the process, unless it is necessary to make out a new or supplementary list.

OPTION TWO: Guidelines for Interview by Kirk Session and Hearing Committee

There are two points at which an interview may take place. The first is that at which the Kirk Session is in the process of drawing up a list for hearing (Code Par 194(6)). The second is that at which a Hearing Committee has heard a candidate (Code Par 194(4)). It is important to distinguish between these interviews and the fact that a Hearing Committee must not ask questions about matters which are the particular responsibility of the Kirk Session under Code Pars 35ff.

1. General
 - (a) No meeting shall be held before a minister is eligible for call.
 - (b) The minister's spouse shall not be present.
 - (c) There shall be no bargaining, and no promises shall be sought or given.
 - (d) The same basic questions for each candidate shall be agreed at a meeting convened by the Vacancy Convener or another ministerial member of the Vacancy Commission.
 - (e) If possible, the questions should be notified to the candidates beforehand. Supplementary points may be discussed at the meeting.
 - (f) No questions may be asked which invite comment on current settled policy of General Assembly.
 - (g) No questions may be asked about the likely role of the minister's spouse or family in the life of the congregation or local community.
2. Interview by Kirk Session
 - (a) While it is common practice for Kirk Sessions to interview possible candidates before drawing up a list, they are not obliged to do so.
 - (b) If a Kirk Session wishes to interview, then it should take care to observe all the guidelines at 1. General above, as well as those that follow under this section.
 - (c) In interviewing candidates Kirk Sessions must bear in mind that, while the right to select candidates for a hearing belongs to them (Code Par

194(3), it is the prerogative of the congregation to choose the minister (Code Par 195). The way the interviews are structured, and how the list is drawn up following the interviews, must be in such manner that the right to choose is not taken away from the congregation.

- (d) The Convener of the Vacancy Commission, or another ministerial member of the Vacancy Commission, shall act as Chairman.
 - (e) It may be appropriate to ask questions concerning matters that are specific to Kirk Session under Code Pars 35ff. These include: sacramental discipline; times of service or number of services on a Sunday; the merits or demerits of a particular type of organisation or group that the Kirk Session would be responsible for, BB, GB, Bowling Club, Choir, Praise Group, House Groups; attitude towards services in connection with the Loyal Orders or the Masonic Order, including what may be carried/worn into church; the delivery of pastoral care; inter-church worship and relationships.
 - (f) It may be appropriate to ask questions concerning other matters not specified above but which may be important locally. These include: preaching patterns – e.g. topic, text, expository, lectionary; style of worship – e.g. use of liturgy, congregational participation; music – issues around use of organ and/or other instruments, contemporary songs, traditional hymns and psalms; marriage – personal criteria used by the candidate in deciding who to join in marriage.
 - (g) Candidates should be given opportunity to indicate their position on matters important to them, which may not have been raised by Kirk Session.
 - (h) Once a list has been drawn up no further interview by Kirk Session may take place in the process, unless it is necessary to make out a new or supplementary list.
3. Interview by Hearing Committee
- (a) Interviews by a Hearing Committee are not obligatory, nor are they necessary to fulfil the remit of a Hearing Committee, which is appointed in some circumstances to carry out more conveniently the role of the congregation in hearing candidates.
 - (b) If a Hearing Committee wishes to interview, then it should take care to observe all the guidelines at 1. General above, as well as those that follow under this section.
 - (c) An interview by a Hearing Committee may only take place on the same day that it has 'heard' a candidate preach – it must not be part of the process of drawing up a list.
 - (d) The purpose of a Hearing Committee interview by must be understood. A Hearing Committee must not trespass in areas that are the responsibility of Kirk Session, including those undertaken in drawing up a list for hearing. A Hearing Committee may be appointed (i) to hear candidates and report back to the congregation, or (ii) to recommend a sole nominee to be heard directly by the congregation before a call is decided on (Code Par 194(4)). In both cases the Hearing Committee will either report that it is unable to bring in a recommendation, or

it will bring forward a name. If a candidate is being recommended, the Hearing Committee will report only their name and the details available in the General Assembly Directory (updated if necessary) or the equivalent information if not already a minister of the Presbyterian Church in Ireland.

- (e) The Convener of the Vacancy Commission, or another ministerial member of the Vacancy Commission shall act as Chairman.
- (f) The Chairman must ensure that the Hearing Committee does not discuss matters with candidates which are specific to Kirk Session. This means that it is inappropriate to ask questions concerning matters listed above under 2e.
- (g) While the Minister is responsible to Presbytery for the conduct of public worship, it may be appropriate to ask questions concerning matters connected with public worship. This includes preaching patterns, style of worship, music, and things relating to the service that has just been 'heard'.
- (h) While the delivery of pastoral care is the responsibility of Kirk Session, it may be appropriate to ask candidates about their own personal approach – for example how they prioritise, the use of prayer and Scripture in visiting, the conduct of funerals.

APPENDIX 5

Proposal regarding a 2 Part Expenses Scheme for P.C.I.

The 2015 General Assembly approved the following Resolution:

“That the proposals re Ministerial Expenses based on a 2-part system made up of (a) reimbursement at HMRC rates for all travel related expenses and (b) an expenses allowance set by Linkage Commission for all other expenses, be approved, and that the Linkage Commission be instructed to present full proposals for the introduction of this system to 2016 General Assembly.”

Proposals

Part 1 – Travelling and Associated Expenses

1. The Commission will draw up a Mileage Log.
 - 1.0 This Log will set out the following details:
 - (a) Ministers Name
 - (b) Congregations in a situation of Linkages. It is proposed that the Linkage Commission when setting Leave to Call figures will agree the % of Expenses to be met by each Congregation in the Linkage.
 - (c) Vehicle Description
 - (d) Rate per mile. Currently to comply with Tax Legislation this will be £0.45p per mile for first 10,000 miles and £0.25p per mile for over 10,000 miles (Northern Ireland) and €0.66cents per mile for first 10,000 miles and € 0.36 cents per mile over 10,000 miles (Republic of Ireland).

- 1.0 The log will also show the following:
- (i) Miles Year to Date Carried Forward
 - (ii) Current Month
 - (iii) Miles Year to Date
- 1.2 On a daily basis the Minister will record:
- (a) Date of Journeys
 - (b) Starting Location (this will normally be Manse)
 - (c) Destination. This will be general destination e.g. Lisburn. Please note no personal identifying information is to be recorded e.g. names of persons visited etc.
 - (d) Description - this will be general e.g. Visits, Hospital Visits, School Assemblies, Meetings. Again no personal identifying details to be recorded.
 - (e) Mileage.
 - (f) Other.

The information contained on this Log will be held by the Minister and can therefore be made available to HMRC should any review of an individual's tax assessment be requested. The monthly mileage will then be transferred to the Monthly Expenses Form for ALL Expenses. This claims form should be submitted to the Congregational Treasurer by the 5th of each Month.

Ministers who attend Councils or Commissions of the General Assembly should NOT include these journeys on this form as they are included on a separate form and paid centrally from Incidental Fund.

There are a few Ministers who avail of the "company car" scheme. They should note that reimbursement is at a separate rate:

Engine Size	Petrol	Diesel
1400cc or less	12p	13p
1401cc to 2000cc	15p	13p
Over 2000cc	21p	17p

Part 2 Other Expenses

It is recognised that in drawing up proposals for the second part of the Scheme relating to 'All other Expenses' there are both difficulties and sensitivities. However what cannot be lost sight of are:

1. The issue is one of Expenses i.e. the reimbursement to Ministers of actual expenses they have incurred in allowing them to carry out their role as a Minister of Word and Sacrament. Unfortunately a situation has been allowed to develop where the payment of 'Expenses' was seen by some as an alternate to paying appropriate Ministerial Stipends. This has meant that Expenses were used to supplement Stipend rather than a payment for costs accrued. The alteration to the level of Minimum Stipend may have gone some way to addressing this but it may be that by the introduction of the new system Ministers may feel that their 'total income package' is being reduced and they are being left out of pocket.

2. The Code requires that unless special permission is granted a Minister must live in a Manse in the charge(s) to which he/she is called. Manses come in all shapes and sizes ranging from the old, large, draughty impossible to heat to the new modern well insulated fuel efficient building. It has to be borne in mind that the Congregation is only responsible for costs relating to 'public rooms'.

To design a system which seeks to reimburse costs at a standard level for all is difficult. The current system simply 'loaded' 125% onto travel and arrived at a global expenses figure. While it was the best that could be done, it is hard to argue that it is a perfect appropriate one size fits all.

3. Some have argued that whatever replaces it must not leave a Minister 'out of pocket' but this is to suggest that what we are currently doing is appropriate. If that is the case why are we changing? To repeat the well-worn phrase 'if it's not broke don't fix it'. It may be that is the conclusion though we leave ourselves open to external forces who may take a different position.

In drawing up the Options below it is assumed that Part 1 of the Scheme already approved by 2015 General Assembly and described above will apply to all the following Options.

Options:

1. The Linkage Commission will set an Allowance figure currently £1,500 for Northern Ireland, €2,500 for Republic of Ireland for All other non- travel Expenses. Ministers will as now have to make their Annual tax returns. It may be they can show that they are due a tax refund for expenses rather than a tax bill. This may go some way to improving the position but in reality the figures are not based on solid figures and may still leave us open to external challenge. The also lack little improvement in terms of openness, transparency and accountability.

2. The Expenses related to the Non-travel element would no longer be directly paid by Congregations. Instead Congregational Committees would be requested to add a figure of e.g. £1,000 (Northern Ireland) and €1,750 (Republic of Ireland) to Stipend. These additional amounts would NOT attract a compensatory payment to CMF which is the case where Stipend figures above the recommended level are paid. They would attract Tax, National Insurance and Pension Contributions. However Ministers would through their Annual Tax Self-Assessment be able to reclaim Benefits for Expenses incurred which would then reduce their tax code. This Option has the benefit of removing the issue of non- travel related expenses from the Local Congregation, provides certainty for Congregational budgeting and helps to offset any perceived loss to Ministers income. It also removes the potential for external scrutiny in that it is total open, transparent and accountable. It is possible that such an Option would still leave Ministers with a reduction on Total "Income" they currently receive.

3. Under the appropriate Tax Jurisdiction all Allowable Expenses must be reimbursed by the Congregational Committee. A list will be provided by the Commission in conjunction with the Financial Secretaries Department, as to what is an Allowable Expense. This Option fully meets the tests for openness, transparency and accountability.

APPENDIX 6

Guidelines on Manses

The term “Guidelines” has been used rather than “Laws” or “Rules” as it is sometimes necessary to have a degree of flexibility. However, Guidelines are more than mere suggestions. When approved by the General Assembly they carry a definite authority and should only be departed from where there is good and sufficient reason approved by Presbytery and the Linkage Commission.

The following Guidelines were adopted:-

In a Vacancy Situation

1. Major manse problems are better resolved before a new Minister is called, let alone installed.
2. It is recommended that the outgoing minister and his/her family be consulted by the Convener of the Vacancy before they leave the manse, as they may be aware of problems and faults which will not be immediately obvious to others.
3. Following an installation a Vacancy Commission should remain in place until any recommendations with regard to the manse are implemented. It is strongly recommended that the new minister should refrain from involving himself/herself in any substantial discussions and decisions concerning the manse. The Vacancy Convener should chair any meetings of Committee concerning work on the manse until it is complete.
4. Where Leave to Call is sought the Linkage Commission will require a survey, carried out by a suitably qualified person, together with gas and electric reports and a copy Minute of the Congregational Committee meeting, detailing what it is prepared to do. This is in order that permission having been given, it is not subsequently discovered that major work needs to be undertaken or even the manse needs replacing! It is important to understand that the state of the manse will definitely be taken into account before Leave to Call is granted. (Code Par 273(4)).
5. Recognising that a manse, in addition to being a family home, has on occasion a wider use (e.g. meetings of organisational committees etc.) as a minimum ‘public’ rooms should be furnished, decorated and maintained by the congregation i.e. carpeting provided for Hall, Stairs and Landing; carpet and curtains provided in the ‘public rooms’ (Study, Drawing Room, Dining Room). The kitchen should be fitted to a contemporary standard.
6. Reasonable removal expenses should be paid. It is recognised that these are bound to vary depending on the distance involved and other circumstances. A sensible figure should be agreed by the Presbytery in which the vacancy occurs and submitted along with the other specified information when Leave to Call is being sought.
7. If it is wished to provide for the short-term rental of a vacant manse the authorisation of the congregation must be obtained first (Code Par 57(2)). Permission must then be sought and obtained from the Presbytery and the Linkage Commission (Code Pars 57(4) and 82(4)):

- (a) Permission for letting should be given for a specified period of time and then, if necessary, be subject to further permission from the Presbytery and Linkage Commission.
- (b) The Convener of the Vacancy should have the opportunity to inspect the property between rentals.
- (c) A proper legal leasing agreement should be drawn up by the Congregational Committee and approved by the Congregation and Presbytery. The Convener of the Vacancy Commission should be satisfied with this agreement in order to avoid unforeseen difficulties at a later stage.
- (d) Where for any reason it is necessary for the minister to continue living in the manse, after ceasing to be the minister of that Congregation, a legally binding “Caretaker’s Agreement” must be drawn up before he/she ceases to be the minister of the congregation.

8. If there is an exceptionally large manse garden or a manse farm, the respective responsibilities of the minister and Church Committee, with regard to maintenance and upkeep, should be determined by the Vacancy Commission and the Congregation and the arrangements submitted to the Linkage Commission when seeking Leave to Call.

In a Settled Situation

1. If a minister is to leave the manse temporarily on account of major renovation or the unavoidable necessity of replacing the manse, the permission of both the Presbytery and the Linkage Commission must be sought before the Minister vacates the premises.

2. It is the responsibility of the Congregation, acting through its Committee, to make the necessary provision for suitable alternative accommodation, its manse being unavailable. A departure from the provision of a manse is in fact a departure from the Terms of the Call and it is therefore not the responsibility of the minister to endeavour to find his/her own accommodation. Such ‘temporary’ accommodation should conform, as far as is possible, to the Assembly’s Guidelines and have the approval of the overseeing Presbytery. In these circumstances acceptable provision should also be made by the Committee, if necessary, for the storage of furniture temporarily ‘surplus to requirements’.

3. The minister should not be responsible for the removal costs in a situation such as that envisaged, where such a move has been necessitated by circumstances not of his/her own making.

4. It is important to understand that permission to vacate the manse is given for a limited period of time. Immediately the renovations have been completed arrangements should be set in hand by the Committee, guided by Presbytery, for the return of the minister to the manse.

5. If a minister is within one year of his/her definite date of retirement, or over the normal age of retirement, it is probable that permission will be given to vacate the manse, if he/she so requests and with the agreement of the congregation, in order to facilitate the congregation in undertaking any necessary repairs or renovations to the manse property in anticipation of a vacancy. In other circumstances a request by a minister to vacate the manse should only be considered where there are compelling reasons (e.g. a certified medical condition).

Consultations

The Commission understand that a professional survey of the manse will be carried out in Consultation. This will not do away with the need, however, for a survey to be carried out prior to granting Leave to Call, as it is necessary for this to be done on a vacant manse.

General

When a congregation requests permission from the Linkage Commission to sell its manse it should ascertain the following:

1. That the deeds of the property have been inspected and that there are no restrictive clauses.
2. That a new manse will be built or bought, conforming to the Assembly's Guidelines (unless the manse is redundant on account of a linkage).
3. That if there is any surplus of money after a manse has been sold and a replacement provided, it will normally be placed in a Manse Fund Account, to be used for repairs and maintenance of the manse unless permission has been received from the Linkage Commission to vary this arrangement.
4. Where redundant manses are let, the trustees are under obligation to ensure that a realistic rent is charged, which can be reviewed at least annually and where the tenant is responsible for the payment of rates. If the Union Commission previously laid down stipulations as to the use of income from a redundant manse, any request to vary these should be made to the Linkage Commission through the Church Architecture and Manses Panel.

Accommodation

In view of the fact that new manses may need to be obtained for many different situations - (rural, suburban, inner city, church planting) the Linkage Commission will receive sympathetically requests for variation from the following Guidelines which should be read in that light.

1. A manse in its lifetime will be required to serve several family groups of different sizes and demands. While it could be considered extravagant to centre the design on a family unit which is somewhat larger than average, it is also short-sighted to simply provide accommodation for a minimal family unit.
2. Generally this could be achieved by providing:
 - Study ideally located convenient to the entrance of the manse. Where a properly specified office exists for the sole use of the minister on the church premises, a study will still need to be provided in the manse, scaled back in size, but able to accommodate appropriate furniture and storage for books.
 - Ground floor WC
 - Family room which may be an integral part of the kitchen area
 - Kitchen fitted to a contemporary standard
 - Adequate dining facilities
 - Lounge of sufficient size to permit comfortable social and official entertainment
 - Preferably four good sized bedrooms, one with en-suite
 - Bathroom fitted to a contemporary standard. Either the en-suite or the bathroom should include a stand- alone shower

- Adequate garage, storage and utility facilities
 - Mechanical and electrical services should meet appropriate standards including alarm systems and environmental considerations
 - Consideration should be given to the thermal efficiency of the property
3. In church planting and other situations these guidelines may not be feasible and flexibility can be used with the permission of the relevant bodies.
 4. A manse of lesser size or specifications, if suitable, may require to be extended or replaced at a later date.
 5. The advice of the Presbytery Architecture Committee should be sought and the proper procedures adhered to. It is inadvisable to seek full planning approval before the plans have been recommended by the Linkage Commission's Church Architecture and Manses Panel and approved by the Linkage Commission.

ASSESSMENTS ON FULLY CONSTITUTED CHURCH EXTENSION**CHARGES – 2016****Under Par 234(3)(a) of the Code**

<i>Church</i>	<i>Fully Constituted</i>	<i>Families (†)</i>	<i>Assess 2016 £</i>	<i>Assess Income £</i>	<i>Income* £</i>
New Mossley	2005	118 (99)	148	39,908	114,249
Ballysally	2007	150 (87)	130	47,539	153,267

† Families contributing at least £5.00 per annum

* As from 2012 Income includes all Organisational Income

ASSESSMENTS ON CHURCH EXTENSION CHARGES – 2016

<i>Church</i>	<i>Building</i>	<i>Assessable. Income</i>	<i>Stip.</i>	<i>C.M.F.</i>	<i>Ch. Ext.</i>	<i>H.M.</i>	<i>Total</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Taughmonagh	-	11,200	3,360	1,680	1,120	672	6,832

LICENTIATES – 2016

Licentiates are paid 75% of the Ministerial Minimum = £18,092 plus House Allowance pa (single - £702; married - £1,002) if applicable. House Allowance is shared equally between the Congregation and CMF

FIRST YEAR – From 1 January, 2016

<i>Congregation</i>	<i>Assistant</i>	<i>Date of Licensing</i>	<i>Minister's Stipend</i> £	<i>Congregation's Contribution</i> £	<i>C.M.F.</i> £
Gardenmore	* A Burke	21.07.15	37,740 (30%)	11,823	7,271
Joymount	* I Cahoon	31.05.15	38,295 (30%)	11,990	7,104
Kilfennan	† D Clarke	07.06.15	33,176 (30%)	10,304	8,490
Kirkpatrick Memorial	* R Cronin	21.06.15	43,575 (30%)	13,574	5,520
Knock	* A Dickey	31.05.15	43,750 (30%)	13,626	5,468
1st Carrickfergus	† A Gill	07.06.15	41,767 (30%)	12,881	5,913
Bangor, West	* D Gray	14.06.15	42,330 (30%)	13,200	5,894
Bangor, Hamilton Road	* M Gray	05.06.15	44,574 (30%)	13,873	5,221
Carryduff	* B Kee	12.06.15	34,680 (30%)	10,905	8,189
1st Larne	† D Kelly	07.06.15	38,234 (30%)	11,821	6,973
Lurgan, Hill Street	* S Kennedy	26.06.15	39,015 (30%)	12,206	6,888
2nd Randalstown	* R Kernohan	07.06.15	28,664 (s/a)	5,600	13,494
1st Holywood	* S Lowry	31.05.15	38,250 (30%)	11,976	7,118
Ballyholme	* C Lynn	19.06.15	33,823 (30%)	10,648	8,446
Derramore	† R McClure	14.06.15	12,921 (30%)	3,995	2,358
Drumachose	† R McClure	14.06.15	25,304 (30%)	7,823	4,618
Templepatrick	* A McCracken	07.06.15	38,760 (30%)	12,129	6,965
2nd Comber	* A McQuade	21.06.15	42,942 (30%)	13,384	5,710
Dungannon	* G Mullan	14.06.15	37,355 (30%)	11,708	7,386
Stormont	* B Van der Linde	28.06.15	42,813 (30%)	13,345	5,749

* Married House Allowance

† Single House Allowance

No House Allowance - House provided by Congregation

s/a Special Arrangement

LICENTIATES – 2016

Licentiates are paid 80% of the Ministerial Minimum = £19,298 plus House Allowance pa (single - £702; married - £1,002) if applicable. House Allowance is shared equally between the Congregation and CMF

SECOND YEAR – From 1 January, 2016

<i>Congregation</i>	<i>Assistant</i>	<i>Date of Licensing</i>	<i>Minister's Stipend</i> £	<i>Congregation's Contribution</i> £	<i>C.M.F.</i> £
Bloomfield	† JT Blue	30.05.14	38,000 (27%)	10,611	9,389
Greenwell Street	† GW Clinton	22.06.14	36,751 (32%)	12,111	7,889
Ballylinny	* RS Hamilton	06.06.14	30,090 (27%)	8,625	11,675
Glendernott	† MTW McMaw	08.06.14	35,732 (32%)	11,785	8,215
1st Ballymena	* D McMillan	01.06.14	37,740 (32%)	12,578	7,722
Ballygilbert	* JP McWatters	08.06.14	34,660 (32%)	11,592	8,708
Harmony Hill	† SJ Moore	22.06.14	38,249 (32%)	12,591	7,409
Whiteabbey	† JM Warburton	08.06.14	37,880 (32%)	12,473	7,527

* Married House Allowance

† Single House Allowance

No House Allowance - House provided by Congregation

s/a Special Arrangement

LICENTIATES – 2016

Licentiates are paid 85% of the Ministerial Minimum = £20,504 plus House Allowance pa (single - £702; married - £1,002) if applicable. House Allowance is shared equally between the Congregation and CMF

THIRD YEAR – From 1 January, 2016

<i>Congregation</i>	<i>Assistant</i>	<i>Date of Licensing</i>	<i>Minister's Stipend</i> £	<i>Congregation's Contribution</i> £	<i>C.M.F.</i> £
Newmills	† A Boreland (to 03.03.16)	10.06.12	29,730 (27%)	1,465	2,243
Bangor, Hamilton Road	* D Burke (to 31.01.16)	02.06.12	44,574 (32%)	1,230	562
Cooke Centenary	* C Heron (SMP)	17.06.12	29,580 (s/a)	0	21,506
Christ Church	† GJ Ball (to 31.01.16)	09.06.13	29,592 (27%)	695	1,072
Raloo	† CMS Barron (to 31.01.16)	16.06.13	20,025 (27%)	468	650
Magheramore	† CMS Barron (to 31.01.16)	16.06.13	11,594 (27%)	273	376
2nd Keady	* PG Cleland (to 31.01.16)	09.06.13	11,942 (32%)	339	557
Drumhillery	* PG Cleland (to 31.01.16)	09.06.13	11,942 (32%)	339	557
Ballysillan	* SD Currie	16.06.13	28,560 (32%)	9,640	11,866
Legacurry	* NW Duddy	26.05.13	35,774 (32%)	11,949	9,557
O C Randalstown	* RJ Edgar	16.06.13	33,000 (27%)	9,411	12,095
Kilbride	† MPR Fryer	16.06.13	35,700 (32%)	11,775	9,431
Abbot's Cross	* MA Johnston	26.05.13	31,061 (s/a)	8,001	13,505
First Antrim	† PWA McClelland	09.06.13	40,328 (27%)	11,240	9,966
First Bangor	* JS McCrea	02.06.13	39,372 (32%)	13,100	8,406
High Kirk	* SW Orr	16.06.13	41,474 (32%)	13,773	7,733
Ballywalter	* KJ Ward (to 31.01.16)	16.06.13	28,200 (s/a)	542	1,250
Immanuel	† RJ Watt	31.05.13	31,620 (27%)	8,888	12,318

* Married House Allowance

† Single House Allowance

No House Allowance - House provided by Congregation

s/a Special Arrangement

ASSOCIATE MINISTERS – 2016

<i>Name</i>	<i>Congregation</i>	<i>Salary</i>		<i>Recovery</i> £	<i>House Allowance</i> <i>Paid</i> £		<i>Employer Pension</i> <i>NIC Costs</i> £
		<i>Paid</i> £	<i>Recovery</i> £		£	£	
BJ Walker (to 31.01.16)	Knock	2,263.58	2,263.58	2,263.58	(83.33)	703.51	
AD Mullan	Mourne	27,428.00	27,428.00	27,428.00	n/a	9,255.72	
GA McCracken	Ballywillan	25,533.00	25,533.00	25,533.00	2,000.00	8,538.92	
JD McGaughey	Cunningham Memorial	28,822.00	28,822.00	28,822.00	n/a	9,782.00	
D Stanfield	1st Bangor	30,340.00	30,340.00	30,340.00	n/a	10,357.00	

Following the change in Basis of Assessment for Congregations, there are no longer assessments on Associate salaries for CMF, RMF, WMF and PDF. Congregations are however now charged full Pension costs for their Associate, although during the first four years of the implementation of the new Basis of Assessment, rebates are paid for all existing arrangements to ensure that the additional cost does not exceed 10% in the first year and this initial rebate is tapered for a further three years.

ORDAINED ASSISTANTS

From 1 January, 2016

<i>Congregation</i>	<i>Assistant</i>	<i>Date of Ord</i>	<i>Minister's Stipend</i> £	<i>% Min</i>	<i>Salary</i> £	<i>House Allow</i> £	<i>Total</i> £	<i>Cong Contrib</i> £	<i>C.M.F.</i> £
West Church, Ballymena	* J Stephens	04.09.11	41,718	75	18,092	1,002	19,094	13,016	6,078
Trinity Ballymoney	* P Kerr	01.05.15	34,924	100	25,280		25,280	2,000	23,280

* Married House Allowance

† Single House Allowance

s/a Special Arrangement

No House Allowance - House provided by Congregation

RESOLUTIONS

1. That the General Assembly instructs all ministers to fulfil the relevant requirements concerning certification of illness, as outlined in par 11 of the report.
2. That Option [X] be adopted as Guidelines for Interviews at Vacancies.
3. That the congregation of Berry Street be amalgamated with the congregation of _____, the date of amalgamation to be no later than 31st December 2016, on terms set by the Linkage Commission.
4. That Option [Y] be adopted as the basis for the proposals regarding a part system for Ministerial Expenses and that the scheme be approved.
5. That the recommendation that where, in a Linkage two or more Morning Services and a separate Evening Service are conducted, the Supply Fee should be 125% of the Full Supply Fee, be adopted.
6. That the revised Manse Guidelines be noted.

CONSOLIDATED RESOLUTION

7. (a) That the new forms of call for Part-time and Auxiliary Ministers be noted and included in the Appendices to the Code.
(b) That the Revised Part-time Ministry Guidelines be noted.
(c) That the Guidelines for Kirk Sessions in filling Auxiliary Minister posts and the Form of Call be noted.
(d) That CMF be authorized to pay inadequate expenses grants towards expenses incurred by Ministers, up to a limit of NI £5,985 or RI €10,000, within the terms of resolution 3, p70 General Assembly Minutes, 1988.
8. That the Report of the Linkage Commission be received.