

Contents

- 🔗 A letter from the Leader of the Presbytery Team that is due to make a Congregational Review Visit to your Congregation(s)
- 🔗 Suggested Newsletter/Magazine/Poster Item
- 🔗 Information sought from the Parish Minister
- 🔗 Information sought from the Congregational Board
- 🔗 Information sought from the Kirk Session

**The Church of Scotland
Presbytery of Argyll
Superintendence Committee**

**A letter from the leader of the Presbytery Team
due to make a Congregational Review Visit
to your charge in the near future**

Dear

As the leader of the team due to carry out a Congregational Review Visit to your Charge in the near future I enclose the approved questionnaires for yourself, your Kirk Session(s) and Congregational Board(s).

The questionnaires for Session(s) and Board(s) should be discussed and answers prepared in advance of our visit. If agreement cannot be reached please indicate this and set out the various opinions. Please ensure that these questionnaires are completed and returned to me before our visit so that we can look at them before we meet you. This is to ensure that our meetings are as relaxed as possible and to enable us to get as good a picture as we may of Congregations ideas and concerns and, importantly, how they see matters going in the future.

We will start by giving your Congregation(s) a chance to tell us about their life and work. This may be a verbal presentation or with slides or even a tour of the Parish. Please let us know how you would like to do this.

After the visit I will send you our report for your comments before we present it to Presbytery.

I also enclose an item for your newsletter/magazine or it could be used as a notice for the information of the Congregation(s).

Yours sincerely

Leader of the Congregational Review Visiting Team

(This is an article you might like to use for your newsletter/magazine/notice board)

How are we doing?

Where are we going?

Most conversations between family and friends take the form of sharing ideas, expressing concerns, or asking questions.

The Church is a family, and just as we express care and share experiences in the congregation, so the Church at regional (Presbytery) and national (General Assembly) levels tries to share in the life of local congregations, encouraging and offering help where possible, enabling us all to reach towards our God-given potential.

Soon a team of Presbytery representatives will be visiting our congregation. They will talk with the Minister, the Kirk Session and the Congregational Board and ask how they think we are doing as a congregation, where we feel we're going, what plans and hopes we have for the future and how Presbytery might be of help to fulfil these plans.

The overall purpose of the visit is to remind the Congregation that we are not alone and to show us that the Presbytery is interested in what we are doing and wishes to encourage us, share with us and learn from us.

The Presbytery also wants to help us to keep focussed on our mission as a Church and to keep moving forward in our congregational life. So the visiting team will:

- ⑩ discuss our plans and our hopes with us
- ⑩ share this information with the Presbytery
- ⑩ and try to assist where possible.

So, if you have concerns, or good ideas, about the Church locally, or indeed nationally, now is a good time to raise them with the Session Clerk or with any of the elders, office bearers or trustees, so that they can be discussed during the team's visit.

**PRESBYTERY OF ARGYLL
REVIEW VISITS TO CONGREGATIONS**

To be completed by Parish Minister

NAME OF CHARGE: _____

NAME OF MINISTER: _____

Completed: _____ (Date) _____ (Signed)

Date received by Leader of Visiting Team: _____

(If you require more space then please continue on a separate sheet of paper
and mark it with the question number).

1 How do you perceive your role as Parish Minister?

2 Please give an approximate breakdown of a typical working month in percentage terms:

Preparation & Conduct of Services of Worship	%
In-Church Education preparation	%
Funerals (preparation and care for those involved)	%
Weddings (preparation and care for those involved)	%
Administration	%
Travelling	%
Hospital visiting	%
School chaplaincy	%
Out of parish activities (please specify)	%
Congregational visiting	%
Parish visiting	%
Presbytery business	%
Assembly Committee business	%
Other (please specify)	%

3 Outline positive aspects of your Ministry within you charge over the last three years:

4 Outside your role as Parish Minister in what aspects of Christian Ministry are you involved?

5 What do you find frustrating about your job as a Parish Minister?

6 In what areas of study have you been involved recently?

7 What are your hopes for this (these) congregation (s) for the next three years?

8 How are you working towards these?

9 Recognising the expansive character of many of our Parishes, how could your colleagues and Presbytery assist you in your ministry?

10 Of what other matters would you like to make the Presbytery team aware?

Once you have completed this questionnaire please send it to the leader of your visiting team before the date of the planned visit. You may wish to get in touch with the Team Leader and discuss it with him/her.

We hope that you and your congregation(s) find the visit both helpful and encouraging.

If you have any problems or questions please raise them with either the Team Leader or the Convenor of the Presbytery Superintendence Committee as appropriate.

PRESBYTERY OF ARGYLL
REVIEW VISITS TO CONGREGATIONS

To be completed by Congregational Boards

(or Kirk Sessions where there is no separate financial body)

NAME OF PARISH: _____

At a meeting held in _____ (place) on _____ (date)
this questionnaire was discussed and duly completed.

Signed _____ (Clerk)

Date received by Leader of Visiting Team : _____

(If you require more space then please continue on a separate sheet of paper
and mark it with the question number).

1 What do you see as your role as a Board?

2 What have been the trends in giving over the past five years?

3 Taking into account your circumstances as a Church and parish, is the Board content with the current level of giving in the congregation?

4 If not, what steps are being taken or discussed to increase the giving?

5 Is good use being made of the Gift Aid scheme by Church members?

6 Could the Gift Aid scheme be better explained or promoted?

7 Do you wish to discuss with the Visiting Team any plans or proposals for increasing giving, or would you like help or advice of any kind?

8 What other sources of income does the Congregation have?

9 What buildings does the Congregation own?

10 Are these buildings adequately insured?

**11 Are the title deeds for these buildings held locally or by the General Trustees?
If the former, where are they held?**

12 In general terms in what state of repair are Church, Manse and Hall (if appropriate)

13 Has the Congregation had difficulty in maintaining its property over the years? (If so give details).

14 How do you feel that the future looks, financially, over the next few years?

15 Are there any issues that the Board wishes to discuss with the visiting team about the financial situation of the Congregation?

Once you have completed this questionnaire please send it to the leader of your visiting team before the date of the planned visit. You may wish to get in touch with the Team Leader and discuss it with him/her.

We hope that you and your congregation(s) find the visit both helpful and encouraging.

If you have any problems or questions please raise them with either the Team Leader

or the Convenor of the Presbytery Superintendence Committee as appropriate.

PRESBYTERY OF ARGYLL
REVIEW VISITS TO CONGREGATIONS

To be completed by Kirk Sessions

NAME OF PARISH: _____

At a Kirk Session Meeting held in _____ (place) on _____ (Date)
this questionnaire was discussed and completed.

Signed _____ (Session Clerk)

Date received by Leader of Visiting Team: _____

(If you require more space then please continue on a separate sheet of paper
and mark it with the question number).

**1 Please describe the Parish for us, telling us about its geography, demography and
community culture, the main employment, resources, travel facilities etc.**

2 Describe how the local Church interacts with the community

3 Indicate what encourages the Kirk Session about the life of the Congregation, its worship and witness

4 And what disappoints them

5 Tell us about a typical Sunday Service (the style, the worshippers, numbers attending, who is involved in leading, etc) and any developments there have been in worship in recent years.

6 What organisations operate as part of Congregational life and what is their function?

7 What steps are being taken to involve Congregational and community members in the active life of the Church?

8 Tell us about the communication methods employed within the Congregation and community and how they are used to the benefit of the Church? (Parish Magazine, local notice boards, community radio etc.).

9 What three developments would the Kirk Session like to see in the life of the Congregation over the next three years and how are you working towards these goals?

10 In what ways might Presbytery and “121 George Street” help you to achieve these goals?

11 Have you consulted with the Presbytery's Youth Ministry Advisers?

12. The Protection of Vulnerable Groups is a priority within the Church. Are all your records up to date?

Once you have completed this questionnaire please send it to the leader of your visiting team before the date of the planned visit. You may wish to get in touch with the Team Leader and discuss it with him/her.

We hope that you and your congregation(s) find the visit both helpful and encouraging.

If you have any problems or questions please raise them with either the Team Leader or the Convenor of the Presbytery Superintendence Committee as appropriate.