

## **PRESBYTERY of MELROSE and PEEBLES**

The Presbytery will meet at **Innerleithen Church** on Tuesday 1 October 2019, at 7pm for refreshments and committee meetings, and thereafter at 7.30pm for ordinary business.

Victoria Linford, Clerk

### Business

1. Constitute
2. Sederunt and Apologies
3. Minutes (pp98-100)
4. Order of Business
5. Farewell to Rev Julie Rennick
6. Speaker: Crispin Longden, CrossReach
7. Vacancy Procedure Committee (*to follow*)
8. Business Committee
9. Presbytery Planning Task Group (*verbal update*)
10. Standing Committee Reports (*plus any other urgent business following Committee meetings*)
  - (a) Governance – Local Review report for Ettrick and Yarrow (*to follow*)
11. Intimations
12. Correspondence
13. Adjournment

**[REFRESHMENTS WILL BE SERVED AT 7PM FOR ALL MEMBERS,  
WITH COMMITTEES ALSO MEETING AT 6.30PM/7PM (as arranged by Committee Conveners)]**

### Business Committee

1. Presbytery notes that a new Presbytery Safeguarding Contact is needed. This is an essential role, and a description is enclosed (pp2-3). Presbytery urges all members to consider whether they or someone in their congregation could undertake this role. Applications or enquiries should be made to the Clerk.
2. Presbytery notes that, further to the September 2019 report of the Mission and Service Committee regarding the appointment of a Learning and Development Officer, the Business Committee recommends that the immediate focus should be on appointing a volunteer to this role; that does not exclude the possibility of appointing a paid officer but given the uncertainty about Presbytery reorganisation and funding, it may be easier to take this forward with a volunteer in the short term. Presbytery remits this issue back to the Mission and Service Committee.
3. Presbytery thanks all those serving as interim moderators and encourages elders within the bounds of Presbytery to consider being trained as interim moderators; given the increasing number of vacancies within the Presbytery, more interim moderators are likely to be needed in future. Anyone interested in interim moderator training should contact the Clerk.

### Intimations

1. The revised (final) Presbytery Year Book 2019/20 will be emailed when it is available, with some printed copies also available at the Presbytery meeting.
2. Musical Evening in St Boswells – Saturday 5 October 2019: a poster is enclosed with Presbytery papers. If you wish to go, please contact Mary – contact details on poster – as numbers are required for catering purposes.
3. Annual Mission Dinner – Saturday 5 October 2019 at 6 for 6.30pm in Galashiels: Old Parish and St Paul's; the guest speaker is from Open Doors. Tickets £8, students £4.
4. Reminder: please submit names of those attending the Presbytery Conference on Wednesday 23 October 2019 (3-6pm at Innerleithen Church) to the Mission and Service Convener by 1 October 2019.
5. Copies of "A Short Guide to Presbytery" will be available at the meeting for new members of Presbytery.

### Correspondence

1. From Lawyers' Christian Fellowship, Christian Medical Fellowship and Christian Dental Fellowship: "Christianity in the Public Square? Three Great Debates" – Friday 25 October 2019: a flyer is enclosed with Presbytery papers.

## **CHURCH OF SCOTLAND SAFEGUARDING SERVICE**

### **Presbytery Safeguarding Contact: Job Specification**

<b>Title of Post:</b>	Presbytery Safeguarding Contact
<b>Responsible to:</b>	Appointing Presbytery
<b>Supported by:</b>	Presbytery and Safeguarding Training Officer from the Safeguarding Service
<b>Main purpose of post:</b>	To promote and co-ordinate the delivery of Church of Scotland safeguarding training within their Presbytery.

### **Principal duties and responsibilities**

1. In consultation with the Safeguarding Training Officer raise awareness and promote the benefits of safeguarding training within your Presbytery.
2. In conjunction with Safeguarding Coordinators and Safeguarding Trainers, identify all safeguarding training needs throughout the Presbytery. These training needs should include training events appropriate to the needs of Kirk Sessions, Safeguarding Panel Members, Safeguarding Coordinators, volunteers and any others requiring such training.
3. In consultation with Trainers, plan an annual programme of courses to meet identified need.
4. Where unforeseen training needs becomes apparent, and in conjunction with Safeguarding Coordinators and Safeguarding Trainers, arrange additional Presbytery training courses as and when required.
5. Liaise with existing Safeguarding Trainers and the Safeguarding Training Officer to assess whether there are sufficient safeguarding trainers to meet current and future needs. Where there is no such resilience, be involved in the recruitment of additional or replacement safeguarding trainers, as necessary.
6. Make practical arrangements for courses, ensuring a mixed geographical distribution of opportunities for safeguarding training.
7. Use Presbytery meetings and communications with Safeguarding Coordinators to publicise the location, dates and times of courses. Where spaces and opportunities exist for course participants from out with the Presbytery then notify the Safeguarding Service of same so that these courses might be advertised nationally.
8. Maintain accurate records of the number, type, and location of all training courses carried out in the Presbytery, as well as the total number of participants in the courses. Report the totals of each to the Safeguarding Service when requested on an annual basis
9. Receive requests for places on arranged courses and liaise with Safeguarding Trainers to advise when courses have sufficient applications to proceed or not.
10. Ensure Safeguarding Trainers are adequately resourced and supported to enable them to present courses.
11. Liaise with Safeguarding Trainers and the Safeguarding Training Officer where there are reported concerns about the quality of training. Be aware of the Safeguarding Service Training Complaint process.
12. Meet regularly with the Safeguarding Coordinators and Safeguarding Trainers in your Presbytery to debrief and reflect on the organisation, content and delivery of safeguarding training.
13. Keep up-to-date with developments in safeguarding and in particular safeguarding training, and represent your Presbytery at Safeguarding Conferences and Roadshows.
14. Include 'Safeguarding' as a standing Agenda item at Presbytery Meetings and make report to Presbytery of all safeguarding matters within the Presbytery or notified nationally by the Safeguarding Service.

**Skills and Experience**

1. Experience/knowledge of safeguarding issues.
2. Knowledge of Kirk Session and Presbytery structures and operations
3. Ability to assess and identify training need and to plan training events to meet those needs.
4. Good organisational, administrative and interpersonal skills.
5. Ability to work on own initiative.
6. Competent IT skills with access to a computer and the internet