

THE CHURCH OF SCOTLAND
PRESBYTERY
OF
MELROSE AND PEEBLES



GUIDE TO
LEARNING OPPORTUNITIES
2020/2023

<http://www.melrosepeeblespresbytery.org.uk/>

CONTENT

	Page
FOREWORD – The Moderator	2
INTRODUCTION – The need for a culture of training; the role of training as part of local mission, creating and deepening discipleship; reference to the 2019 Radical Action Plan and the use of talents across the church.....	3/4
IDENTIFYING PRIORITIES – The process by which learning opportunities were identified.	5-8
STEPPING STONES to MINISTRY – A presentation of stages and options at local, regional and national level.....	9
ANNUAL CONFERENCES – June and October.....	10
ACCESS to RESOURCES – course material and material for worship; festivals; occasions	11
NOTES for KIRK SESSIONS	12 -14
STUDY SUPPORT - Guidance and Application Forms	15-18
THE PRESBYTERY WORSHIP LEADERS’ SCHEME	19/20
COURSES of STUDY – A three year rolling programme: Note: Information on how to access course detail and dates including pre-requisites where applicable; levels of study and access to learning from social media to course attendance will be made available annually on a separate leaflet available in January	21

FOREWORD

“Faith comes from hearing the message, and the message is heard through the word of Christ.” Romans 10:17



For many, the sermon is the highlight of any church service. As many ministers and lay preachers will testify, it takes time and skill to craft something that is interesting, informative, challenging and most importantly pleasing to God. But that is only part of the service; hymns, prayers and other items have to be moulded together to produce something that helps the assembled gathering truly worship God. The congregation is then sent out to put those words into action as we live out our daily lives in our communities.

We give thanks for all those men and women who have devoted their lives to minister to communities in every corner of Scotland. But times are changing. We can no longer rely on enough full time Ministers to come forward for this important work. Increasingly we are looking to the laity to fill this important task. This is an exciting time in our church as we are encouraging a more diverse group of people to help build the church in their area by taking on some of the traditional ministerial duties like leading worship and pastoral care.

For our worship and activities to be pleasing to God and to serve our church communities, we need to train volunteers to assist the ordained Ministers in their work. Our Presbytery Mission and Service Committee have worked hard to put together this Guide to Learning Opportunities together with the varied and comprehensive series of courses and workshops to help train our members. Please get involved and help us all to see God being worshipped in the whole of our community.

Dr. Fiona Burnett
Moderator
2019/2020

INTRODUCTION

In Ephesians 4 we read of apostles, prophets, evangelists, pastors and teachers; the need to equip all saints for the work of ministry and the unity inherent in our faith.

The 2019 General Assembly recognised “the need to coordinate flexible education, training and support programmes for all, covering the recognised ministries, elders, volunteers and interested attenders; including work around leadership within the Church”.

Without new approaches to learning, the proposed structural and financial changes across the Church will not be sufficient in themselves to bring about effective culture change. Opportunities are required for all to share best practice and the teaching of new skills and approaches.

Research-led commitment to creating a new culture of discipleship; rethinking initial training for Ministers of Word and Sacrament and the current number of vacancies for Parish Ministers has created a focus on team ministry open to the wide range of talent across membership of the Church.

It is incumbent on Presbytery to identify, unlock and inform such talent through easily accessible learning opportunities.

Developing discipleship is a significant and foundational approach for congregations to grasp and take forward. Discipleship brings together various areas including: worship, mission and learning.





This Guide reflects the desire to support and develop talents and interests across the bounds of Presbytery; in so doing make a difference to local ministry and mission.

There is no single form of learning which suits all so effort has been made to offer learning opportunities through collective conversation, on-line discussion groups, social media and modules/course attendance with access to paper based and on line resources.

In addition to the national Church a number of presbyteries offer learning courses on aspects of ministry. Every effort has been made to avoid 'reinventing the wheel' through discussion with neighbouring presbyteries and staff from the Church of Scotland. Courses offered by the Presbytery of Melrose and Peebles may be based on courses from elsewhere. Opportunities to attend neighbouring courses and national learning events will be publicised within Presbytery from time to time.

All learning opportunities are based on expressed need and may be delivered in various venues, using lecture, workshop and eLearning.

*"There are varieties of gifts, but the same Spirit.
There are varieties of service, but the same Lord.
There are many forms of work, but all of them,
in all men, are the work of the same God.
In each of us the Spirit is manifested in one
particular way, for some useful purpose."*

First Corinthians 12: 4-7

Convener:
Mission and Service Committee. December 2019.

IDENTIFYING PRIORITIES and SUPPORT

In order to establish learning needs and priorities the following issues were considered by Presbytery during 2018/19 with December 2019 set as the launch date.

Who is sponsoring the project and driving success?

Presbytery with support from the national Church.

Who is driving success?

Mission and Service Committee supported by way of a Learning Reference Group.

Is a learning programme/resource/platform being built now?

The designation of a dedicated learning centre is currently under consideration. A virtual centre may be established with access to resources and information through the Presbytery website. Meetings/ conversations may be gathered in a variety of venues which reflect topic interest.

What do elders and others need to learn?

What courses need to be delivered?

A survey of immediate and future needs resulted in a priority programme with Leading Worship, Mission and Discipleship, Pastoral Care, Conducting Funerals and Interim Moderator - as immediate. Expressed future needs include: Eldership/Developing a Culture of Discipleship; Local Engagement with Young People; Safeguarding; Developing community links including Social Services; School Chaplaincy, World Mission and Twinning; Strategic Planning; Empowering Leadership; Finance and Fund Raising; Church Law and Administration; Property and Fabric; Local Review; Digital Resources; Social Media; Management of Change and Transition; New ideas; Cluster / Network Governance.

Who is the intended audience?

Elders, members and church attenders

Course Planning and Delivery

Setting objectives; Learning modes; Creating and pacing material, setting and assessing assignments form part of course planning. Delivery is through a mix of taught modules, workshops, self-study, remote/ elearning and informal conversations.

What continuing support do learners have?

The role of the Parish Minister and the Kirk Session is crucial to the identification and mentoring of learners. Presbytery is currently considering the appointment of a part time paid Learning and Discipleship person.

How often will learners perform the tasks desired to be taught or improved?

This will vary according to chosen aspect of ministry; reflective practice should take place at least every three years.

What has been tried in the past?

There is little historical detail on which to guide planning but guidance from Church of Scotland staff and access to work in other Presbyteries and denominations proved insightful. Appreciation is expressed to all who advised.

What currently exists? What form is it in?

Learning opportunities and resources are available through the national Church and on an ecumenical/inter denominational basis. This question should be the basis for further development of integrated learning opportunities across churches working together.

Is the budget preset?

The budget for the 2020/2023 programme was considered and approved by Presbytery as a cost to the Ministry and Mission fund.

Who is available to help?

The recruitment of local informed talent to teach across the learning themes remains an ongoing exercise.

Are courses and course participants validated and accredited?

Formal recognition of participation, course completion and, where appropriate, levels of success requires clarity. There is a desire for standardisation which must be easy to implement without burdensome administration - and be adaptable/relevant to the local context. It is readily accepted that there is a need for rigour accreditation and certification particularly, but not wholly, for worship leaders. However there is debate on accrediting work within the participants own church/charge only and recognising availability across Presbytery.

(See Worship Leaders' Scheme, Page 13).

All participants in learning need to be given the confidence and opportunity to lead any chosen aspect of ministry.

See The Role and Function of Assessors (Page 14).

Future proofing?

- *Empowering and mentoring/nourishing laity is now more readily accepted as one way forward in support of parish ministry, in its widest sense. With empowerment comes responsibility.*
- *Programmes should equip members of congregations for transition and change encouraging congregations to embrace outreach/discipleship: Come follow – then go:*
- *As Kirk Sessions hold learning conversations within their charges and across clusters, links between such conversations should be made through similar conversations between ministers - leading to recognition of skills, talents and calling within a refreshed framework.*
- *As Kirk Sessions confirm their priorities and suggest supporting structures so the need to meet specific training needs will become apparent.*

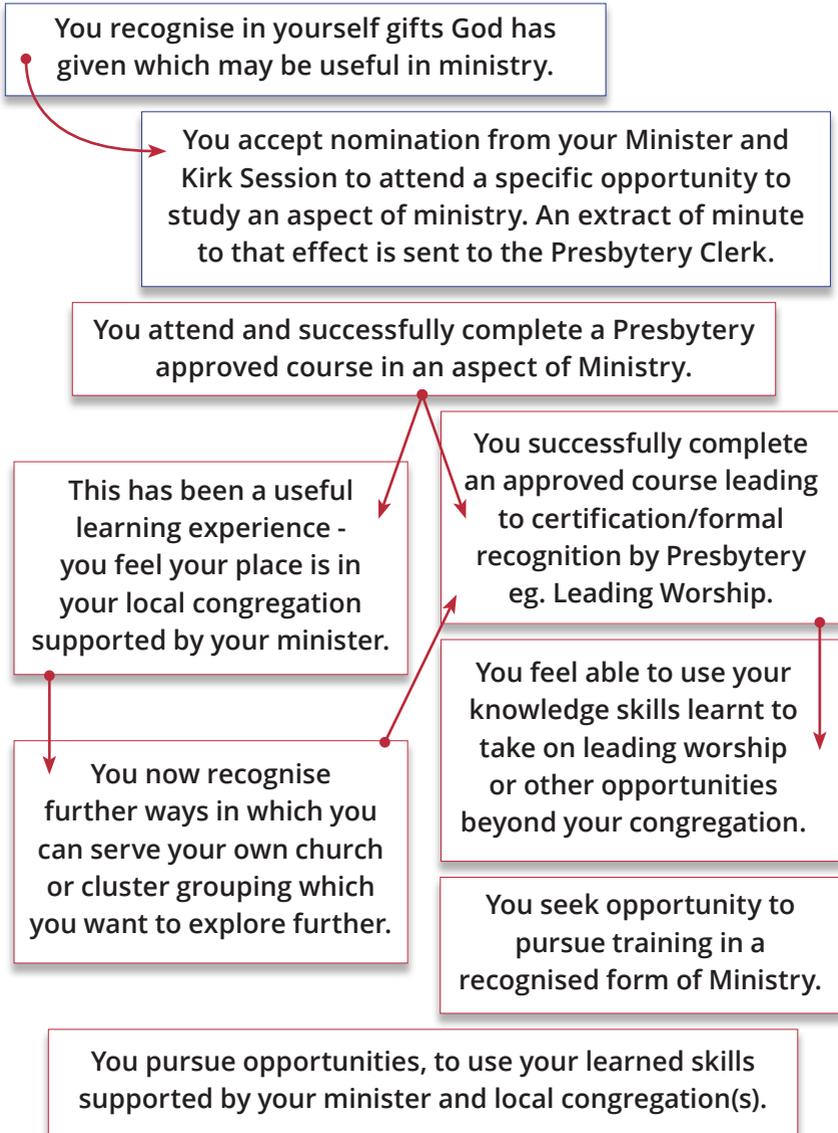




- *As the programme and courses are reviewed and revised clear principles should be discussed and shared including the empowering of laity and the meeting of local needs. What do congregations value?*
 - *Appointing a learning support group and a learning leader with the remit to discuss draft programme plans with Kirk Sessions may be a way forward.*
 - *The role of Presbytery is not to do itself but to unlock, support and promote activity associated with its remit across the churches within the bounds, for churches themselves, and in clusters, to pursue.*
 - *Any training programme should recognise that individual needs may need to be accommodated at more than one level through introductory and progressive opportunities, by way of a rolling programme .*
 - *Whilst 'Leading Worship' might be offered annually and at different levels of study, some courses may run less often. Perhaps focus/priorities will emerge as conversations on radical change conclude.*
 - *Use as many opportunities as possible to explore and evaluate current materials*
 - *Develop current thinking in establishing 'satellite' groups and the use of social media as main means of communication; and the use of webinars and closed Facebook groupings so that all training does not require travel and long periods of 'classroom' work.*
-

STEPPING STONES to TEAM MINISTRY

“Follow Me - enable others to Follow Me”



ANNUAL CONFERENCES

Presbytery 'Away Days' are held on the first Saturday in June (all day) and the third Wednesday in October (afternoon/early evening).

Conference themes are agreed within Presbytery on recommendations from the Mission and Service Committee. Kirk Sessions and Presbytery Elders are encouraged to suggest themes.

Past themes have included: The Middle East; Growing Young; Fresh Expressions/Managing Radical Change; The God Question; Looking Both Outward and Inward; School Chaplaincy; Local or Co-Mission.

Our Church is not distinguished by the size of its membership or congregation or financial success but by the way its people answer Jesus' call to 'Follow Me'—through an understanding of mission which embraces the apostle, prophet and evangelist – open to learning.

As with all our Learning Opportunities the 'Away Days' seek to engage, educate and energise in the sure knowledge that unity and growing optimism feed ambition which, in turn, bring growth and witness through spreading The Gospel.



Is your church exploring with others new ways of raising spirituality across community life; beyond church walls; of reinforcing Christian values; of enabling ecumenical relationships – if so how should presbytery resource, sustain and help you flourish?

ACCESS to RESOURCES

A wide range of resource material for worship; pastoral/bereavement care/conducting funerals; elder training and discipleship; working with young people; finance and administration is already available through the Church of Scotland website. Our work lies in prioritising such material, and that available elsewhere, for our own use. The intention is to make resources available through a Presbytery 'Centre for Learning' which would guide access to both hard and digital copies. Our intention is to provide easy access to faith and nurture resources from a range of sources.



Resources available from the Church of Scotland

https://www.churchofscotland.org.uk/about_us/our_faith

Examples of Online/downloadable resources

- 52 Weekly Worship contributions (<http://bit.ly/2EGQgGF>)
- Conversations in Prayer (<http://bit.ly/2tHMWo7>)
- Eldership conference training videos 'A Journey of Discipleship' (<http://bit.ly/2EF78gM>)
- Faith Formation in a secular age training videos (<http://bit.ly/2H88aDQ>)
- Learn: Pastoral Care training videos (<http://bit.ly/2T81xZi>)
- Relational ministry re-imagined training videos (<http://bit.ly/2Ue6BI7>)
- Building the Body: Learning Activities for Growing Congregations (<http://bit.ly/2TdKFAA>)
Go Create (<http://bit.ly/2GTugub>)
- Learn:Pastoral Care (<http://bit.ly/2C0ps2f>)
- Pray Now: Together We Pray (<http://bit.ly/2EDk5HR>)
- ST ANDREW PRESS CONTACTS
christine@hymnsam.co.uk

NOTES FOR KIRK SESSIONS

https://www.churchofscotland.org.uk/about_us/our_faith

https://www.churchofscotland.org.uk/about_us/church_law/acts

The parish minister is responsible for leading worship although increasingly, church members including deacons, elders and readers are involved in both planning and helping to lead worship. Regular services of worship are at the heart of the life of the Church, but congregational life often includes prayer groups, Sunday schools for children, youth groups, the Guild, social activities and support groups for people facing problems.

Music is an essential part of the Church's worship and can take a wide variety of different forms. Increasingly, multimedia, such as the use of video, is used during church services to help spread the word of God in the 21st century. Preaching is central to the Church of Scotland's way of worshipping God. The preacher, usually the minister, will share a message drawn out of a passage from the Bible. Preaching aims to help people interpret and apply the Bible's teaching to modern life today.

https://www.churchofscotland.org.uk/_data/assets/pdf_file/0004/51277/2018_Act_2_Parish_Ministry_Act.pdf

Sections 20 – 25 of the Ministry Act (as amended) stipulate who can conduct worship. It initially seems very tight and then broadens out to what is expressed in the section 'Conduct of Public Worship' which appears open to interpretation and Presbytery doing something that satisfies them.

The Role of the Minister/Interim Moderator

Together with active support from the Kirk Session the role of the minister in a charge is crucial in discerning gifts, accommodating and developing interest and talent at all stages across discipleship and ministry – not just the conduct of worship.

This might include:

- a) Identification/nomination of a church member/elder to attend a course as approved by Presbytery or by the national Church. b) Discussion with those who volunteer to attend any course and a decision on whether that volunteer should or should not be nominated through the Kirk Session to attend a course.
- c) Forwarding to the Presbytery Clerk an abstract of Kirk Session minute in support of nomination(s).
- d) Providing mentored opportunity for nominees to participate in leading aspects of ministry before the commencement of a course.
- e) Continuing active support during course attendance by the nominee.
- f) Where there is an observational assessment provide support in preparation for that assessment and through discussion thereafter.
- g) Providing opportunity to lead, as well as participate in ministry perhaps as part of the church(s) Ministry Team on satisfactory completion of the course.



The Status of a Worship Leader

The Church of Scotland Ministry Act II (As Amended) Sections 20 and 21 offers the context for the status of a Worship Leader who is not a Reader, Deacon, OLM or Minister of Word and Sacrament. This allows for Presbytery to recognise the status of worship leaders in accordance with the Presbytery Scheme for Worship Leaders (see page 19).

It was recognised that most course participants seek only to lead worship within their own congregation and, perhaps, across linked charges; however, it was recognised that in keeping with Act II and the role of ministers, accredited leaders of worship could be invited to conduct worship in churches across Presbytery and beyond – through the invitation of the minister/interim moderator. This recognises the

anticipated radical change to ministry (eg church groupings) in years to come.



Further and more detailed information on the status of the Worship Leader and the supporting role of the Ordained Minister is provided during the course for Worship Leaders.

The Role and Function of Assessors

Having been rigorous and explicit about training requirements there is a clear need to do the same regarding assessment. Difficulties over the theological divide should not affect the ability to lead worship and should not influence the decision over competence or ability.

- Two assessors familiar with course material (where possible a minister and an elder) are allocated to each participant.
- The assessors do not assess course work or assignments only observational assessment when the participant leads worship.
- The parish minister does not have a role in assessment but may be present during assessment.
- Consistency of assessment is approached through a pre-assessment tutorial for assessors, changing the pairings of assessors and post course evaluation.



- It is important that assessors explore what the participant may have been attempting before reaching a judgement.
- All assessors use the same form for assessment which is used also as a basis for discussion with the participant immediately following worship.

STUDY SUPPORT

Each year, each congregation pays a contribution towards Study Leave as part of their Annual Levy. The scheme is valued highly by those who use it; either to supplement allowances received from the Ministries Council or for an additional application after the national allowance is used up, or for an event or period of study that may not come under the national remit.

All ministers in charges, OLMs, Readers, Deacons, Elders and others, are encouraged to use the funds available to take time for continuing professional development and spiritual growth which will enhance their contribution to ministry.

Study Leave - Terms of Local Scheme

- 1 Ministers, OLM's, Readers, Deacons, Elders and others are eligible for one week of study leave per annum under this scheme.
- 2 A sum of a maximum of £250 per person per annum will be made available towards the cost of courses, pulpit supply, resources, travel and accommodation.
- 3 Ministers only will be permitted to accrue the time and money for up to four years (4 weeks/ £1000) after which neither will increase further. Ministers who are in their first charge should be in their fifth year of ministry in order to be able to access the funds (as in the National Scheme),
- 4 Part time ministers are eligible to accrue the time and money on a pro rata basis.
- 5 The period of Study Leave may be used for events, retreats, overseas visits that may not normally fall within national guidelines (eg: a McCabe Pilgrimage; a Twinning Visit; a self-guided period of retreat: *NB: this list is not definitive!*)

- 6 Applications should normally be made in writing to Presbytery Mission & Service Committee no less than three months before the start of the proposed leave to allow the Committee to receive and process the application. But always prior to undertaking the period of Study Leave
- 7 Successful applicants will be asked to submit a report in writing on conclusion of the study leave, and to say to what extent their expectations were met.

Bursary Funds for Students for Ministry

As an example of genuine support an annual bursary is awarded to our students of recognised ministries within the Church of Scotland.

PRESBYTERY STUDY LEAVE FORM

Presbytery of Melrose & Peebles Study Leave Scheme Application

Funds in support of attendance at courses and other learning opportunities are available through application to the Convener of the Mission and Service Committee and the Presbytery Clerk. This fund is available to ministers, elders and members of the church alike who seek to improve their knowledge and understanding of a specific aspect of ministry.

Please complete this form and return as soon as possible. Applications should be made at least 12 weeks before the study leave is due to commence. Ministers should note if they are applying to the National Scheme they will need to fill in the appropriate forms and submit to the Ministries Council separately.

Name:

Charge:

Date of Birth:

Year of Ordination (if appropriate):.....

Date of last study leave (*Presbytery Scheme/ National Scheme*).....

Dates of proposed study leave:.....

Detail of activity/ course:.....

Principal location for Study Leave:

contd. over





Estimated costs

Course fees: Travel costs:

Accommodation:..... Resources:

Other:

TOTAL: £.....

Will you reside outside the manse/your
Presbytery bounds for all or part of the leave?

If away from manse/bounds, address of stay:

.....

.....

What arrangements will be made for ministerial or other cover?

.....

.....

Pastoral Cover:

Please attach a detailed summary of why this particular course of study has
been chosen and what will be the learning benefits for your ministry:

Signed:.....

Date:

The Presbytery of Melrose and Peebles Scheme for the Selection, Training and Authorisation of Worship Leaders

Church of Scotland Act 11 (2000), s.22 (10): requires 'persons selected and trained to a standard to be determined by the Presbytery of the bounds in accordance with a scheme or arrangement approved by Presbytery'.

The following forms that scheme for the Presbytery of Melrose and Peebles.

1. **Selection:** Presbytery shall, in the first instance, intimate the Scheme to all Kirk Sessions within its bounds and invites them to nominate from within their congregation such persons as they believe to be eligible for selection, training and authorisation as a Presbyterywide Worship Leader.
2. A Kirk Session may, if it so desires, nominate a Team of Worship Leaders whom it believes to be eligible for authorisation as Worship Leaders within their own congregation.
3. A Kirk Session shall, in all cases, intimate such nomination in terms of 1 and 2 above to the Presbytery Clerk by way of Extract of Minute. The names of persons so nominated shall be submitted to the Presbytery for approval for Selection and for Training.
4. For the avoidance of doubt, approval for Selection and Training should not be taken simply to imply subsequent Authorisation. Authorisation is dependent upon the satisfactory completion of Training and Approval of Authorisation by Presbytery.
5. **Training and Assessment:** Persons selected for training shall be required to:
 - i. attend Word and Worship modules and complete the associated assignments.
 - ii. lead worship on one Sunday (as part of a Worship Team, of no more than two, if appropriate) within their own congregation.
 - iii. participate in a debriefing on their leading of worship.
6. **Assessors:** Presbytery shall appoint a team of Assessors who shall be responsible for the Assessment of Worship, making

recommendation to Presbytery on whether a person should be authorised in terms of the Presbytery Scheme.

7. **Authorisation:** Those selected for training may be recommended for Authorisation only where they have:
 - i. Attended the required modules on Word and Worship and completed successfully the associated assignments.
 - ii. Led supervised worship on one Sunday (as part of a Worship Team if appropriate).
 - iii. Participated in a debriefing on their leading of worship which supports their recommendation for Authorisation.
 8. The Presbytery Clerk shall receive the names of persons recommended for Authorisation and shall present these for approval to Presbytery as soon as possible after completion of the course of study and authorisation is recommended.
 9. Authorisation shall normally be for a period of three years in the first instance. Renewal of Authorisation shall be dependent on the submission of a request from the Kirk Session to the Presbytery Clerk by way of Extract of Minute setting out the basis on which renewal of Authorisation is sought and the subsequent approval of Authorisation by Presbytery. Presbytery shall, at its discretion, require any person whose Authorisation is to be renewed to attend further training
 10. **Presentation:** Presbytery will design and present certificates of Authorisation to successful candidates at an appropriate meeting of Presbytery.
 11. **Appeal:** A person shall have the right of appeal in terms of Act 1 (2014) in the event of Authorisation having been refused.
 12. **Pulpit Fee and Expenses:** No person Selected, Trained or Authorised in terms of this Scheme shall be entitled to a Pulpit Supply Fee, but shall receive reasonable expenses as determined from time to time by Presbytery.
-

COURSES of STUDY

A Ministry of all Talents

A PROGRAMME OF LEARNING OPPORTUNITIES 2020/23 – A comprehensive and ambitious three year learning programme in anticipation of widening participation by the laity in certain aspects of parish ministry.

Worship

A progressive series of Learning Opportunities
April/May – June 2020 and 2021: Aug – Nov 2020/21
March – June 2021 (Repeated 2022/23)

The Assessment of Worship Leaders

Nov. 2019 - 2023

Moderating Kirk Sessions and the Role of the Interim Moderator

February 2020; September 2020 and March 2021 and 2022

The Role of the Elder - Creating Discipleship

March and June 2020.

Pastoral Care

October 2020 and 2021

Conducting Funerals

March/April 2020 and 2021 and 2023

Developing Ministry with Children and Young People

October 2020 and 2021 and 2023

School Chaplaincy

October 2020 and 2023

Finance and Administration: Property Matters

September 2020 ; 2021 and 2023

Safeguarding

To be confirmed



