Presbytery of Fife – Fife: Forthview Parish Church

BASIS OF TEAM MINISTRY

As agreed in the Basis of Union for Fife: Forthview Parish Church within the Presbytery of Fife, a Team Ministry shall operate there as follows.

1. TEAM ROLES

The Team Ministry will comprise three Full Time Ministers of Word and Sacrament (FTMWS) and any additional ministry posts as may be employed by the United Charge.

All of the roles together constitute the team and each person is a team member. It shall be the duty of all team members to work collaboratively to further the mission of the Church, sharing or covering for each other's duties where necessary and permissible in terms of Church law.

At the time of creating the new charge all of the participating charges are in vacancy. To accomplish the new union of charges, three charges will be created.

> Minister A will be inducted into Charge A which is Inverkeithing and North Queensferry, and will be the Moderator of the new United Charge.
>
> Minister B will be inducted into Charge B which is Rosyth Parish and will be the Ministry Team Leader.
>
> Minister C will be inducted into Charge C which is Dalgety Parish and Aberdour: St Fillan's, and will be line manager of any ministry staff to be employed.

Ministers A, B, and C will be inducted on a Basis of Reviewable Charge, reviewable after seven years. The Team Ministry Charges (A, B and C) shall share the same congregation and Kirk Session and be part of the same Church life.

The three FTMWS posts shall, when vacant, be subject to the Vacancy Procedure Act (Act VIII 2003). At the creation of the new United Charge, as all are currently in vacancy, one Nominating Committee shall be appointed to call ministers. The ministers inducted to a Team Ministry Charge shall each occupy the manse provided for their use: minister A the manse in Dalgety Bay; minister B the manse in Rosyth; and minister C the manse in Aberdour.

Ministers A, B, and C will each have responsibility to arrange provision of Sunday morning worship, pastoral care, primary school chaplaincies and community activities in one area of the parish as designated within the 3 charges.

Ministers A, B, and C will have joint responsibility to arrange provision of other services and events as may be planned (evenings, midweek, and new expression services such as Messy Church or Café Church); chaplaincy to The High School (along with ecumenical partners), chaplaincies to Care Homes and any other chaplaincies that occur; and any and all events that can be shared.

2. MODERATOR OF THE KIRK SESSION

Minister A will be the Moderator of the Kirk Session. When in future a vacancy arises a minister not inducted to the Team Ministry Charge providing the moderator of the Kirk Session, will not automatically succeed to that Team Ministry Charge on the occurrence of a vacancy, but would be entitled to apply for that Team Ministry Charge through the vacancy processes set out in Act VIII 2003.

Ministers B and C will be full members of the Kirk Session.

3. MINISTRY TEAM MEETINGS AND CO-ORDINATION

The members of the ministry team (including any additional ministry posts) shall meet regularly [and at least monthly] in order to co-ordinate and carry out the work of the team as effectively as possible and discuss matters of common interest. Meetings may take place in person or via videoconference or a hybrid of the two and shall be chaired by an agreed team member. The Chair will be responsible for circulating an agenda, where possible, at least three days prior to each meeting. Any team member may request that an item is added to the agenda. Matters requiring a decision by the team shall be decided by a simple majority. If a member is unhappy with a decision, he or she may invoke the dispute resolution procedure set out below.

4. DISPUTE RESOLUTION

4.1 If a dispute arises out of or in connection with this Team Ministry which cannot be resolved withing the team, then (subject to section 4.7 below) the procedure set out in this clause shall be followed.

4.2 Any member of the team shall be entitled to give to all or some other members of the team ("the relevant team members") written notice of the dispute, setting out its nature and full particulars, together with any relevant supporting documents. The relevant team members shall attempt in good faith to resolve the dispute at this stage.

4.3 If the relevant team members are unable to resolve the dispute within 30 days of such written notice having been given, the dispute shall be referred to the Presbytery Clerk, who shall attempt in good faith to resolve it.

4.4 If the Presbytery Clerk is for any reason unable to resolve the dispute within 30 days of it being referred to him or her, the relevant team members agree to enter into mediation in good faith to settle the dispute. The mediator will be nominated by the Presbytery Clerk having consulted with the Principal Clerk. To initiate the mediation, one of the relevant team members must give written notice to the other relevant team members, referring the dispute to mediation.

4.5 If there is any point in relation to the logistical arrangements for the mediation on which the relevant team members cannot agree, the Presbytery Clerk will be entitled to decide that point, having first consulted with the relevant team members.

4.6 If the dispute is not resolved within 30 days of commencement of the mediation, the matter shall be referred by the Presbytery Clerk to the Presbytery's Complaints Committee, or other equivalent Presbytery Committee, subject to any issues of discipline which arise and any other matters which may require to be resolved in terms of the employment contract(s) of the relevant team members. Except in relation to matters which properly fall to be dealt with in terms of the employment contract(s) of one or more relevant team members, there shall be no appeal against the decision of the Committee.

4.7 Where the relevant team members include one or more employees, this dispute resolution procedure is without prejudice to the grievance and discipline procedures set out in their contract(s) of employment. For the avoidance of doubt, any team member who is serving under a contract of employment shall be entitled to raise with their employer any matter which they wish to have treated as a grievance, and the employer shall be entitled to raise with the employee any matter which it considers to be disciplinary in nature. .

5. FURTHER PROVISIONS

The Ministry Team will be able to adjust arrangements relating to the Team Ministry, with the agreement of the Kirk Session and Presbytery.

6. PRESBYTERY'S POWER TO ADJUST TEAM MINISTRY

The Presbytery shall be free to adjust arrangements relating to the Team Ministry, subject to matters of tenure, as Presbytery may determine from time to time. Any material change to this Basis shall require to be agreed by all members of the ministry team.

[*This Basis should be read and effected in conjunction with the relevant Basis of Union/Basis of Reviewable Charge.]