

**The Presbytery of Perth  
ABERNETHY & DRON &  
ARNGASK  
LOCAL CHURCH REVIEW  
SECTION 1**

**YOUR CHURCH'S STORY**

**1.1 Please give us an introduction to your church's recent history. Think back over the last 10 years. Share the recent story of your congregation – the celebrations, the struggles, the achievements, the failures and the dreams. Where have you seen God at work? Does your church have a vision statement and how is that vision been reflected and currently being reflected in church life? What is going well and what could be better in churchlife?**

*Events that affect the current congregational situation go back to 2006, when the long serving minister of the linked charge of Abernethy and Dron with Arngask retired in that summer. His last act before leaving, was to start the ball rolling on the unification of the two congregations. Having convinced both Kirk Sessions that Presbytery would not allow a minister to fill the vacancy, unless the churches were in a union, the united charge of Abernethy and Dron and Arngask was formed. Although many had doubts that this was indeed the best solution, the unification was celebrated at a service in November 2006. Once the Unitary Constitution was adopted, Presbytery gave permission to call a new minister, who started in March 2008.*

*The first major task (and abiding one) was to try to get the new Kirk Session and members of both former congregations to think and work as one. This was more challenging than might have been the case because both distinct communities of Abernethy and Glenfarg held little in common: there had been no contact between the two former congregations and only minimal contact between the Kirk Sessions. Although only seven miles apart, there was (and still is) no direct contact between the communities: no direct road and no bus service that connects them, and it is impossible to travel from one community to the other by public transport. In 2019, the community in Abernethy tends naturally to look towards Perth as it's centre for shopping, leisure and secondary schooling whereas the Glenfarg community looks towards Kinross. Although both have many clubs, societies and a good social calendar these tend to exist independently, and therefore the villagers, only but rarely, have contact with one another.*

*This undesirable disconnect was the situation into which the new minister came in 2008. He stayed for four years when he felt he had to demit the charge for family reasons. During the new vacancy, the Kirk Session was informed by Presbytery that the congregation would be allowed to call a minister, but only on a 70% basis. This decision was accepted but reluctantly in many quarters. The new minister started in January 2014 but unfortunately fell ill after 12 months in post and sadly died within a year. During the final year of the minister's illness, Presbytery appointed an Interim Moderator and the services of a long-term locum were employed. When the charge was declared vacant in December 2015, the Interim Moderator stayed in post and another long-term locum was appointed, who remained until the end of 2017. The next six months were covered by pulpit supply and thereafter yet another locum appointed until the present minister was inducted at the end of Nov 2018. Although a prolonged, unsettled and tumultuous time for the congregation, those who served as Interim Moderators and Locums during this period deserve much credit for maintaining*

*good attendances at Sunday worship and for the quite splendid pastoral care that they exercised. Their work and contribution far exceeded the norm and was well above that which was required of them.*

*Steady progress has been made over the time since the union was formed. The Kirk Session now largely acts together and as one, with elders regularly undertaking duties at the 'opposite end' of the parish from where they live. Increasingly, members travel to the 'opposite' village, to attend monthly joint services, fundraising events and other activities held during the week, such as 'Tea and a Blether' and 'Open Doors'. There is still much to be done in this regard and the theme of 'unifying' remains a shared primary aim of both the new minister and Kirk Session.*

*This Summer, joint services were instituted throughout the months of July and August which worked well in bringing together the congregation. These were well attended at a time in the year when congregational numbers tend to fall away. Congregational Giving surprisingly went up at these services and those who waited behind for tea and coffee and a time of fellowship also greatly increased. The Sunday Club teachers have met regularly to ensure that common teaching material is employed in both places of worship, that the same curriculum is now followed and there is a far healthier coming-together of both staff and children.*

*Our church does not have a vision statement as such, but the congregational vision was stated in the recent Parish Profile as follows:-*

*'To continue to grow the two parts of the congregation together, furthering Christ's Kingdom in the Parish and beyond, through the active commitment of the Church Community'*

## **LIFE OF THE CONGREGATION**

**1.2 Worship – The heart of what congregations do, coming from the shared experience of meeting God; we gather to express our need for God and to express our gratitude for all that God has done for us.**

**i. Style(s) of worship – describe a typical service format.**

*A normal service takes a fairly standard form. We sing five hymns (taken from CH4 or occasionally, Songs of God's People. There is a Children's Address and a Sermon. Prayers also follow a standard format – Prayers of Approach and Confession, Prayers of Intercession and a Dedicatory prayer. There are also Bible readings, normally taken from the Lectionary (but not exclusively) and there is a Good News lectern Bible and similar pew Bibles in both Churches. Lessons are generally read by members of the congregation who contribute this on a rota basis.*

**ii. Number of weekly services; patterns of worship.**

*With the exception of the last Sunday of every month, a service takes place every Sunday at both Abernethy and at Arngask. On the last Sunday of the month, a joint service is held alternating between the two churches. Four Communion services are held each year and are joint services. Our new venture this Summer during July and August was to hold joint services every Sunday alternating each week between the two churches and we hope to continue or even extend this practice.*

**iii. What place does intercessory prayer play in the life of the congregation?**

*Prayers of Intercession feature as a part of every Sunday service. At times in the past, there has been a "Prayer Tree" in both churches which has been used to encourage intercessory prayer. The idea of a "Prayer Box" might also promote praying for others whilst mindful of protecting personal information and such ideas will be considered.*

**iv. Musical range; praise band; organ; soloists etc.**

*In Abernethy, there is an electronic organ and very often a young violinist augments the accompaniment. In Arngask, there is both an organ and a piano. The instrument used is at organist's discretion and as best suits the type of music being sung. At joint services held in Arngask, there is often also a violin accompaniment. Encouraging young people with a praise band is a future consideration.*

**v. Use of audio visual equipment.**

*There is no audio visual equipment in either church although in Arngask there is the facility to make a sound recording of the service. This facility is not used very often but there is potential to promote this especially for those who cannot attend church..*

**vi. Congregational member involvement in leading worship.**

*In both churches the Bible readings are conducted by members of the congregation at every Sunday service. At other services such as those held during Advent and Holy Week, members of the congregation take part not only by conducting readings but in other innovative ways too. We are fortunate to have an Accredited Worship Leader on the Kirk Session and he, alongside others from Presbytery, is able to provide pulpit supply during holiday times.*

**vii. Anything else you would like to tell us?**

**1.3 Mission – *The calling of every Christian is to be a witness to the gospel of Jesus Christ. It is all the ways in which we share our Good News and bring others to the point of beginning their journey of faith.***

**i. How do you help people to become Christians?**

*Chiefly by example: in the way we try to lead our lives; in the involvement that we have with community clubs and groups; in the ways we help our friends and neighbours. Hopefully, our actions reflect the love that Christ has for all people. By making our Church community as attractive and welcoming as we can, we aim to draw in others into our fellowship and thereby help them to grow in their personal journey of faith.*

**ii. In what ways do you communicate the Good News?**

*We try to invite and include our fellow neighbours in all our Church activities. Community Newsletters which contain information about Church services and activities and a "Message from the minister" are delivered to every household in Abernethy each Quarter and in Glenfarg the Newsletter is available to be picked up in the village shop. Thus, not only by hearing the Word of God, but also in our support of Christian Aid and other charities both worldwide and locally, we try to broadcast our values, our ideals and our hopes for our community and our world.*

**iii. Anything else you would like to tell us?**

*In the past, a “Back to Church Sunday” was organised as was a series of “The God Question” meetings. Church flowers are distributed every week to not only to church members who are ill or in need but this is extended to everyone across the parish.*

**1.4 Service – The living out of our faith in practical ways. Jesus called us to be servants of all and this is shown to others as we care for our neighbours.**

**i. What systems of Pastoral Care (e.g. elder’s districts etc) do you have?**

*We have a system of elder’s districts that covers the whole parish. Every member receives a visit by their elder at least four times a year, but many elders visit individuals more than that. The Minister exercises pastoral care to members who require it, mainly because of illness and bereavement. Although there is no formal group who undertake to visit, many have been trained in listening and caring skills. The minister is able to call upon such individuals, as he sees fit, to help him in the task of visiting those in hospital or in long term care.*

**ii. In what ways are you involved in the life of the community around you?**

*Most members are involved in the clubs and societies that exist in both communities. Many serve on the committees of these groups. Some of these groups use church buildings for their meetings. Because this is a rural parish, it centres around the dynamics of village life: this means that the lives of all, whether church orientated people or not, are inextricably intertwined.*

**iii. How do you respond to the needs of others in the parish and beyond?**

*Church members hear of others who may be ill or bereaved and this information is communicated to the Minister. Transport for hospital appointments, weekly shopping, etc. is often provided by members for their neighbours who need it. And, as mentioned in 1.3.iii, flowers which are donated and adorn the sanctuary are widely distributed at the close of services to include those who are either unable, or who choose not to attend.*

**iv. Are you involved with school or other chaplaincies?**

*The Minister is involved on a regular basis with both primary schools in the parish. This includes leading assemblies and end of term services for the children and their parents which tend to be well attended events in both churches. When primary school services take place in the Church, tea, coffee and cakes are offered to parents who attend and this provides contact with young parents and families in our efforts to extend outreach to them.*

**v. In what ways are you involved with social issues?**

*The local MP has used church premises to hold his local surgery.*

*We support local foodbanks in Perth and Kinross and in conjunction with Crossreach, Perth Prison Visitors Support and Advice Centre.*

*Recently, the Kirk Session has been made aware of the need for “social prescribing” by local GP’s. Elders have been involved in drawing up lists, not just of Church activities but that of other organisations within the parish and their contact details and have undertaken to constantly update this information. This is intended to be passed on to the elderly, those who are isolated, the lonely and those who would benefit from increased social interaction with the parish, whilst attending the GP’s surgery.*

**vi. In what ways do you share responsibilities with community groups or agencies and/or mission partnerships at home or abroad?**

*The church facilities are made available to non-church groups in both communities. Church and other community groups use the churches or the halls for special meetings, such as in Abernethy – the Abernethy in Bloom, WRI, Senior Citizen’s Committee, Back of the Cupboard Group and in Glenfarg – The Wine Club, the Bridge Club and Knit and Natter Group.*

*The Kirk Session has appointed a Mission Partner Correspondent. He keeps the elders and congregation informed about correspondence that he receives and relevant news about our missionaries. During their visit home in November, our Mission Partners have been invited to both Abernethy and Arngask to preach and update us on their work*

**vii. Anything else you would like to tell us?**

*We actively support the following charities throughout the year: Poppy Scotland (Earl Haig Fund), and Christian Aid.*

**1.5 Discipleship – The life of following Christ. It is about learning what it means to be a Christian as we experience life and question what we believe. The church should equip its members with ‘practical guidance for expressing their faith in the world during the week.’**

**i. How do you help people of all ages grow in their faith?**

*In the past, small Bible Study groups have been held in member’s homes. Most recently, a mid-week Lent Study Group was held in both Abernethy and Glenfarg church halls, which looked at the last week of Christ’s earthly life and was based on the Gospel of St. John. This was well attended, provoked much discussion and provided a time for tea, coffee and fellowship afterwards and the Kirk Session has resolved to adopt this pattern in the future.*

*The Sunday Club has committed and well trained teachers and although numbers attending (particularly at Arngask) are small, it continues to thrive. A common curriculum has been adopted based on age-related Scripture Union material and this is planned and discussed at teacher’s meetings. Regular Sunday Club outings are organised and these have proven to be successful and enjoyed by the children attending.*

**ii. How do you promote the reading of scripture?**

*Bible Study sessions are held at appropriate times during the Christian Year, as mentioned above and in each Sunday’s lectionary readings are published in the Notices and electronically.*

**iii. In what ways do you promote personal devotions, private prayer and opportunities to reflect on life experiences?**

*Prayer Days were held during the vacancy in both churches, and Scripture Union and other material is available in the vestibules.*

**iv. Which resources do you use?**

*Scripture Union, A Journey with John.*

**v. Anything else you would like to tell us?**

**1.6 Fellowship – The opportunity of experiencing God’s grace and love in and through God’s people; this is about people really getting to know each other.**

**i. How do you build relationships within the church?**

*After every service all are invited to wait for tea and coffee in both churches. This was best attended during the summer months with an earlier worship time and a shorter service. It provided everyone with the opportunity to relax and chat and was particularly useful in helping visitors or new people to meet with members of the congregation and feel part of our worshipping family.*

**ii. How do you encourage people to meet out with worship?**

*In Abernethy, Open Doors is held twice a month on a Tuesday afternoon. In Arngask, Tea and a Blether is held once a month on a Tuesday afternoon. Care is taken to ensure that these sessions are not held at each end on the same Tuesday, meaning that in the Parish there are 3 such sessions every month.*

**iii. Anything else you would like to tell us?**

*Being a rural parish, many people meet informally and constantly as part of regular village life. However, a wide variety of social events are held, including pot-luck suppers, Church ceilidhs, coffee mornings and concerts.*

**1.7 Wider Church – Your relationships and involvement with other denominations, overseas links, the World Church, non-denominational ministry links (e.g. SU, Bible Society, Tearfund, Iona Community etc.), Presbytery and Central Church structures.**

**i. Tell us about any ecumenical relationships.**

*There are no congregations of other established denominations in our parish.*

**ii. What links do you have with the World Church?**

*Our main links are through our Mission Partners in Prague, who visit the congregation and update us on their work during Sunday service. Their reports are made available to the congregation.*

**iii. What involvement do you have with non-denominational organisations?**

*We have supported and engaged with Christian Aid, Scripture Union, Water Aid and Tear Fund.*

**iv. How would you describe your relationship with Presbytery?**

*Our relationship with Presbytery is active. Two of our elders are Presbyters and they keep session informed of what Presbytery and its committees are doing and planning although we would appreciate a clearer and more up to date Presbytery Plan which takes into account the radical and far reaching changes which lie ahead of the Kirk. This, in turn, would greatly help our Kirk Session prepare for the years ahead and adjust its vision accordingly.*

**v. Tell us about any relationships with Councils (and/or their committees) of the General Assembly?**

*We are fortunate to have a former National Convener of the Guild on our Kirk Session and one of our elders serves on the World Mission Council, the Middle East committee and is a director of the Israeli institutions.*

**vi. Anything else you would like to tell us?**

*Our parish is an active member of the Lower Earn Churches Together (LECT) grouping along with Dunbarney & Forgandenny and Aberdagie & Forteviot with Aberuthven & Dunning parishes. The ministers of the LECT parishes meet together and LECT services are held particularly during Advent and Lent. The membership of the LECT Guild is drawn from our own these neighbouring parishes, a Joint World Day of Prayer is annually held and Abernethy receives an annual Summer visit from Alloa Boys' Brigade who attend a Sunday morning worship in Arngask Church.*

**1.8 Local Leadership and Support – People helping to make your mission statement a reality.**

**i. Who are your ministry team members?**

*We have a minister who is employed on a 70% basis and we have an Accredited Worship Leader who is an elder.*

**ii. What support is there for your minister/ministry team including administrative support?**

*The minister is supported by the Session Clerk, Treasurer, Fabric Committee and Safeguarding Co-ordinator amongst others and a volunteer rota is prepared which consist of lectionary readers and those on door duty.*

**iii. How is training and development (in-service training, study leave, staff appraisals etc.) supported?**

*There has been elder training in Auchterarder, training alongside elders from local parishes and new elder training has been conducted. This was made possible from congregational funds.*

**iv. How does the Kirk Session function and how effectively does it work with the ministry team?**

*In the traditional way: the minister is the Teaching elder and the others are all Ruling elders.*

**v. How do you encourage and train elders?**

*See iii.*

**vi. When did you last consider stewardship of time and talents?**

*The stewardship of time was last carried out in May 2014 and talents in 2010.*

**vii. How do the leadership structures of your congregation enable and encourage its mission?**

**viii. With your present staffing and volunteers how well resourced are you to achieve the developments highlighted in this report?**

**ix. Anything else you would like to tell us?**

**1.9 Money – Income, Reserves, Stewardship etc.**

**i. How do you encourage one another to be generous givers?**

*The Kirk Session is encouraged in each Treasurer's Report to promote increased giving, and this is monitored at each KS meeting. The use of FWO envelopes is actively encouraged.*

**ii. When did you last address the stewardship of money? What stewardship programme are you using?**

*Stewardship campaigns on money were undertaken in spring 2009 and October 2012. The name of the programme was "Together we make a difference".*

**iii. Comment on your ability to finance all you are currently doing.**

*Over the last few years, we have had to spend significant amounts on the fabric at both churches. These have been funded by a combination of savings, legacy, grants from Scotland Church's Trust and from Glenfarg Village Gala. We were also granted a reduction in Ministries & Mission Allocation through Presbytery's Discretion. We are fortunate in that we have a substantial Stipend Endowment Income – approximately £19,000 each year.*

**iv. How is the work of your church financed – is it mainly from givings or is it dependent on income from hall lettings, legacy interest etc?**

*65% of receipts are from giving. Each year we are able to draw down from the Consolidated Fabric Fund Revenue Account to cover some fuel and insurance costs – in 2019, approximately £4,000 will be received. Investment income this year is approximately £3000 of which 18% is restricted.*

**v. Are you over-dependent on givings from any particular age groups or individuals?**

*Due to the demographic of our congregation, we are dependent on income from the elderly.*

**vi. Anything else you would like to tell us?**

*It is hoped that a Stewardship Campaign focussing on money will be planned over the next few months.*

*A fundraising coffee morning at Abernethy and a Christmas Sale at Arngask are held annually. The Flower Committee at Arngask hold a pancake tea each year. Members are encouraged whilst shopping online to do so via [easyfundraising.org](http://easyfundraising.org) and [smile.amazon.co.uk](http://smile.amazon.co.uk) – this has had limited success.*

## **1.10 Communication Strategy – *Tell us about your communication strategy/plan including website and social media use.***

### **i. How do you promote your vision and mission?**

*We are considering the creation of a new ADA Vision and propose publishing this in the order of service each week, on the website, on the pews, on our notice boards, in the newsletters and within our welcome packs.*

### **ii. How do you keep in touch with members?**

*Every week printed notices are handed out with the Order of Service. This is also available by email on request.*

*In addition, the church has a website and the minister writes a piece for both community quarterly newsletters.*

### **iii. How do you encourage members to keep in touch with one another?**

*This is not seen as too much of a problem in a rural parish.*

### **iv. How do you advertise your church and its activities?**

*Services and activities are advertised via the weekly notices and the website. In Abernethy, church activities are included in the village Facebook pages. In Glenfarg, these are advertised by poster in the village shop and via the Glenfarg Grapevine email system.*

*The welcome packs we distribute to new residents contain both church and wider community information and our local primary schools allow us to inform children of suitable events.*

### **v. Anything else you would like to tell us?**

*We make our premises available to hire for suitable non-church events, thereby attempting to maintain contact with those who don't normally attend services.*

*Our website ([www.ada-church.org.uk](http://www.ada-church.org.uk)) is updated on a weekly basis with the welcome page holding the order of service, times and location of services and a quarterly letter from the minister. The aim is to keep this changing to maintain topicality. It contains useful links for visitors and contact details, e-mail addresses and phone numbers of ADA office bearers.*

## **1.11 Property**

### **Have you any concerns or plans about the future use or development of your buildings?**

*Under the General Trustees campaign for "Well equipped spaces in the right places" there are some concerns as to how well our buildings fit this definition. This is something that we have recognised is going to have to be thought about and discussed in the very near future.*

*Of particular concern is the lack of useable space, the lack of flexibility and particularly in Arngask, the problem of making our premises accessible to those who experience mobility challenges.*

## **1.12 Perth Presbytery Plan**

### **i. How does the current Presbytery Plan work for you? Do you have any concerns about the future plans?**

*The current Presbytery Plan is felt to be out of date and in urgent need of revision. The Kirk Session is cognisant of the huge changes which face the Kirk in terms of recent developments: the impending reduction in the number of presbyteries, the move from ordained to lay involvement in leading parish worship, and the requirement for Perth Presbytery to reduce the number of paid ministers within its bounds by 30%.*

*Before an updated vision and plan for our parish can properly be developed, at a local level we would much appreciate knowing the mind of Presbytery in all these matters.*

*Historically, there are questions as to how the 70% ministry in ADA is working out. Due to the unfortunate changes in this parish with regard to ministry, and ensuing vacancy, to date, there has been almost less than one full year of this type of ministry. This makes the efficacy of such a ministry hard to assess. It is generally held by the Kirk Session that the geography of the parish, apart from any other factors, does not lend itself to such a part-time ministry and actively works against it.*

### **ii. Anything else you would like to tell us?**

## **SECTION 2 ACTION PLAN**

### **CONGREGATIONAL ACTION PLAN**

Looking back at your Section 1 report, can you identify areas where you consider some improvements could or should be made (up to a maximum of five). These will form the basis of a discussion with the visiting team, from which an action plan will be agreed.

The action plan may be expressed in terms of SMART goals (Specific, Measurable, Applicable, Resourced, Time-bound) or it may be couched in terms of a vision that the Holy Spirit is inspiring among you.

In whatever form you do it, please draft an action plan for discussion with your LCR Visiting Team. This can then be developed as a result of the discussions with your Visiting Team and will form part of the final LCR report to be written by the Visiting Team and submitted to Presbytery. It may well be that the Visiting Team will offer some suggestions that have not occurred to you but which might be helpful in shaping your future plans.

***2.1 Areas of Improvement – Tell us where you think improvements might be made in the life and witness of your congregation. (Maximum of five)***

- 1. WORSHIP*
- 2. STEWARDSHIP*
- 3. RESILIENT PLANNING in accordance with the new Presbytery Plan*

***2.2 Action Plan – Outline some goals and a vision arising from 2.1 for discussion.***

### SECTION 3

#### Legal Questions

**3.1 Is the administration of the Sacrament of Baptism of infants in accordance with Act V, 2000?**

Yes / ~~No~~

**Any comments:** No

**3.2 Are office bearers representative of the congregation and parish in terms of age and gender?**

Yes / ~~No~~

**Any comments:** No

**3.3 What constitution do you have and does it serve your mission?\***

Yes / ~~No~~ *We have the Unitary Constitution and it works for us.*

**Any comments:** No

**3.4 Does the employment status of members of staff, their working relationships and the prioritisation of their work serve effectively the congregation's mission?**

Yes / ~~No~~

**Any comments:** No

**3.5 Is the church in compliance with Act XII 2007 regarding the provision and maintenance of manses?**

Yes / ~~No~~

**Any comments:** No

**3.6 Have recent property survey findings and recommendations been implemented?**

Yes / ~~No~~

**Any comments:** No

**3.7 Charities and Trustee Investment (Scotland) Act 2005 states that Charity trustees (or connected persons) cannot be remunerated unless certain conditions are met. If any Trustees or connected persons are in receipt of payments, have the correct processes (Law Department Circular) been followed?**

Yes / ~~No~~

**Any comments:** No

**3.8 Has your financial court adopted the General Assembly approved Bribery and Procurement Policy as instructed by the Presbytery.**

Yes / ~~No~~

**Any comments:** No

\* The question regarding constitution means whether Unitary, Model, Quod Omnia or whatever constitution is used for the administration of affairs – and whether it is helpful in allowing the church to serve its mission or does the constitution demand effort in sustaining it, effort that might be better placed? For instance, some churches struggle to operate the Model Constitution as they have great difficulty finding people to populate a Congregational Board and matching Elders willing to serve on it. The Model Constitution works well for many, especially larger congregations, but can be burdensome for smaller congregations.

## **For the Visiting Team LCR REPORTING**

Following the LCR Visit(s) to the church, the LCR Visiting Team compile the LCR report which is sent to the minister of the church and the Kirk Session, and then to the Presbytery's Superintendence Committee.

A suggested outline and structure for the LCR report is outlined below:

### Report Section 1

- Details of the church visited and those who represented the church at the LCR Visit(s).
- Details of the LCR Visiting Team.
- Date(s) and time(s) of the visit(s).

### Report Section 2

- Should include such background information as is relevant to future planning.
- Should include the information, or a summary of the information, provided by the church in *Section 1 – Your Church*, highlighting areas of specific interest or concern.
- Should include a summary of the information given by the church in '*Section 3 – Legal Questions*', highlighting areas of specific interest or concern.

### Report Section 3

- Should include a summary of all relevant information and observations made by the Visiting Team from all the visits carried out during the process.

### Report Section 4

- the conclusion and any recommendations, including:
  - i. recommendations for the church;
  - ii. recommendations for the Presbytery;
  - iii. any other specific recommendations.
- Should include the Action Plan that was drawn up during the LCR Visit(s) from '*Section 2 – Action Plan*'.
- Should include a suggested timescale for follow-up, as well as suggestions for who has responsibility for ensuring that follow-up occurs (i.e. Presbytery committee, church).

The LCR Report should go much further than simply giving a general account of the life and state of the church. The LCR Report should clearly identify any emerging trends and challenges, and issues or problems that need to be addressed.

The recommendations should be firm and precise and be clear as to who has responsibility for following up.

The LCR report should be completed and submitted within 1 month of the completion of the visits(s) to the church. It is suggested that it would be good practice for the LCR Visiting Team to meet together again as a team to reflect on the visit(s) prior to the drafting of the final report.

Revised September 2016