

**NOTE:** This is an example document offered in good faith. It must be tailored to each context, iaw Canon Law, Scottish Charity Law, & the congregation's constitution.

## **Annual Meeting: Some Notes**

**\*\*PLEASE NOTE: This Agenda and the attached notes are an example to help congregations and vestries organise their Annual Meetings. It is very dependant on individual constitutions, so there might be notes here that are not quite what is required in your congregation.\*\***

The AGM should be held within 3 months of the end of the financial year.

The meeting must be announced in church twice before the meeting. The second announcement can be on the day of the meeting itself.

Only put in matters arising if there is something that needs to be covered that is not otherwise on the agenda. In practice, most matters arising should have been dealt with by the Vestry already.

The number of ordinary members of vestry depends on if there are wardens. If there are wardens, then there are 6 ordinary members; if not, there are 8 ordinary members.

It is possible to co-op people onto Vestry, particularly when specific skills are needed, or you wish to add a young voice.

The reports part of the meeting can take various forms. The "Report of the Vestry and Accounts" is the part that goes to OSCR. This will be written, but could be spoken, if desired. Other reports could be as:

Rector

Various church groups (say 250 words each)

The accounts are only adopted by the congregation. They have already been approved by the Vestry.

A Rector's Warden may or may not be appointed, depending on the congregation's constitution and the situation. This appointment (if competent) is solely the gift of the Rector.

It is for the Vestry to appoint, or re-appoint, the Secretary and Treasurer. It might be that Vestry want to meet for 5 minutes directly after the AGM to do this. This means there is not a period of time without these officers being appointed.

Do not include Any Other Competent Business (AOCB) on the agenda.

Ask for any input to be with the Secretary at least a week before the AGM.

Think about thank yous: those stepping down from Vestry should be thanked for their service, as should anyone else who has especially given of their time/talents that year. This might be done by the Rector, but need not be. Please consider who should give a vote of thanks to the Rector (and other clergy/Lay Readers).

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Note that some constitutions limit the length of service for officers and/or vestry members. It might be they must have time off after a certain length of service or can only serve a maximum number of consecutive terms. Make sure all are aware. Time off not only honours and models the importance of sabbath in church life but also creates the space for other people to step forward (albeit often with much encouragement!).

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## ST MILDRED'S-BY-THE-SEA CHURCH, EDINBURGH

### **Annual Meeting of Constituent Members dd<sup>th</sup> Month 20XX**

#### **(Suggested) Agenda**

1. Prayer
2. Apologies for Absence
3. Minutes of the AGM held on dd/mm/yyyy (proposer and seconder)
4. *Matters Arising*
5. Elections
  - a. Lay Representative
  - b. Alternative Lay Representative
  - c. *People's Warden*
  - d. Two (*or more/less*) Ordinary Members of Vestry
6. Annual Report and Comments
7. Report of the Vestry and Accounts for the year ended dd/mm/yyyy
8. Adoption of the Accounts (proposer and seconder)
9. *Appointment of the Rector's Warden*
10. Appointment of the Independent Examiner
11. The Grace

First meeting of Vestry could be held on completion of this AGM to (re-) appoint Secretary and Treasurer. This would be intimated at (9) above.