



Scottish Episcopal Church

The Diocese of Edinburgh

Growing together in following Christ and sharing God's love

Welcome to the Diocese of Edinburgh

The Scottish Episcopal Church (SEC) is one of the 44 provinces and churches which make up the 80 million membership of the Anglican Communion across the world. If you have come from the Church of England (CofE), we are delighted to welcome you to the SEC. It is likely that you will have engaged in some research about the SEC before your arrival. No doubt, you will therefore already be aware of some of the differences between the CofE and the SEC. Some people joining the SEC from the CofE have previously commented, however, that some of these differences did not actually become apparent until they were in post! Hopefully, this booklet will be a helpful way of providing you with some practical information, including several key difference.



THE BISHOP

Our Bishop is the Rt Rev Dr John Armes, Diocesan Office, 21a Grosvenor Crescent, Edinburgh EH12 5EL Tel: 0131 538 7044 Email: bishop@edinburgh.anglican.org.

Bishop John was elected by the diocese in 2012 and ordained bishop on 12th May 2012. He previously served in the diocese as Rector of the church of St John the Evangelist, Princes Street, Edinburgh. He spent his teenage years in Edinburgh and served in the Church of England before returning to the city in 1998. He is married to Clare and has four grown-up children and (at the last count) four grandchildren.



Bishop John hosts an annual gathering at his home, usually in the summer, where you can meet other clergy and spouses as well as Clare, the Bishop's wife. He is always happy to receive phone calls and emails from clergy if you wish to contact him and will get back to you as soon as possible.

We don't have an Archbishop and this is a point that often escapes newcomers. The metropolitan authority is carried by the College of Bishops (the seven dioceses together). They elect a Primus to be their spokesperson and to represent the Province internationally. The Primus has no jurisdiction within any diocese other than his or her own. Thus, it is correct, when praying within the liturgy, to name your diocesan bishop first. If you wish you may also pray for the whole College of Bishops including the bishop serving as Primus, after your own bishop.

THE DEAN

Our Dean is the Very Revd Frances Burberry, Diocesan Office, 21a Grosvenor Crescent, Edinburgh EH12 5EL. Tel: 0131 315 0404. Mobile: 07803 602394.

Email: dean@dioceseofedinburgh.org



Each diocese of the Scottish Episcopal Church has a Dean of the diocese who is appointed by the Bishop of the diocese. The Dean is a priest within the diocese who, rather than heading the cathedral staff, assists the Bishop in the administration of the diocese and undertakes various canonical duties. Frances serves as Rector of St Ninian's, Comely Bank, Edinburgh and is also an Honorary Chaplain to the University of Edinburgh. Frances can be contacted at any time and welcomes each and every opportunity to meet up for a coffee and a chat, or a meal out.

THE DIOCESAN OFFICE

Diocesan structures in the SEC may be much smaller than you are used to. Diocesan offices are usually staffed by small teams, which may consist of the Bishop, an administrator, and maybe a Diocesan Secretary and/or Treasurer who may work on a part time basis.

Here in Edinburgh the diocesan operation consists of:



- Bishop John
- Frances Burberry – Dean
- Samantha Campbell – PA to Bishop and Dean
- Simon Filsell – Diocesan Administrator
- Ceri Ashton – Assistant Administrator
- Miranda Heggie – Diocesan Communications Co-ordinator
- Fee Reynolds – Advisor for Christian Life
- Joanna Appleby – Admin Assistant (Mission and Ministry) and Diocesan Protection Officer

There are no departments and many of them work part time. They are supported by clergy and lay people from around the Diocese volunteering to run various programmes.

Honorary Positions (mostly voluntary) include Godfrey Robson (Diocesan Secretary); Ian Lawson (Treasurer); Pippa Snell (Registrar).

Contact: THE DIOCESAN OFFICE, 21a Grosvenor Crescent, Edinburgh EH12 5EL Tel: 0131 538 7033
<https://edinburgh.anglican.org>

Clergy who enjoy working in Scotland are usually those who are happy to contribute as a Committee or Board member, either provincially or in the diocese, in addition to their church responsibilities. Information about people, Committees, Boards, etc, can be found in the 'Red Book'. You may be able to

find one in your church, but if not, you can buy one at the General Synod Office. It is probably worth buying a new one, as they are updated every year, shortly after General Synod meets in June.

THE PROVINCE

The Scottish Episcopal Church is a province of the Anglican Communion and this membership is important to us. The Province is strongly committed to the life of the global Anglican Communion. There is a particularly strong bond between the SEC and the Episcopal Church in the USA. The consecration of Samuel Seabury, the first Bishop of the Episcopal Church in the USA by Scottish Bishops in 1784, helped shape the Anglican Communion as a family network of independent provinces.



The Scottish Episcopal Church seeks to work closely with all Christian denominations and has recently signed a partnership agreement with the Church of Scotland (the Saint Andrew Declaration). It is a member of the Scottish Christian Forum (the successor to ACTS), Churches Together in Britain and Ireland (CTBI), the Conference of European Churches, and the World Council of Churches. These links provide opportunities to work in partnership across many nations.

As a founder member of the Porvoo Communion of Churches, we have strong links with Nordic and Baltic Lutheran Churches. We also have links with German and French protestant churches through other agreements. The diocese is linked to the Dioceses of Espoo (Finland), Cape Coast (Ghana) and Dunedin (New Zealand). This document explains some of the different agreements the SEC has with other denominations in Scotland and around the world: <https://www.scotland.anglican.org/wp-content/uploads/SEC-guidelines-on-ecumenical-relations-final-01.2023.pdf>

If you have come from the Church of England, you may have enjoyed working in partnership with your local CofE school. For Scottish Episcopal clergy, developing relationships with local schools is likely to be much more of a challenge due to a lack of 'entitlement' to engage in collective worship, time for reflection, etc, in schools. This may also have a bearing on the number of young families attending your church in comparison to some CofE congregations, which may be heavily populated with those who are hoping to qualify for a Church School place.

Another thing that might not be obvious until you experience it, is how it feels to operate in a Church that is completely separate from the state. This, of course, is not at all exclusive to the SEC within the Anglican Communion, but if you have come from the CofE, it might just take a bit of getting used to. SEC Bishops are elected and appointed without any state involvement. The SEC is small, with the Church of Scotland and the Roman Catholic Church in Scotland both being larger. Once you have got used to being in a 'minority' church, you may find that it has some advantages, e.g. it can be much easier for the people and churches in the Province to relate to one another.

CANONS



The Code of Canons provides the legal framework for the Scottish Episcopal Church. The Code is a living document and Canons can be edited, added, or removed annually at the General Synod.

The General Synod can also pass resolutions to provide for operation of the Canons and internal regulation. These resolutions are contained within the Digest of Resolutions.

Your charge may have a copy of the Code of Canons. It often comes in the form of a ring-binder with paper inserts. It does go out of date from time to time as canons are updated so it is best to consult the online version: <https://www.scotland.anglican.org/who-we-are/publications/code-of-canons>

The Canons include information on Vestry responsibilities (60), rules about marriage (31), changes to your church building (35), organisational issues concerning Incumbencies, Joint Incumbencies and Linked Charges (36), etc. There is a comprehensive index at the back and the online version is searchable.

SYNOD



Twice a year we meet for Diocesan Synod, usually in Edinburgh. The first is usually in March on a Saturday and the second is an evening in October, which is usually concerned with Finance. As a licenced minister, you are automatically a member of Diocesan Synod. You are **required** to attend its meetings, unless you have permission from the Bishop to be absent. It is a good place to get to know other clergy from the Diocese. Your Lay Representative comes too and will usually report back any news to the Vestry and congregation.

See Canon 50 for more information on Diocesan Synod.

General Synod is held in June and is for the whole Province. You are not a member of General Synod until you are either nominated or hold a post which gives you automatic membership (like a Chair of a Provincial Committee). See Canon 52 for more information on General Synod.

AREA COUNCIL

The Diocese is divided into Area Councils. Each area consists of about 6 Charges. Some are regional, for example, the Borders, and the city ones are like wedges in a cake. Area Councils are attended by all clergy plus Lay Reps and sometimes the Treasurer or another member of the Vestry. Area Councils generally meet between 2 and 4 times a year, often just before Synod to discuss the upcoming business. Your Area Council may want to raise a particular point relevant to your area at Synod.

The clergy from an Area Council may choose to meet at another time for socials / mutual support in addition to the full council meetings. We do not have Deanery Chapters in the SEC. The Area Council is different but is probably the nearest equivalent.

YOUR CHARGE

Just as in the Church of England, your incumbency is also known as a *charge* and a charge is a congregation or group of congregations.

We do not have a 'Parish' as such, but we do have canonical areas and a geographical presence. However, your baptisms and funerals are more likely to be for people who have been part of the congregation or have an association with the SEC. The SEC is not the "default option" that the CofE can sometimes be, and this will have implications for thinking about mission in your context. This does not, of course, mean that reaching out to the community and serving the community is any less important than it would be if there were a parish system.



THE VESTRY

The Vestry is the SEC version of a Parochial Church Council; there are many similarities but some important differences.



Each individual church, or group of churches if a joint charge, will have its own constitution. You can find examples of model constitutions on the SEC website: <https://www.scotland.anglican.org/vestry-resources/vestry-responsibilities/model-constitutions/>. Each charge is a charity in its own right and must be compliant with the Scottish Charity regulator, OSCR <https://www.oscr.org.uk/>.

Some charges have two Church Wardens. One is elected annually by the AGM, the "People's Warden"; the other is appointed by the Rector, the "Rector's Warden". Some of the roles of Wardens will be similar to those in the CofE. In the CofE, however, the Church Warden has a specific remit for looking after the church property.



In the SEC, there is often a property convenor who will look after the church and the rectory property. Notice an important difference here for incumbents: your Vestry will also be responsible for your Rectory upkeep and for direct payment of the sort of bills that the diocese would normally pay for the upkeep of a vicarage in the CofE. Your property convenor, and not the diocese, will arrange visits from plumbers, builders, etc.



The Secretary is a key member of Vestry and meeting agendas, and other Vestry business, should be worked out in consultation with them.

You will have a treasurer, as you would expect. The financial year for each charge is defined by their constitution, with the vast majority running from 1st September to 31st August. AGMs must take place within 3 months of the end of financial year in accordance with OSCR regulations. As a result, most congregations will have their AGM in late November/early December, but yours might be slightly earlier. Ultimately check your constitution!

You may have a paying officer to help the treasurer by paying ongoing bills or the two offices will be combined. Notice that the Vestry will pay your stipend and pension rather than the Diocese, and some charges pay the diocese / SCVO to do payroll. This is a very important difference. As a result, the share that each charge pays the Diocese is much lower than in the CofE and nowhere near as significant an item of expenditure. As you would expect, ideally, you would also have a Gift Aid secretary who may or may not be a member of the Vestry.

Another difference is that you will have a Lay Diocesan Synod Rep and an Alternate Lay Rep on the Vestry. Both Lay and Alternative Reps are members of Vestry. Lay Reps for Diocesan Synod are not elected indirectly, as in the CofE, but each church will have elected its own.

Each church needs to have a PVG (Protection of Vulnerable Groups) Co-ordinator, who may or may not sit on the Vestry, and who has an identical role to the CofE DBS equivalent. The conduct and content of the AGM will be pretty much the same as it would be in the CofE. All members of vestry should be aware of PVG requirements and attend regular training.

You can find more information on the Diocesan website <https://edinburgh.anglican.org/diocesan-vestry-resources/diocesan-office-resources-vestries/> and in Canon 60.

Every year you must hold an Annual General Meeting (this may be on the Feast of Christ the King, or thereabouts, depending on your constitution) and give notice at least 3 weeks beforehand. The conduct and content of the AGM will be pretty much the same as it would be in the CofE. Having been approved by the Vestry, the Annual Accounts will be presented at the AGM, and reports given by Office Holders.

WORSHIP

As in the CofE, there is a range of worship traditions within the SEC: evangelical, catholic, liberal and "middle of the road". For many churches, though, the Sunday Eucharist is a mainstay of worship and this is one thing that differentiates the SEC from the Church of Scotland: the SEC will be a more liturgical and sacramental form of worship than the CofS, though, again, this will not be universal.



The liturgy for the Eucharist is most likely drawn from the Blue Book (Scottish Liturgy 1982). Updated additions and variations have been published by the Faith and Order Board, most recently in 2022. The

Scottish Book of Common Prayer (1929) and the 1970 version of the liturgy are also available and work well for those who like to offer an 8am Eucharist. Some may also choose to offer one of these alternatives during the week.

The theological influence of Orthodoxy has been more significant in the SEC than in the Church of England. Some examples of this are the omission of the filioque clause in the 1982 version of the creed and, at a more obviously practical level, the admission of children to Holy Communion after baptism. There is therefore no general guidance in the SEC that children will need to wait to the age of 6 or 7 to be instructed before receiving a First Communion and with parental permission, may receive at least the consecrated wafer from baptism, whatever their age.

Another important difference from the CofE will be the lectionary. The SEC generally follows the RCL but has its own optional variations such as a selection of readings for Remembrance Sunday and the Scottish saints. It will be different from the Common Worship Lectionary; although, as both largely follow the RCL, there will be a large overlap. The SEC also has its own collects and post-communion prayers, though there is a Book of Alternative Collects which are extremely similar to the Common Worship ones.

The seasons are basically the same, and though the more recent CofE variations of a Kingdom Season and an Epiphany Season may not be kept, they have sometimes been adopted. Of course, certain saints may have more significance and Celtic traditions of worship may be more important for some, though as in the CofE these things vary. The full range of the SEC'S liturgy can be easily seen and downloaded on the website:

<https://www.scotland.anglican.org/who-we-are/publications/liturgies>

SOME ASPECTS OF INCLUSION

There are some differences in church-life around some areas of "inclusion".

Firstly, it is now possible for same-sex couples to be married in the SEC. As in the CofE, there is a range of views on this subject and clergy need to specifically apply to their Bishop for permission to conduct same-sex weddings, alongside a system of vestry consultation before permission is granted (see below under *Weddings*).

Secondly, all three orders of ministry are open to women and men equally. Unlike the CofE, there is no opt-out from Episcopal oversight where the bishop is a woman. The priestly and episcopal calling of women has been wholeheartedly embraced in the SEC, although in practice this is not yet fully reflected in the membership of the College of Bishops.

CHILDREN AND YOUNG PEOPLE



Diocesan Support to Youth and Children's Work

At a diocesan level, the Advisor for Christian Life (ACL), Fee Reynolds, is available to support all clergy and charges in their ministry to children, young people and families. She can advise on resources, working with volunteers, and running activities such as Messy Church and Godly Play. She also works closely with churches on the appointment of salaried youth and children's workers and acts as an external mentor to these workers. Small grants are available for youth and children's work. Contact:

FReynolds@dioceseofedinburgh.org

The Diocesan Youth and Children Newsletter can be found here: <https://edinburgh.anglican.org/youth-and-children-newsletter/>

Play Church

Play Church is an initiative which is unique to Edinburgh Diocese. It is a child-sized altarscape with everything children need to learn, through play, about what they see happening during worship. The Play Church is on a permanent pilgrimage around the diocese, visiting three charges a year. For more information, visit the Play Church pages of the website:

<https://edinburgh.anglican.org/play-church/>



Schools Work

There is no Scottish equivalent of the CofE Primary School so for Scottish churches of all denominations, schools work is dependent on building relationships at a local level. Scripture Union Scotland (which is related to, but separate from, Scripture Union UK) is very active in schools, but has no specific affiliation to any denomination. SU Scotland is also a popular provider of holiday clubs for children and young people:

<https://www.suscotland.org.uk/about-us/faqs/>

It is worth noting that other national organizations also have a specific Scottish identity, such as Christian Aid Scotland and Godly Play Scotland.

Provincial level

The Provincial Youth Committee comprises youth officers and youth representatives (12-18 and 18+) from each of the seven dioceses. Young members have, for example, sat on Provincial Working Groups and Preparatory Committees for new diocesan Bishops. They have also represented the SEC internationally. The quarterly Provincial Youth Newsletter can be read here: <https://www.scotland.anglican.org/who-we-are/organisation/boards-and-committees/mission-board/youth-committee/the-provincial-youth-newsletter/>. PYC events are well attended by young people across the Province: these are usually weekend sleepovers in local churches, where all the gathered young people help to lead worship on the Sunday morning. If your church would like to host a Provincial Youth Sleepover, please contact the ACL in the first instance.

Yeek is the annual Provincial Youth Week is held at Glenalmond College in Perthshire every summer (also affectionately known as “Glen”). It brings together young people (“delegates”) from all over Scotland for a week of fun, faith, and fellowship. Further information about Glen is available from Claire Benton-Evans, who is a Glen leader and also the Provincial Youth Committee Enabler: ClaireBE@scotland.anglican.org

WEDDINGS

It is the responsibility of the couple to get a Marriage Schedule, without which, you cannot marry them. All the information you need can be found at:

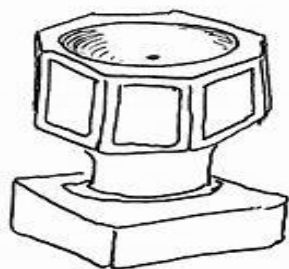
<https://www.nrscotland.gov.uk/registration/i-want-to-get-married-in-scotland-how-do-i-go-about-it>.

The liturgy for marriage offers lots of variety so you can spend some time with the couple going through all the options and let them choose which bits they like best. It is a good idea to have the couple bring the Marriage Schedule to the rehearsal and leave it with you. They get it from the local Registrar close to the venue. It is the couple’s responsibility to return the Schedule within 3 calendar days of the marriage.

Our Bishop prefers that couples get married in church but, in very exceptional circumstances, may allow it to be held elsewhere; however, you will need his permission to do so. Likewise, if one or both of the couple are divorced, there is a procedure to follow under Canon 31 and a form to fill in, which may be obtained from Sam Campbell, the Bishop’s PA. The Bishop also expects you to provide information about the couple and the reasons for the divorce(s) in a covering letter. If you are asked to marry a couple in a venue which is not in your ‘patch’ it is considered appropriate to inform the local SEC priest.

The marriage of same-sex couples is permitted under Canon 31. You may not conduct such a marriage unless you have been nominated to do so by the Bishop. The process for nomination is explained in detail in the notes to Canon 31 (obtainable from the diocese or GSO) which explain that no clergyperson will be nominated unless they have the agreement of their Vestry.

Depending on the demographic of your congregation, marriages can be extremely rare, unless your church is particularly picturesque in which case you may have more than your fair share.



BAPTISMS

Children can receive Holy Communion after baptism at the discretion of their parents. Canon 25 specifies that ‘The Sacrament of Baptism is the full rite of initiation into the Church, and no further sacramental rite shall be required of any person seeking admission to Holy Communion’. Nevertheless, some young people and adults seek to reaffirm their baptismal promises with the laying on of hands (which is often still called Confirmation). The bishop is always happy to be invited to officiate at such ceremonies.

The liturgy of Reaffirmation of Baptism Vows can be used at different points in someone's life: after life changes, if they return to church after time away, or to mark a renewed discipleship.

FUNERALS

Coming from the CofE, you may find that you have fewer funerals to conduct and that, when you are asked to do one, there will be a specific link with your charge, the SEC, or the Anglican Communion. Sometimes funeral directors will assume that, as you are not Roman Catholic, you will want to conduct a funeral in a more presbyterian manner. For example, the coffin may be completely covered with a pall at the start of a service and sometimes not processed in. If there are more "catholic" elements of ritual that you feel are important and helpful, you may need to negotiate these with the bereaved and the funeral directors beforehand.

It is often the case that churches are a distance from crematoria. As such, it is increasingly common for 'church funerals' to comprise of a small family service at the crematorium, followed by a thanksgiving service at the church. Receptions also tend to follow thereafter.

There will, of course, be local customs at burials which may be good to know about. Ask your buddy!

Situations will vary depending where you are but you may find that you have fewer funerals or at least fewer funerals which do not involve someone with some link with your charge.

REGISTERS

All church registers must be kept up to date. These will be checked by the Dean when she does her visitation every 4 years according to Canon Law (See Canon 42).

You must also keep a record of all Services in the register for you will need the numbers gathered by the church at the beginning of Advent every year. It is the incumbent's responsibility to ensure that these numbers are recorded and submitted.

CONGREGATIONAL ROLL

The Congregational Roll contains the names of people who regularly attend weekly worship in your church. If someone is not a regular worshipper but only comes to church occasionally, their name should be placed on the Adherent's Roll instead. This also applies to all the grown-up children whose parents want them to remain as 'members' of the church.

BUDDY

When you come to the Diocese of Edinburgh, the Synod Clerk will be in touch with you to match you up with a Buddy. They will usually be a priest who lives nearby and will buddy you for your first year. They will be your first point of contact for any questions not contained in this booklet. You will also be assigned a Chapter Canon—one of the senior clergy of the diocese—who will be able to offer advice.



CONTINUING MINISTERIAL DEVELOPMENT (CMD)

The Advisor for Christian Life, in conjunction with the Diocesan Ministry and Mission Committee (DMMC), is responsible for CMD. Various events are offered throughout the year which we hope you will attend, not least because it is a great opportunity to meet up with your colleagues: most clergy attend most of the Diocesan CMD events. Our events include 2 or 3 one-day events per year, as well as more informal gatherings throughout the year. In November we get together for a 3-day Diocesan residential, the 'Clergy Conference', which is open to active Stipendiary and Self-Supporting Clergy. We also offer lunch time meetings in the Diocesan Office or on Zoom on different topics. Look out for information in emails from the DMMC, and in the Communicant <https://www.edinburgh.anglican.org/publications/the-communicant> which will be sent out to you by email every 2 weeks with information about diocesan news and events.

THE CATHEDRAL



St Mary's Cathedral, Palmerston Place, Edinburgh EH12 5AW
0131 225 6293 office@cathedral.net www.cathedral.net
(Not to be confused with the Roman Catholic Cathedral in Edinburgh which is also called St Mary's at 61 York Place, Edinburgh EH1 3JD)

The Provost of the Cathedral is the Very Revd John Conway, and the Vice Provost is the Revd Canon Dr Marion Chatterley (the SEC does not have Deans of Cathedrals). The Cathedral has a resident choir with young choristers (educated at St Mary's Music School) and lay clerks. There are various events at the Cathedral for the whole Diocese at different points in the year, e.g. in Holy Week when we meet to renew our Ordination Vows and collect the oils of Chrism and Healing.

This is just a rough guide to help you settle into the Diocese of Edinburgh. If you have any questions then please speak to your Buddy or contact the ACL (Rev Fee Reynolds freynolds@dioceseofedinburgh.org) or other members of the Diocesan Office. No question is too daft!

We wish every blessing upon you in this new ministry, and we look forward to getting to know you.

With Thanks to the Following Contributors

Revd Jane MacLaren

The Rt Revd Dr John Armes

The Very Revd Frances Burberry

Claire Benton-Evans

Revd Simon Cake

Revd Lynn Davidson

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Revd Andrew Taylor Cooke (revised 2024 by Canon Sarah Shaw, Synod Clerk)