

CONSTITUTION OF PATHHEAD PARISH CHURCH CHRISTIAN OUTREACH GROUP

1. Name and Charitable Status

The name of the group shall be the Pathhead Parish Church Christian Outreach Group. It operates within the Scottish Charities Reference Number SC002858 as part of the mission and outreach of Pathhead Parish Church and within the governance of the Church of Scotland.

2. Aims

At reasonable cost, to provide a café facility within Pathhead Church, open to the general public for lunch and fellowship.

At reasonable cost, to provide a meal delivery service within the parish assisting those who cannot attend the café facility.

To promote health and wellbeing in a geographical area which is identified as being in an area of multiple deprivation.

3. Inclusion and respect

The Café and outreach service is open to everyone in our community. We aim to have an atmosphere of friendship, respect and care for each other. In particular, we aim to treat every person equally, regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Every staff member and person involved with or accessing the service provided by Pathhead Christian Outreach should be made to feel equally welcome and included.

Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place within the sphere of activity of Pathhead Christian Outreach.

4. Committee

A Committee shall be appointed to carry out the business of the Group.

The Committee shall ordinarily be comprised of a Chair, Session Clerk, Secretary, Treasurer and four members.

The Committee shall be appointed by the Kirk Session.

The majority serving on the Committee shall be members at Pathhead Parish Church.

The Committee has powers to co-opt an Office Bearer or Committee Member if a vacancy arises.

The Committee shall have freedom to co-opt non-church members at the discretion of the Kirk Session.

The quorum for any meeting of the Committee shall be three members and must include its Chair, unless in his or her absence, written consent has been given by the Chair.

5. Dealing with discrimination and harassment

Any complaint brought to the attention of the committee will be dealt with respectfully.

The committee will investigate the complaint, listening to all parties concerned. [If the complaint is against a committee member, that member will not be part of conducting the investigation]. If a complaint is against the committee as a whole and substantiated, the committee must work to ensure that such discrimination is not repeated in the future and must inform the members of how they propose to do this.

6. Health and Safety Policy

It is the general policy of Pathhead Parish Christian Outreach to provide adequate control of the health and safety risks arising from our activities:

We will provide, maintain and oversee safe and healthy working conditions, equipment and systems of work for all staff and volunteers.

We will provide such information, training and supervision as is needed for this purpose.

We will ensure safe handling and use of hazardous substances, in line with current statutory directives.

We will ensure that all volunteers are competent to do their tasks and give them adequate training.

The welfare of our staff, volunteers and patrons is central to all our work.

Our policies and procedures in relation to safeguarding are displayed within our buildings. These are outlined in The Church of Scotland Child Protection and Safeguarding Policy which is available for inspection.

This policy is reviewed regularly by the Kirk Session under the authority of The Church of Scotland.

7. Collective Responsibilities

All staff and volunteers have a duty to the following matters:

Co-operate with the committee on health and safety matters.

Not interfere with any provision provided to safeguard their health and safety.

Take reasonable care of their own and others' health and safety.

Use equipment correctly in accordance with training and instructions.

Report all health and safety concerns to a member of the management committee.

To observe the no smoking policy within the premises.

8. First aid and accidents

The First Aid Box is situated in the Church Office and there are other boxes situated throughout the halls and church sanctuary.

Persons within Pathhead Parish Christian Outreach will hold certification to attend to matters pertaining to First Aid.

All accidents are to be recorded in the Accident Book.

The book is located in the first aid box.

9. Stated Annual Meeting

The Committee will be responsible for reporting to the Stated Annual Meeting of Pathhead Church through the Kirk Session.

The accounts shall be audited once a year and shall be available for inspection at the Stated Annual Meeting of Pathhead Parish Church.

10. Meetings

The Committee shall ordinarily meet bi-monthly for ordinary business.

11. Finance

The Committee shall have the power to raise funds legally and receive contributions in money to further the objectives of the Group and for no other purpose.

The Treasurer shall keep a proper account of the finances of the Group and shall keep mandated bank accounts in the name of the Group.

All cheques must be signed by two of the seven signatories.

12. DISSOLUTION OF THE GROUP:

The Group may only be dissolved by resolution of the Kirk Session of Pathhead Parish Church. Any assets remaining after the settling of debts and liabilities shall be the sole property of Pathhead Parish Church.