**Livingston Ecumenical Parish**

**Known as**

**Livingston United Parish Church**

**Preamble, Constitution, Schedule**

**and Ecumenical Vision Statement**

**Version 8: 26 February 2014**

**PREAMBLE**

Livingston Ecumenical Parish, now known as Livingston United Parish, emerged from the wider search for Christian unity in the 1960s and from a desire that Christian churches would work together in a new town rather than each set up a separate denominational presence. There are two broad dimensions to the word ecumenical. One meaning focuses on Christian denominations working together wherever they can, sharing ministry and resources, witness and worship, and promoting Christian unity. The second meaning refers to the whole inhabited universe (the oikoumene) and reminds us of a ministry and responsibility to the whole world which is God’s world. The parish seeks to respect both of these dimensions – the working together of Christians from different traditions and the wider service to the world.

Soon after the new town of Livingston was proposed, several Scottish churches resolved to work together in providing a Christian presence in the new and growing town. Initially the Church of Scotland, the Scottish Episcopal Church and the Congregational Union of Scotland decided to work together and were soon joined by the Methodists. A landmark date was the induction of two clergy on January 6th 1966, providing ministry as the new community was forming. The Livingston Ecumenical Parish Council was formed and, over the years, ministry was provided and buildings created, so that by 1994 there were five buildings with a church presence across the parish. Details of various enabling decisions in this process are noted in the prologue to the 1997 Act of the Church of Scotland. The Act recognised one Parish served by one Parish Council. There were five local Church Councils for worship centres in Craigshill, Ladywell, Dedridge, Knightsridge and Carmondean. In 2001 Sunday worship began in Murieston Village Hall as well, attached to the Dedridge Church Council. Externally the Livingston Sponsors’ Council (LSC) provided support to the parish. It was formed with representatives appointed by the four denominations to serve as a bridge and a buffer between parish and the four parent denominations.

Since the late sixties we have sought to serve as the local parish church, serving a large part of the growing town of Livingston and being rooted in the community. The area covered by the parish houses almost 40,000 residents. Four denominations have aimed to bring the riches of their own traditions together – and show that there is strength in worshipping together, and co-operating with others. Part of the early vision was to spur on the moves towards a wider unity of the Christian church in Scotland, and beyond. As the parish developed agreement was given for the team ministers to serve in any part of the parish and to be recognised by each denomination. Worship and sacraments were shared, and church membership was held in common.

At times the ministry team was larger, but by 1997 the proposal was to aim for three ordained ministers to be serving in the team. During 2008 it was agreed to appoint a team leader and a youth and children’s worker to the team. By 2011 it was clear that ministry would be scaled down in future plans as all denominations considered their resources and ministerial deployment.

In a time of declining church attendance, the church mission plan called into question whether our organisation was still serving mission priorities. After a period of consultation within the parish and with the LSC, Parish Council resolved to focus Sunday morning worship in one location and offer a choice of worship style, whilst continuing to provide ministry and weekday presence across the whole parish. This decision was taken in principle in 2012 and confirmed in 2013 and began in May 2013. The interim choice of building was the church in the Nether Dechmont Community Centre at Carmondean. This is to be a springboard to continuing presence across the parish. It was also proposed to change the name in common use to Livingston United Parish as the new arrangements began.

Revision of this Constitution has been driven by several considerations, changes in charity law in Scotland, the need for clarity on some matters of structure and ministry, and recognition of fresh ways of working.

**CONSTITUTION**

This Constitution wasadopted on [*date*] [and amended on [*date(s)*]] and relates to the charitable unincorporated association governed by this Constitution, namely, Livingston Ecumenical Parish (known as Livingston United Parish Church).

**Introduction**

1. In this Constitution, including the Schedule to it, the following expressions have the following meanings:
   1. the Act means the Charities and Trustee Investment (Scotland) Act 2005 or any statutory re-enactment or modification thereof;
   2. the “Area of Benefit” means the area of benefit specified in paragraph 2 of the Schedule[to be determined by the participating denominations and as the Church of Scotland is involved shall comprise the Parish area as from time to time to be determined by West Lothian Presbytery, in conjunction with the other participating denominations, namely the Edinburgh and Forth Circuit, the Scotland District and Conference for the Methodist Church; the West Forth Area Council and the Diocese of Edinburgh for the Scottish Episcopal Church; and the National Synod of Scotland for the United Reformed Church;
   3. ‘charitable purpose’ means a charitable purpose under section 7 of the Act which is also regarded as a charitable purpose in relation to the application of the Taxes Acts;
   4. ‘the Charity’ means the charity constituted by this Constitution;
   5. ‘Congregational Meeting’ means a meeting of the Members;
   6. ‘Elected Trustees’ means Trustees elected under clause 21(b);
   7. ‘the LEP’ means the Local Ecumenical Partnership specified in paragraph 1 of the Schedule;
   8. ‘the Members’ means the members of the Charity;
   9. OSCR means the Office of the Scottish Charity Regulator as established by section 1 of the Act;
   10. ‘the Participating Denominations’ means the denominations specified in paragraph 3 of the Schedule;
   11. ‘the Schedule’ means the Schedule to this Constitution;
   12. ‘the Sponsoring Body’ means the Sponsors’ Council (SC) for Livingston Ecumenical Parish. It is intended that this SC will be replaced in due course by the Scottish Churches National Sponsoring Body for Local Ecumenical Partnerships in Scotland as established by the Participating Denominations and others for the oversight of LEPs;
   13. ‘the Trustees’ means the body of trustees constituted by clauses 21-25 of this Constitution and who are the charity trustees of the Charity for the purposes of the Act.

**Purpose of the Charity**

1. The purpose of the Charity is to advance the Christian faith in accordance with the principles and practices of the Participating Denominations.
2. In achieving its purpose, the Charity will engage in a range of activities, either on its own or with others, including, but not restricted to:
   1. the celebration of public worship;
   2. the teaching of the Christian faith;
   3. mission and evangelism;
   4. pastoral work, including visiting the sick and the bereaved;
   5. the provision of facilities with a Christian ethos for the local community, including, (but not restricted to) the elderly, the young and other groups with special needs; and
   6. the support of other charities in the UK and overseas.

**Membership of the Charity**

1. The duly authorised ministers for the time being of the LEP, (whether ordained or lay), are Members by virtue of their office.
2. Other persons shall be entitled to membership of the Charity if entitled to membership in accordance with the provisions of the Schedule.
3. The Trustees must keep a register of Members. The register must record the name, address and any denominational affiliation within the LEP of each Member.
4. Membership of the Charity shall be terminated if the Member concerned:-
   1. gives written notice of his or her resignation to the Trustees;
   2. ceases to be entitled to membership of the LEP, including as a result of any disciplinary procedure conducted by one or more of the Participating Denominations conducted in accordance with clause 9 of the Schedule; or
   3. dies.
5. Membership of the Charity is personal and not transferable.

**Congregational meetings**

1. There shall be the following kinds of Congregational Meeting of the Charity:
   1. Annual Congregational Meetings;
   2. Ordinary Congregational Meetings;
   3. Special Congregational Meetings.
2. Congregational Meetings shall be convened by or on behalf of the Trustees,

either:

1. by giving verbal notice at each service of public worship held in the LEP on the two Sundays (or, in the case of a Special Congregational meeting, the three Sundays) immediately preceding the date of the Congregational Meeting; or
2. by giving 14 days’ (or, in the case of a Special Congregational Meeting, 21 days’) notice in writing or electronically sent to the addresses recorded for the Members in the register of Members.
3. An Annual Congregational Meeting must be held within 12 months of the

adoption of this Constitution and once in every subsequent calendar year.

1. The business of an Annual Congregational Meeting is to:
2. receive the report of the Trustees on the Charity’s activities since the previous Annual Congregational Meeting;
3. elect Trustees from among the Members by processes that are clear and open and consistent with the practices of the Participating Denominations;
4. receive the accounts of the Charity for the previous financial year;
5. appoint an auditor or independent examiner for the Charity; and
6. consider any other business put before it by the Trustees.

1. An Ordinary Congregational Meeting shall be convened on not less than two

occasions in each calendar year.

1. The business of an Ordinary Congregational Meeting is to:
2. review the life and witness of the LEP;
3. consider topics relevant to the local and wider witness of the LEP;
4. receive reports covering all aspects of the life of the LEP;
5. consider matters brought to it by the Trustees, so as to offer advice or guidance, to which the Trustees must have regard, and to indicate support as required;
6. help to shape the life, work and vision of the LEP.
7. A Special Congregational Meeting may be called at any time by the Trustees

and must be called by them within 21 days after receiving a written request

from at least one-tenth of the Members for the time being.

1. In the case of a Special Congregational Meeting the notice of the meeting

must include an indication of the business to be transacted.

1. The business of a Special Congregational Meeting shall comprise that

referred to in the notice convening it and no other.

1. No business shall be conducted at any Congregational Meeting unless at

least 20 members or 10% of the congregation, whichever is the higher, are

present. The chair of the Trustees or, if the chair is unable or unwilling to do

so, some other Member elected by those present shall preside at any

Congregational Meeting.

1. Except as otherwise provided in this Constitution, every issue at a

Congregational Meeting shall be determined by a simple majority of votes

cast by the Members present and voting.

1. Except for the chair of the meeting, who in the case of an equality of votes

has a casting vote only, every Member present in person at any

Congregational Meeting is entitled to one vote on every issue.

**Trustees**

1. The Charity shall be administered and managed by a body of trustees

consisting of:

* 1. *ex officio* Trustees, being the ordained Ministers of the LEP for the time being;
  2. 16 Elected Trustees, eight to be elected at the Annual Congregational Meeting from the list of active elders within the congregation and eight to be elected from the membership.
  3. The Trustees will being nominations for the following Office Bearers which shall be elected and appointed at an Annual Congregational Meeting:
     + 1. a chair, who may be either an Ex-0fficio Trustee, ie Ordained Team Minister, or an elected Trustee.
       2. a secretary;
       3. a treasurer, who need not be a Trustee; and
       4. a vice-chair.

1. The first Elected Trustees shall be elected at the meeting at which this

Constitution is adopted.

1. Elected Trustees shall hold office from the end of the Annual Congregational

Meeting at which they are elected until the end of the third such meeting after

their appointment, but shall be eligible for re-election at that meeting.

1. Should an Elected Trustee’s position become vacant in the course of a year,

prior to the next Annual Congregational Meeting, the Trustees will co-opt a

suitable person to serve until the next Annual Congregational Meeting, when election and appointment will be sought to complete the period of service of the Elected Trustee being replaced.

1. No person may be elected as an Elected Trustee unless he or she:
2. is a Member;
3. is aged 16 or above;
4. is not disqualified from acting as a Trustee by virtue of section 69 of the Act, or any statutory re-enactment or modification of that provision; and
5. has indicated his or her willingness to serve as a Trustee.
6. A Trustee shall cease to hold office if he or she:
7. is disqualified from acting as a Trustee by virtue of section 69 of the Act, or any statutory re-enactment or modification of that provision;
8. ceases to be a Member;
9. dies or becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
10. resigns as a Trustee by notice to the Trustees, but only if at least two Trustees will remain in office when the notice of resignation takes effect; or
11. is absent without the permission of the Trustees from all their meetings held within a period of twelve consecutive months and the Trustees resolve that his or her office be vacated.

**Proceedings of the Trustees**

1. The Trustees may regulate their proceedings as they think fit, subject to the

provisions of this constitution.

1. The Trustees must hold at least two meetings in each calendar year.
2. Any five Trustees may request a meeting of the Trustees. This request

should be in writing and given to the Secretary. The Secretary must convene

a meeting of the Trustees if requested to do so within 21 days of receiving

the notice. Trustees must receive at least seven days’ notice of such a

meeting.

1. Questions arising at a meeting must be decided by a majority of votes.
2. The person who chairs the meeting shall have a casting vote only.
3. No decision may be made by a meeting of the Trustees unless a quorum is

present at the time the decision is purported to be made.

1. The quorum shall be either:
   1. five, or the number nearest to one third of the total number of Trustees, whichever is the greater; or
   2. such larger number as may be decided from time to time by the Trustees and recorded in the minutes of the meeting at which this is determined.
2. A Trustee shall not be counted in the quorum present when any decision is

made about a matter upon which that Trustee is not entitled to vote. Section

47 of the Constitution provides relevant details.

1. If the number of Trustees is less than the number fixed as the quorum, the

continuing Trustees or Trustee may act for the purpose of filling vacancies or

of calling a Congregational Meeting but for no other purpose.

1. The Trustee elected as the chair shall chair meetings of the Trustees. In the

absence of the chair, the vice-chair shall chair the meeting and that failing

then an individual present agreed by a simple majority of the Trustees

present at the meeting.

1. If the chair is unwilling to be present at 2 consecutive trustee meetings then

the matter should be referred to the Participating Denominations as it reflects

a serious situation.

1. The person appointed to chair meetings of the Trustees shall have the

functions or powers conferred by this Constitution, or delegated to him or her

in writing by the Trustees.

1. The Trustees may delegate any of their powers or functions to a committee

of two or more persons, all or a majority of whom shall be Trustees, subject

to such conditions, if any, as they think fit. All acts and proceedings of any

such committee must be reported promptly to the Trustees.

1. The Trustees must keep minutes of all:
2. appointments of officers, employees and Co-opted Advisers made by the Trustees;
3. proceedings at Congregational Meetings; and
4. meetings of the Trustees and committees of the Trustees, including:
   * 1. the names of the Trustees or committee members present at the meeting;
     2. the decisions made at the meeting; and
     3. where appropriate, the reasons for the decisions.

**Accounting and reporting**

1. The Trustees must comply with their obligations under charity law with regard

to the:

1. keeping of accounting records for the Charity;
2. preparation of annual statements of account for the Charity, including a report by the Trustees on its activities;
3. transmission of the statements of account and the Trustees’ report to the members of the Charity; and
4. preparation of an Annual Return and its submission with the annual statements of account and the Trustees’ report to OSCR.

**Powers of Trustees**

1. In order to further the purpose of the Charity the Trustees may:

* 1. raise funds, provided that in doing so the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
  2. apply for and accept grants and provide security in respect of obligations under grant agreements;
  3. buy, take on lease or in exchange, hire or otherwise acquire any property and maintain and equip it for use;
  4. where the Charity owns property, sell, lease or otherwise dispose of all or any part of the property, subject to such consents as are required by law;
  5. borrow money and charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed, subject to such consents as are required by law;
  6. co-operate with other charities, voluntary bodies and statutory authorities and exchange information and advice with them;
  7. establish or support any charitable trusts, associations or institutions formed for any purpose connected with the purpose of the Charity;
  8. acquire, or enter into any partnership or joint venture arrangement with any other charity formed for any purpose connected with the purpose of the Charity;
  9. set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
  10. obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
  11. open and operate such bank and other accounts as the Trustees consider necessary and invest funds and delegate the management of funds in accordance with the provisions of the Act;
  12. employ such staff as are considered appropriate for the proper conduct of the Charity’s activities, and make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants;
  13. effect insurance of all kinds, which may include trustees’/officers’ liability insurance; and
  14. do all such other lawful things as may be incidental or conducive for the achievement of the purposes of the Charity.

**Application of funds**

1. The Trustees shall pay out of the income and property of the Charity all the

proper costs and expenses of administering the Charity.

1. For the avoidance of doubt, none of the Charity’s assets may be distributed

or otherwise applied, except to further its charitable purposes.

**Trustee benefits**

1. No Trustee or any person connected with a Trustee may receive from the

Charity any payment of money or other material benefit, whether direct or

indirect, except by way of:

* 1. reasonable remuneration or stipend paid to any Trustee who is a Minister of the LEP;
  2. reimbursement of reasonable out-of-pocket expenses, including hotel and travel costs, actually incurred in the administration of the Charity;
  3. interest at a reasonable rate on money lent to the Charity;
  4. a reasonable rent or hiring fee for property let or hired to the Charity;
  5. an indemnity in respect of any liabilities properly incurred in or about the administration of the Charity, including the costs of a successful defence to criminal proceedings;
  6. benefits received by the Trustee as a Member where such benefits are no different in nature or extent from those received by other Members; and
  7. payment for employment or services authorised under clause 47.

1. In all circumstances the provisions of the Act shall be complied with.
2. The Trustees may employ, or engage under a contract for services, such of

their number or any person connected to a Trustee as they may determine

provided that:

1. the procedure set out in clause 47 is followed;
2. the Trustees are satisfied that it is in the interests of the Charity to employ or engage under a contract for services, as the case may be, the Trustee or connected person concerned;
3. the Trustees are satisfied that the terms of employment or engagement are reasonable and will be subject to regular and objective review; and
4. at no time may a majority of Trustees benefit directly or indirectly from payments made under this clause.
5. Whenever a Trustee or a person connected to a Trustee has a personal

interest or knows of a possible conflict of interest in a matter to be discussed

at a meeting of the Trustees or any committee, the Trustee or connected

person concerned must:

1. declare an interest before discussion on the matter begins;
2. withdraw from the meeting for that item unless expressly invited by the chair to remain solely in order to provide information;
3. not be counted in the quorum during that part of the meeting; and
4. withdraw during the vote and have no vote on the matter.
5. For the purpose of clauses 45-47 a person is connected with a Trustee if

considered to be “connected” in terms of the provisions of the Act.

**Investment**

1. Funds which are not required for immediate use must be placed on deposit

or invested.

1. Investments and other property of the Charity may be held:
   1. in the names of the Trustees;
   2. in the name of a nominee, being a corporate body registered or having an established place of business in the United Kingdom, under the control of the Trustees or of a financial expert acting on their instructions; or
   3. in the name of a trust corporation as a holding trustee for the Charity which must be appointed, and may be removed, by deed executed by the Trustees.

**Amendment of Constitution**

1. This Constitution, including the Schedule, may be amended at either an

Annual or a Special Congregational Meeting provided that:

* 1. No amendment may be made to this Constitution that would have the effect of making the Charity cease to be a charity at law;
  2. Clauses 2 and 3 may not be amended without the prior written consent of OSCR;
  3. Members are given 21 days’ notice and resolve by not less than two-thirds majority of the Members present and voting; and
  4. the resolution receives the approval of the Sponsoring Body and of the appropriate authority of each of the Participating Denominations.

1. A copy of any resolution amending this Constitution must be sent to OSCR

as required by the Act.

**Dissolution of Charity**

1. The Charity may be dissolved:

a) by a decision of the appropriate authorities of each of the Participating Denominations; or

b) by the Members with the approval of the appropriate authority of each of the Participating Denominations, coordinated by the Sponsoring Body.

1. If the Participating Denominations or the Members resolve to dissolve the

Charity, the Trustees will remain in office as Charity Trustees and be

responsible for winding up the affairs of the Charity in accordance with the

provisions of this Constitution.

1. The Trustees must collect in all the assets of the Charity and must pay or

make provision for all the liabilities of the Charity.

1. The Trustees must apply any remaining assets in a manner agreed by the

Participating Denominations either:

* 1. directly for the purpose of the Charity in a manner approved by the Participating Denominations; or
  2. by transfer to the Participating Denominations equally or on some other equitable basis, to be used for charitable purposes only. If agreement cannot be reached by the Participating Denominations on the basis of division the matter shall be determined by an arbiter appointed by the Dean of the Faculty of Advocates whose findings shall be accepted as final; or
  3. in such other manner as OSCR may approve in writing in advance.

1. In no circumstances shall the net assets of the Charity be paid to or

distributed among the members of the Charity.

1. The Trustees must notify OSCR promptly that the Charity has been

dissolved. If the Trustees are obliged to send the Charity’s accounts to

OSCR for the accounting period which ended before its dissolution, they

must send OSCR the Charity’s final accounts.

Approved this day ……………………… by:

Moderator of the Presbytery of West Lothian

Chair, Methodist Synod of Scotland

Bishop, Diocese of Edinburgh

Moderator, Synod of Scotland of the United Reformed Church

**SCHEDULE**

**The Local Ecumenical Partnership (LEP): LIVINGSTON ECUMENICAL PARISH (known as Livingston United Parish)**

1. The Charity:
   1. gives effect to the Local Ecumenical Partnership*,* Livingston Ecumenical Parish (known as Livingston United Parish) approved for the Area of Benefit by Livingston United Parish Church; and
   2. looks to the Sponsoring Body for support, encouragement and advice.

**The Area of Benefit**

1. The Area of Benefit is determined by the participating denominations and as the Church of Scotland is involved shall comprise the Parish area as from time to time to be determined by West Lothian Presbytery in conjunction with the other participating denominations.

**The Participating Churches**

1. The Participating Denominations are:
   1. The Church of Scotland;
   2. The Methodist Church in Great Britain;
   3. The Scottish Episcopal Church; and
   4. The United Reformed Church.
2. The Appropriate Authority for each Participating Denomination is:
   1. the Presbytery of West Lothian and the General Assembly for the Church of Scotland;
   2. the Edinburgh and Forth Circuit, the Scotland District and Conference for the Methodist Church;
   3. the Diocese of Edinburgh and General Synod for the Scottish Episcopal Church;
   4. the Synod of Scotland and the General Assembly for the United Reformed Church.

**Christian Initiation and Belonging**

1. Baptism shall be administered according to the rite and/or practice of any of the Participating Denominations, or according to a rite approved by the Participating Denominations and shall be set, in normal circumstances, within an act of congregational worship. A register of baptisms shall be kept.
2. All persons involved as candidates or parents in baptism, whether of believers or infants, should proceed with the full knowledge of the options that are available to them. Infant Dedication and Thanksgiving for the Gift of a Child shall be among such options, as shall be a service for the Re-Affirmation of Baptismal Faith, as appropriate.
3. Those received into membership of the LEP by confirmation according to the practices of the Participating Denominations shall become members of all the Participating Denominations, as well as members of the LEP. Admission to Membership will take account of the practice of each Participating Denomination, including, for example, admission by resolution of the Parish Council.
4. Those received into membership of the LEP by transfer and extension of membership in consequence become members of all the Participating Denominations which have received them, as well as members of the LEP.
5. Membership discipline should be agreed in the light of the procedures of the Participating Denominations.

**Worship**

1. The LEP shall respect the faith and practice of each of the Participating Denominations. Worship shall safeguard and present the doctrines, practices, traditions and developing traditions of each of the Participating Denominations and be conducted in accordance with denominational practices. A balanced and varied pattern of worship shall be aimed for in order to maximise the riches of each tradition and to enable the congregation to explore and express its ecumenical life and aspiration, while at the same time ensuring that worship is accessible and sustaining for all its members. Ordained priests, ministers or other duly authorised persons shall preside at the Sacrament of Communion as permitted by the rules of the relevant Participating Denomination.
2. All those recognised as communicants by the Participating Denominations may receive the Sacrament of Holy Communion.
3. In arranging services, encouragement shall be given to the participation of the whole congregation, especially Lay/Local Preachers, Readers, and others authorised by the participating denominations as leaders of worship or as preachers.

**Ministry**

1. Authorised ministry within the LEP shall be provided by ministers, whether clergy or lay, duly appointed by the Participating Denominations. The procedures of the relevant Participating Denominations shall be followed in the appointment/call of ministers. Recognising, however, the importance of continuity, the LEP expects that those responsible for the appointment/call of ministers shall select persons who will respect and develop the ecumenical character of the LEP. To that end, when it is expected that a minister or member of the ministry team serving the LEP may leave, or before any major changes in the responsibility of a minister presently in post are considered, or if additions to the ministry team are being contemplated, the agreed procedure of the Sponsoring Body shall be followed.
2. The Ministry Team shall comprise at least two ordained Ministers, at least one of whom will be a Church of Scotland Minister. Other Ministers in the Ministry Team may come from the Methodist Church, the Scottish Episcopal Church and the United Reformed Church. Where a Youth Worker or other paid lay post is employed within the LEP, he/she will also be a member of the Ministry Team. Where the appointment of a Minister to the Ministry Team is jointly funded, for example by the Methodist Church in Scotland, the Scottish Episcopal Church and the United Reformed Church, there shall normally be a practice of operating Denominational rotation. The size and composition of the Ministry Team will be subject to regular review following the planning process in each denomination.
3. Newly appointed ministers shall be inducted/welcomed at a service at which they, other members of the Ministry Team, the LEP and representatives of the Sponsoring Body reaffirm the Ecumenical Vision Statement.
4. All ministers serving the LEP shall be offered appropriate status as is permissible within all the Participating Denominations.
5. Remuneration of Ministers shall be in accordance with the practices of his or her appointing Participating Denomination. Discipline of Ministers shall be according to the procedures of his or her appointing Participating Denomination.

**Appointment of Elders**

1. The congregation shall identify people for leadership and, where appropriate, ordain them as Elders. This will ensure that the balance of the trustee body can be maintained and refreshed (as per section 21 of the Constitution).

**Trustees**

19. First elected Trustees will be appointed on the basis of four to serve a period of one year, four for a period of two years and eight for a period of

three years in order to ensure changing membership annually in Trustees

whilst also ensuring continuity of experience. Trustee vacancies occurring

in the course of a year shall be filled in accordance with the procedure set

out in article 21 (b) of the Constitution.

**Relationship with the Participating Denominations**

20. The Trustees shall be the equivalent of:

* 1. the Kirk Session operating in terms of the Unitary Constitution thereof in the case of the Church of Scotland;
  2. the Church Council, according to Standing Order 611 of the Methodist Church; and
  3. the Vestry in the case of the Scottish Episcopal Church.
  4. the Elders’ Meeting in the case of the United Reformed Church.

21. The LEP shall maintain a proper relationship to the appropriate local and

regional bodies of the Participating Denominations, fulfilling necessary

constitutional requirements. These bodies are

1. in the case of the Church of Scotland, the Church of Scotland Presbytery of West Lothian;
2. in the case of the Methodist Church, the Edinburgh and Forth Circuit;
3. in the case of the Scottish Episcopal Church, the West Forth Area Council and the Diocese of Edinburgh;
4. in the case of the United Reformed Church, the National Synod of Scotland of the United Reformed Church.

**Safeguarding**

22. To ensure that the Charity has a Safeguarding policy that complies fully

with The Protection of Vulnerable Groups (PVG) Act and any subsequent

relevant legislation, the Trustees shall adopt the Church of Scotland

Safeguarding procedures.

**Complaints**

23. To ensure that the Charity has a Complaints policy that is applied

consistently to any written or oral complaint received, the Trustees shall

adopt the Church of Scotland Complaints Procedures.

**Right of Appeal**

24. The Trustees shall adopt the Church of Scotland Appeals Procedures.

**Buildings**

25. The premises of the LEP comprise:

* 1. Carmondean Worship Centre, Nether Dechmont, Livingston;
  2. Dedridge Worship Centre, including the Ecumenical Chapel, Dedridge, Livingston;
  3. Knightsridge Worship Centre, Mosswood Community Centre, Knightsridge, Livingston; and
  4. St Paul’s Worship Centre, Ladywell, Livingston.

26. In so far as the Worship Centres listed above are not owned by the

Charity, the ownership or shared ownership is as indicated:

* 1. Dedridge: This building which is a chapel integral to the Lanthorn Community Centre is leased by the National Synod of Scotland of the United Reformed Church.
  2. Knightsridge: This building, which is a chapel integral to the Mosswood Community Centre, is leased by the Methodist Church.
  3. St. Paul’s: owned by the Scottish Episcopal Church and provided for the purposes of worship and parish life.
  4. Carmondean: owned by the Ministries Council of the Church of Scotland and provided for the purposes of worship and parish life.

27. Manses are provided for the ministers called and inducted to the Parish

at:

* 1. 2 Eastcroft Court (owned by the Church of Scotland General Trustees);
  2. 27 Heatherbank, Livingston (owned by the Church of Scotland General Trustees).
  3. 13 Eastcroft Court (owned by Edinburgh and Forth Methodist Circuit);
  4. 21 Bankton Gardens (owned by the National Synod of Scotland of the United Reformed Church).

**On-going development**

28. Other churches in or near the Parish may seek participation in the LEP at

any time and be subject to the agreement of the appropriate authorities of

the Participating Denominations and the co-ordination of the Sponsoring

Body.

29. The LEP looks to the Sponsoring Body to review its work and witness

every five years, or sooner, with reference to its purpose set out in the

Ecumenical Vision Statement annexed to this Constitution.

**ECUMENICAL VISION STATEMENT**

Sharing the vision and traditions of our four denominations in both Church and community to enable people of all ages to come closer to God and to understand better the call to follow Jesus Christ.