

Assembly Business Work Group

Here are some short introductions and useful 'tips and tricks' from the Assembly Business Work Group ahead of General Assembly 2025.

ABWG members:

- Rev Dan Spragg - Convenor
- Rev Anne Stewart
- Gerald Bradfield
- Rev Shona Bettany

The workgroup is also working closely in the lead up to assembly with:

- Incoming Moderator Peter Dunn
- Assembly Executive Assembly, Wayne Matheson, who is the Clerk of the Assembly
- Heather McKenzie, who has been responsible for the White Book collation and at the Assembly is the Deputy Clerk.
- Local Arrangements team

During Assembly, you'll see us up front, and we'll have a workroom that we will be based from.

The Assembly Business Work Group exists to support the General Assembly. The purpose of the work group is to order the business of the General Assembly (e.g. agenda setting, timetable, ordering of papers and presentations) and make recommendations to the Assembly via the Moderator on how the Assembly may wish to conduct its business.

Obviously, this is quite a dynamic process. As reports, etc, have been coming in, we try to anticipate how much time each topic may need. And this is also very much open to change once the Assembly is underway.

By the end of this week (10 October 2025), it is our intention to have a high-level agenda of the Assembly available with more detail on the opening day included.

****All subject to change, of course. But, we can be flexible, right?**

To get the best out of our Assembly experience, here are some tips:

- The White Book is important, and contains everything you need to know, practically, as well as obviously containing all the content being received by the Assembly. Your copy of the white book is yours, and you are responsible for it; there will not be spare copies floating around. Obviously, it remains online for you to access again if you need to.
- Please read the reports, etc, obviously, however, the User Guide at the start also has a lot of useful information in it!
- During Business Sessions, the recommendation being discussed will be on screen for you to see. If there are any amendments to the recommendation, this will also be changed on the screen.
- We need to keep business moving throughout the week, so please turn up to each session on time. If you're late, you will be disrupting the session after it has started - and you don't want to be that person, do you?!
- If you need to leave during a session, please do it without disruption.

- We have 3 Dialogue Group sessions this Assembly. Each session is around 90 minutes. One of the sessions involves two topics for discussion. It goes without saying to be on time for dialogue group sessions, and contribute positively!
- With regards to mobile phones, please take a leaf out of Gen Z's book and always keep these on silent.
- Contact details for various people involved in the Assembly are in the front of the white book. Text messages are great for communicating with these people during the week.
- If you are seeking leave to be absent from the General Assembly, please text the Deputy Clerk, Heather McKenzie, with your name, your Presbytery and a brief explanation.
- If you wish to speak during discussion time, raise your hand and a microphone will be brought to you. The Moderator will direct this. Your maximum speaking time is 2 minutes.
- When you want to speak, if you're leaning one way or another in favour or against a recommendation, hold up your blue or orange voting cards. This helps the Moderator select speakers, so the Assembly hears a balance of views.
- When speaking, don't forget to introduce yourself. It's easy to forget that not everyone knows who you are, even if you think they do. The best way to introduce yourself promptly is, for example: "Moderator, Dan Spragg, Alpine Presbytery."
- Please check that your name is spelled correctly on the Assembly Roll, which will be available with the Minutes of the opening Session after the first day. If your name is incorrect, please text Heather McKenzie with the correct spelling of your name & your Presbytery.
- Voting will typically take place using a show of voting cards, but can also be taken by voice, or by secret ballot. The Moderator will make this call in the moment for each recommendation being discerned.

Specifically about decisions being considered by the Assembly, we ask of you the following:

- Questions for clarification are exactly that – questions. Debate doesn't start until the Moderator moves the Assembly into debate, and remember, you only have two minutes!
- It also should go without saying that even if you are passionately for or against a decision, we are in Assembly to collectively discern what it is God has for us, with the help of the Spirit. So, be respectful of those who share different views, and most importantly, have an open heart and open mind.
- If you think you may want to amend a motion or are unsure of any process, please talk to the ABWG, and we will endeavour to steer you through the process.
- Keep your voting cards with you. If your cards are misplaced/left at home/still in the car, go and see the Deputy Clerk

Additional material will be on the website as it becomes available, and we will draw attention to it.

This may include:

- Additional notices of motion that are to be added to the Assembly's agenda.
- Any changes to the published agenda
- The minutes for the previous sessions

Finally, please do reach out if you have any questions. And, if you have questions for clarification before the Assembly with regard to any recommendation or report, please do send these to me, so in the name of us doing better and more productive business during the assembly, I can pass them on to the appropriate people.

Grace & Peace, Dan Spragg