

ST MARY MAGDALENE'S CHURCH DUNDEE

ACTION PLAN



Version 1 – 08 FEBRUARY 2024 (Updated 03 February 2026)

Priority	Activity/Area	Action	Person(s) Responsible	Target Date For Completion	Progress
	MISSION & OUTREACH				
Immediate	Transition	Revisit the Core Questions raised in the Transition Work. Namely – <ul style="list-style-type: none"> • Who are we? • Who is our neighbour? • How are we to best serve them? 		31 August 2026	
Immediate	Maximise Use of Building(s)	Investigate & implement a plan to expand the use of our building as a concert venue.		31 August 2026	Ongoing
Immediate	Community Audit	Undertake a Community Audit.		31 August 2026	
Immediate		Reconnect with those on the fringe of the congregation.		31 August 2026	Ongoing
Immediate	New Congregation Members	Consider, develop and implement effective ways of integrating new members into the congregation.		31 August 2026	Ongoing
Short – Term	Transitional Course	Revisit the Transitional Course for the Vestry & Congregation.		31 August 2026	
Medium – Term	Community Outreach	Identify possibilities for Community Outreach and Engagement.		31 July 2026	Ongoing

Priority	Activity/Area	Action	Person(s) Responsible	Target Date For Completion	Progress
Medium-Term	Participate in Doors Open Days	Participate in national Doors Open Days in conjunction with Scottish Civic Trust		Complete	Completed – September 2024
Medium-Term	External Christmas Tree & Christmas Tree Festival	Position external Christmas Tree in Church garden and establish an annual Christmas Tree Festival in Church		Complete	Completed – December 2024 (External Christmas Tree) December 2025 (Christmas Tree Festival)
	WORSHIP				
Immediate	Nave Altar	Decide whether or not the Nave Altar is to be made permanent.		Complete	Completed – Altar now permanent.
Immediate	Re-Ordering of Chancel	Experimental re-ordering of Chancel furnishings to create a more open space for Concerts etc.		31 August 2026	
Immediate	Sunday Rotas	Expand the number of people on Sunday rotas.		31 August 2026	Ongoing
Immediate	Lay Training	Hold 'Training' Day for all involved in worship.		31 August 2027	
Immediate	Prayer Group	Establish Contemplative Prayer Group.		Complete	Completed – Prayer Group met in 2024.
Immediate	Christmas Services	Explore changing times of Services held around Christmas.		31 August 2026	

Priority	Activity/Area	Action	Person(s) Responsible	Target Date For Completion	Progress
Short-Term	Music – Psalms	Look at adopting a version of the Psalms in line with the reading sheets. Experiment with use of Responsorial Psalms.		31 August 2026	
Short-Term	Votive Candle Stand	Look into funding and purchase of Votive Candle Stand.		Complete	Completed – Stand purchased.
Medium-Term	Hymnbooks	Look into purchase of new Hymnbooks.		31 January 2027	
	FABRIC				
Immediate	Property Convener	Appoint a new Property Convener		Complete	Completed – New Convener appointed.
Immediate	Quinquennial Review	Prioritise the results of the Quinquennial Review and draw up action plan in order of urgency.		31 August 2026	Urgent works have been carried out between September & November 2025.
Immediate	Toilet Facilities	Obtain 3 quotes and engage preferred Contractor to refurbish toilet facilities		Complete	Completed – July 2024
Immediate	Hallways	Re-paint hallway flooring and surrounds.		31 August 2026	
Immediate	Piano Positioning	Identify and move pianos to more suitable locations around our buildings.		31 August 2026	Electric piano purchased.

Priority	Activity/Area	Action	Person(s) Responsible	Target Date For Completion	Progress
Short-Term	Heating in Upper Hall	Explore alternative heating for the upper hall including full costings.		Complete	Electric heaters installed September 2025.
Short - Term	Annual Maintenance	Create a list of Annual Maintenance tasks and ensure these are carried out timeously.		Complete	List created. Copy in Vestry and with Property Convener.
Short-Term	Wi-Fi	Investigate extending Wi-Fi into auxiliary rooms and hall.		31 August 2026	
Medium-Term	Property Audit	Create a long-term plan of property maintenance and refurbishment.		31 July 2026	Ongoing. Property Convener dealing with.
	FINANCE				
Immediate	External Funding	Explore grant funding sources more effectively.		31 August 2026	Ongoing
Immediate	Memorial Windows	Raising of additional funds for Memorial Windows.		Complete	Windows installed – May 2024.
Immediate	Congregational Giving	Conduct Review of Congregational Giving		Complete	Congregation are reviewing their own giving. Treasurer providing Congregation with 6 monthly updates.
Immediate	Maximising Income	Investigate possibilities of – <ul style="list-style-type: none"> • Creating a Facebook ‘Just Giving’ link. • Installing a Card Reader in Church. 		Complete	Just Giving link on website Facebook. Card Reader installed June 2024.

Priority	Activity/Area	Action	Person(s) Responsible	Target Date For Completion	Progress
Immediate	Fundraising Events	Establish Fundraising Group to Review Coffee Mornings & other Fundraising Events in order to maximise revenue.		Complete	Committee established and changes made to Christmas Fayre. Fundraising ongoing.
Immediate	New Fundraising Events	Explore holding new Fundraising Events, e.g. Craft Fayre		Complete	Christmas Fayre now includes external Craft Stalls.
Short-Term	Use of Buildings	Explore ways of widening the base of those who hire the buildings.		31 August 2026	Ongoing
Short-Term	Funding of Ministry	Explore options for the funding of Ministry in the future.		31 January 2026	Diocese providing funding towards new Priest in Charge.
Medium-Term	Annual Budget	Develop and implement an annual budget as a matter of course.		Complete	Budgets created from financial year 2024-25.
Medium-Term	Increased Giving Campaign	Establish group to set out and implement an Increased Giving Campaign.		31 August 2026	
	SOCIAL EVENTS				
Immediate	Social Committee	Establish a Social Committee to organise future events.		Complete	Committee established.
Immediate	Social Events	Develop a plan of annual Social Events.		31 August 2026	Ongoing

Priority	Activity/Area	Action	Person(s) Responsible	Target Date For Completion	Progress
Medium-Term	Retirement of Rector	Planning of party for when the current Rector retires.		Complete	Completed – June 2025
	SUCCESSION PLANNING				
	Vacancy Committee	Establish a Vacancy Committee to prepare Parish Profile.			Committee established and full Vestry involved in preparation of the document.