

# **Immanuel Church Trustee and Leader**

## **Job Responsibilities and Governance Background**

### **1 Summary:-**

**Leaders** (including the minister and elected leaders) are responsible for the spiritual leadership of the church, and every day running of church activities.

**Trustees** are responsible for the legal and financial running of the church (including employment matters and all contracts), with the support of the church treasurer (who also acts as company secretary).

Further information relating to the legal status of the church and governance is included at the end of this document.

### **2 The role of a Leader:-**

The ministers and elected leaders are responsible for the spiritual leadership of the church, and every day running of church activities. From 2022 each member of the team has taken the oversight of a specific area of responsibility:

- prayer and communication
- pastoral care
- children, youth and families
- gathered church (including Sunday services)
- discipleship
- invitation (including community and outreach)

Within the broad definition of leadership of the church the following ministry areas and activities are included:-

- Pastoral care
- Worship and ministry
- Life groups
- Youth and children
- Community involvement
- Outreach
- Vision and values
- Organising workload – managing team leaders and teams; support for employed staff
- Communication within the church and outside
- Everyday financial management - budget setting, monitoring and management
- Managing employed staff: line management by minister; support by designated leaders
- Overall spiritual health of the church

### **Requirements:**

Once elected, safeguarding rules require leaders to undertake a DBS check, and take safeguarding training.

### **Commitment:**

Leaders are expected to attend regular meetings held usually every two weeks. (This involves a commitment to making oneself available, preparing for meetings, reading background papers and making oneself aware of relevant issues.) In addition, each leader is expected to take responsibility for an area of church life; see above.

### **Senior Leaders:**

Each year up to two Senior Leaders are chosen by the leadership team and minister from the current leadership team. This choice is then opened up for consultation with the trustees and church members. In general the Senior Leaders have similar powers and responsibilities to churchwardens in a parish church; (see <https://www.chichester.anglican.org/documents/being-churchwarden/> for background information). The Senior Leader's duties are defined in the church constitution.

Key roles of Senior Leaders:

- Representing the members of the church (regular attenders and formal members)
- Supporting the minister
- Enabling good mutual understanding and collaboration between the trustees and leaders.
- Leading the annual budget process and reporting progress to trustees regularly eg on fulfilment of the Five Year Plan
- In the absence of the minister (long or short term), overseeing the church; managing the process of finding a replacement minister during a vacancy.
- As necessary and appropriate, liaising with the Bishop (especially during a minister's vacancy).

### **3 The role of a Trustee**

Trustees support the church leadership in their running of the church and have specific legal responsibilities in areas and activities such as:-

- Safeguarding children and vulnerable adults
- Employment matters
- Recruitment of volunteers
- Health and Safety
- Finances – overall responsibility
- Data protection
- Policies and procedures
- Environmental issues
- AGM and elections; membership; recruiting trustees
- Risk management
- PR – reputation of the church; press officer role
- Legal matters- ensuring all responsibilities are met
- Ensuring the charity is fulfilling its objectives, and its funds and assets are used correctly

### **Legal duties of Charity Trustees**

The main law governing Charity Trustees is the Charity Act 2011.

Summary of charity trustees' duties:

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly

- Act with reasonable care and skill
- Ensure your charity is accountable

( For full details, please read <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#trustees-duties-at-a-glance> )

#### **Legal requirements of Trustees:**

Trustees must complete an Automatic Disqualification declaration, preferably **before** standing for election.

Once elected, their details will be registered as a Company Director with Companies House, as a matter of public record; (this does **not** include their address.)

Once elected, safeguarding rules require trustees to undertake a DBS check, and take safeguarding training.

#### **Commitment:**

Trustees are expected to attend regular meetings usually held four times a year, and to participate in decision-making. (This involves a commitment to making oneself available, preparing for meetings, reading background papers and making oneself aware of relevant issues.) In addition each trustee is expected to consider which area of the Board's responsibilities they can make a contribution to, so that all areas are covered, and responsibilities are shared.

## **4 Immanuel Church background information**

### **Key facts:**

**The church as part of the Church of England:** In 2010 Immanuel Church was appointed by the Bishop of Chichester as a Bishop's Mission Initiative. Brief: a network church working with parish churches and other churches across the city of Chichester; context of mission to the many new people moving into housing developments. Permission to use more informal worship etc. (See Bishop's Mission orders in Church Docs folder.)

In 2015 Chichester diocese took on responsibility for funding the minister and providing the minister's home; in return Immanuel accepted responsibility for contributing to the Parish Ministry Costs on the same basis as a parish church. (The diocese appointed Paul Collins in 2016 under this new arrangement.) Between 2016 and 2025 we are being subsidised by the diocese, as each year we pay an increasing proportion of the full Parish Ministry Cost. We are on track to pay the full amount from 2025 onwards.

**The church's legal status and governance:** Immanuel is a charitable company, and is both a registered charity and a registered company (limited by guarantee). Legally it is accountable to the Charity Commission, and is governed by the Articles of Association, which cannot be changed without the agreement of the Charity Commission (see Church Docs folder). As a charity, Immanuel is run by its company directors, known within the church as trustees, who are elected by the registered members.

As a church, Immanuel is governed by its constitution, which is written by the church itself; any changes to the constitution must be agreed by 75% of the registered members. The church is run by the minister, and the leadership team (who are elected by the registered members).

The responsibility for Immanuel as a charity and church is shared between the trustees and leaders including the minister. This is different from a parish church where all responsibility is held by the PCC, churchwardens and minister. Some of the responsibilities of a parish church's churchwardens are held by Immanuel's Senior Leaders (eg managing the church during a minister's vacancy).

Immanuel's constitution deliberately creates an overlap where between one and four people can serve both as leaders and trustees, either by election to both posts, or as ex officio members. The aim is to enable better mutual understanding and closer working together between leaders and trustees. For several years, this has been achieved by at least one of the Senior Leaders regularly attending trustee meetings as an ex officio member with full voting rights. However, starting in 2022 one of the leaders has attended on behalf of a Senior Leader, (but without voting rights). In practice it is rare for trustees to vote formally on matters.

Ends

Trustees: March 2023