

IMMANUEL CHURCH TRUSTEE

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

Trustees have specific legal responsibilities in areas 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 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 contribute to, so that all areas are covered, and responsibilities are shared.

Anyone who is interested to know more about becoming a trustee at Immanuel should contact Paul Collins or Pete Bradley (Chair of Trustees)