



# How to organise Mission Area Finance

## Toolkit Part 4



## Toolkit 4 - How to Organise Mission Area Finance

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Each Mission Area Conference is encouraged to develop a method of managing the finances of the Mission Area in a way that both meets the requirements of the Charity Commission and is appropriate to the size and nature of the Mission Area. Rules and regulations for financial management should be included in the Covenant, and reviewed at appropriate intervals.

N.B. To assist in the smooth running of the financial management, it is suggested that the Covenant specifies that the meeting programme begins with the Church Committee, then the Finance Sub-Committee and then the Mission Area Conference as appropriate to the local context.

## **1. Roles and Responsibilities**

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### **Mission Area Conference (MAC)**

- Members are the Trustees of the charity
- Overall control and responsibility for assets and liabilities (which means mainly finances and property)
- Receives financial information at each meeting
- Ensures Share contribution is met
- Delegates powers in respect of finance to Finance Sub-committee and Church Committees (which may include setting a spending limit)

### **Mission Area Treasurer (MAT)**

- Attends MAC meetings
- Provides financial reports for MAC and Finance Sub-Committee
- Chairs the Finance Sub-Committee
- Consolidates all financial information from churches
- Submits accounts information to MAC and to Charity Commission as appropriate
- Reports any church default on Share to Finance Sub-Committee and MAC

### **Church Treasurer (CT)**

- Attends Church Committee meetings
- Attends Finance Sub-Committee if appropriate
- Provides financial information for Church Committee and Finance Sub-Committee
- Keeps financial records relating to their church
- Agrees and pays Share contribution
- Writes cheques (subject to any agreed spending limit)
- Banks money
- Immediately reports any default on Share to the MAT

**A Year in the Life of a Mission Area Treasurer**

<p>JAN  <b>Ensure all Share payments made</b>  <b>Review investment portfolio</b>          Receive data from church treasurers          Consolidate church accounts          Prepare reports for Finance Sub-Committee          Chair Finance Sub-Committee          Respond to request for financial information from Building Sub-committee</p>	<p>FEB  <b>Prepare consolidated accounts for MAC</b>  <b>Present accounts to MAC highlighting opportunities and threats</b></p>	<p>MAR  <b>Arrange independent examination of accounts</b>          Receive data from church treasurers          Consolidate church accounts          Prepare reports for Finance Sub-Committee          Chair Finance Sub-Committee          Respond to request for financial information from Building Sub-committee</p>	<p>APR  <b>Present previous years examined accounts to Easter Vestry</b>          Prepare reports for MAC meeting          Attend MAC meeting</p>
<p>MAY</p>	<p>JUN          Receive data from church treasurers          Consolidate church accounts          Prepare reports for Finance Sub-Committee          Chair Finance Sub-Committee          Respond to request for financial information from Building Sub-committee</p>	<p>JUL          Prepare reports for MAC meeting          Attend MAC meeting</p>	<p>AUG</p>
<p>SEPT          Receive data from church treasurers          Consolidate church accounts          Prepare reports for Finance Sub-Committee          Chair Finance Sub-Committee          Respond to request for financial information from Building Sub-committee</p>	<p>OCT          Prepare reports for MAC meeting          Attend MAC meeting  <b>Present Budget to MAC</b></p>	<p>NOV</p>	<p>DEC          Prepare the MA administration accounts</p>

<b>Prepare budget for following year</b>			
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## 2. Mission Area Bank Accounts

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The Mission Area Conference are the trustees of a charity which consists of several churches who are also part of the charity, in that the churches deliver the outcomes of the charity. Both the Mission Area and the churches, therefore, can hold charitable bank accounts providing robust financial management systems are in place. It is for the Mission Area to determine, through the Covenant, how it wishes to control the use of bank accounts. The important message is that the Trustees cannot delegate the responsibility for the charity's finances, but it can delegate operational powers to ensure that the charity runs efficiently, providing those powers are communicated to all those who will undertake the important role of using the finance to help deliver the charity's outcomes.

### **Name of Bank Account**

The Mission Area may require the names of bank accounts to reflect the new structure, although for most churches the simple removal of the word 'parish' or 'PCC' from the account name is sufficient.

### **Operating Bank Accounts**

To assist you, the following is an extract from the document produced by Gov.uk 'Compliance Toolkit - Protecting Charities from Harm'. Additional notes have been added to assist you in understanding how this can apply to Mission Areas.

Trustees [[members of the MA Conference](#)] should exercise effective general control over their charity's bank accounts and make regular checks to ensure that their charity's bank accounts are operating as intended, and are consistent with the internal financial records. Trustees should ensure that:

- the opening or closing of accounts should either be authorised by the whole trustee body, or if delegated [[to the Finance Sub-Committee](#)], the trustees should be informed of changes
- a list of all its bank accounts should be kept and reviewed for dormant accounts which should be closed
- the costs and benefits of the current and deposit accounts held should be regularly reviewed to ensure bank charges and/or rate of interest are competitive, and that the credit rating of the institution is acceptable
- third parties [[people without delegated authority](#)] should not be allowed to open bank accounts in the charity's name, or use the charity's bank account to receive or transfer money

Trustees ([MAC Members, or delegated power to the Finance Sub-Committee](#)) should make regular checks to ensure that their charity's bank accounts are operating as intended, and are consistent with the internal financial records. The frequency and extent of the checks will vary according to each charity's financial size and complexity and nature of its transactions; some basic checks will work effectively irrespective of the charity's size.



These checks may be delegated by trustees to [\[the finance sub-committee\]](#) appropriate members of staff [\[this can include volunteers – e.g. the Church Treasurer\]](#) **acting under the directions of trustees**. Examples of basic checks on bank transactions include:

- making regular spot checks, and checks of all transactions above a certain value
- checking that individual daily receipts from the cash book agree with bank paying-in slips and statement credits for that day
- making sure that standing orders and/or direct debit mandates have been stopped for organisations which no longer supply services or goods to the charity
- for a sample of larger transactions, checking that they reconcile with purchase orders, delivery notes and invoices, and that all documents have been authorised at the appropriate level
- checking a sample of smaller transactions, to mitigate the risk of there being a series of low level errors/fraud which can still add up to significant amounts
- the preparation of bank reconciliations at least monthly for all accounts, reviewed by a second person [\[the MAT\]](#), and the resolution of any discrepancies

Remember

- Checks should ideally be made by somebody other than the person who originally authorised or posted the transactions
- Trustees should periodically review the authorised signatory and other bank mandate instructions so that they remain appropriate and proportionate to the level of financial activity and risk

### **Signatories**

Charities are required to have a minimum of two signatories on each bank account. We would suggest the following model.

Two signatories from the church holding the account – PLUS two signatories from the Mission Area Conference (you may wish to use the MAT as one of these signatories).

This means that day-to-day business can be carried out by the two church signatories, but the trustees can have confidence that if they need to, they would be able to access the account.

### **Choosing a Bank**

If churches already hold accounts with a bank which works for them, there is no need to change these accounts. You may need to add signatories from the MAC and change the name of the account.

If branch closures have caused difficulties with paying in, you may wish to consider moving your account to a bank which has a relationship with your local Post Office, or who provide a mobile banking service with a van visiting your area at certain times during the week.

### 3. Expenses

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#### Parsonage Water Bills

Clergy now serve across the Mission Area but some churches contribute to the cost of the water supply at the parsonage, whilst others do not. To eliminate this unfairness, the cost of providing water to the Parsonage will be paid by the Diocese, with that cost added to the Share of the Mission Area so that the cost can be spread more equitably.

#### Clergy Expenses

Four Mission Areas are currently undertaking a pilot scheme whereby clergy expenses are paid by the Diocesan Office and allocated across the whole Mission Area via the Share system in the subsequent year. If successful, it is hoped that this scheme will:

- Enable expenses to be evenly and fairly spread across all churches within the Mission Area.
- Ensure that all expenses payments are made in a timely way
- Ensure that all clergy who are due expenses receive them regardless of the current financial situation in any church
- Assist the Mission Area Treasurer with budgeting and monitoring

This pilot relates to those expenses incurred by clergy as they carry out their roles as members of the Mission Area Shared Ministry Team. The responsibility for ensuring that clergy claim expenses, and that those expenses relate directly to their role, lies with the Mission Area Executive (MAE), although usually delegated to the Mission Area Treasurer (MAT). Although the Diocesan Office will make the payments, they will make those payments assuming that the MAE have authorised the expenditure.

The pilot does not encompass the expenses relating to the duties of Mission Area Leaders. These will continue to be authorised and paid by Graham Walker at the Diocesan Office. These MAL expenses will not be added to the MA Share.



## 4. Assets & Liabilities

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As charity trustees, all members of the Mission Area Conference (MAC) are responsible for the assets and liabilities of the charity that is the Mission Area.

Funds currently held by each church (including endowments, investments and bank deposits) will be restricted funds for the use of those churches in the future, as the donors will have provided such funds, or other gifts, for the use of those particular churches, until the Mission Area Conference decides otherwise.

All assets and liabilities are the responsibility of the MAC so MAC Members do need to be aware of any outstanding debts. However, as with any funds received, the debt remains with the church that incurred it.

The church building is owned by the Representative Body of the Church in Wales. It was never a parish asset and is not an asset of the Mission Area Conference.

Overall responsibility for maintaining the church building lies with the MAC, however, they are likely to delegate some of this responsibility to the Building Sub-committee, who will collaborate with the Church Committee. The way these committees work together will be laid down in the Covenant.

If a church building is closed and is sold, the MAC will be able to use that income for development projects across the Mission Area.

Responsibility for church halls, houses and any other property lies with the MAC, however, they are likely to delegate some of this responsibility to the Building Sub-committee, who will collaborate with the Church Committee. The way these committees work together will be laid down in the Covenant.

The cost of maintaining all parsonages is paid for by the Diocesan Board of Finance (DBF) which allocates a sum of money each year from the Diocesan Budget for each Parsonage to cover repairs and improvements. The DBF appoints a Parsonage Board which raises additional money for repairs by selling old parsonages and investing in newer, more efficient properties. These new properties are more comfortable and cost effective for our clergy to live in.



## 5. Gifts and Legacies

All charities are required to deal with gifts (made during the donor's lifetime) and legacies (specified in a Will after the donor's death) according to the wishes of the donor. Donors are encouraged not to be overly specific about how they wish the money to be used, but to rely on the trustees to know how best to use such gifts. This alleviates the problems encountered by some charities whereby money has been left for purposes which are no longer appropriate (e.g. the church who received £50,000 for the roof fund six months after a successful roof project was completed with money from grants).

It is important to remember that the Charity Trustees, i.e. members of the Mission Area Conference (MAC) must be responsible for all the assets and liabilities of the charity. That is required under Charity Law. This does not mean that the MAC can decide to pull all money into a central pot to spend as it will. The MAC will manage the finances in collaboration with the Finance Sub-Committee and church committees. These ways of working will be set out in the Covenant which is discussed with all churches within the Mission Area.

It is recommended that all MAC adopt a legacy policy. This helps potential donors understand that the MAC welcomes legacies. It also gives confidence around the use of any future legacies. The Diocesan Office has legacy packs available to help trustees discuss and debate the issues, and how to communicate policy to people within churches in a sensitive and timely manner.

When a church receives a legacy, there are several things to consider.

- i) It is the donor who decides what a gift or legacy can be used for. If the donor has restricted the money for a specific purpose then the money must be used in that way (e.g. for the church fabric, flower fund or youth work).
- ii) Special permission can be sought from the Charity Commission to remove the restriction but this is only granted in exceptional circumstances.
- iii) Gifts or a legacy left to a 'church' do not relate to the fabric of the building, but to the mission and ministry of the church. It is perfectly legal for a church to use some of this gift to contribute to the mission and ministry of the Mission Area.

If a donor specifies in their will that the legacy is for a specific church building, then it must be used for that purpose. If the gift is made to the former PARISH rather than a specific building then it can legitimately be used by the Mission Area Conference for general church purposes across the parish, which would now cover the geographical area defined in the Mission Area Decree. However, the MAC would no doubt want to take into account the wishes of the donor and ensure that any benefit provided by the use of the gift (e.g. provision of ministry) is received by the communities served by the former parish.



Over time it is conceivable that as old parish boundaries become forgotten, as people begin to work together to grow the churches in their Mission Area and as opportunities for mission become apparent, the Mission Area Conference may ask churches to contribute to projects that benefit the entire Mission Area. If the trust deed allows then the MAC would be within the Law and the Constitution to ask the church to contribute.

It is always recommended that proper legal advice is sought when making a Will, but if any Mission Area requires any specific wording to be suggested to potential donors, please contact the Diocesan Registrar.



## 6. Gift Aid and Gift Aid Small Donations Scheme

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HMRC has agreed that churches within a Mission Area can continue to claim as follows:

1. Claims for Gift Aid up to and including 31<sup>st</sup> December 2017.
2. Claims for GASDS to be made up to 5<sup>th</sup> April 2018.

The Diocese requires these claims to be made by 31<sup>st</sup> May 2018.

### **Mission Areas will be required to register with HMRC as a new charity as follows:**

1. MAC registers Mission Area as new charity with Charity Commission (guidance is include in Appendix 1)
2. MAGAS registers the newly registered Mission Area with HMRC.

To register you will need the MAC's:

- bank account details and financial accounts
  - [officials' details](#), including dates of birth and National Insurance numbers
    - This the MAGAS and at least two other members of the MAC.
  - [registration number](#) if you've registered your charity with a regulator
    - This is your new Charity Commission number
  - [charitable objectives](#) (sometimes called purposes)
    - "The promotion of the whole mission of the Church, pastoral, evangelistic, social and ecumenical, in the Parish (now known as the Mission Area)"
  - [governing document](#) (sometimes called a rulebook) - this explains how your charity is run
    - This is the Constitution of the Church in Wales  
<http://www.churchinwales.org.uk/resources/constitution-handbooks/constitution-of-church-in-wales/>
3. This is the link to begin registration <https://www.gov.uk/charity-recognition-hmrc> . This is the link to the guidance <https://www.gov.uk/government/publications/charities-hmrc-charity-application-form-cha1/how-to-complete-form-cha1-hmrc-charities-application-form>
  4. HMRC processes this registration within 15 days and provides a new HMRC Reference Number to the MAGAS.

The MAGAS will only need to do this once.



## **Making A Gift Aid or GASDS Claim for the Mission Area**

1. The Gift Aid Secretary at each church will continue to note the giving made by numbered envelope, visitor envelope, cash collections and wall boxes.
2. The Gift Aid Secretary at each church will forward the details of donors and gifts to the MAGAS at times of their choosing by using the schedule, which can be either given on a memory stick or sent by email. The data must be protected by a password known to both the Gift Aid Secretary and the MAGAS.
3. The MAGAS can make claims at any time during the year, and it is not necessary for all the churches in a Mission Area to be included in each claim. This means that churches can choose when they send information through to the MAGAS and the MAGAS can choose how often to make claims (subject to agreement with the Finance Sub-Committee).



## Appendix 1

### Registering your Mission Area with the Charity Commission

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#### 1. The Mission Area Leader will nominate one person (the delegate) to submit the application.

You can begin registration immediately and will have three months to complete, after which the registration will be deleted. You will need the following in order to complete registration:

- Link to the Constitution  
<http://www.churchinwales.org.uk/structure/representative-body/publications/downloads/the-constitution/>
- Completed trustee declarations for all members of the Mission Area Conference (8 per sheet so print out as many as you will need)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/581249/Trustee\\_declaration.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/581249/Trustee_declaration.pdf)
- A copy of the Mission Area Accounts (or individual church accounts for the previous year)

#### 2. The delegate will begin the online registration process using this link

<https://apps.charitycommission.gov.uk/outreach/RegistrationLanding.ofml>

Unless the delegate has already dealt with the Charity Commission on another application, they will need to follow the link to "Register as a New User", and then start a new application (or continue with the application if returning to one that has already been started).

#### About the Charity

Governing Document – click **Constitution**, click **YES**, select **Church in Wales**

Charity Name – Type in the **name of your Mission Area**. Click **No** for known by other name

If you have Welsh words in the name of your Mission Area you will need to click **YES** and provide a translation. If not, click **NO**.

Click **NO** for words that need consent.

The Constitution of the Church in Wales came into effect on **31/03/1920**.

The approved purposes are

**The promotion of the whole mission of the Church, pastoral, evangelistic, social and ecumenical, in the parish known as the Mission Area.**



## **Income**

Add the total incomes of all churches together for the previous year and **enter this figure in the box**. You will need to scan the balance sheet of each church along with bank statements showing the total amount in each account at the end of the previous year.

### **Classification - What**

Choose **Religion**

Choose **Christianity**

Choose **Other Christian**

Type in **Church in Wales**

### **Classification - How**

Select **Provides buildings/facilities/open space**

Select **Provides Services**

Select all items EXCEPT Religious Order

### **Classification – Who**

The Mission Area Conference will need to decide who it serves. At the very least it would be expected

**Children/young people**

**Elderly/old people**

**People with disabilities**

**The general public/Mankind**

### **Classification – Where**

Choose **Specific Areas in England and Wales**

Choose **NO**

Choose **YES**

Select the **relevant geographical area**



## Public Benefit - Purpose

It is imperative that you follow the suggested wording below [in red] exactly. These activities have been agreed with the Charity Commission as furthering your objects. Not all will apply, but it is important that those which do, are submitted in this exact word format as below.

- The provision of regular public worship.
- The provision of sacred space for personal prayer and contemplation.
- Pastoral work, including visiting the sick and the bereaved.
- Teaching of Christianity through sermons and small groups.
- Taking of Assemblies in local Schools.
- Promotion of Christianity through staging of events and services, and the distribution of literature.
- The provision of a youth club with Christian ethos.
- Promoting the whole mission of the Church in Wales in aiding community cohesion through provision of activities for older people, mothers and toddlers and other specific groups.

There is no need to attach a business plan.

## Public Benefit - Benefits

Type the following:

The Mission Area's charitable objects are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the Mission Area, often for minority groups with particular needs such as the elderly.

There is no need to attach the optional document.

Select **Available to everyone**

## Public Benefit - Selection

Religious services, which are open to all, take place in the churches and other buildings within the Mission Area. Within that area, the nature of the Anglican church is that it seeks to serve the whole community. However, not all funds will be spent on projects within that geographic area, as the trustees are legally required to promote the whole mission of the church within the Mission Area and may, for example, develop links with a community in another country. Certain of the activities, however, may from time to time provide benefits for particular groups, such as support for homeless people within the parish. The Mission Area will periodically review its



activities and projects, and focus resources on those which contribute the most to achieving the church's mission (purpose).

There is no need to attach an additional document.

### **Public Benefit - Grant making**

Select **NO**

### **Public Benefit – Membership**

Select **NO**

### **Public Benefit - Services**

You may say "yes" to this question, if you have churches or halls which are provided for use by the Mission Area. For example, some churches are available to the public for private prayer and reflection. You are then asked when these facilities may be accessed, and should list the hours that they are open, or the arrangements for access.

If you answer "yes" to either of the bottom two questions, you will need to explain why there are restrictions. For example, parts of the building may not be available to the general public on security or health and safety grounds.

### **Public Benefit – Fees**

If you charge for the use of some of your buildings, then you may want to use the following text.

Public worship can be accessed by all without charge. When the building is open as a sacred space, it is again open to all members of the general public without charge. There is no charge made for public baptism. Fees for marriages in church and funerals are set by Representative Body of the Church in Wales.

To 'do the trustees consider the charges to be more than the poor can afford?' the suggested answer is **NO** and then to 'how have you reached this view': **In particular cases of poverty, fees can be waived by the person officiating, following guidance provided by the Representative Body of the Church in Wales.**

### **Public Benefit – Religion**

#### **TENETS OF RELIGION**

Tell us about the tenets of faith which the organisation advances. This may be explained in your governing document. Suggested Answer:

**"The Church in Wales is part of the One, Holy, Catholic and Apostolic Church worshipping the one true God, Father, Son, and Holy Spirit. It professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds, which faith the Church is called upon to proclaim afresh in each generation. Led by the Holy Spirit, it has borne witness to Christian truth in its historic formularies, the Thirty-Nine**



Articles of Religion, The Book of Common Prayer and the Ordering of Bishops, Priests and Deacons.”

Tell us about any moral or ethical framework that is promoted by the religion the organisation is set up to advance. Suggested answer:

“The Christian moral and ethical framework is discerned and developed in the Church in Wales through scripture, reason and church tradition. Christian ethics and values, as promoted by the Church in Wales, have been fundamental to, and remain, culturally influential.”

Tell us specifically how the organisation advances religion. Suggested answer:

“The Mission Area Conference supports the Shared Ministry Team within the Mission Area in the provision of public Christian worship, which includes worship, prayer and preaching. The Mission Area Conference also co-operates with the Shared Ministry Team within the Mission Area in promoting in the Mission Area the whole mission of the Church in Wales, pastoral, evangelistic, social and ecumenical.”

### **Property**

Select **YES**

Select **YES** if the MAC has any property which it owns. All churches and parsonages are owned by the Representative Body of the Church in Wales. If you have no buildings other than Churches and parsonages, Select **NO** and **NO** for the next question.

Explain how you use any buildings other than Churches or parsonages.

Check with your Mission Area Treasurer before you in answer the question on Business Relief Rate.

### **Contact Info – Application**

You will either be a **Trustee** (if on the MAC) or an **Employee** (if a MA Administrator).

Select **Individual**

Complete your details as required.

### **Contact Info – Organisation**

You need to provide details of the ongoing contact for the Mission Area.

Select **Organisation**

You will need to provide a public address, so that members of the public, interested parties and the Charity Commission may contact the organisation. You can select “individual”, but will need to provide details of the individual concerned as well as provide their address and contact details.



## Contact Info – Organisation Address

The address needs to be one with a valid post code, and the facility to receive mail! This will exclude some church buildings. The Mission Area office is probably the ideal.

### Regulator

It is unlikely that you are registered with any of the Regulators listed.

You will not have an HMRC number for the Mission Area as the numbers currently being used belong to the former parishes.

Select **NO**

### Finance - Accounts

Your Mission Area Treasurer should be able to supply this information.

### Finance - Funding

The church financial year ends **31 December**.

You are then asked about current and future sources of income. In most of these cases you will be prompted for further information. Common answers are likely to be: Public Donations.

Suggested further answer: **The primary source of income is the giving of church members, together with Gift Aid & GASDS received on these donations. This is either through planned giving, church collections or other donations. Being a local church, we know our regular donors, and the giving of visitors is at a low level in relation to our overall income.**

Legacies.

Suggested further answer: **From time to time we may receive a legacy. Serving our local community this is likely to come from someone with a long-standing connection with our churches. Any restrictions on gifts would be considered by the Mission Area Conference before accepting the gift.**

Grants.

Suggested further answer: **From time to time we may apply for grants for maintenance of our building to the Heritage Lottery Fund, the Listed Places of Worship Grant Scheme or some other heritage grantmaker. We may also apply to the Diocese or other grantmakers for support with other projects the Mission Area wishes to undertake in furtherance of its charitable objects.**

**Investments, and Interest income do not require further information.**

### Connections – Employment

Under Charity Law, trustees cannot benefit from the charity which means that you cannot be a member of the MAC if you are employed by the Mission Area. This does not apply to the clergy (who are employed by the Representative Body of the Church in Wales) or salaried lay workers who are employed either by the Diocese or the Representative Body.

If anyone connected with a member of the MAC (connected people are defined as a spouse or partner, siblings, a brother- or sister-in-law, parents or a business partner) then you will need to give further details.



It would be perfectly acceptable to state that the conflict of interest over remuneration is managed by the connected member of the MAC leaving the room whilst these matters are discussed.

### **Connections – Goods and Services**

This section asks similar questions about **goods or services** bought from trustees or people connected to members of the MAC and requires a similar response.

### **Connections – Other Benefits**

This section seeks to determine whether being a member of the MAC is likely to bring material or financial benefits. If you believe this might be the case then please get in touch with the Diocesan Registrar.

### **Trustee Details – Managing Risks**

Most of our churches work with children or vulnerable people.

Select **YES**

You will then be asked to confirm that the trustees have read, understood and are following the Charity Commission’s safeguarding guidance . Adopting and using the Church in Wales safeguarding policy and procedures

<http://cinw.s3.amazonaws.com/wp-content/uploads/2016/03/1547-Safeguarding-Policy-Web-version.pdf> will ensure that the MAC is complying with the Charity Commission’s needs.

### **Trustee Details – Trustee Numbers**

This relates to the total number of trustees, being the people on the Mission Area Conference (other than surrogates or deputies) whether they are ex officio (those on the MAC because of their position, such as priests), elected (those elected by the Vestry Meeting) or co-opted.

The Constitution is silent on the matter of a minimum number of trustees. This is a matter for the MAC to determine.

### **Trustee Details – Add a trustee**

You will need to add the details requested for each member of the MAC. It is suggested that you use the TRUSTEE DETAILS form to gather this information.

### **Declaration**

You have the chance to submit any further information in support of your application. This is unlikely to be necessary. You will need to declare that the details provided are correct, and you can then submit your application. You can if you wish print a copy of your application (top right of the form). You should note the application number given, as you will need to quote this on any follow up correspondence.