



THE **King's Church** Wisbech

BEING A TRUSTEE OF THE KING'S CHURCH

(Trustees Role Description)

Introductory statement

In 1 Peter we read that the church exists to serve God, to praise and worship him, to tell the world about him and share the good news of salvation. God is the primary authority in the world. However, God has also appointed human government and we also have to answer to this authority as long as it does not contravene the law of God. The leadership of the King's church then has 2 groups of leaders who have closely related but different roles.

The first a spiritual role to serve God and the second a secular role to comply with the rule of the government of Great Britain. As a result, there are 2 separate, but closely related roles of leadership with the church. These roles are the role of Overseer (Spiritual) and the role of Trustee (Secular). These 2 bodies are expected to work closely together directing the affairs of the charity, ensuring that it is solvent and well run, and delivering the charitable outcomes for the benefit of the public for which it was set up. These are set down in the 2 role descriptions. There is a third role of helper or Deacon. These are appointed by the Overseers and are to assist in the running of the church.

In all these roles having the right character is a key requirement for the role. The Character of an overseer is set out in several passages. 1 Tim 3, Titus 1v 6 – 10, 1 Peter 5 v 1 – 12. The character of Deacons or helpers is set out in 1 Tim 3 v 8 -13.

All financial matters should be transparent to the local congregation and the charity commission. The role of a trustee is a legal role and set out by the Charity commissioners and we must comply with their instructions. There are numerous documents online outlining this role. This role description indicates how the role works out in this church.

In this church, the Trustees have responsibility, alongside, the Overseers, for directing the affairs of the church, ensuring that it is solvent and well run, and delivering the charitable outcomes for the benefit of the public for which it was set up.

The Charitable Objects of the King's Church are

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- The advancement of the Christian Faith in accordance with the doctrine set out in the Trust Deed and the worship of God by (but not limited to) the preaching and proclamation of the

Christian Gospel and the teaching of Christian doctrine and principles. Including pastoral care of Christian people and the printing and distribution of the Bible and Christian literature.

- Giving help and relief to those in hardship or distress or who are aged or sick.
- The advancement of education on the basis of Christian principles through the provision of one or more educational establishments for the general education of children or adults on the basis of such Christian Principle.

Trustee's responsibilities

Trustees are to

- Follow the government of God the Father by living in step with the Holy Spirit. This means they need be filled with the Spirit. They need to be directed and led by Him, discerning the will of God the Father together as a team.
- Work in partnership with each other, the Overseers and the Deaconate.
- Be committed to the church's objectives and have joined its board because they want to help the church deliver its objectives effectively and for public benefit.
- Understand their roles and legal responsibilities, and have read and understand the Charity Commission's guidance
 - The Essential Trustee (CC3)
 - The church's governing document
- Are committed to good governance and want to contribute to their church's continued improvement.
- Keep up to date with current legal requirements and expectations for trustees (regular training will be available to achieve this)
- Keep up to date with what the church is doing, ensuring they are up to date with current vision and strategy.
- Give enough time and energy to understanding the operations of the church.
- Meet regularly enough to make the decisions needed about the financial and legal obligations of the church.
- Understand the spiritual direction of the church and how this meets the church's objectives.
- Be able to explain the work of the church and how the charity benefits the public by carrying out its objectives.
- Make decisions that actively promote the church being a safe place for all people.
- Take responsibility for safeguarding and health and safety within the church.
- Ensure the church complies with all current employment legislation.
- Ensure meetings are recorded accurately and are available for inspection by any person or body who wishes to view them.

Specific duties of the trustees

- Trustees must ensure the church complies with Charity Law and requirements of the Charity Commission.
- They must ensure that the church prepares reports on its work and submits Annual Returns and accounts as required by law and in a timely fashion.
- Trustees must ensure their church complies with the statements set out in the church's own governing document – the Trust Deed.
- Trustees must ensure the church complies with the requirements of any other legislation or regulators which govern the activities of the church.
- Trustees must act with integrity and avoid any personal conflicts of interest or misuse of church funds or assets
- Trustees must make balanced and adequately informed decisions, thinking about the long term as well as the short term

- Trustees must keep themselves informed of the church's vision, strategy and activities. They should share their views with the Overseers as appropriate.
- They must be aware of the church's financial position and ensure that the church is and will remain solvent.
- Trustees must use the funds and assets only to further the purposes, objects and interests of the church. They should avoid activities that might place the charity's property, funds, assets or reputation at undue risk, taking special care when investing or borrowing funds.
- Trustees must exercise reasonable care and skill, using personal knowledge and experience to ensure the church is well run and efficient. Where there is a risk to the church or trustees may be in breach of duty, the trustees should consider getting expert professional advice.
- Trustees should ensure accountability within the church, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers
- Trustees must determine what policies are required or useful. All policies must be approved by the trustees, with monitoring to ensure they are being put into practice.
- Trustees have final responsibility for risk management, and they must discuss and decide the level of risk they are prepared to accept and should make plans to mitigate and manage these risks appropriately.
- The rationale behind significant decisions will be recorded in case these need to be reviewed or explained in the future.
- All decisions must be made in a quorate meeting. A quorate is 4 trustees made up of at least an equal number of non-overseers.

Appointment of trustees

- Appointments to the board of trustees are made by the overseers (or if there are none by the recognised spiritual leaders).
- When a new trustee is needed, the overseers will identify a candidate. The Overseers must unanimously agree that the candidate is appropriate.
- They will inform the trustees prior to approaching the person and discuss their suitability.
- The Overseers will then discuss the appointment with the person giving them a copy of the 'Being a Trustee' document and the Trust Deed.
- Any potential candidate would need to agree to the doctrinal statements of the church and to be contributing to its finances
- There will be a minimum of 5 trustees and a maximum of 7 with a majority of non-benefitting members.
- The Trustees and treasurer do not need to be Overseers and neither does an Overseer need to be a trustee. However, they can be if appointed.
- The term of office will be 4 years, but open to the person being re-appointed by the Overseers. Each trustee will be approached by an overseer near the end of the 4-year period so there can be a time of reflection.

Remuneration of Overseers and Trustees

- Out of pocket expenses can be claimed for church activity and travel in connection with church activity. All such expenditure must be agreed in principle by the trustees before the expenditure is made.
- Overseers and Trustees can receive gifts and payments from the church, 1 Tim 5 v 17, but do not have to. These payments must be approved at a quorate Trustee meeting. The payment must clearly be in the best interests of the church and meeting its objectives.
- The number of trustees receiving gifts or payments must be less than 50% of the trustee body in any financial year and no trustee can be involved or influence the decision for them or a close family member to receive a gift or payment.
- All conflicts of interest must be declared before a decision is made.

Removal of a trustee could occur if

- They depart from the doctrinal statements contained in the trust deed.
- The Overseers, unanimously make the decision to remove a trustee as they no long carry out their responsibilities as set out in this document. The trustee involved has the right to meet the Overseers and answer any allegations made against them.

Additional information

- Additional information is available in the following Charity Commission publications, which can be found on the Charity Commission website.
 - a. CC 3 The Essential Trustee What you need to know
 - b. CC 10 on The Hallmarks of an Effective Charity
 - c. CC 11 on Trustees expenses and payments.