CHURCH IN A BOX

PRACTICALITIES OF CHURCH PLANTING

CONTENTS

INTRODUCTION

We are so excited that you are planting a new church. There is a desperate need for people in England to hear the gospel and we are so thankful for your willingness to serve God in this way.

To aid you in the work of starting a church, we have put together the following 'Church in a Box' resource. There is a manual, which includes advice and guidance on some practicalities of starting a church, alongside a folder of resources, templates and example documents.

Our prayer is that this resource is helpful to you in the early stages of starting your church. If you have any questions, please contact Jo Bull, AMiE Operations Manager (jo@anglicanmissioninegnland.org) or speak to your coach/ mentor.

CHARITY FORMATION PROCESS

WHICH LEGAL STRUCTURE?

Our recommendation is that new churches set up as a CIO (Charitable Incorporated Organisation). This legal structure has been available to charities since 2013 and since becoming available has proved to be very popular. The governing document will be a constitution, the trustees are generally protected against contractual liabilities and the organisations will be required to register with the Charity Commission only.

The other legal structures include trust, unincorporated association and Company Limited by Guarantee (CLG). Prior to the creation of the CIO most people opted for the CLG as it offers similar protection to trustees as a CIO does. However, it has the disadvantage of needing to be registered with Companies House and in most case the Charity Commission as well. Further discussion of the pros and cons of different legal structures can be found in the Charity Formation folder in the 'Trust, Company or CIO' document.

MODEL CIO TEMPLATES

There are two types of model CIO constitutions, which have been produced by the Charity Commission. These are:

i) The Association model; A CIO with voting members other than its charity trustees.
ii) The Foundation model; A CIO whose only voting members are its charity trustees.

Our recommendation it that you use the Foundation model. Within this, churches would still be able to have membership for the wider church family but this would not equate to membership of the CIO. Membership of the church and membership of the CIO would remain distinct. Care needs to be given to the vocabulary used so that membership of the CIO is not confused with membership of the church fellowship.

We have produced two template constitutions for you to use as you set up as a new charity. Both of them are based on the Foundation Model and for the most part are identical. The key difference is in who are the trustees of the CIO (the church).
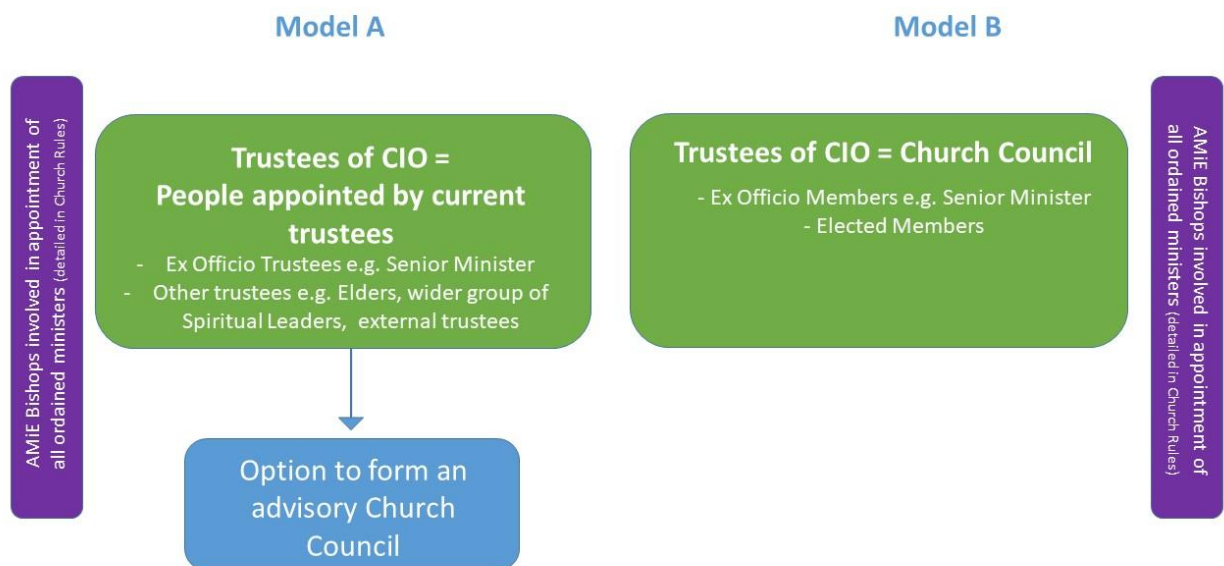
Model A

This is where the trustees are a group of people who are appointed by the current trustees. Some church call these people Elders, other churches call them Spiritual Leaders while other churches simply call them trustees. By simply referring to them as trustees allows for people who do not have spiritual oversight of the church to be included as trustees. Whichever terminology you decide upon, some of the trustees could also be external trustees, which is something we would encourage. In this model, the current trustees appoint future trustees, though some trustees can be ex officio by virtue of their office e.g. the Senior Minister. Details of how people are selected to offices such as Senior Minister or Elder, do not need to be set out in the constitution but can be written in the Church Rules. The constitution will make mention of this.

The Church Rules document is separate to the constitution. The Charity Commission will likely ask for a copy given that it is mentioned in the constitution. The Church Rules would need to be approved by the trustees but changes can be made to them more easily than to the constitution itself.

There is scope for a Church Council and/or Standing Committee to be included in this model. These would be advisory and would not have ultimate control over money etc. These powers would remain with the trustees. This will probably require some kind of Church Fellowship Membership or Electoral Roll, which is also required in each AMiE church under the AMiE Constitution and Canons. The template constitution allows for the creation of such groups and the delegation of certain powers but the rules for governance of the Church Council would be detailed in a separate Church Rules document, not in the constitution.

Model B

This is where the trustees are the Church Council (similar to a PCC in the Church of England). Some trustees are appointed as ex officio. Others are elected from the church fellowship. This could include Churchwardens.

Model A

Model B

AMiE Bishops involved in appointment of all ordained ministers (detailed in Church Rules)

**Trustees of CIO =
People appointed by current trustees**
- Ex Officio Trustees e.g. Senior Minister
- Other trustees e.g. Elders, wider group of Spiritual Leaders, external trustees

Trustees of CIO = Church Council
- Ex Officio Members e.g. Senior Minister
- Elected Members

Option to form an advisory Church Council

AMiE Bishops involved in appointment of all ordained ministers (detailed in Church Rules)

Whichever model you choose, it is important to keep in mind that the trustees (whether a trustee-appointed group of people or a larger Church Council type group) essentially control the finances of the church. Both models allow for the Senior Minister to be an ex officio trustee if this is what you would like.

Details on how a new Senior Minister will be appointed can be set out in the Church Rules. An AMiE Bishop will need to be involved in the selection process of all ordained ministers.

REGISTERING WITH THE CHARITY COMMISSION

Once, you have chosen which template you want to use, we recommend that you use a solicitor to submit your application to the Charity Commission. They will review the template with you and help you to make any changes and additions as required and ensure you have all the required documentation in place for submission. A list of required documents can be found here:
https://www.gov.uk/setting-up-charity/register-your-charity

The process is likely to cost around £1000 and this is something you will need to budget for in your start-up costs. You can use any solicitors you choose, to help you complete and submit your application. We have had spoken to people at Edward Connor Solicitors in producing our templates and they have also been used by

some current AMiE churches in their charity formation process and so come recommended. The process can take up to about 3 months.

Alternatively, you we may wish for AMiE to help you with the application process instead of using a solicitor. We would be happy to explore this possibility with you. We are able to help by reviewing the template with you and help you to make any changes and additions as required and ensure you have all the required documentation in place for submission. We would also be willing to discuss the possibility of helping you with completing the online application process.

TRUSTEE GUIDANCE

There is a document in the Charity Formation folder called 'Trustees appointment, duties and responsibilities,' which you might be find helpful. You might also want to consider whether you need to get Trustee insurance. This is discussed further in the 'Insurance' section of this manual.

CHURCH RULES

Both of the templates we have created make reference to 'Church Rules.' This is a supplementary document, which you will need to submit to the Charity Commission as part of your application. As yet, we have not produced any templates for these, but may look to do so in the future.

FINANCES

OPENING A BANK ACCOUNT

One of the first things you will need to do is to open a bank account. The priorities in choosing are bank should be simplicity (easy to manage online banking; ability to make and receive payments; deal with cash and cheques) and good controls (especially the importance of having dual authorisation for all payments).

Many of the high street banks are moving away from offering free accounts for charities. However, you can open a business account instead. You will probably want to avoid banks which charge a monthly management fee as this can get expensive on top of fees.

If you use some form of accounting software (e.g. Xero, Sage, QuickBooks) it is worth checking that the bank you are looking to use integrates with the software you use. Expense Plus is an accounting software designed for use by churches and charities which many of our churches have found to be a good option.

Some banks who have been recommended to us as understanding the needs of charities are:
- Unity Trust
- MetroBank (Community Account)
- Cooperative Bank
- Lloyds Bank
- TSB
- Barclays

To open a bank account, you will need to have your governing documents and trustees in place. Once you have these, you should be able to open a bank account. You can then register with your CIO with the Charity Commission once the bank account is up and running. Banks will request your registered charity number but this should not be a prerequisite to opening an account.

CREATING BUDGETS AND KEEPING ACCOUNTS

Within the 'Finances' folder you will find two informative briefing papers which have been produced by Stewardship. These are called 'Financial Planning and Budgeting' and 'Accounting Packages.'

Within the 'Financial Planning' paper there are some exemplar budgets. Within the 'Finances' folder there are some further examples of budgets and some guidance on employee costs/ salaries.

Within the 'Finances' folder you also find examples of an expenses policy and an expenses claim form.

ANNUAL REPORT

As a Charitable Incorporated Organisation (CIO), you will need to complete an annual report for the Charity Commission which can be done online. Once your annual income exceeds £25,000 you will need to submit a PDF copy of accounts and trustee' annual report of which external scrutiny is required. This needs to be submitted no later than 10 months after the end of your financial year. More information about the process can be found online at
https://www.gov.uk/guidance/prepare-a-charity-annual-return

In the 'Charity Formation' folder, you will find a document produced by the Charity Commission called 'Annual Reporting- The Essentials' which includes further details about this process. In the same folder, there is also an example annual report 'Annual Reporting Example- Gov.uk'

ONLINE GIVING

You may find it helpful to set up an online giving page which you can link to/ imbed in your website. These can be found at:

- CAF https://www.cafonline.org/charities/caf-donate
- Stewardship https://www.stewardship.org.uk/receive-funds/givenet
- Donorbox https://donorbox.org/

GIFT AID

Gift Aid is a means by which charities can claim back an extra 25p per £1 on donations made by qualifying donors. More information can be found here: https://www.gov.uk/claim-gift-aid

In order to receive Gift Aid, you must have:

- Registered to do so with the HMRC (this is different to registering with the Charity Commission) and can be done here: https://www.gov.uk/charity-recognition-hmrc
- Received a gift aid declaration from the donor.

An example of a Gift Aid Declaration form can be found in the 'Gift Aid' folder. Also there, you will find some information of the Gift Aid Small Donations Scheme which allows you to claim up to £2000 of tax on small cash or contactless payments per year.

CHURCH TREASURERS

The Association of Church Accountants and Treasurers (ACAT) website contains some useful information for those in the role (https://www.acat.uk.com/). You can become a member for a fee of £15 a year which gives you access to further resources.

In the 'Finances' folder of 'Church in a Box' you will find an example of a role description for a church Treasurer and a Finance Committee, both of which could be edited to suit your church context/ structures.

SAFEGUARDING

The Charity Commission expects robust safeguarding measures to be in place for registered charities working with vulnerable groups (children and adults). The Trustees of your church are accountable for ensuring that these measures are in place and insurers will often require organisations to demonstrate their commitment to safeguarding.

As a minimum, you will be required to have a safeguarding policy, a safeguarding statement on your website, a code of conduct for staff and volunteers and a named safeguarding officer. We ask that you send a copy of your Safeguarding Policy, along with the name and contact number of your Safeguarding Officer to Jo Bull/ Tom Hutton (operations@anglicanmissioninengland.org) for AMiE to hold centrally.

You will also need to arrange for DBS checks to be done for Trustees and those working with vulnerable groups, including children in accordance with Safeguarding Agency guidelines. AMiE requires all members of the clergy to have an Enhanced DBS check and sign up to the update service.

We require all AMiE churches to register with Thirtyone:eight (formerly CCPAS) or Christian Safeguarding Services (CSS) at Silver, Gold or Platinum levels. Both organisations offer a complete safeguarding solution for churches, charities and organisations. Amongst other things, they offer policy support, DBS service, training and safeguarding audits alongside a helpline.

Each church is responsible for ensuring individuals have the required, highest level of training for their role in accordance with the safeguarding organisation guidelines. A record of all safeguarding training and the date it was undertaken must be maintained.

Licensed Ministers are required to undertake the minimum level of safeguarding training with either Thirtyone:eight or Christian Safeguarding Services as determined by the AMiE Standing Committee, see Table 1 below, and undertake refresher training every 3 years.

AMiE has put together a set of safeguarding requirements for which must be adhered to by AMiE churches. This document can be found in the safeguarding folder of Church in a Box.

Table 1

Training Options	Level
Thirtyone-Eight	Safeguarding Children and Young People
	Safeguarding Adults at Risk of Harm
	Safeguarding for Trustees (covers overall governance responsibilities).
Christian Safeguarding Services	Essential Awareness in Safeguarding for Church/ Charity Staff and Volunteers.
	'Safe and Sound' Session- Church Leaders & Trustees and faith based organisations

For more information, please visit their websites:

Thirtyone:eight: https://thirtyoneeight.org/
Christian Safeguarding Services: https://christiansafeguardingservices.phasic-ltd.co.uk/

In the Safeguarding folder of Church in a Box, you will find a template form for recording any disclosures made to you, along with some information documents created by thirtyone:eight and information about an NHS Safeguarding app.

EMPLOYMENT

There are a number of matters to consider when thinking through employing members of staff at your church. The following website includes information on the rights and responsibilities of employers and employees: https://knowhow.ncvo.org.uk/your-team/hr/employing-people-essentials/overview-of-legal-rights-and-responsibilities#

If you have used one of our model CIO templates, they allow for the position of Senior Minister to both an employee and trustee of the CIO, and receive remuneration for the role they are employed to do.

An employer must give employees a 'written statement of employment particulars' if their employment contract lasts at least a month or more. This isn't an employment contract but will include the main conditions of employment. Details of what needs to be included can be found here: https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars

Whilst only this 'written statement of employment particulars' and not an employment contract is not required by law, it is advisable that all employees are provided with a contract. It allows you to set out further procedures and expectations of the employment relationship.

PAYROLL

Our advice is that you pay someone to look run your payroll for you. You may have someone sufficiently skilled in your congregation who is able and willing to take on this task for you, but if not it is probably best outsourced, as it can be complicated. Stewardship is one amongst many providers who offer payroll services.

PENSIONS

Workplace pension rules changed in October 2012 and every employer, including charities, will have to act. If your church employs staff, you will need to enrol all your eligible workers into a pension scheme and make a contribution towards it.

As an employer you must contribute at least 3% of your workers' earnings to a pension scheme, while they pay the rest. The total contribution must be a minimum of 8% of each worker's earnings.

More information can be found about Workplace Pensions at:
https://www.gov.uk/workplace-pensions

VOLUNTEERS

It is important to distinguish between paid staff and volunteers. Written role descriptions and volunteer agreements help to make it clear what the boundaries and expectations are. The 'Volunteers in Churches' document by Stewardship in the 'Employment' folders offers some guidance on how to navigate this area of church life.

RESOURCES

Within the Employment folder, you will find examples of:
- Employment contracts
- Job descriptions
- Application forms
- Staff Handbooks
- Volunteer agreements

POLICIES

There are a number of policies, which you will need as a church. Some policies, such as safeguarding, are required by national legislation, while others will help with the effective running of the church. Factors such as whether you own your own building or whether you employ staff will determine some of the policies you need or do not need. However, in most cases, having the following policies will ensure you are legally compliant:

- Safeguarding
- Data protection policy
- Health and safety and fire safety
- Equal opportunities and staff employment
- Finance and accounting
- Complaints
- Catering
- Conflicts of interest
- Managing Volunteers

An extensive list of policies and procedures that you might need can be found in the 'Church Policies Checklist' document in the 'Policies' folder. Examples and/or templates of the above policies (except safeguarding) can also be found in the 'Policies' folder.

AMiE churches and AMiE planters can also refer to the policy templates provided by Cornerstone Resources.

LICENCES AND INSURANCE

INSURANCE

As a minimum, you will be required to take out Public Liability insurance and we recommend that you take out Trustee Liability insurance to protect your trustees. If you employ staff, you will also need to take out Employers' Liability. Depending on your circumstances, you may also want to consider building and contents insurance. In the Licences and Insurance folder there is a briefing paper produced by Stewardship called 'Introduction to insurance for churches and charities.' This provides a more in depth look at the different types of insurance you might want to get.

Two insurance companies worth considering, who specialise in supporting churches and charities are Ecclesiastical Insurance (https://www.ecclesiastical.com) and Kingdom Bank (https://www.kingdom.bank/products/church-insurance).

There is a Summary of Cover document in the Insurance folder which shows the types of insurance that Ecclesiastical offer to charities should you choose to use them.

CCLI LICENCES

In order to comply with copyright laws you will need to purchase CCLI Licences. There are several different licences, which cover certain activities. Contained in the 'Copyright CCLI' folder within 'Licences and Insurance' (https://uk.ccli.com/) you will find six fact sheets with information about the different licences available that you may need. You can then purchase the appropriate ones online. You will be responsible for reporting which songs, films, books etc. you have used.

OTHER CONSIDERATIONS

PURCHASES

You will need to budget for purchasing the following:

- Bibles
- A PA System
- A printer (we suggest a double-sided, laser, colour printer)

WEBSITE

A church website is an important tool for helping newcomers to find your church and also for keeping church family informed. People will often visit a church website before they visit the church so making a good first impression is vital.

Here are some people you could contact for help creating a church website if needed:

Ninefootone: https://www.ninefootone.co.uk/ or email jon@ninefootone.co.uk

MISSION PARTNERS

One of the joys of being part of the body of Christ, is that we are connected to the global Church through being united in Christ. Forming links and partnerships with other Christians around the world is a great way to express this unity, and to love and serve our brothers and sisters worldwide.

Developing links with mission partners is not something which needs to wait until you are an established church. It can be done right from the start of a church being planting. You might not be able to support a mission partner financially or in sending people to work alongside them, but you can commit to support them and uphold them in prayer.

We recommend that you initiate a conversation with Crosslinks by emailing Rupert Shelley (rshelley@crosslinks.org) They have put together a helpful document about mission partners which can be found in the 'Other Considerations' folder of the Church in a Box.

COMPUTER PROGRAMMES/ SOFTWARE

As your church starts to grow you may find it useful to use some church management software. These specialised packages assist in the management of membership and mailings, fundraising, events, report generation and bulletin publishing. They allow you to collect and store data in a way which is GDPR compliant. Two such programmes which people in the AMiE network currently use are ChurchSuite and Elvanto.

MailChimp is a useful website for creating a mailing list and sending out newsletters. The free, basic account allows you to create one mailing list with an audience of up to 2000 people. There are limited features available on the free account. If you wish to upgrade to a paid account, you can apply for a non-profit discount (15% off) at https://mailchimp.com/help/about-mailchimp-discounts/

Microsoft 365 for charities- unlimited free emails with 50GB storage, 10 copies of Office 365 and 1TB online storage for each user

Google Workspace for non-profit- unlimited free emails with 30GB drive/ email storage and unlimited shared drives.

Canva is a useful site for design work. It has a range of templates for different publications. They offer Canva Pro (the paid version) for free to non-profit organisations. To take advantage of this, you need to sign up for a free account, then submit a request to have your account upgraded to Pro. (https://support.canva.com/account-basics/nonporfit-program/apply-for-nonprofit/)

Charity Digital (Formerly TTExchange) offers free or discounted software and hardware from multiple providers.