

Churches in Lunesdale Family Project Service Agreement

An Agreement between
The Rainbow Parish and
Kirkby Lonsdale Methodist Church

The Ecclesiastical Parish of the Kirkby Lonsdale Team Ministry (known as the Rainbow Parish), Parish Office, Lunesdale Hall, Bective Road, Kirkby Lonsdale, Cumbria LA6 2BG and Kirkby Lonsdale Methodist Church, Queen's Square, Kirkby Lonsdale, Cumbria LA6 2AZ

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2 Introduction

2.1 This document is the formal agreement between the Rainbow Parish and the Kirkby Lonsdale Methodist Church for the management of the Churches in Lunesdale Family Project.

2.2 Other matters relating to the project such as objectives, plans and budgets are in appropriate Project Plans agreed by the Church Councils as set out in this document.

2.3 Both Churches will support the Family Project in matters including:-

2.3.1 Encouraging and supporting the Project Leader

2.3.2 Getting involved in practical and prayerful activities in support of the Family Project

2.3.3 Providing funding for the Family Project and project activities

2.3.4 Any concerns raised relating to the operation of the Family Project should be discussed with members of the Management Group or the Line Manager as appropriate and not the Project Leader.

2.4 Both Church Councils will support the Family Project in matters including:-

2.4.1 Delegating the agreed functions and responsibilities to the Management Group and the Employing Church

2.4.2 Underwriting the strategic direction of the project through reviewing and agreeing the Annual Report (see 4.10)

2.4.3 Encouraging and supporting the Family Project and the Project Leader

2.4.4 Encouraging church membership support and prayer

2.4.5 Fund raising

3 Definitions

- 3.1 Church – Either the churches making up the Rainbow Parish or Kirkby Lonsdale Methodist Church
- 3.2 Church Council – The Ecclesiastical Parish of Kirkby Lonsdale Team Ministry Parochial Church Council or the Church Council of Kirkby Lonsdale Methodist Church
- 3.3 Church Member – An individual on the Electoral Roll of the Kirkby Lonsdale Parish or a Member of Kirkby Lonsdale Methodist Church
- 3.4 Church Minister – The incumbent for the time being of the Rainbow Parish or the minister for the time being stationed to serve as minister for Kirkby Lonsdale Methodist Church
- 3.5 Employing Church – The Rainbow Parish
- 3.6 Management Group – the group of individuals with delegated responsibility from the Church Councils for day to day management of the project
- 3.7 Rainbow Parish – formally The Ecclesiastical Parish of the Kirkby Lonsdale Team Ministry
- 3.8 Trustee – a member of either Church Council in their capacity as a trustee

4 Management

- 4.1 A Management Group will be established with responsibility for the following:-
 - 4.1.1 The Job Description of the Project Leader
 - 4.1.2 The Person Specification for the Project Leader
 - 4.1.3 The recruitment of the Project Leader
 - 4.1.4 Delivering against the project objectives and the success criteria
 - 4.1.5 An annual report
 - 4.1.6 Endorsing the objectives of the Project Leader
 - 4.1.7 Communicating regularly with the Church Councils and the church congregations to inform the ongoing development of the project.
 - 4.1.8 Reporting back to grant awarding bodies
- 4.2 The Management Group is made up of a maximum of eight voting members as follows:-
 - 4.2.1 Ex officio the two Church Ministers or in exceptional circumstances their nominees (such as during a sabbatical or inter regnum)

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- 4.2.2 One Trustee from each Church Council appointed for a 3 year term and confirmed annually for a maximum of 2 terms
- 4.2.3 Up to four co-opted members from either Church. Co-opted members must be a Church Member. A co-opted member can serve for a maximum of 6 years. Co-opted members will be chosen for their relevant skills, experience and knowledge by the unanimous agreement of the Church Ministers and Trustee members.
- 4.3 Where a Church Minister has nominated a representative and a new Church Minister is appointed, that nominee must offer their resignation and allow the newly appointed minister to take up their position.
- 4.4 A Church Council can withdraw and replace their nominated Trustee at any time.
- 4.5 In exceptional circumstances, a co-opted member may be released from their responsibilities on the Management Group by a majority vote of a special meeting of the Church Ministers and Church Council appointed Trustees.
- 4.6 The Management Group will appoint one or more from their number to fulfil the following roles:
 - 4.6.1 Chair
 - 4.6.2 Line Manager of the Project Leader
 - 4.6.3 Finance Manager
 - 4.6.4 Governance and Statutory Matters Manager (safeguarding, health and safety, insurance of all activities etc)
 - 4.6.5 Communications Manager
- 4.7 The Management Group will meet a minimum of 4 times a year at which it shall review progress.
- 4.8 All Management Group meetings will be minuted. A secretary will be appointed who could either be an existing member of the Management Group or an individual who is co-opted and non voting.
- 4.9 The Quorum for meetings will be 4 voting members of which at least 2 shall be Ministers or Trustees.
- 4.10 The Management Group will produce an annual report for the two Church Councils covering
 - 4.10.1 A report from the Project Leader
 - 4.10.2 What has been achieved in the last year
 - 4.10.3 Planned objectives and priorities for the next year
 - 4.10.4 Income and expenditure over the last year
 - 4.10.5 A budget for the next year.

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- 4.11 The Annual Report must be formally accepted by the two Church Councils.
- 4.12 In the event a Church Council does not accept the Annual Report.
 - 4.12.1 Representatives of the two church councils must meet with representatives of the Management Group to discuss their concerns and see if an acceptable way forward can be found and the Annual Report revised accordingly.
 - 4.12.2 There must be meetings of both church councils to accept the revised Annual Report. The meeting should take place not earlier than 28 days and not later than 90 days since the meeting where the Annual Report was not accepted.
- 4.13 If one of the Church Councils does not accept the revised report then the Management Group is considered dissolved.
- 4.14 The Line Manager has delegated line management responsibility from the Employing Church Council and has responsibility for
 - 4.14.1 Management of the Project Leader on behalf of the Management Group and the Churches.
 - 4.14.2 Encouraging and supporting the Project Leader
 - 4.14.3 Ensuring the Project Leader has appropriate spiritual and mentor support from outside the Management Group.
 - 4.14.4 Meeting with the Project Leader at least once per month
 - 4.14.5 Agreeing objectives with the Project Leader and monitoring and managing the Project Leader's performance
 - 4.14.6 Conducting an annual appraisal of the Project Leader (including a personal development plan) with one other member of the Management Group present. A report on the appraisal will go to the Management Group.
 - 4.14.7 Keeping a record of holidays taken and absence due to sickness.

5 Employment

- 5.1 The Employing Church Council is responsible for
 - 5.1.1 Providing a contract of employment including sick pay and pension arrangements. This contract of employment must be agreed with the Management Group.
 - 5.1.2 Paying the project leader's salary, making appropriate statutory and other deductions including PAYE income tax, national insurance and pension contributions
 - 5.1.3 Paying appropriately authorised expenses
 - 5.1.4 Providing an appropriate health and safety policy
 - 5.1.5 Providing an appropriate safeguarding policy
 - 5.1.6 Providing employment procedures

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- 5.1.7 Providing appropriate employers liability insurance and public liability insurance for the Project Leader and public liability and other insurance for the Management Group members as allowed by Charity Law

6 Treasury

6.1 The Employing Church Council is responsible for

- 6.1.1 Managing the Family Project funds as 'Restricted Funds' as defined by the Charity Commission. This may or may not be in a separate bank account.
- 6.1.2 Running or subcontracting the administration and payment of the salary of those employed on the Family Project with appropriate statutory deductions including PAYE, National Insurance and pension contributions. The deductions will be paid to appropriate agencies.
- 6.1.3 Paying appropriately authorised expenses. Expenses must be authorised as defined by the Management Group. No person is able to authorise their own expenses. Payments will be made by cheque or other arrangement agreed with the Employing Church Council Treasurer.
- 6.1.4 Providing regular accounts of income, expenditure and balance as agreed with the Management Group.
- 6.1.5 Recovering Gift Aid or other tax refunds due on donations.

7 Project Termination

7.1 If any of the following occur then the Management Group is considered dissolved.

- 7.1.1 There are insufficient funds to continue the Project. Insufficient funds will be deemed to have occurred when there are insufficient funds to cover 3 months work and also to pay the relevant redundancy payment to the Project Leader and any other winding up costs including any obligation to repay grant monies.
- 7.1.2 The Annual Report from the Management Group is rejected by one or more of the Church Councils after either Church Council fails to reach agreement with the Management Group on requested changes.
- 7.1.3 A Church Council wishes to withdraw from the Project and it withdraws its Trustee from the Management Group. In the event that the Church Council withdraws its trustee, then it must confirm this at a subsequent meeting held not less than 28 days later.

7.2 In the event of the Management Group being dissolved:-

- 7.2.1 The contract of the Project Leader will be terminated.
- 7.2.2 The remaining funds will be dispersed as follows:-
 - (1) Grant Money will be returned to the Granting Bodies as required
 - (2) Any remaining money will be used for mission work in the Christians Together in Lunesdale area subject to the agreement of Ministers of both churches.

8 Issue History

<i>Issue</i>	<i>Date</i>	<i>Notes</i>
1	June 2016	Issue 1 approved at the Kirkby Lonsdale Parochial Church Council on 21 st June 2016 and at the Kirkby Lonsdale Methodist Church Council on 21 st June 2016