

St. Mary The Boltons Charitable Giving

Charity Committee Revised Terms of Reference

For consideration by the PCC on 7th July 2020

1 – Background

St Mary's is committed to the principle that the support of charities is a basic part of our life as a church.

The Charity Committee was established in 2008 following adoption by the PCC of a new framework for its charitable giving. The Committee prepared a number of basic principles to guide its activities which were accepted by the PCC. The Committee's methods and modes of operation evolved as the new framework was implemented. Updated Terms of Reference were approved by the PCC in January 2015. These revised Terms of Reference have been developed through fundamental discussions by the current Charity Committee following a further five years of experience and changing circumstances.

2 - The Charity Committee

The Committee is charged by the PCC with promoting and organising St. Mary's charitable giving activities. Its main responsibilities are to

- ensure that sufficient income is raised to enable St. Mary's to make meaningful donations to selected charities on an annual basis;
- make recommendations to the PCC each November for the charities to be supported during the following year;
- keep the congregation informed, for example by communications in *The Clarion*; suggest speakers from the charities being supported as appropriate to the Vicar for a pulpit slot at a Sunday 10.30 service, as well as by other suitable means;
- provide a written contribution to the PCC's Annual Report which should include information about in kind support given during the year.

3 - Sources of Funds - The Parish Charitable Pot

The donations to our selected charities are made from the Parish "Charitable Pot". The Pot is mainly funded by the following:

- Lent Offerings by the congregation
- The Summer Fair - net profit after costs
- Loose collections at the Advent Carol Service and Christmas Eve Crib Service
- Fairtrade and cake sales and Christian Aid, even if the money raised is restricted in its use

The PCC also supports charities and other community groups with donations in kind, mostly by allowing them to use church premises without charge.

4 - Allocation of the Charitable Pot

Each year, the unrestricted element of the Pot is to be divided into three equal parts after the donations to the Bishop's Lent Appeal and Compassion UK (or equivalent) have been deducted. Two thirds of the Pot is then to be divided between the two principal charities,

St. Mary The Boltons Charitable Giving

Charity Committee Revised Terms of Reference

For consideration by the PCC on 7th July 2020

each of which receives one third, with the remaining third being divided among a number of smaller charities. The starting year for supporting the two principal charities should be staggered so that only one principal charity is selected each year. The smaller charities are to be chosen on an annual basis except for the cause selected for the Bishop's Lent Appeal and the child supported via the Compassion UK on behalf of the Sunday School which is an integral commitment to the work of the Sunday School.

As the actual size of each year's Charitable Pot is not known until after the PCC has approved each year's church accounts, there has to be flexibility in the amounts to be given, especially to the smaller charities. As a general rule, and in order to make the donations meaningful, the Charity Committee should aim to give each smaller annual charity a sum in the order of £1,000.

Where and when possible, interim donations should be made following the Summer Fair when the potential size of the Pot can be assessed. These donations might be 50% of our total anticipated donation.

It is important that the Committee does not encourage the expectation that any charity will receive our continuing support and thus become dependent on our donations. The Committee should also ensure there is a genuine variety in the needs and activities we support. However, it may be desirable for the Committee to recommend to the PCC support for a particular charity for an additional period, partly to sustain a relationship and avoid spasmodic support, and partly because it has become harder to source suitable charities or charitable projects. In principle, the Charity Committee may deem it important to consider a second-year grant to a selected single year charity provided the charity supplies appropriate evidence of a continued need as well as demonstrating that 'money was, and will be, well spent'.

5 - Selection of Charities to be supported - basic principles

- Recognise that our giving is on behalf of a church that is both a parish church and an Anglican church. As a parish church with a sense of responsibility towards the local community, we should support local initiatives regardless of any Christian affiliation; as an Anglican church with a sense of responsibility towards the wider Anglican church, our non-local donations should give priority to supporting Anglican charities, and in all cases charities of a mainstream Christian ethic.
- Our relatively small donations should meet an identifiable and clear need, either of the charity itself when the charity is small, or for a specific purpose or project of a larger charity.
- As a general policy, one of the two principal charities and at least one of the smaller charities should operate primarily outside the United Kingdom.
- Local grants will ideally be made within the Borough of Kensington & Chelsea or within one of our neighbouring boroughs.
- Locally, in addition to our main smaller charity support, a very modest donation can be recommended where financial need may be less urgent but our donation would be an important sign of local partnership and pastoral support.

St. Mary The Boltons Charitable Giving

Charity Committee Revised Terms of Reference

For consideration by the PCC on 7th July 2020

- Priority of selection is to be given predominantly to those charities working among those on the margins of society, especially in areas which might not attract widespread support.
- An exception to the above is the charity or project which is the subject of the Bishop's Lent Appeal and Compassion UK.

6 - The annual timetable and selection process

The Charity Committee should normally meet three times a year, in the Spring, Summer and in October.

The Spring meeting should chiefly review the previous year, consider any housekeeping or procedural matters and plan the speaker programme for the current year as well as other feedback to the congregation.

The Summer meeting is chiefly to agree the timetable for the selection programme for recommending the charities to be supported in the following year, and decide how it should be implemented.

The selection programme should include soliciting proposals from the congregation to ensure that all members of the parish can become involved in the process even if they do not make a specific proposal.

All proposals to be submitted via the Parish Office from where they will be forwarded to the Committee Chairman for circulation to the Committee prior to the October meeting.

The October meeting will review all proposals and agree on the charities to be put forward to the PCC for consideration at its November meeting. The Charity Committee has the ultimate responsibility for ensuring that it considers a suitable range and number of charities before deciding on its recommendations.

The recommendations to the PCC should be presented in a written report prepared by the Committee Chairman and agreed by the other members of the committee. When the PCC's decisions are known, the selected charities should be advised, invited to the Summer Fair and asked to address the congregation and provide articles for the Clarion.

If any member of the PCC has concerns about one of the charities being recommended, they should raise them with the Chairman of the Charity Committee in advance of the PCC meeting.

St. Mary The Boltons Charitable Giving
Charity Committee Revised Terms of Reference

For consideration by the PCC on 7th July 2020

7 - Disbursement procedure

When the church accounts are finalised and approved at the APCM and the size of the “Charitable Pot” is known, the Treasurer calculates the total amounts due to each charity, less any interim donations. For both interim donations and final donations, the Treasurer will prepare cheques to be sent out by the Vicar with a covering letter.

8 - Membership of the Charity Committee

The Committee is charged with ensuring that it contains sufficient members with a range of relevant skills and interests to enable it to function effectively. The selection process will usually be undertaken in conjunction with the Vicar.

As the Charity Committee does not have decision making authority, at least one member of the Committee should be a member of the PCC and, as the Summer Fair is a significant source of the money given away, one person from the Summer Fair organising team should ideally also be a member.

As much as is practicable, the Committee’s membership should be refreshed on a regular basis.

19th June 2020