

Castlehill Baptist Church Standing Orders

1. Qualification of Deacons as Trustees

The Church Secretary shall ensure that each member of the Deaconate signs a form confirming they are not disqualified from acting as a charity trustee.

2. Meetings of the Deaconate.

2.1 Will be held as often as necessary for the effective administration of all church activities. Usually monthly except during the summer holidays.

2.2 After the AGM the deacons will agree a calendar of church and Deacons meetings.

2.3 An agenda will be issued in advance of each meeting. At the latest by the Sunday immediately preceding the meeting.

2.4 Additional exceptional meetings may be called by the agreement of at least two deacons.

2.5 Quorum for meetings of the Deaconate is at least three deacons, one of whom must be a named trustee.

2.6 Decisions made by the Deaconate will ideally be unanimous (however it may be necessary to proceed on a majority basis to ensure church business can continue). If agreement on a policy matter can't be reached then a decision should be postponed until the next meeting or removed from the agenda until an agreed time. If a matter cannot be resolved then the issue should be referred to next meeting of the church membership.

3. Financial arrangements:

3.1 Deacons shall prepare an annual budget for approval at the church AGM

3.2 Deacons shall prepare an update of actual against budget figures for the regular members meetings.

3.3 Deacons will be authorised to manage the church's finances without further recourse to a members meeting subject to the total actual income and/or total expenditure being within 5% of the approved budget. Deacons may request approval of a revised budget if a significant change or event is likely.

3.5 The detailed arrangements for managing income and payment of expenses shall be subject to agreement and periodic review by the Deaconate. This will ensure adequate checks and controls necessary to satisfy the annual audit (e.g. two signatories for each cheque, one of whom is a deacon, two people to count and verify any income - including Gift Aid, the Treasurer is not a signatory for the Church Savings Account, the Treasurer copies in a church member when making payments via internet banking to ensure transparent accounting).

3.6 Trustee remuneration. Any remuneration must be agreed at a church members meeting in advance.

The only member of the Deaconate who will ordinarily be paid any remuneration will be the minister.

4. Compliance with all legislation.

The Deaconate will familiarise themselves with the legal obligations under the Charities (Scotland) Act.

They will ensure compliance with health and safety legislation, data protection law, Protecting Vulnerable Groups (Safeguarding) matters and any other statutory matters that might impact the church. Specific deacons should be nominated to monitor compliance.

5. Final responsibility and authority for all aspects of church leadership and administration rests with the members as expressed in decisions taken at church business meetings.