

**Emmanuel Church**

**Nomination Pack for Trustees:**

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**Emmanuel Church**

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Senior Minister:

**Rev. Chris Kelsall**

**Emmanuel Church Council (ECC)**

1. **Introduction**

Emmanuel Church is a registered UK charity and, as such is regulated by a trust deed. The trustees together form the Emmanuel Church Council (ECC) for the church.

The ECC recognises that the responsibility – under God – to lead Emmanuel church belongs to the Leadership team. The core responsibility of the church trustees is not as leaders of the church but as those who together have ultimate ‘**legal’** responsibility for the church as a charity at law.

As part of its responsibility, the ECC appoints ministers and pastors to the church and is also responsible to ensure that these leaders perform according to their Council-approved job descriptions.

The ECC (2010) approved a role description for the senior minister which requires him to have ultimate responsibility under the Lord Jesus ***“to discern from the heart of God the vision for the church; to oversee all church ministries; to lead the leadership team”.***

Some of the directions the Leadership Team for this year:

* Pressing forward with our vision in the key areas of worship and community
* Developing and equipping present and new leaders
* Nurturing a culture of community: belonging and ownership
* Evaluating our present church structures and ministries
1. **Purpose and Role of Emmanuel Church Council (ECC)**

The ***purpose*** of the ECC is to ***support*** the implementation of the Leadership teams’ plan of nurture, outreach, and witness.

The ***role*** of the ECC is to;

* Ensure the alignment of the plan with the vision of Emmanuel Church;

*To be a Christ-Centred Missional Community,*

*Loving People and Transforming Lives*

* Support the implementation of the plan.
* Evaluate the effectiveness of the plan.

In carrying out the above role, the Trustees that serve ECC have ultimate **‘legal’** responsibility for;

* The physical property of the Church.
* The *raising* and *management* of financial resource to support the Leadership team’s plan.
* The employment of and provision for Church employees.
* The setting up and supporting of any charitable trusts or institutions formed for any charitable objects of the Church.
* All legal requirements of the Charity Commission in respect of the Church being a registered charity.

In addition, the ECC and Leadership Team together have underlined the huge importance of not just heeding the Lord, but of also listening to the congregation and receiving the wisdom and the spiritual gifts within Emmanuel Church membership to inform the leadership of the ministry team.

A church council is greater than the sum of its parts. Gifted individuals-knit together in faith, love, and commitment and empowered and guided by the Holy Spirit-can accomplish much more than any individual. We honour and glorify God best when we become the body of Christ together.

1. **Information about the personal attributes of a church trustee**

The role of the ECC is a collective one, individuals are not expected to have expertise in all areas, but it is important to ensure that the combined gifts, qualities and knowledge of the ECC meet the needs of the Emmanuel church, or that the council knows where the gaps are and where to access advice.

**3.1 An Emmanuel church trustee; (1 Timothy 3: 8-13)**

* Is full of faith and of the Holy Spirit.
* Worthy of respect.
* Sincere (not ‘double tongued’).
* Does not indulge in much wine.
* Does not pursue dishonest financial gain.
* Keeps hold of the deep truths of the faith with a clear conscience.
* Is tested to see if there is anything against them as individuals.
* Is sexually moral, holding to the biblical precepts.
* Is a good steward of their affairs and relationships.

**3.2 In addition an Emmanuel church trustee;**

* Is 18 years and older.
* Is committed to the purpose, objects and values of the church (***see Appendix 1***).
* Regularly attends the meetings of Emmanuel church.
* Uses their gifts, experience and backgrounds to support the Leadership team in the development and implementation of the Emmanuel Church vision and mission in an ever changing environment.
* Is constructive about other trustees’ opinions in discussions, and in response to staff members’ contributions at meetings.
* Is able to act reasonably and responsibly when undertaking such duties and performing tasks.
* Is able to maintain confidentiality on sensitive and confidential information.
* Understands the importance and purpose of meetings, and is committed to preparing for them adequately and attending them regularly.
* Is able to analyse information and when necessary, challenge constructively.
* Is able to make collective decisions and stand by them.
* Is able to respect boundaries between the Leadership team and governance functions.

**3.3 Specialist gifts:**

As well as having all the above, it is important that to be effective the ECC draws on a wide range of gifts and knowledge. Therefore, the ECC, through its nomination process, is looking to recruit individuals with particular experience; including (but not exclusively);

* HR
* Buildings, project management
* Social responsibility/Community links
* Finance

**3.4** **Conflicts of Interest**

Trustees have a legal duty to act in the charity’s best interests when making decisions as a trustee. If there’s a decision to be made where a trustee has a personal or other interest, this is a conflict of interest and therefore trustees won’t be able to comply with their duty unless the council follows certain steps.

For example, a trustee would have a conflict of interest if the charity is thinking of making a decision that would mean:

* That Trustee could benefit financially or otherwise from the charity directly or indirectly through someone they are connected to.
* The Trustee’s duty to the charity competes with a duty or loyalty to another organisation or another person e.g. a family member.

Conflicts of interest are common in charities and are addressed in the Trustee meetings. However, all potential nominees should consider any conflicts of interests prior to agreeing to nomination.

1. **Emmanuel Church Council: Trustee nomination process 2023**

Prospective candidates may not self-nominate (or ask someone to nominate you), but rather must be nominated by another member of the church. Nominations must be submitted using the nomination form at Appendix 1 by the  **19th March 2023**.

* Nominations FIRST come to the Leadership team for consideration, (to *‘discern if there are any spiritual and pastoral reasons why someone should not be asked to serve’)* and then to ECC for approval after evaluation of the skills and abilities. ECC will decide how many trustees are required for operational needs (a minimum of 5 and up to a maximum of 12) and in accordance with the Church constitution.
* Names of Approved candidates are then presented to those who call Emmanuel Church their church home, and there will be a 14-day opportunity to express any concerns directly to the Senior Minister or Chair of the Council.
* The final Nominees shall then *be presented for ratification* at the Annual General Meeting.

Process for re-election of current ECC members

* Members of ECC, apart from ex-officio members, shall serve for a period not exceeding three years. After such time, each member must resign their position to the end of the term but may self-nominate for re-election through the above process. Members wishing to be re-elected may not be involved in or attend the assessment and election process of the nominees due to conflict of interests.
* Unless there are exceptional circumstances it is not expected that a trustee shall serve more than two terms and that all trustees should take at least one term off before being nominated for re-election.
* In the event of a reduction of the numbers of members to a level below the minimum requirement as stated in the trust deed, an extra-ordinary meeting of the church may be called to expedite the process as outlined above.

**Nomination Timeline**

|  |  |
| --- | --- |
| **Timeline** | **Actions** |
| 26th February | * Nomination Process for ECC Trustees announced in Church
 |
| 19th March | * Deadline for all new trustee nominations
 |
| Week beginning 20th March | * Assessment of nominations to take place.
* ECC meet to agree the assessed nominations and recommendations from the assessment team
 |
| 23rd April | * Names of shortlisted Nominees to be published within the Church
 |
| AGM -14th May  | Shortlisted Nominees presented to the Annual Church Meeting (AGM) for approval |

1. **Current ECC Trustees**

The Following table shows the list of the current trustees and indicates which trustees are coming to the end of their three-year tenure or stepping down.

|  |  |
| --- | --- |
| **Trustee** | **End of Tenure** |
| Maurice Dowsing | 14th May 23 |
| Terry Godfrey |  |
| Rob Guinney (Ex Officio) |  |
| Peter Jones |  |
| Chris Kelsall (Ex Officio) |  |
| Judith McDonald (chair) |  |
| Andy Mell (Treasurer) |  |
| Trudie Swift |  |
| John Thewlis |  |
|  |  |
|  |  |
|  |  |

**There are currently up to 4 vacancies on the ECC.**

**7. Contact Details for further information.**

Should any member of the congregation require any further information about the role of an ECC trustee or the nomination process please contact any of the following individuals.

Rev. Chris Kelsall: (tel: 01253 770646)

Judith McDonald (tel: 01253 770646)

Beverley Walker: (tel: 01253 770646)

**APPENDIX 1**

**ECC TRUSTEE NOMINATION FORM**

**PROPOSER**

|  |  |
| --- | --- |
| Name: |  |
| Contact details: |  |
| Signature: |  |

**NOMINEE**

|  |  |
| --- | --- |
| Name: |  |
| Contact details: |  |
| Signature: |  |

What kind of expertise do you consider your Nominee will bring to the ECC Board? (refer to the personal attributes of a Church Trustee at point 3.3 in the pack)

**Please hand your Nominations to Chris Kelsall, Beverley Walker or Deborah Johnson addressed to the Chair of ECC and clearly marked ECC Trustee Nomination or email to** **bevwalker@emmanuelfleetwood.org.uk**

**Deadline for all Nominations is 19th March**