

TOOLKIT

for Churches



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TOOLKIT

for Churches

EXPLANATORY NOTES

Church committees have many and varied responsibilities. The provision of a continuous programme of services, circles, training and events provided by high quality speakers/tutors. Meeting current national and local statute, fulfilling charitable status and SNU regulations. Ensuring the churches financial stability whilst meeting the demands of their church members. Managing the local window on SNU Spiritualism in order to attract, promote interest for and then engage with the general public. Whilst maintaining through their District Council links with the National Organisation. PHEW!!!!

Oh and we almost forgot, their obligation to maintain the fabric and decoration of the church building in order to provide safe, comfortable and welcoming surroundings in which the church can function. Including the provision of appropriate insurance and safeguarding.

Precious wonder then that some church committees faced with the task of being legal expert, buildings engineer, PR manager, financial wizard and events organiser (especially when newly elected) sometimes need help to function correctly. Fortunately the number of churches requiring support is diminishing thanks to the work of our team of support officers. It is important to remember that every church is autonomous and that it is only by invitation from their committee or a directive from the NEC that outside help can be provided.

The ToolKit for Churches is a new, proactive approach, intended to help church committees. It provides basic and essential information to facilitate the successful functioning of a church. It is hoped it will provide a 'one stop' source of information for church committees, but there is no guarantee that every eventuality is covered. The intention is that it will result in fewer churches needing to call for the national organisation to support their functioning. IT DOES NOT MEAN THAT SUCH SUPPORT IS BEING WITHDRAWN, or that churches will become more remote from the parent organisation.

The ToolKit by eliminating the time spent by committee's determining information about who, what, why, when and where, will, in particular, help those officers and committee members newly elected and also make the work of established church committees easier, by freeing up time for the day-to-day functions.



THE TOOLKIT CONTAINS

- A model Calendar – this outlines a monthly list of essential tasks.
- A list of essential documents – including SNU Publications list
- An essential contacts list (to ensure info needed in an emergency is to hand)
- A Hints and Tips List (No apologies that this includes very basic suggestions)
- Documentation re licencing for Running Lotteries and for Music in Churches
- Information about the SNU Trust
- Information re hiring out of church buildings – see Guidelines for churches page 6 – due for publication.
- Information re employment of for example a cleaner for the church – See Rules for Churches 2018 – Rule 22 Guidance Notes 2. Payment of Remuneration – Employer's Liability**
- Information about the role of the District Council **
- Information about obtaining GIFT AID - "Free Money" leaflet **
- Information about raising funds from external Trusts and Foundations**

** Information included in Hints and Tips

MONTHLY CALENDAR FOR ESSENTIAL TASKS

MONTH	TASK / EVENT
JANUARY	• Treasurer complete preparation of balance sheet and submit to auditor(s) • Secretary prepare church returns part 1 and submit to Head Office along with capitation fees • Booking Secretary start engaging speakers for following year • Committee begin planning for this year's AGM -refer to Rules for Churches 2014 Schedule 6 • Committee begin to plan for National Spiritualist Day service/ events in March • National Healing Day Service
FEBRUARY	• Committee confirm events up until this year's AGM • Secretary prepare paperwork for this year's AGM • President arrange of announcing Spiritualist Day Service/events • Secretary give notice of AGM and issue relevant documentation to members and post agenda on notice board. Invite Local and National Wardens. Arrange date and time for Wardens review • Consider including motion to agree half yearly members meeting in October. (N.B. This action could also be done in March depending on the date of the AGM) • President ask committee to prepare reports for AGM. It is quite a good idea to hold a meeting to review these as a committee before the AGM and the audited accounts must be agreed prior to presentation to members (N.B. This action could also be done in March depending on the date of the AGM)
MARCH	• Hold AGM if appropriate • National Spiritualist Day Service (Hydesville Day 31st March)
APRIL	• Hold AGM no later than 30th April • Secretary remind non-paid up members of current year membership fees • Secretary submit final returns Part 2 to Head Office
MAY	• President set first meeting of new committee if not already done. If committee changed hugely arrange handover • Diarise full year of committee meetings. At least one every 2 months. Issue new members a copy of Rules for Churches • Agree church signatories and complete bank mandate form • Appoint healing leader, healing group and sub-committees • Arrange co-option of suitable and qualified people to ensure full committee strength

	• Secretary – check for any changes needed to Church Contact Numbers list • Discuss possible events around training, development needs, special services and diarise and agree responsibilities • Begin to announce July Peace Weekend and arrange events/service for this • Begin announcing SNU AGM • Arrange to book the Church Representative to attend the SNU AGM • Review committee members holiday dates and ensure cover to provide smooth running of the church during any absences • National Healing Day Service
JUNE	• Discuss End of Year celebration. If this is a meal out action someone to research for next meeting and someone to deal with recording numbers and collecting money • Ensure that during holiday absences contact telephone numbers are known in case of extreme urgent need • Booking Secretary ensure that all speakers due to serve the church during their holiday absence have been reminded and provide a contact number for emergencies
JULY	• 1st Weekend National Peace Service – National Arboretum • 1st Weekend Church Peace Service • 3rd Weekend SNU AGM
AUGUST	• Begin announcing October members meeting (if appropriate) • Decide and announce arrangements for End of Year meal out or other celebration
SEPTEMBER	• Begin final arrangements for Final Service before the Holiday Season • Discuss arrangements for a Christmas Celebration (unless a meal out is already planned) and agree responsibilities for this • Ensure that Booking Secretary has completed bookings for the following year, especially Specials and Fund Raising events
OCTOBER	• Hold members half yearly meeting if in place • Begin announcing details for any End of Year events • Prepare/arrange National Healing Day Service in January

NOVEMBER	• Begin announcing Christmas/New Year church closures • Person responsible ensure final arrangements for Celebration meal out are made • Booking Secretary contact speaker(s) for special End of Year service to confirm arrangements • National Remembrance Service • 3rd week 'Interfaith Week'
DECEMBER	• Arrange something special for Final Service of the year re refreshments • President ensure announcements re membership fees are given at all services until mid February • Treasurer begin preparing year-end balance sheet and arrange date with Independent Examiners/Auditor(s) • President agree timetable with committee to check church building during Christmas/New Year closure

ESSENTIAL DOCUMENTS

The following are the essential documents required to help a church committee fulfil its role.

These can be purchased from the SNU online store or some are free downloads from the members area from the SNU website www.snu.org.uk

- Current SNU Yearbook
- SNU Memorandum of Association **
- SNU Articles of Association **
- SNU Bye Laws **
- Rules for Churches **
- Model Health & Safety Policy**
- SNU Social Media Policy**
- Church Roll Book
- Ministerial Official Services Binder
- SNU Peace Service **
- SNU Spiritualist (Hydesville) Day Service **
- Guidance on Motions, Amendments to Motions and Resolutions
- How to conduct church committee meetings, take minutes, chair a service, run a circle, promote your church
- SNU Treasurers Manual
- SNU Church Accounts Book
- Model Nomination Form
- Award Holders and Healing Code of Conduct
- Health and Safety Policy
- Safeguarding Policy Statement – see Rules for Churches
- Equal Opportunities Policy – see Rules for Churches
- Anti-Bullying Policy Statement – see Rules for Churches
- Media Contact Policy**
- Various Healing Record Forms
- Church Letterheads – A letterhead template with the Affiliated Churches Logo is available in the members area on www.snu.org.uk
- All of the various PR and Information Leaflets provided by the SNU
- Information about the SNU Trust***
- Application form for church membership
- Various 'Standard Services' – including formatted posters, service outlines etc**

** Downloadable free from the SNU Website

*** Basic information included with this list

USEFUL CONTACTS FOR YOUR CHURCH

Please fill in as appropriate

CHURCHES	NUMBER	E MAIL
Church President		
Church Vice President		
Church Secretary		
Church Treasurer		
Booking Secretary		
Committee Member		
Committee Member		
Committee Member		
Healing Leader		
Chair of Education sub-committee		

DISTRICT COUNCIL	NUMBER	E MAIL
DC President		
DC Vice President		
DC Secretary		
DC Liaison Officer		
National Warden		
Local Warden		

EXTERNAL NUMBERS	SUPPLIER NAME & NUMBER	E MAIL
Gas Supplier		
Electricity Supplier		
Water Company		
Local Plumber		
Local Builder		
Local Police		
Local Taxi Company		
Church Accountant		

USEFUL CONTACTS SNU

HEAD OFFICE ETC	NUMBER	E MAIL
Head Office	01279 816363	snu@snu.org.uk
Trust Property Co-ordinator	01536 529362	tpc@snu.org.uk
SNU Trust	01279 814158	office@snutrust
Arthur Findlay College	01279 813636	info@arthurfindlaycollege.org.uk
Barbanell Centre	01785 615513	enquiries@barbanellcentre.org.uk
National Safeguarding Officer		nsc@snu.org.uk

If you can't find what you're looking for on our website www.snu.org.uk feel free to contact us at Head Office we can help you with Healing, Training & Awards, Education, Membership, Complaints, Print and Graphics, and publications and more. If for any reason we can't help you directly we can forward you query onto the relevant person or section of the SNU.

BRANCHES & COMMITTEES	E MAIL
AFC Collegiate Committee Chair	col.chair@snu.org.uk
Education	educ.chair@snu.org.uk
Finance	fd@snu.org.uk
General Purposes	gpc.chair@snu.org.uk
Healing	healing.chair@snu.org.uk
Ministers Administration	mac.chair@snu.org.uk
Publicity & Promotions	pandp.chair@snu.org.uk
Public Relations Officer	pr.officer@snu.org.uk
Training & Awards	awards.chair@snu.org.uk
Lyceum Union	bill-fiddes@tiscali.com
SNU International (SNUi)	snui.chair@snu.org.uk

HINTS & TIPS

WHAT IN GENERAL MAKES A GOOD COMMITTEE MEMBER?

A good committee member:

- Acts with reasonable care and attention – they know and understand their role on the committee
- Takes personal responsibility for church activities alongside the other committee members. We are a team.
- Avoids conflicts of interest – they should always avoid putting themselves in a position where their duty to act as a committee member conflicts with their personal interests.
- Has a reasonable understanding of the church's finance and maintains a careful review of the financial situation. They must also be satisfied (and take action to be satisfied) that the church is in control of its financial health and has fit and proper financial policies and procedures in place.
- Works on the committee to make sure the church is being run in such a way as to fulfil its aims and objectives in line with SNU rules and regulations, charitable status, local and national statute and members' wishes.
- Is committed to the aims of the church and is able to give sufficient time and effort to the role.

Your church committee is chosen by your members to look after the church in every aspect, but whilst it's not said, 'Leadership' of the church is implied and whilst the President has overall responsibility, the committee are the Leading Group. So what are the qualities necessary to be good leaders? The following list is by no means all-encompassing but gives some understanding about this –

LEADERSHIP SOME KEY SKILLS

Integrity

Sincerity

Determination

Honesty

Passion

Compassion

Humility

Confidence

Sensitivity

Courage

Positivity

Confidentiality

Commitment

Wisdom

If you want to learn more about leadership, committee work and other management related topics www.businessballs.com is a good information source.

WHAT MAKES A GOOD CHAIRPERSON?

A good Chair helps the meeting to run smoothly and efficiently. They will make sure that:

- all the business is discussed
- everyone's views are heard
- clear decisions are reached
- the meeting starts and finishes on time
- always be thinking about the meeting overall, not just the topic under discussion
- always aim to draw a balance between hearing everyone's views and getting through the business.
- never use their position as chair as an opportunity to put forward their views to the exclusion of others, or to dominate the meeting.
- no one can do this without the co-operation and agreement of the whole meeting - the chair person is not a miracle worker!

Everyone can learn how to chair well; it just takes a bit of thought and practice. You will get more confident with experience. Try watching how other people chair meetings, and seeing what works and what doesn't.

TIPS FOR BEING A GOOD CHAIRPERSON

Know the topic better than any committee members

Chairs need to be experts in the topic so they can clearly see which solutions are actually good and which ones only sound good. Chairs also need to know how to merge resolutions and push certain sub-topic emphases when needed.

Don't be afraid to be correct

Know your rules as best as possible, but don't be afraid to have to check on the rules. And don't be afraid to confer with someone else when you are not sure about a rule or if a member tries to correct you. Members want you to get it right or give them a good explanation on why you ruled a certain way.

Be approachable

Committees are always looking for guidance on either the rules or the topic. Smile and make eye contact — or even say hi — so that members know they can ask you a question and that you aren't just an intimidating judge who's scoring points.

Explain the rules

Ask the committee if they understood a motion when it's made for the first time. Pause to explain the rules, particularly if they are unique to your committee or if you have many novice members in your committee. This will help members get involved as it's more difficult to get them engaged in debate if they already feel lost.

Be encouraging

Ask those who have not spoken if they want to speak. Go around the table to answer questions. Encourage members who look lost or not interested to get involved — sometimes giving them a piece of advice or a certain clause to focus on is all it will take to get them to start participating.

HINTS & TIPS

Don't lose control of the committee. Raising your voice is actually a sign of a weak Chair. A strong Chair is able to get decorum by asking the committee to do so once. Develop respect by being knowledgeable, approachable, etc.

Move debate forward. You have to manage your time throughout the meeting and there will be certain times when you want to encourage certain motions or rule others dilatory in order to move debate forward and increase productivity.

Be as fair as possible. Try to give all committee members the opportunity to speak.

Always be enthusiastic. This helps distinguish a memorable Chair from one that just knows how to run the meeting well. You are leading the committee and the debate is only going to be energetic and enjoyable if you are feeling that way too. Make sure to get enough rest and food (and coffee) in the morning so you can keep the debate exciting throughout the meeting.

MEETING SEQUENCE

Put the less important issues at the top of the agenda, not the bottom. If you put them on the bottom you may never get to them because you'll tend to spend all the time on the big issues.

Ensure any urgent issues are placed up the agenda. Non-urgent items place down the agenda - if you are going to miss any you can more easily afford to miss these.

Try to achieve a varied mix through the running order - if possible, avoid putting heavy controversial items together - vary the agenda to create changes in pace and intensity.

Be aware of the tendency for people to be at their most sensitive at the beginning of meetings, especially if there are attendees who are keen to stamp their presence on proceedings. For this reason, it can be helpful to schedule a particularly controversial issue later in the sequence, which gives people a chance to settle down and relax first and maybe get some of the sparring out of their systems over less significant items.

Also be mindful of the lull that generally affects people after lunch, so try to avoid scheduling the most boring item of the agenda at this time; instead, after lunch get people participating and involved, whether speaking, presenting, debating or doing other active things.

TIPS FOR TAKING MEETING MINUTES

Whilst most of us have had the opportunity to take notes for our own use, taking the minutes of a meeting requires an altogether different set of skills. For example, in personal notes it is perfectly fine to use abbreviations, symbols, shorthand—even drawings. Your own notes don't have to be neat (although it helps), follow a set format, have all the words spelled correctly, or show any consideration for an outside reader. They're for your use only. All that said, your notes as minute taker are for your use only. (See 16 below).

By contrast, meeting minutes serve a completely different purpose because they are written for others, and they function as historical documents that mark decisions and actions taken by a group. The recorder of a meeting's minutes has a huge responsibility and must be willing to take the job seriously and carefully. Should you find yourself being asked to function as a minute recorder the following tips will help you take them with accuracy and ease.

HINTS & TIPS

1. Before the Meeting

Distribute minutes from the previous meeting before the one you are getting ready to attend. It is useful to issue an action list immediately after each meeting.

2. Agenda

Your church committee will usually work to a set agenda. If there are important items to be added make sure these are placed appropriately.

3. Choose Your Method

Figure out beforehand which recording method would be most comfortable for you:

- notebook
- laptop
- tape recorder
- shorthand

4. All Systems Go

Always have a back up to your chosen method of taking notes. Laptops can fail, tape recorders can malfunction.

5. Leave Space in Which to Work

However you decide to take minutes, provide ample room on paper for taking notes.

6. Nominees

If possible, have the names of all participants before the meeting begins. If this isn't feasible, pass around an attendance sheet once people arrive. Take note of who is present, who is missing, who arrives late, and who leaves early. Make sure all names are spelled correctly.

7. Know Everyone's Position

As well as names it is good to know peoples' responsibilities. This helps when producing your final minutes.

8. Create a Minute's Template

You may find it useful to prepare a minute's template to complete at the meeting. This can save a lot of time not having to write things that are consistent at every meeting.

- Type of meeting (daily, weekly, monthly, etc.)
- Purpose of meeting
- Date, time, and location of meeting
- Name of chairman, Names of those in attendance
- Indication that a quorum was or was not present
- Approval of previous meeting's minutes
- All motions that are made and names of those who proposed them
- Summary of any reports that are made
- Resolutions that are voted on
- Information regarding the next meeting (date, time, location)
- Adjournment time
- Name of the person who took the minutes and the date they were taken
- Name of the person who approved the minutes and the date of approval

HINTS & TIPS

9. Listen Carefully

Once the meeting begins, the person taking the minutes has the difficult task of doing several things simultaneously. The hardest of these is determining what are the important salient points. The recorder must learn to focus on major issues, actions, and decisions and not on irrelevant comments that have nothing to do with what is under discussion by the group.

10. Just the Facts

Learn to differentiate between fact and opinion. Facts are indisputable, opinion is open to dispute and question.

11. Keep it Clear and Simple

Regardless of how you write down what transpires during a meeting, you will need to make your final wording in the minutes absolutely clear for the benefit of others. Toward that end, plain simple language is best.

12. Be Exact

Be absolutely accurate in presenting the record of the meeting. Once amended and approved minutes become official documents.

13. Noting Motions

Ensure that you record the names of anyone who proposes a motion and ensure that all motions have a seconder. Record the outcome of any vote taken.

14. Adding Your Voice

It is good practice as minute taker to write out any matters/questions you want to raise before the meeting begins. You will already have your hands full recording what others are saying so that pre-written questions of your own make the task easier.

15. Summarize

Develop your own method of making notes. These are to be used to enable you to prepare coherent minutes. They are not for anyone else to read so use the best method for you.

16. Don't Delay

Try, whenever possible, to write your minutes as soon after the meeting as possible. This way your memory of what happened will be newer and there is less chance of memory failure or confusion from your notes.

17. Proofread with Care

Proofread your minutes with care checking for typos as well as correctness of the information. If possible, have at least one other person who was present at the meeting read through them. Some church secretaries email committee members a copy clearly marked DRAFT for amendments before the next meeting.

GENERAL HINTS AND TIPS

Registration - at some point your church will have been registered as a place of public worship and been issued a certificate. It is now important that you are able to provide this certificate. Some local authorities are requesting sight of it prior to applying the council tax free status that places of worship are given. If you do not have or cannot find your registration certificate, a copy can be obtained from the general registrar. www.uk/general-register-office

Insurance

It is a requirement in law that the church is adequately insured. (See Section 1 and Appendix A of the Treasurer's Manual and Rules for Churches 2014 Rule 22 Section (8) Insurance.)

Bank Mandates

A change of committee personnel, may require that signatories for bank accounts have to be changed. To do this the bank will require information regarding the previous and the proposed signatories. On occasion the previous signatories may be unavailable and the banks (protecting our interests) will insist that the information and signatures must be provided. The bank staff work to rigid procedures and are often unaware that there is a procedure for such a situation. This is the provision by the church of a Board of Resolution document. This should only be used in extreme situations, as it requires the signatures of the SNU President and Financial Director. The Board of Resolution Form is available from SNUT, and is self-explanatory.

Employment

It is no longer satisfactory to pay someone on an ad hoc basis to, for example, clean the church. New legislation places responsibility on the church to ensure that a person is legally entitled to work in the UK. If this is shown to be the case, the church then has legal obligations to register as an employer with HMRC and ensure that the employee receives appropriate payment and benefits according to the statutory rights and privileges of any employee, and to make tax and national insurance deductions for that employee to meet current legislation. Anyone needing help with this should either contact Head Office or the HMRC New Employer Helpline on 0845 60 70 143. (See Rules for Churches 2014 – Rule 22 Guidance Notes 2.)

Documents

Legal requirements re the archiving of documents are as follows -

- Healing records - Minimum 7 years
- Financial documents and statements – Minimum 7 years
- Insurance documents – Minimum 50 years
- Minutes – no specified time but keep these in perpetuity as they are the church's historical record

PLATFORM SPEAKERS AND DEMONSTRATORS

The church committee is responsible for ensuring that the Speakers and Demonstrators that it engages present a good public image of our movement. The SNU provides numerous Education Courses and Awards so that people with the appropriate abilities are available. You can find a list of Ministers, Officiants (Celebrants in Scotland) and Award Holders for your district on the SNU website and in the Yearbook that the SNU publishes annually.

- Consider having badges for officers and committee members so that they are immediately obvious to congregation and others should they want to discuss anything. (Available from Head Office)
- Always keep your committee level up to the recommended number of 8 by co-opting suitable and qualified people if the need arises; there is more than sufficient work for this number. Your committee is a team and no one person should undertake the bulk of the work. The President has overall responsibility for ensuring the successful functioning of the church. However, this is only achievable by creation of good team working.
- Confidentiality is absolute with regard to all committee work.
- Encourage members to bring any discontent to the committee's attention so that it can be dealt with. So often what starts out life as a little niggle, if not dealt with, can escalate into a damaging, and time consuming, major problem.
- Should a formal written complaint be received then this should be dealt with as described in Rules for Churches – Rule 27
- ASAP after each committee meeting have the secretary issue an action list. It's very easy to forget tasks you agreed to do with all the other things happening in your life outside of church.
- If an action hasn't been achieved at the next committee meeting without good reason challenge the person about this.
- NEVER BE AFRAID TO ASK FOR EXTRA HELP AS A COMMITTEE MEMBER. BETTER TO ASK AND SUCCEED THAN NOT ASK AND FAIL.
- 'A volunteer is worth ten pressed men' – the committee is the 'driving force', never refuse volunteer help unless there is a valid reason for doing this. Helpers can take the more simple tasks (tea making, handing out hymn books etc) away from the committee enabling them to deal with the more important elements of promoting and running your church. Volunteers are potential committee members if their support is encouraged.
- Consider appointing an ex officio Almoner with the responsibility of keeping the committee informed about members who are elderly, sick, or have other problems. This person could arrange a pickup service among members to ensure that senior members who have difficulty travelling have a door - to - door service at least once a month to ensure they can attend church.
- Plan and delegate - you can never do too much of either.
- District Councils are there to support and help churches - don't make the mistake of viewing them as 'big brother watching'.
- Safeguarding of children, young people and vulnerable adults is mandatory within our churches. This is a very emotive subject and requires 'expert' handling. If you as a committee have any suspicions you should immediately contact The National Safeguarding Officer or their Deputy. DO NOT ATTEMPT TO DEAL WITH THE SITUATION UNTIL YOU HAVE DONE THIS. THEY WILL ADVISE HOW TO PROCEED.
- Involve your church members as much as possible. There is one church who when they offer raffle tickets, ask the question "What do raffle tickets do?" and the congregation response is "Help to pay the Bills." A very simple way to make people feel involved.

HINTS & TIPS

- Recognise the support given by your members in some way. Another church provides every lady at the Mother's Day Service with a small chocolate bar and a flower. Also at event services – Spiritualists Day Service, Peace Service, Remembrance Service etc., they provide free refreshments including a 'superior' quality biscuit selection.
- Consider holding events without a charge for members. For example, an education/teaching day with a free buffet lunch. Make members feel special.
- Have a prominently displayed Suggestion Box. Some people shy away from making suggestions for fear of ridicule. Any suggestion that is helpful or that the committee may not have thought about has the potential to move the church forward.

THE ROLE OF THE DISTRICT COUNCIL

- Members of the DC are nominated and elected annually at their DC AGM from individual members listed for the district by churches and individual members. They are the third tier of the three-tier system that administers the business of the SNU.
- They have a key role in that they are the link up and down the ladder of communication within the SNU. They represent and support the individual members and churches in their district, ensuring that, via the District Rep to Council, their opinions and/or concerns are fed up the chain via council to the NEC. The reverse process being to ensure that churches and individual members are kept well informed about any changes assigned by the National Executive Committee that affects them.
- Churches must realise that the DC has no authority over their church unless invited by them to become directly involved or unless the NEC directs this to happen. They have a purely advisory and support function and a mandate to act as the link between churches in their district and the NEC.
- That said, the members of the DC are experienced with the procedures and rules of the SNU and if they don't know the answer to a question they will know a man who does or the place to obtain it. They are the first and best place to start if you have any difficulties, problems or have a question.

FUNDRAISING

We have to be very careful as a charitable organisation ourselves when supporting other charities. This is a bit of a catch 22 because we are, under our charitable status, expected to support our local community.

Be bold when asking externally for support for your Church

- If you don't ask you'll never get

Look on the websites of National Charities

– Do they have a fundraising idea you can adapt for your Church?

This can save vast amounts of your valuable time.

- Consider displaying a collection box for a local charity in your entrance. This way it's obvious who the cash is intended for, and you can support a charity without a great deal of work on your behalf.
- Many churches have a collection point for dried and tinned foods for donation to local organisations that provide a free or reduced price meals service to the community or provide a food bank. Others ask for pet food and support the local PDSA or such like.
- Become 'buddies' to a local charity and offer them support in ways other than financial. For example, many churches have an ongoing collection of tinned and dried goods, which they donate to local groups who provide a meals service in the community. This can also be done at Harvest Festival time. You can also encourage church members to become involved by offering manpower for the charity. Secretarial skills are often welcomed.
- Provide a Community notice board in your church where local charities/organisations can advertise without charge. E.g. scout troop, medical and dental practices, lunch clubs, senior citizen clubs, a local hospice etc
- Organise specific events in support of a charity (local or national) but make it abundantly clear in PR and advertising that proceeds are for a specific organisation. By linking in to a national appeal (e.g. McMillan Nursing World's Biggest Coffee Morning) the charity will provide advertising and support documentation, which means less work for the church. Afterwards, display any letter of thanks.
- Inform the SNU PPC team. They will inform Prohibition, our PR organisation, who are far better equipped than you to arrange publicity in your local media and will work with you to achieve this.

Further fundraising information

See Appendix B of the Treasurer's Manual for more information

Raffles

You do not need a licence for raffles held where the tickets are sold at a church function or service on the day to church members and visitors. If you decide to hold a bigger lottery (raffle) where you ask the congregation to sell tickets to friends and relatives and the wider public then a licence is required. (Organising Small Lotteries is included in this Tool Kit and fully explains the requirements. This information is taken from the Gambling Commission and their website www.gamblingcommission.gov.uk has all information regarding Lotteries and Fundraising). Such raffles can be very profitable, however they do require a lot of organising and the licence and printing costs have to be covered before any profit is made.

Remember that everybody holds a christmas raffle so avoid this period and hold your major fundraiser at another time of the year. perhaps link it with another celebration, for example, spiritualists' day or your church anniversary or the harvest festival service.

LOTTERIES

The Weather Lottery

This is an online company who the church signs up with and anyone can participate in their weekly lottery. You have to have a licence from your local authority. Once you have registered with the Lottery, they do the work, informing winners, paying winners their prizes and donating the commission to the individual charity: currently this is 37%. In other words, for every £1 stake paid by a person to play they donate 37p towards church funds. They pay the commission into your nominated bank account and inform you each month of the current situation.

They will help with advertising and promoting the lottery when you join. Interested churches should contact them directly at www.theweatherlottery.com Screen shots from their Fundraisers Section is included in the Toolkit. To apply go to the above website, click on 'Fundraisers' and then 'get started to' complete the online application form. If you want further information send an email and one of their team will contact you. (A word of advice – they rarely answer their enquiries telephone line.)

General ideas

- People are more inclined to be generous if your fundraiser specifies the intended benefit, e.g. new carpet for the Healing Room, decorating the tea room etc.
- At the first service after a national celebration (Christmas, Easter, Mother's Day, Father's Day etc) make an appeal to take unwanted gifts to use for raffles, tombola etc.
- Have an ongoing fundraising scheme that everyone can be involved with. One way is to purchase tubes of Smarties. Why not ask a local sweet shop to donate tubes of Smarties in return for an ad on your community notice board. Sell these full tubes at cost price to individuals and ask them to use the tube to save coins (20p coins fit perfectly). The tube is returned when full and exchanged for a new tube of sweets free of charge. Have a thermometer on the church notice board to show the progress of the donations.
- Another very profitable event is an Auction. Give yourselves plenty of time to collect items. Items should be worthwhile and desirable and not simply the bric a brac from your church sale table. Approach local businesses; they often have items 'lying about' that they would be pleased to donate. If you can have one item with a 'wow' factor this helps during the advertising. (One church asked a famous TV medium to donate a telephone sitting). Advertise the auction well in local shops and the local free papers. Owners of second hand shops and antique shops scour the press for such events. If you can gain the free services of a local auctioneer this helps with the smooth running otherwise ensure the person chosen to act as auctioneer is a strong but friendly character.
- Hold a book sale. Ensure you have storage space arranged beforehand. Again advertise it well; book dealers are always on the lookout. Make sure you have plenty of helpers on the day.
- Fundraising doesn't always have to be 'cash' based – many of the high street DIY retailers have a stock of unused items that they will donate to charity. So if your church needs a lick of paint approach B&Q etc and ask about this. Obviously you have to choose from what's available but very often neutral colours such as white and cream are part of the stock. They also sometimes have odd items of furniture, cupboards etc. (Check with your local DIY shop if they have anything surplus. They're less likely than major chains to be bombarded with requests).
- The Probation Service, in some areas, arrange teams of people who have been awarded community service orders who will carry out work for charitable organisations. So, for example, they would paint the church or tidy up the garden. You supply the materials and whilst they make a charge it is usually much less than a tradesman would charge for the work.
- If you have a garden consider putting a seat in it for community use (make sure this is cemented in). Hold a short dedication service and invite local dignitaries and other places of worship to join the celebration. Another PR opportunity.

HINTS & TIPS

- Look out for and become involved at local fete or community days. This can involve selling goods, holding tombola, but equally importantly displaying any and every leaflet about SNU Spiritualism. Make sure you have someone present who can answer any questions about Spiritualism competently. If needs be involve your District Council or invite a local SNU Minister. At such events have a free tub of sweets or chocolates to act as the initial magnet. (Mohammed and the mountain).
- Inform and involve the national PR team by letting them have details of things your church are arranging or have done. What to you may seem insignificant and every day to the PR team may offer a golden opportunity.

FUNDRAISING FROM EXTERNAL STREAMS

Gift Aid

You can obtain 20% additional money from donations you receive by registering with HMRC for Gift Aid. The SNU Leaflet 'How to Make Free Money for your Church or Centre' available from Head Office explains how to do this.

Trust Funds

The UK is awash with grant-making trusts and foundations who will donate to worthy causes. The economic downturn has, along with the general trend, affected trusts so that obtaining a grant is more difficult than it used to be. The range and size of trusts is enormous from small local trusts to the giant national funding organisations like the Lottery. Most towns and cities have local trusts usually set up in memory of a local dignitary and your local council or Voluntary Action group will have details of these. The main library in your town will also have lists of charities for your geographical area. www.ukcommunityfoundations.org lists the community foundations in your area. Click on the interactive map to bring up foundations in your area and follow the link to their website.

Whilst the size of grants that they offer are usually small there will only be local requests made to them and the application forms are relatively simple. They don't usually fund outside of their geographical area. Also their decision making is usually quicker. Most will want the use of the funding to benefit the local community, so that if, for instance, you decided to provide a free weekly coffee morning or weekly sandwich lunch for senior citizens in your area and needed to purchase another fridge or extra crockery to enable this, they may consider giving you a donation to cover all or part of the cost.

The larger national bodies have much more complex application procedures. The Association of Charitable Foundations 'Applying to a Charitable Trust or Foundation' is included in the Tool Kit. This explains the basic requirements for making any funding application. www.botw.org.uk/Society/Philanthropy/Organisations/Fundraising/Grants is a website that lists a number of trusts in the UK with a description of what they will fund. www.fundingcentral.org.uk/search.aspx provides a free search engine with a how to use explanation and an online help. The National Lottery Awards for All scheme (England, Scotland and Wales have different application routes) is an ongoing scheme that offers funds between £300 and £10,000 for projects that benefit the community and/or the lives of people that live in them. www.acf.org.uk provides a free list of their member trusts and foundations which is a good starting point. It is possible to become a member of Association of Charitable Foundations (ACF) but this is expensive and really only for experienced fundraisers.

Below are a few Do's and Don'ts about applying for funding

- DO obtain NEC exemption from Bye Laws B 12(5) in respect of persons appointed to deal with a specific funding application. They will need to see the process through even if the time line crosses the churches next AGM.
- DO have at least two people preparing your application. (Perhaps consider appointing a Fundraising team of 3 people).
- DO spend time researching to find a suitable Trust or Foundation. There are numerous agencies that for an annual fee will assist with this but these are not recommended because the fees are usually quite high. There are free sites where you can research to find a suitable trust.

HINTS & TIPS

- DO thoroughly read the Trust/Foundation's requirements. (Many organisations recommend reading these at least twice!) Most trusts indicate their priority funding subjects and more importantly WHAT THEY WON'T FUND. An application that doesn't meet their current funding priorities will at best be returned to you or more likely end up in the bin.
- DO ensure that your application emphasises benefits. Try to show a new venture or benefit within your community. The larger trusts especially are looking for innovation, advantages and above all value for money.
- DO ensure you know the after donation requirements should you receive one. Most trusts will want to see accounts and evidence to show that the funding they have given has been applied in the way that your application described, and most importantly within the time scale you specified.
- DO spend meticulous time completing your application and ensure that you provide all of the information/documentation requested. IF IT SAYS IN NO MORE THAN 100 WORDS DESCRIBE YOUR NEEDS THEN DON'T SEND 400 WORDS. Trustees of funds have to look through hundreds of applications and sometimes meet only 5 or 6 times a year. As soon as they spot something missing or extra to requirements this will guarantee the application ends up in the bin.
- DO contact any Trust that refuses your application by telephone to determine why. This may help improve future applications you make to other organisations.
- DO have people not directly involved with the application read through it before you send it.
- DON'T RUSH - many an application has been spoiled due to haste
- DON'T waffle. Be as concise and precise as you can. Describe your needs and how it will benefit your church or your community fully but openly.

CORPORATE IMAGE

All churches need to produce posters to advertise their events, whether this is a fundraiser, a special service or teaching event. There is an ever-increasing trend within society for people to question the purpose of life, seek an answer to this question and find something that offers support with achieving it. We know that Spiritualism is the answer. Such people's first connection to Spiritualism is most likely to be sight of a poster advertising some event or other.

First impressions count a lot and it's a fact that most people make up their minds about a situation in seconds. It's vital therefore, that our first impression is one of a professional, well-run organisation so that people are encouraged to want to learn more about what we have to offer. A well-designed professional looking poster will do this. For these reasons our advertising has to be professional and as an organisation we have to be seen to present the same image to the outside world. The SNU website offers professional posters for all key Spiritualist dates available for download in the members section. The downloads section in the members area is updated regularly.

Your District Council has been provided with a CD that deals with Corporate Image so contact them. We have used posters as the example because the general public sees these. It's equally important that when we contact people in writing we also present a professional image and details of how to set out letterheads for your church is also given and a template is available on the website.

You can have letterheads personalised and printed for you by head office contact redwoods direct. Anyone needing further help with anything to do with Corporate Identity should contact Head Office who will arrange the appropriate contacts.

INCREASING YOUR CONGREGATION

Again we have the Mohammed/Mountain scenario. Most people who enter our churches of their own free will do so for four basic reasons –

- They have a health issue and are seeking Healing
- They are recently bereaved and are seeking answers
- They have a major difficulty in life and have tried every other avenue for help
- They want to see if we really do talk to the dead and perceive their visit as a bit of fun

Whatever their reasons we need to convince them of five things

- Their loved ones who have passed on are still very much alive and can communicate with us
- That such communication is solely to establish evidence of life after death and is not intended as a prop in our lives
- That Spiritualism is a way of life based on the knowledge of our own indestructibility and eternal existence and the application of God's love to support this
- That Spiritualism offers a universal message of brotherhood and responsibility that anyone can subscribe to be part of
- That Spiritual Healing works hand in glove with conventional medicine

But what about the general public, those individuals who, for whatever reason would never consider Spiritualism or enter one of our churches? We're back to Mohammed.

- Ensure that you are represented at every community event in your area.
- Hold drop-in coffee mornings on a regular basis. (if you can do this on a weekly basis so much the better).
- Seek out any local interfaith groups that you could attend and eventually become a member of. If there isn't such a group, why not 'take the bull by the horns' and approach other local places of worship to suggest arranging an interfaith meeting.
- Hold a 'bring a friend to church' event. Have plenty of PR material available and have a competent person available to answer questions. Just allow them to see that there really is nothing unusual about Spiritualism. Don't bombard people with information but do invite them to attend another church service.

Convince them of the five ideologies outlined above

- It is important at all our services to make people feel welcome and put them at their ease. This is especially so at a healing service, where the person may already be sensitive because of illness. A friendly and supportive receptionist at healing sessions is a paramount requirement.
- The involvement of younger people is critical to the future of our Union. They are our future members. Arranging a 'Family Day' is one way to bring younger people into our churches. Remember that the younger generation communicate using the technology of social media, computers, iPads and smart phones. If they want information they surf the internet. To reach this audience, information has to be available via these resources. See SELF PROMOTION.

HINTS & TIPS

- Before you can increase your congregation you need to persuade people to come along to your church. Local publicity around a special church event or anniversary, church success stories around healing or charity fundraising or a Spiritualists' life history all offer potential newsworthiness. The best people to recognise this potential and to help obtain the relevant publicity are the PPC Committee.
- PPC will be more than happy to help with securing local media publicity. This will enable you to reach a wider local audience, stimulate people's inquisitiveness and 'put bums on seats' in your church. Every new person through your doors is a potential church member.

SELF PROMOTION

All of the above said, Publicity and Promotions can only help with the 'special' occasions and events and newsworthy stories. Beyond this you will need to have ongoing, day-to-day promotion of your church, which details everything that it provides.

The use of the internet is now non-negotiable if you wish to reach a wider audience to promote your church. For many people, especially younger people, an internet search will be the way that they find out about you. Social media, such as Facebook and Twitter, have proved very effective at building large audiences, providing they are approached properly.

Facebook is a great tool for promoting your church. If no one on committee is familiar with Facebook then this is an opportunity for a volunteer, quite possibly a younger one. It is easy to start a Facebook Page for your church. Always review your settings regularly, especially when you set up a page. By disabling posts by other people on the Page Timeline, and setting the profanity filter to strong in settings you can ensure your page doesn't get cluttered with irrelevant or inappropriate posts – this keeps the focus on your church.

Avoid posting jokes and pictures of kittens as this distracts from promoting your services and events. Posting pictures of events, particularly with people in them, will help the reader make a connection. Adding a royalty free stock image also grabs attention – e.g. a dove to promote a peace service, or cornfield to promote a harvest service (See pixabay.com or morguefile.com/archive). Posting regularly, and encouraging people to like and share will soon build up a larger audience. Make sure that more than one person is an administrator to avoid losing control of the page. If a non-committee member is going to help, ensure that they are clear about what is and isn't acceptable, and monitor the page regularly.

If you are considering a non-professionally built website, then a simple approach is best.

SNU Corporate Identity manuals can help with choosing the correct logo and tone. A "less is more" approach, with details of your location, service times, any special events, and contact details is a great start. You might also wish to include the Seven Principles, and a link to the SNU website.

A cluttered and badly designed page will not give the best message about your church; most likely it will turn people away. Try to look at it from the perspective of a person new to Spiritualism and new to your church. What would you like to communicate to them? Ask your congregation if they know of anyone with website design skills who could help with creating a simple site that is easy to update.

Remember that anything posted online has a very long shelf life. Never post anything that might bring you or your religion into disrepute, as it may never go away. If you use the internet as a tool to convey a positive and informative message, you will be able to connect with existing and potential congregation and welcome them to your church.

INVOLVEMENT

Involve your members

- One of the easiest ways to involve your congregation and members is to quietly seek their opinion about a specific service. Do not do this whilst the speaker is present. This has a double value – 1. It involves your members and 2. It gives you a broad spectrum of opinion. 'One's man's meat is another man's poison'. It will make the review of speakers by the committee more meaningful. A particularly poor presentation will be recognised by a larger number of the congregation thus making decision not to engage the speaker again easier.
- Involve your current members/congregation. Ask them for ideas – not just about bringing a friend but about more general things. Are they content with the current format of the Sunday (main service of the week) service? Is there any way that they think it could be improved? Is there anything they would like to see added? Would a question and answer session instead of the philosophy element, at some services, be helpful? (Your speaker on such occasions would have to be able to answer questions competently).
- Would they prefer at some point in the service to have a few minutes for personal prayer? Indeed should this replace the current prayer given by the visiting speaker?
- Would they like some services where the speaker provides a talk on a specific topic requested by your church that they have been asked to include.
- Why not have the communication element first and then discuss the relevance of this as an aspect of life on earth and eternal life when that time arrives. This can be very effective if the speaker cancels late or fails to turn up and there is no one else suitable available.

These are just a few suggestions. Current statute requires that a Divine Service of Public Worship must involve the congregation singing hymns and praying to a Deity. The precise format is not cast in stone so that your own 'variation on the theme' can be introduced. Under your registration as a church and to comply with the law, all services and events must provide places for the general public free of charge. The only reason for refusing such entry is if safety would be compromised by allowing additional people into the church building. Charges to attend certain services/events can be levied but again there have to be seats available for any member of the public who wishes to attend.

- Some people don't like change. So why not propose something as a committee at a members meeting and seek agreement to change the service format for a trial period of say 2 months. The inclusion of a healing element in divine services has become very popular although many churches frowned upon it initially.
- Another idea that some churches employ is to offer members the opportunity, as an additional element to the Sunday service, to describe in 5 minutes what Spiritualism means to them. It's amazing how another person's opinion /experiences can motivate others to rethink their stance.
- IMPORTANT – include opportunity for new members to sign the Roll Book either at a dedicated welcome service or as part of another service. This provides new members with a feeling of belonging and instils with them the importance of their actions. It is also excellent PR, firstly, the new member could invite family and friends to attend and witness their action and secondly, it may encourage other regular church attendees to consider becoming church members.
- Promote Church membership
- Ensure that your Church Rep attends District Council Meetings and acts as the two-way link between your Church and the DC. This is your opportunity to air your views and have these expressed on your behalf at Council and NEC level.
- Ensure you have a rep at other SNU meetings held in your district

HINTS & TIPS

- Attend other churches events and invite them to yours.
- Why not team up with another church to arrange a larger social event. This means double the people to organise it! Perhaps consider a day trip to another district (choose the seaside or a well known tourist spot) and attend a local church service. This should mean more people attending and enable the hiring of a larger coach and hence reduce the cost per person. You could also arrange a communal lunch and ask the restaurant for a number based discount.
- If this event is successful, why not become twinned with the other local church and share other ideas and support one another. You could even form a triple association of your local twinned church and the host church for your day trip. After all we are a Union of churches.
- Invite your host church from your day trip to come to your church and offer to provide a buffet tea.

EDUCATION, TRAINING AND TEACHING

- Encourage regular church attenders to become church members. Explain to them that this will require them to attend a series of events where they will learn more about SNU Spiritualism. This is the point at which we can begin to explain the intended outcome of the clairvoyant part of the service and sow the seeds about the true meaning of being a Spiritualist.
- Remember that some people have a poor concentration span and inbuilt wariness of teaching. Hold discussion groups that are informal but informative to attract people and grab their interest. Show them that learning can be fun.
- Hold events to explain further about the movement, its history, pioneers, and teachings.
- Remember that not everyone wants to be a speaker or demonstrator but that an expertly chaired service is essential to support the speaker/demonstrator. So hold training sessions for people who show an interest in this side of service presentation. (Guidelines for Churches 2014 has outline programmes for numerous teaching days).

IN CONCLUSION

The skills to run a successful Church are many; most people have something to offer and involving as many people as possible in running your Church will enhance the experience for everybody and ensure together you create a special place that people will want to be involved in.



Playing & Performing Music in Church

This Fact File has been created by CCLI as a guide to the copyright implications for playing and performing music in a public place such as your church building. If you do not find all the information you need here, please visit ccli.co.uk/churches or contact CCLI (details overleaf).

COPYRIGHT AND THE LAW

Those playing or performing music in churches are responsible for ensuring that copyright permission has been obtained before any performance takes place.

MUSIC PERFORMANCE

There are two distinct types of music performance that may take place either during your church activities or on your church premises:

- **Live Performance** - when an individual or group of people sing and/or play musical instruments in a public place, such as a church building.
- **Music Recordings** - when music is played from a mechanical format such as a CD, cassette or MP3 player etc. in a public place. This includes background music used in coffee mornings, youth groups, parent/toddler groups and music contained on the soundtrack of a DVD/Video. etc.

LICENSING ORGANISATIONS

- **PRS for Music** - represents the rights of composers, copyright owners and music publishers in the public performance of music, either live or from a music recording, including music played via media such as radio, TV or streamed over the internet.
- **Phonographic Performance Ltd (PPL)** - represents the rights of performers and record companies for the public performance and broadcast of music recordings and music videos.
- **Christian Copyright Licensing International (CCLI)** - acts as an agent to both PRS for Music and PPL to license churches for playing/performing live and pre-recorded music. For details and licence fees visit churches.ccli.co.uk/activities/performing

MUSIC DURING REGULAR SERVICES

Music which is played or performed within an Act of Divine Worship (either live or from a music recording) currently does not require the cover of a licence because both PPL and PRS for Music choose not to charge for this activity. The term "Act of Divine Worship" (sometimes shortened to "Act of Worship") includes all main Sunday services, special festivals, weddings and funerals. This exception does not include civic Christmas carol concerts or any other public performance.

MUSIC WITHIN FILMS

A PRS for Music Church Licence is required to cover the soundtrack within films or films scenes shown on church premises, outside of Acts of Worship. To show all or part of a film at any time you will also require a Church Video Licence (CVL) (see the *Showing Films at Church* Fact File).

For more information visit ccli.co.uk/churches

Copyright is an intellectual property right given to the creators of original musical, literary and dramatic works. The Copyright, Designs and Patents Act 1988 (CDPA) is the legislation that currently operates in the UK and provides the creator with two main rights:

- **Economic** - this allows the creator to charge anyone who wishes to copy, perform or record their work for any commercial or non-commercial use.
- **Moral** - this allows the creator to protect their work from any change which might be considered offensive or not in keeping with their wishes.



COPYRIGHT LICENCES

If music is performed live or played from a sound recording on your church premises, outside of acts of worship, then your church is required to hold the appropriate performance licences.

Activity	Licence(s) Required
Live music performances outside of acts of worship	PRS for Music Church Licence
Commercial music recordings played outside of acts of worship	PRS for Music Church Licence & PPL Church Licence
Films or film scenes shown outside of acts of worship (a film's soundtrack is considered a music recording)	PRS for Music Church Licence (Church Video Licence also required, see the <i>Showing Films at Church</i> Fact File)

PRS for Music Church Licence - available from CCLI, this provides cover for your church to play live music outside of acts of worship. If you hold or host more than six concerts or recitals per year your premises may be deemed a 'concert venue' and you will need to obtain a licence directly from PRS for Music: www.prsformusic.com.

This licence, along with the PPL Church Licence, also covers your church to play music from music recordings outside of acts of worship. Both licences are required because PRS for Music and PPL each represent the performance rights of different groups and organisations associated with the sound recording.

PPL Church Licence - available from CCLI, this provides cover for your church to play music recordings (CD, music DVD, MP3, cassette etc.) during church activities, outside of Acts of Worship. A PRS for Music Church Licence is also required. No dubbing rights are included in the PPL Church Licence. You do not need a PPL Church Licence to show films or film scenes (see the *Showing Films at Church* Fact File).

Note: Neither of these licences is currently required for sound recordings if they are only played during your regular services (acts of worship).

MUSIC ON HOLD

If your church plays music on its phone system whilst callers are on hold, the PRS for Music Church Licence and the PPL Church Licence cover this activity.

SEPARATE CHURCH BUILDING/HALL

If your church hall is an integral part of your church building, then the PRS for Music Church Licence and PPL Church Licence will cover the entire premises - church and hall. However, if your church hall is a separate building from the main church premises, then you may need an additional licence from PRS for Music directly. Details can be found at churches.ccli.co.uk/activities/performing.

MUSICALS

Musicals are protected by a provision called Grand Rights, which protects all the aspects of a musical, including lyrics, performance, choreography etc. and as such they fall outside the scope of PRS for Music. You will therefore need to obtain permission from the production company to perform the musical.

REHEARSALS

Band, choir and/or other music rehearsals are not deemed public performances and no performance licence is required for these.

Last updated: February 2014

This Fact File is provided for information purposes only and does not constitute legal advice. If in doubt you should consult a legal expert. Whilst we aim to be as accurate as possible, CCLI can accept no responsibility for any errors or omissions in the information provided.

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Organising small lotteries

Advice on lotteries that do not require a licence or registration
November 2009

1 Introduction

- 1.1** Lotteries are illegal unless they fall into one of the categories specifically permitted by law. Apart from the National Lottery (which has its own dedicated legislation), the relevant law is contained in the Gambling Act 2005 (the Act). The Act creates eight categories of permitted lottery. Three of these categories (small and large society lotteries and local authority lotteries) require either a licence from the Gambling Commission (the Commission) or registration with a licensing authority. Advice on these can be found in a separate document called *Promoting society and local authority lotteries*.
- 1.2** This document provides a general guide to the main provisions and requirements of the law relating to the only other types of permitted lotteries. Such lotteries are intended to be small-scale and as such they do not require either a licence or registration. These are customer lotteries; non-commercial lotteries that are incidental to some other event; and three types of permitted private lottery (private society lotteries; work lotteries; and residents' lotteries). Each of these is described separately below.
- 1.3** This advice is not comprehensive or a binding interpretation of the law and anyone intending to run such a lottery should refer to the Act and if necessary seek independent legal advice to ensure that they conform to the law before proceeding.

2 Definition of a lottery

- 2.1** In simple terms a lottery is a kind of gambling that has three essential elements:
- payment is required to participate
 - one or more prizes are awarded
 - those prizes are awarded by chance.
- This is set out more formally in the Act which defines two types of lottery, a simple lottery and a complex lottery.
- 2.2** An arrangement is a simple lottery if:
- people are required to pay to participate in the arrangement
 - in the course of the arrangement one or more prizes are allocated to one or more people in a class
 - the prizes are allocated by a process which relies wholly on chance.
- 2.3** An arrangement is a complex lottery if:
- people are required to pay to participate in the arrangement
 - in the course of the arrangement one or more prizes are allocated to one or more people in a class
 - the prizes are allocated by a series of processes
 - the first of those processes relies wholly on chance.

3 Types of lotteries that do not require a licence or registration

3.1 These are:

- (a) incidental non-commercial lotteries – commonly held at charity fund raising events
- (b) private lotteries
 - private society lotteries – only members of the society and those on society premises can participate in the lottery
 - work lotteries – only people who work together on the same premises may participate
 - residents' lotteries – only people who live at the same premises may participate
- (c) customer lotteries – only customers at the business premises may participate.

4 Incidental non-commercial lotteries

4.1 An incidental non-commercial lottery is one that is incidental to a non-commercial event. Examples may include a lottery held at a school fete or at a social event such as a dinner dance. An event is non-commercial if all the money raised (proceeds) at the event including entrance fees, sales of food and drink and so on, goes entirely to purposes that are not for private gain: therefore a fundraising social event with an entrance fee would be non-commercial if the monies raised went to a society but would not be non-commercial if the monies were retained by the organiser for private gain. However, money raised by third parties will not form part of the proceeds of the event and so may be appropriated for private gain. An example of this would be refreshments or entertainment provided at the event by an independent third party.

4.2 The Gambling Act 2005 and a related Statutory Instrument¹ specify that:

- the promoters of the lottery may not deduct more than £100 from the proceeds in respect of the expenses incurred in organising the lottery, such as the cost of printing tickets, hire of equipment and so on
- not more than £500 can be spent on prizes (but other prizes may be donated to the lottery)
- the lottery cannot involve a rollover of prizes from one lottery to another
- all tickets must be sold at the location during the event, and the result made public while the event takes place.

5 Private lotteries

5.1 There are three types of private lotteries permitted by the Act:

- private society lottery
- work lottery
- residents' lottery.

5.2 Private lotteries must comply with conditions relating to advertising which state that no advertisement for a private society, work or residents' lottery may be displayed or distributed except at the society or work premises, or the relevant residence, nor may it be sent to any other premises.

5.3 Private lotteries must comply with conditions set out in Schedule 11 of the Act relating to tickets. In summary these are:

- a ticket in a private lottery may be sold or supplied only by or on behalf of the promoters
- tickets (and the rights they represent) are non-transferable
- each ticket must state the name and address of the promoter of the lottery, the people to whom the promoter can sell or supply tickets and the fact that they are not transferable.

¹ Gambling Act 2005 (Incidental Non-Commercial Lotteries) Regulations 2007 (SI 2007/2040)

- 5.4** Private lotteries cannot be conducted on vessels. The Act's definition of a vessel (section 353(1)) is:
- anything (other than a seaplane or amphibious vehicle), designed or adapted for navigation or other use in, on or over water
 - a hovercraft
 - anything, or any part of any place, situated on or in water.
- 5.5** The price paid for each ticket in a private lottery must be the same, must be shown on the ticket and must be paid to the promoters of the lottery before anyone is given a ticket.
- 5.6** The arrangements for private lotteries must not include a rollover of prizes from one lottery to another.

Private society lotteries

- 5.7** Private society lotteries can only be promoted by an authorised member of a society. The society can be any group or society, provided it is not established and conducted for purposes connected to gambling; for example private members clubs can organise such lotteries. Tickets can only be sold to other members of that society and to people on the premises used for the administration of the society. The lottery may only be promoted and raise proceeds for the purposes for which the society is conducted.

Work lotteries

- 5.8** Work lotteries can only be promoted by someone who works on the premises (see paragraph 5.10) and tickets can only be sold to other people who work on the same single set of premises. The lottery must not be run for profit (see paragraph 8 below) and all the proceeds (gross ticket sales) must be used for prizes or reasonable expenses incurred in organising the lottery. An arrangement such as a Grand National sweepstake held in an office is an example of a work lottery.

Residents' lotteries

- 5.9** Residents' lotteries must not be run for profit (see section 8 below) and all the proceeds must be used for prizes or reasonable expenses. The promoter of the lottery must reside in the premises and tickets can only be sold to other residents of the same single set of premises. The residency requirement can still be satisfied where the premises are not the sole premises in which a person resides, for example student halls of residence.

Definition of 'single set of premises'

- 5.10** The Commission is of the view that the wording 'single set of premises' was designed to include the situation where there might be multiple buildings on a single site, such as a hospital site or the many buildings which may exist within larger corporations. The term does not include multiple sites; for example a company with premises in more than one area would not be able to sell tickets for a single private lottery covering all of the sites.

6 Customer lotteries

- 6.1** A customer lottery is a lottery promoted by the occupiers of business premises, who sell tickets only to customers present on their premises.
- 6.2** The Act requires that in customer lotteries:
- the lottery must be arranged to ensure that no profit is made (see section 8 below)
 - tickets may be sold or supplied only by or on behalf of the promoter
 - tickets must not be sold to children under 16 years of age
 - no advertisement may be displayed or distributed except on the business premises nor may it be sent to any other premises
 - another customer lottery cannot take place within seven days on the same business premises

- tickets (and the rights they represent) are non transferable
- no ticket may result in the winner receiving a prize worth more than £50
- no rollovers of prizes from one lottery to another are permitted.

Each ticket in a customer lottery must state:

- the name and address of the promoter of the lottery
- the people to whom the promoters can sell or supply tickets
- that the rights conferred by the sale or supply of a ticket in a customer lottery are not transferable.

6.3 Customer lotteries cannot be conducted on a vessel (see paragraph 5.4 for the definition of a vessel under the Act.)

7 Premises licences and lotteries

7.1 Under section 167 of the Act, the Secretary of State and Scottish Ministers have made regulations setting mandatory and default conditions that are attached to gambling premises licences². These include a mandatory condition that specifies premises licensed for gambling may not be used for the sale of tickets in a private society lottery, work lottery or a customer lottery. For example, a casino operator holding a premises licence will not be permitted to hold a work lottery for its staff on those premises. It also specifies that National Lottery products may not be sold on such premises.

8 Proceeds and profits

8.1 Section 254 of the Act clarifies what is meant by ‘proceeds’ and ‘profits’ of a lottery.

8.2 ‘Proceeds’ are the total amount paid for tickets before any deductions.

8.3 ‘Profits’ are the amount of proceeds less any deductions for prizes, rollovers, and reasonable expenses incurred in connection with running the lottery.

9 Misusing profits of lotteries

9.1 Incidental non-commercial lotteries and private society lotteries can all be used to raise funds (profit) for a non-commercial society (whether that society is a charity or a club). Under section 261 of the Act it is an offence to use or permit profits from these types of lottery to be used for any purpose other than the purposes for which the lottery was permitted or promoted.

Gambling Commission November 2009

Keeping gambling fair and safe for all

For further information or to register your interest in the Commission please visit our website at:
www.gamblingcommission.gov.uk

Gambling Commission
Victoria Square House
Victoria Square
Birmingham B2 4BP

T 0121 230 6666 F 0121 230 6720 E info@gamblingcommission.gov.uk

ADV 09/14

² Gambling Act 2005 (Mandatory and Default Conditions) (England and Wales) Regulations 2007 (SI 2007/1409) and Gambling Act 2005 (Mandatory and Default Conditions) (Scotland) Regulations 2007 (SSI 2007/266)

How to make **FREE MONEY**

FOR YOUR CHURCH OR CENTRE



www.snu.org.uk

GIFT AID IS FREE MONEY!

Sounds too good to be true, but Gift Aid really is a way for your Church or Centre to raise free money. And it is a lot simpler than you may think to claim Gift Aid. All Churches can claim Gift Aid on donations, no matter how small, through the HMRC (HM Revenue & Customs) website: www.hmrc.gov.uk/charities. However, very few Churches actually submit a claim.

The reasons are generally:

- Churches are wary of getting involved with the taxman!
- Treasurers may be put off by the paperwork involved.
- Members are concerned about giving information about their personal circumstances.
- The thought of having to apply online is daunting.

25P IN EVERY £1 DONATED CAN BE RECLAIMED! THAT'S £250 BACK IN EVERY £1,000

For every £1 donated, 25p can be reclaimed from HMRC or, put another way, for every £1,000 contributed you can claim £250, free money and a real boost to your Church funds.

There are three steps to enable your Church to claim Gift Aid:

1. Register your Church with HMRC for Gift Aid purposes;
2. Keep a record of any donations from taxpayers who have signed a declaration;
3. At the end of each tax year submit an online claim to HMRC.

REGISTRATION FOR GIFT AID IS EASY

Churches do not necessarily have to be registered with the Charity Commission before they will be accepted by HMRC. If your Church's income is £5,000 or more, then you must register with the Charity Commission first (Churches in Scotland will already be registered with OSCR).

To register, contact Head Office, which will email you the information pack, including the application form that will already be partially completed. You will also be sent an instruction booklet, which will guide you through the remainder of the form. Once complete, it just needs signing and sending off to HMRC.

HOW TO KEEP A RECORD OF ANY DONATIONS

The only details required to enable a claim to be made are the name and address of the donor. No personal financial or tax information is needed from your congregation.

You will be provided with a standard Gift Aid Declaration, which should be signed by anyone who is eligible to donate under the scheme. Once signed, a record needs to be kept of any donation made by that individual. Full details of what records are required for audit purposes will be provided but generally you need to keep a running total of donations, which should be recorded alongside that person's name either in a book or on a spreadsheet, a template of which will be included in the information pack.

If the Church receives a one-off donation, then a declaration can be completed to allow it to be included in the claim at the end of the year.

FREQUENTLY ASKED QUESTIONS

What is classed as a donation?

Any money given for Church membership fees or freewill donations such as collection plates, Healing Circles, etc. If a charge has been levied for entrance or participation, then it can not be included.

What personal information is required from donors?

Only their full name and postal address are needed. No personal financial or tax information is needed.

Who is eligible to sign a Gift Aid Declaration?

Any UK taxpayer who pays an amount of income tax and/or Capital Gains Tax for the year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) they donate to will reclaim on gifts for that tax year.

START TODAY AND MAKE SOME FREE MONEY FOR YOUR CHURCH OR CENTRE

More ways to make free money for your Church or Centre

With the 'Give as you Live' scheme and the eBay scheme your congregation can help raise money for you by doing nothing more than what they are already doing, which is shopping online. In today's changing world none of us can have missed the overwhelming opportunities to send messages, buy and sell, and generally get an idea to a wide range of people across the world.

However, in all this information clutter some very simple possibilities are missed. We would like to draw your attention to just two which can make a big difference to the Spiritualists' National Union. Like any charity, we are constantly under pressure to raise funds while at the same time keeping our costs to a minimum, so any way that helps raise money for your charity without costing your members more in the way of membership fee and running costs is worth exploring.



Another simple online way you can help raise money for your Church or Centre and help keep your costs down and you thriving. All of us have things at home which we no longer use and often throw away without realising their value to someone else. 'eBay for Charity' is the perfect way to turn those unwanted items into cash for the Church or Centre by donating a percentage of the cash received to a charity, in this case your own Church charity number.

Raising money for the Church while making some for yourself is easy; once the seller has registered your Church charity online at eBay (there are easy guides to follow), your Church is ready to tap into the 17 million monthly unique UK visitors and the 100 million unique visitors worldwide to sell your item, which could be raising money for your Church or Centre.

Anyone can give to your Church charity number and can donate from 10% to 100% if they choose, as can you. By simply using this simple device on one of the world's most popular sites you are making a real contribution to the future of your Church at no cost to the Church. Once registered, you do nothing; the Paypal registration sorts out the donations from the buyer and yourself and your Church is allocated the funds indicated.

Remember, it may seem a small amount to you but if all our members made this simple change, then your charity would benefit from the generosity of your members, but you need to encourage them to register and you need to give them your charity number, emphasising how easy it is to register and how much of a difference it can make to their Church or Centre. <http://pages.ebay.co.uk/ebayforcharity/>

‘GIVE AS YOU LIVE’ SCHEME

Make money for the SNU while you shop! It costs you nothing and is 100% secure! ‘Give as you Live’ allows shoppers to turn every pound spent online into a free donation for your Church charity number. Thousands of online retailers, offering millions of products, will donate a percentage of each purchase to any cause a shopper selects. It costs the shopper nothing to ‘Give as you Live’ as the stores donate the money, not the shopper.

ON AVERAGE, 2.5% OF EACH PURCHASE CAN BE DONATED TO YOUR CHURCH OR CENTRE

Shoppers can either use ‘Give as you Live’ through the online store or they can download ‘Give as you Live’ and shop directly with retailers. once registered, the payments are all done automatically; it could not be simpler.

THE SHOPPER DOES NOT HAVE TO PAY A PENNY!

The stores donate, not you. This means that 100% of any displayed amounts will be donated to your charity number. Which retailers are ‘Give as you Live’ partners? You can use ‘Give as you Live’ at over 2,300 online stores, including popular brands such as John Lewis, Tesco, Expedia and Waterstones, all retailers you might be using for online shopping every week, and every time you do you could help raise much-needed funds for your Church or Centre without any cost to yourself.

For more details or to register your charity number as your charity of choice visit the ‘Give as you live’ website.
www.giveasyoulive.com/join/

It Costs Your Members Nothing And The Church Funds Are Boosted For Free.





APPLYING TO A CHARITABLE TRUST OR FOUNDATION

Introduction

There are about 8,800 grant-making trusts and foundations in the UK, giving in total about £2.1 billion in grants to charitable causes each year (2003/04). This represents about 10% of the UK voluntary and community sector's income, similar in total to central government or local government. The income from trusts and foundations to the voluntary and community sector is crucial to the sector's growth and to the development of a thriving civil society.

Grant-making trusts have a greater degree of independence than almost any other sector or funder. They are extremely diverse – not only in the scale and number of grants made and the type of trust - but in their age, their style of grant-making and in the areas they support. A small but growing number of trusts are looking at ways in which they can offer support in addition to making grants, for example by offering loans, or by supporting through advice on issues such as governance or other aspects of successfully running a charity.

What is a grant-making trust?

Most grant-making trusts and foundations derive their income from an endowment, i.e. a capital sum given to them by an individual, family or company. The endowment may take the form of cash, stocks, shares, or land. It provides a tax-exempt income which funds the grant-giving. Some trusts and foundations receive their income from other sources, e.g. gifts from a company's current profits, or a regular appeal on TV and radio. Some trusts act as a broker for donors and collector of endowment, either in a local area (a community foundation) or in a specialist field (an intermediary trust).

What trusts fund

Because grant-making trusts are often privately endowed and therefore not reliant on either short-term popularity or government funding they are able to be creative, flexible and sometimes unorthodox in the use of their funds, and to take risks that other funders – in particular statutory bodies – are constrained from taking. Although trusts contribute a relatively modest proportion of total voluntary sector income, this contribution is very significant, especially when it comes to funding innovative ideas, or areas of the sector that lack popular or political support.

Trusts like to concentrate their funding on:

- new methods of tackling problems,
- disadvantaged and minority groups which have trouble using ordinary services or are inadequately served by them,
- responses to new or newly discovered needs and problems,
- work which is hard to finance through conventional fund-raising,
- one-off purchases or projects, including research,
- short and medium-term work which is likely to bring a long-term benefit and/or to attract long-term funding from elsewhere.

Core funding is not ruled out for work which falls into one or more of these categories.

Because trusts vary enormously in their policies, styles of working, and administrative capacities, there are three golden rules about applying for funding:

- do your homework beforehand,
- prepare your application carefully,
- leave plenty of time.

Selecting trusts

Use the various published directories and online resources to locate trusts which may be able to help - and to rule out those which will not be interested. Draw up a short list of possible trusts. Your list should include:

- trusts which operate in your geographical area. Look especially for any trusts which can only fund in your area or which express a preference for it. Don't approach a trust which cannot fund in your area, or ask for funding for a national project from a trust which is limited to a particular locality. A trust which funds nationally may be interested in a local project if it particularly matches the trust's interests and/or is of national significance; i.e. it would make a grant because of the pioneering nature of the project's work rather than because of the needs of the area. Only the very largest national trusts (the top fifty or so) are able to fund local projects more widely than this,
- trusts which are interested in your field of work and the sort of people who will benefit from it. If a trust says that it makes grants only in a particular field or to benefit a particular age group, it means it. Likewise if a trust says that it does not fund general appeals, or that projects of a particular type are excluded, don't try to persuade it that you are the exception,
- trusts which make (and have sufficient funds to make) grants of the size you need. Don't ask a small trust for too much (or a large one for too little).

Many trusts publish information leaflets for applicants - and an increasing number have websites. Download or write off for these details and use them to refine your short list, which will usually be quite short - perhaps only three or four trusts, and probably not more than twenty. Where a trust's information says that it has an application form, obtain this before proceeding further; don't waste time drafting a letter until you have completed the form. Many trusts however do not use an application form.

If you can't find any trusts that seem likely to be interested, think again about how to present your work. Can you describe it in a different way, emphasising different (and preferably unusual) aspects that may attract a different group of funders? If the amount you need is too large, can you sub-divide the proposal into smaller projects?

Writing your application

Remember to include the following points:

- the purpose of the work to be funded - who it will help and how, what is distinctive about it, what will be achieved if a grant is given (and perhaps what will not be achieved if a grant is not given),
- a budget for the project. Work out your needs carefully. Don't economise on essentials, such as training or unavoidable overhead costs,
- ask for a specific sum of money. If necessary, say that you are seeking a contribution of £X towards a total budget of £Y, and that you hope to raise the remainder from other sources which you specify. Do not simply say that you are a very worthwhile organisation and desperately need funds,

- your name, address, and phone number.

Make the application long enough to describe what you want properly, but short enough to be easy to take in at first reading - usually no more than two pages for your main letter. Don't overload the application with attachments. A trust which is seriously interested will ask for anything it hasn't got. However, you should always include your most recent annual report and accounts. (If your accounts show apparently large reserves, attach a note explaining why you hold them and why they cannot be used to fund the project for which you are seeking funds. If you cannot explain the size of your reserves, consider spending them instead of applying for grants!)

If your organisation does not have charitable status, explain why the work to be funded is charitable, and if possible name a registered charity that will take responsibility for any grant on your behalf (providing written confirmation from that charity). You must identify such a charity when applying to a trust that has a policy of only funding registered charities.

Connecting with trusts

Apply well before you need the money. Trusts generally make decisions through trustees' meetings which take place every two or three months. Some meet only two or three times a year. While a few trusts have small grants programmes where a fast response can be given, most are unable to deal quickly even with the very best applications.

Trusts generally have quite limited administrative capacity. Although the largest trusts are quite substantial organisations, only the top three hundred or so employ any staff at all. The vast majority of trusts are run on a part-time or voluntary basis, and are themselves very small organisations. Don't expect too much of them. The sheer volume of applications means that most trusts do not normally acknowledge applications, and many are unable to reply to applicants who are ultimately unsuccessful. If you want to be sure of an acknowledgement, send a self-addressed, reply-paid postcard.

Remember that trusts get many more applications than they can fund. A typical trust, if there is such a thing, may be able to fund only one in four of the eligible applications received, and half or more of the enquiries it receives may be ineligible because they are outside the trust's stated guidelines, or lack obvious details such as a return address. If you don't succeed, it may not reflect on the quality of your application. It may just be that the trust has insufficient money to fund all the applications that it would like to support.

Visits

Some trusts will want to visit you, while others will deal with your application entirely by letter. Some will be willing to discuss the application (or a prospective application) over the 'phone, while others will not. (If a trust's directory entry does not include a 'phone number, this means that calls are unwelcome. It will not help you to trace the number).

A visit is usually a sign that you have got over the first hurdle. Try to establish what the funder wishes to see and who he or she wishes to meet. It is useful also to identify how long the funder can spend with you. Are they hoping to see your project in action as well as discuss the organisation's work? Are they interested in the whole organisation or just this particular project? The answers to these questions will help you decide who should be available to meet the funder at the visit.

Trusts usually make visits in order to assess the need for the project and the extent to which the applicants have come up with a good solution. They will also be looking for reassurance that the applicants have the ability to deliver what they promise. This is your chance to bring the project to life so try to ensure that the person meeting the funder both knows about the project and is enthusiastic about it.

A continuing relationship?

If you are lucky enough to receive an offer of a grant, ensure first of all that you acknowledge it and make arrangements to meet the conditions (if any) that are set for releasing payment. If you are simply sent a cheque, or when you receive it at a later stage, acknowledge and thank the funder - it is surprising how many applicants do not do this. Thereafter try to keep in touch in whatever way the funder suggests. If the funder wants frequent reports then make sure you supply them, but if the funder only wants a report once a year do not bombard them with information in between times.

Do let your funder know if there are problems. It is far better to be alerted at an early stage to any difficulties - when a funder may be able to help, for example, by varying the times at which the grant is paid, or helping you identify other funders who might make up a shortfall, or offering advice if similar problems have occurred in other organisations. Don't wait until there is a real crisis before letting the funder know what is happening.

On the positive side, if you receive any particular significant good news - such as increased funding, good publicity or the achievement of a particular objective - do let your funders know. Finally it is worth checking, perhaps six months before your current funding runs out, whether that particular funder is willing to consider a further application!

How do trusts spend their money?

The following information about trusts' interests is based on an analysis of approximately 2,273 grants:

Main subject areas:	Proportion of grants	Proportion of total grant expenditure	Main types of support given
Social care	36%	25%	Core/project
Health	11%	19%	Capital
Education	13%	17%	Core/project
Arts/culture/recreation	12%	10%	Project
Religious activities	9%	8%	Capital
Development/housing	5%	5%	Project
Environment/animals	3%	3%	Project
Philanthropy/volunteering	2%	3%	Core
Science and technology	1%	3%	Research
Civil society/law and advocacy	3%	3%	Core
International	2%	2%	Project/research
Social science	1%	2%	Research

Main beneficiary areas:

	Proportion of grants
Age related	35%
Disabled people (including people with medical conditions)	25%
Socio-economic	15%
Religious/denominational	12%
Gender/relationship	11%
Ethnicity	3%

Geographical distribution:

	Proportion of grants	Estimated funding per capita
England	72%	£12.60
UK wide	12%	£2.60
Overseas	7%	N/a
Scotland	5%	£11.00
Wales	3%	£4.10
Northern Ireland	1%	£4.90

Information from: *Patterns of Independent Grant-making in the UK*, 2000 published by Charities Aid Foundation

A note on terminology

The words "trust" and "foundation" are virtually synonymous. All charitable foundations are trusts, i.e. they are managed by trustees, who may or may not be supported by paid staff. A "foundation" is a trust whose income derives from an endowment of land or invested capital. Not all foundations make grants; some use their income to finance charitable work of their own.

Useful publications and resources**General directories**

- *A Guide to the Major Trusts – Vols. 1 and 2*. Annual directories which include the largest 2000 grant-making trusts. Directory of Social Change, 24 Stephenson Way, London, NW1 2DP; Telephone: 08450 77 77 07; website: www.dsc.org.uk.
- *The Directory of Grant Making Trusts*. Annual directory giving details of approximately 2500 grant-making trusts. Directory of Social Change, 24 Stephenson Way, London, NW1 2DP; Telephone: 08450 77 77 07; website: www.dsc.org.uk. (Also available on CD)
- *FunderFinder.org.uk* makes computer software that helps voluntary organisations and individuals look for money from charitable trusts. FunderFinder also provides general information on different aspects of funding and fundraising. FunderFinder, 65 Raglan Road, Leeds, LS2 9DZ; website: www.funderfinder.org.uk.
- *Fundinginformation.org* provides subscription-based information on sources of funding opportunities for the voluntary sector. ProFunding, Crane House, 19 Apex Business Village, Annitsford, Northumberland, NE23 7BF; Telephone: 0191 250 1969; website: www.fundinginformation.org.
- *Charities Information Bureau* website provides help and advice for community groups and voluntary organisations who are seeking funding. CiB also publishes a subscription-based monthly e-bulletin on funding: www.cibfunding.org.uk.
- *Trustfunding.org.uk*. A subscription-based online directory of over 4400 grant-making trusts. Directory of Social Change, 24 Stephenson Way, London, NW1 2DP; Telephone: 08450 77 77 07; website: www.trustfunding.org.uk.

Regional directories

- *Guides to regional and local trusts*. The Directory of Social Change publishes a number of guides to local trusts across the UK. Contact DSC for further details: 24 Stephenson Way, London, NW1 2DP; Telephone: 08450 77 77 07; website: www.dsc.org.uk.

Grants in specialist fields

- The Directory of Social Change publishes a series of specialist guides, such as the *Arts Funding Guide*, *Sports Funding Guide*, *Environmental Funding Guide* and others. Ask for their booklist; telephone 08450 77 77 07, or visit their website: www.dsc.org.uk.

Government grants, European funding and corporate giving

- Governmentfunding.org.uk is a free online directory of funding from five major government departments: www.governmentfunding.org.uk.
- *Directory of European Union Grants* contains details of grants available from the EC. Further information from EU Money Service, 16 Brough Road, South Cave, East Yorkshire, HU15 2GE; Telephone: 01482 651695; website: www.europeangrants.com.
- Companygiving.org.uk features over 470 companies which give cash donations and other forms of community support: www.companygiving.org.uk.
- *The Guide to UK Company Giving* details over 500 companies which support voluntary and community activities. Directory of Social Change, 24 Stephenson Way, London, NW1 2DP; Telephone: 08450 77 77 07; website: www.dsc.org.uk.

International funders

- *The International Development Directory* gives details of over 250 organisations based in the UK and working in the developing world. Directory of Social Change, 24 Stephenson Way, London, NW1 2DP; Telephone: 08450 77 77 07; website: www.dsc.org.uk.

Funds for individuals in need

- *A Guide to Grants for Individuals in Need* provides information on a variety of different charities, welfare funds and benevolent funds – all of which give financial support to individuals. Directory of Social Change, 24 Stephenson Way, London, NW1 2DP; Telephone: 08450 77 77 07; website: www.dsc.org.uk.
- Grantsforindividuals.org.uk – a subscription based online database of data from the print based publications – *A Guide to Grants for Individuals in Need* and *The Educational Grants Directory*: www.grantsforindividuals.org.uk.

Students

- *The Educational Grants Directory* provides a detailed listing of educational charities and other sources of grants. Directory of Social Change, 24 Stephenson Way, London, NW1 2DP; telephone: 08450 77 77 07; website: www.dsc.org.uk.

ACF's website

ACF's website – www.acf.org.uk – includes downloadable copies of our advice leaflets, facts and figures about trusts and foundations, links to trust and foundation websites, UK and international umbrella bodies, and other useful resources for grant-seekers.

Further advice

The Association of Charitable Foundations provides information and support to grant-making trusts and foundations in the UK. It cannot give advice about individual funding applications or make recommendations about suitable funders. Please refer to the directories we have recommended for further information about applying for funds from grant-making trusts.

The SNU Trust – independent of the SNU

Founded in 1926 with a deposit of £190, as a type of mutual building society for SNU Churches, the SNU Trust has grown over the years to become an unincorporated charity that manages in excess of £6 million of members' funds and assets. It operates independently of the SNU with its own board of trustees and supporting staff.

Money is advanced to churches affiliated to the Union, to enable them to purchase premises or repair, refurbish or furnish existing ones. The SNU Trust has no shares and it pays no dividends. It has no directors' fees to pay, being managed voluntarily by the committee of management, consisting of persons qualified in their respective fields, elected by the members of the SNU Trust. Thus it is able to offer very favourable terms for an advance.

The SNU Trust, as a registered charity, pays no income tax on interest paid by churches with advances. As registered charities, our member churches and centres do not pay, or have deducted, tax on the interest earned from their deposits or investments in the SNU Trust.

As a financial charitable trust, the SNU Trust works under the guidelines laid down by the Bank of England and the FCA (Financial Conduct Authority). The Union has no control over the SNU Trust and there are no circumstances under which SNU Trust funds can become the property of the Union or become liable for any debts of the Union. The SNU Trust's accounts are kept separately from those of the Union and are audited annually by professional accountants, an abstract, with a considerable amount of detail, being published with the SNU Trust's Annual Report.

The SNU Trust's funds are widely spread over a number of investments conforming to the Trustee Act 2000 and the Charities & Trustee Investment (Scotland) Act 2005. The investments are expertly managed and there is a substantial reserve built up from past surpluses. The SNU Trust relies upon deposits and investments by members, so the more they invest, the more the SNU Trust can help improve or develop the Union's churches.

The rates of interest given to churches are usually more favourable than those of high street banks and building societies, which are either unable to lend to churches or offer rates that are beyond the means of the church.

The SNU Trust is governed by a Trust Deed which outlines our objectives and acts as our governing document. Copies of the Trust Deed are available on request.

The more you invest, the more the SNU Trust can help improve or develop the Union's churches

Our Vision

Our vision is to provide financial solutions to help support a thriving Spiritualists' National Union of Churches and Centres.

Our Mission

The mission is to finance SNU Churches & Centres and other organisations that seek to promote the religion of Spiritualism based on the Seven Principles of Spiritualism, with the support of member investors who want to encourage a more responsible and transparent use of their money.

Our Values

We deliver this mission as a team, underpinning our work with a set of agreed core values. These define the SNU Trust as follows:

- Responsible
- People focussed
- Honest
- Innovative
- Committed

Our policies employed are based on the following principles:

- Compliance
- Communication
- Transparency
- Openness

These values and principles run throughout our organisation and are incorporated into everyone's role at the SNU Trust. Our processes and decisions are also strongly influenced by these core values and are reflected in our overall performance.

Objects

These are the objects of the SNU Trust, as described in the Trust Deed:

- 2.1 The objects for which the Trust is established ('the Objects') are to promote the advancement and diffusion of Spiritualism by:
 - 2.1.1 making advances to members for:
 - (i) the purchase of land and the erection of buildings to be used for public worship in accordance with the religion of Spiritualism or otherwise for the advancement of Spiritualism;
 - (ii) other capital expenditure which is desirable for the proper functioning of their respective properties; and
 - (iii) other expenditure ancillary thereto as may be provided for in the Regulations.
 - 2.1.2 making grants to members for purposes similar to those in Clause 2.1.1.
 - 2.1.3 affording facilities for the investment of funds by any member.
- 2.2 The Committee shall use the income and may use the capital of the Trust in promoting the Objects.

Interested in applying to the SNU Trust for a loan?

When considering whether your Church could benefit from a loan from the SNU Trust, please refer to our easy to read Advance Application Guide and Advance Application Form on our website www.snustrust.co.uk or request a copy by calling 01279 814158.

As part of our advance application process we assess the potential impact on congregations and the Church itself. We need to make judgements about how likely the potential borrower is to achieve its mission and whether the loan will strengthen it. In order for us to make a decision, any application needs to consider the following:

Mission Focus

Your church needs to have a clear idea of what it wants to achieve - for its members and congregation. Will the proposed loan allow the church to expand its membership? Can the church run more Healing and Education courses?

All churches would like better facilities, more parking, less maintenance - but they have to look beyond that and demonstrate how the loan would enable the church to develop and grow.

Organisational Resources

It is vital that your church has the experience, knowledge and motivation within its committee, membership and congregation to support the loan repayments over a long period of time.

Can your church demonstrate that it has a stable and experienced committee that has the backing of the whole church community? Any extra commitments regarding education, healing, training, etc. need to be shared amongst everyone involved in the church.



To rely on a small number of members to move things forward is unsustainable in the long term.

would a loan enable the church to develop and grow?

Financial Resources

Your church must demonstrate that it can sufficiently finance the project with the support of the SNU Trust. The committee, members and congregation all have to work together to ensure that any financial commitments can consistently be met from events taking place on a weekly and monthly basis. Funds raised from other events held through the year should be put aside for items such as repairs, renewals or savings - they should not be relied upon to help pay for monthly advance repayments.

All of these elements are equally important if your Church is going to succeed in its plans to build new premises or refurbish existing property. If just one element is weak the structure will collapse. In contrast to for-profit companies, income growth and financial strength within Churches is not always a sufficient indicator of the quality of service provided to congregations.

experience - knowledge - motivation

A successful Church is mindful of the success of good fundraising and donor relations and at the same time is aware of the importance of prudent financial planning over a long period of time.

Wider Impact

Churches must be mindful that the commitment to make loan repayments will be a continuing liability for future committees; therefore establishing the support of the whole Church community is essential.

Building strong and effective Churches helps to ensure that our religion can provide lasting help to our communities and build strong foundations for our future pioneers.



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PUBLICATIONS AVAILABLE FOR CHURCHES

Church Account Book

Helping you manage the financial side of running an SNU Church.

Treasurer's Manual

Managing finance is a vital part of operating any Church. The responsibility for this rests with each one of the Committee members on behalf of the membership, but the Treasurer is naturally responsible for the day-to-day finances of the Church.

Guidelines for Progressive Churches

Guidelines for Progressive Churches is a reference book with information and details which will help in the smooth running of the Church.

Church Rules 2018

Rules and Guidelines approved by the National Executive Committee of the Spiritualists' National Union, the Charity Commission and HM Revenue & Customs. All Churches must issue a copy of the current Rules for Churches to every member of the Committee, and a copy must be displayed on the Church notice board.

How to raise funds and promote your Church or Centre

This booklet is designed to help Spiritualist organisations to raise funds and promote their Church or Centre. In a world that is constantly changing it is important that we keep up with the changing trends, especially technology, so that we attract the interest of the younger generations.

A Guide to Chairing a Church Service

Many newcomers are introduced to Spiritualism via the Church Service. Most come with preconceived ideas, fostered by the media. Often the newcomer is more than a little apprehensive. A well-presented service - properly chaired - can remedy this.

How to take minutes

For all SNU Churches keeping a record of meetings is a necessary and vital part of being effective. Minutes provide an accurate written record of actions and decisions taken at a meeting for future reference.

Trustee Handbook

The SNU has enjoyed charity status for some years. Now our affiliated Churches with incomes of over £5,000 need to register with the Charity Commission as separate charities. The Charity Commission is the regulator of the charity sector.

Now available to purchase from the SNU online shop via: www.snu.org.uk

Redwoods

Feel free to contact us at Head Office we can help you with Healing, Training & Awards, Education, Membership, Complaints, Print and Graphics, publications and more. If for any reason we can't help you directly we can forward your query onto the relevant person or section of the SNU.

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