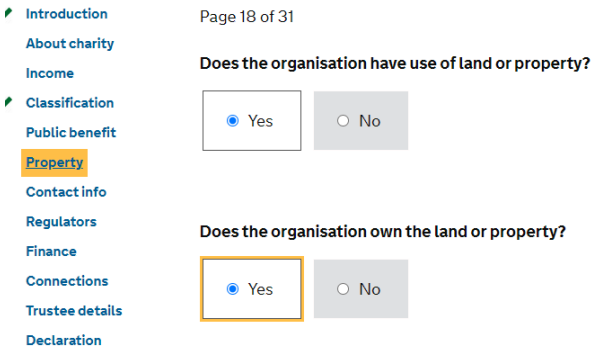
Guidance for Registering Churches and Circuits with the Charity Commission – Part 2

Stage 6 – Property

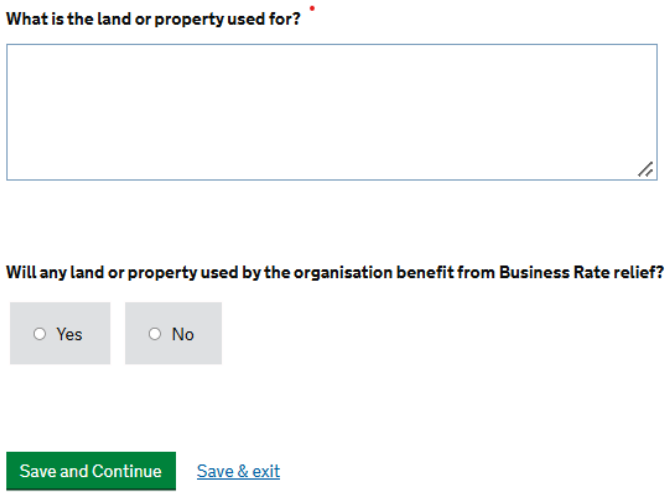
6.1 Property

You will need to indicate if the Local Church or Circuit has use of property or land. If you select "No" then skip to Stage 7. All Local Churches and Circuits which use or manage property should answer "Yes".

There will be various questions generated and these will be different depending on whether you answer [Yes] to the Local Church or Circuit owning the land/property.



Select "yes". In the vast majority of cases, the Trustees for Methodist Church Purposes (TMCP) are the custodian trustee of the Local Property or Circuit Property, with the Church Council or Circuit Meeting as the managing trustees. If you are uncertain about this, please contact TMCP.



You will need to explain in your own words what each building is used for. Whilst it does not form part of the question, we would recommend you explain the relationship between the Local Church or Circuit with TMCP.

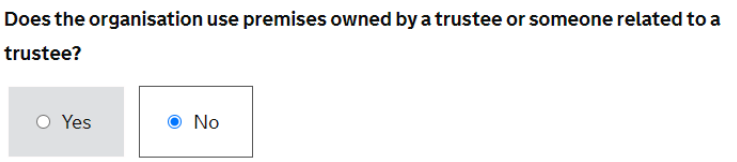
For Local Churches - "*The [name] Church Council act as managing trustees for the church building [address] (Property). The legal title for the Property is held by Trustees for Methodist Church Purposes (TMCP) being a charitable body corporate established by the Methodist Church Act 1939 registered with charity number 1136358 as custodian trustees upon the model trusts declared in Part III of Schedule 2 to the Methodist Church Act 1976 (Model Trusts)".* If any other properties are managed by the Church Council adapt the passage accordingly. For example;

"*The* [name] *Church Council act as managing trustees for the property* [address] *(Property) which is the caretakers' cottage for the* [name] *Methodist Church. The legal title for the Property is held by TMCP as custodian trustees upon the Model Trusts*."

For Circuits – using the recommended template answer (below) detail each property managed by the Circuit Meeting.

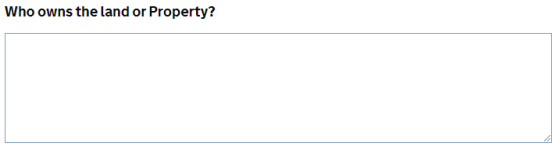
> *The [Name] Circuit manages [Number] properties. The legal title for each of these properties is held by Trustees for Methodist Church Purposes (TMCP) being a charitable body corporate established by the Methodist Church Act 1939 registered with charity number 1136358 as custodian trustees upon the model trusts declared in Part III of Schedule 2 to the Methodist Church Act 1976 (Model Trusts).*
> *Property 1: The manse [address]*
> *Property 2: [address]*
> *Property 3: The church building [name and address] which is held as an investment, worship no longer takes place in this building.*

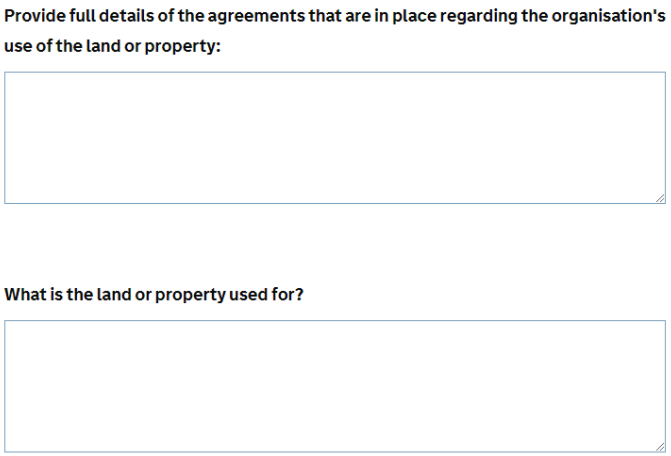
Should you indicate that the Local Church or Circuit does not own land or property then the following question will appear:



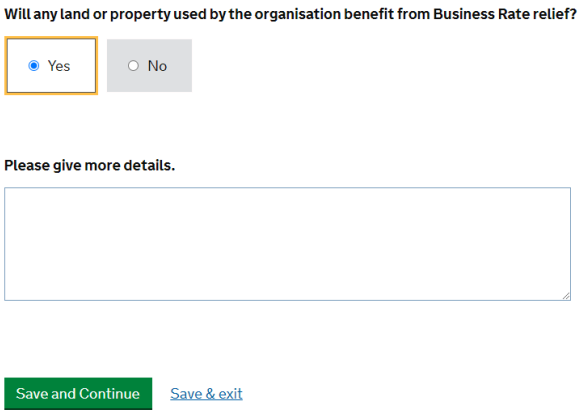
Unless a trustee (or person directly connected to a trustee) personally owns the property that the Local Church or Circuit uses, you should select "No" to this question. If you say "Yes", then further questions will be generated such as "Who owns the property and what is their relationship to the organisation" and "please explain the basis on which the organisation uses the premises".

Again, additional questions will appear if you have stated that the Local Church or Circuit does not own the land or property.





You will need to confirm if the Local Church or Circuit receives business rates relief from its local authority. If it does, you will need to confirm why i.e. *It is a charity existing for exclusively charitable purposes and is therefore entitled to the relief.* Please also note that a property in England and Wales that is a 'place of public religious worship' is wholly exempt from business rates, pursuant to Schedule 5 of the Local Government Finance Act 1988 as amended. Please check the eligibility to ensure that you do qualify for this.



Stage 7 – Contact Info

7.1 - Contact for this Application

Usually the person making the application will be a trustee of the charity, though in certain circumstances an employee of the Local Church or Circuit may be the person submitting the registration, tick as appropriate.

Who is the main contact for this application?

In what capacity are you submitting the application? (select one)

- ○ Solicitor
- ○ Accountant
- ○ Charity adviser
- ○ CVS
- ○ CAB
- ○ Trustee
- ○ Volunteer
- ○ Employee
- ○ Other

Is the contact for this application an individual or an organisation?

○ Individual ○ Organisation

Usually it will be an individual who will register on behalf of the Church Council or Circuit Meeting and in that case you would need to select “Individual” or “trustee”

The person’s contact details must be inserted into the corresponding boxes. Where there is an agreed office for the Church Council or Circuit Meeting you can insert the postal address for the office, otherwise insert your personal address. If you have access to an email address associated with your position on the Church Council or Circuit Meeting please use that email address, alternatively use a personal email address.

Title

○ Mr ○ Mrs ○ Miss ○ Ms ○ Dr ○ Rev ○ Other

Given names (First name(s))

Family name (Last name)

Suffix (e.g. M.A.) (Optional)

Date of birth (dd/mm/yyyy) (Optional)

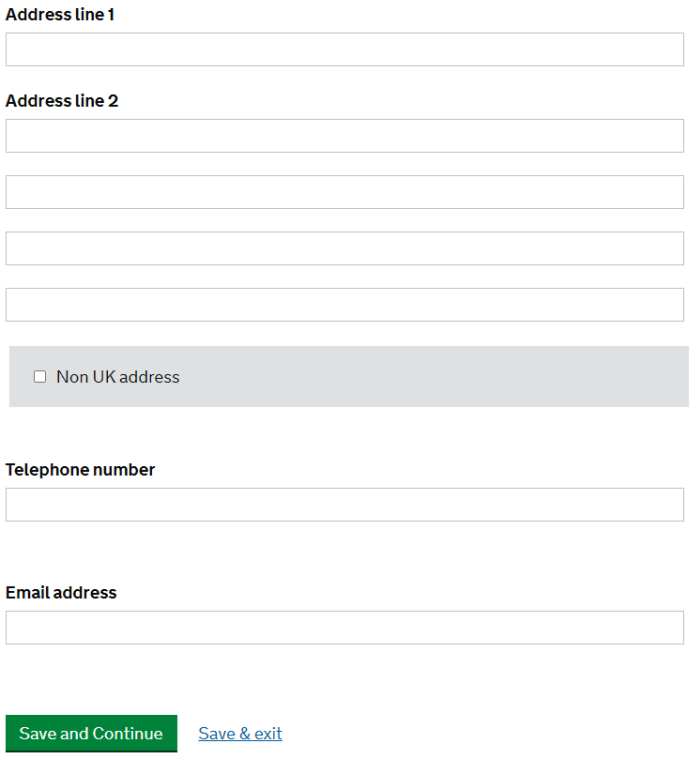
Day Month Year

Please enter a UK postcode and click 'Find' to easily enter the address.

Postcode

For example CR0 3RL

Find

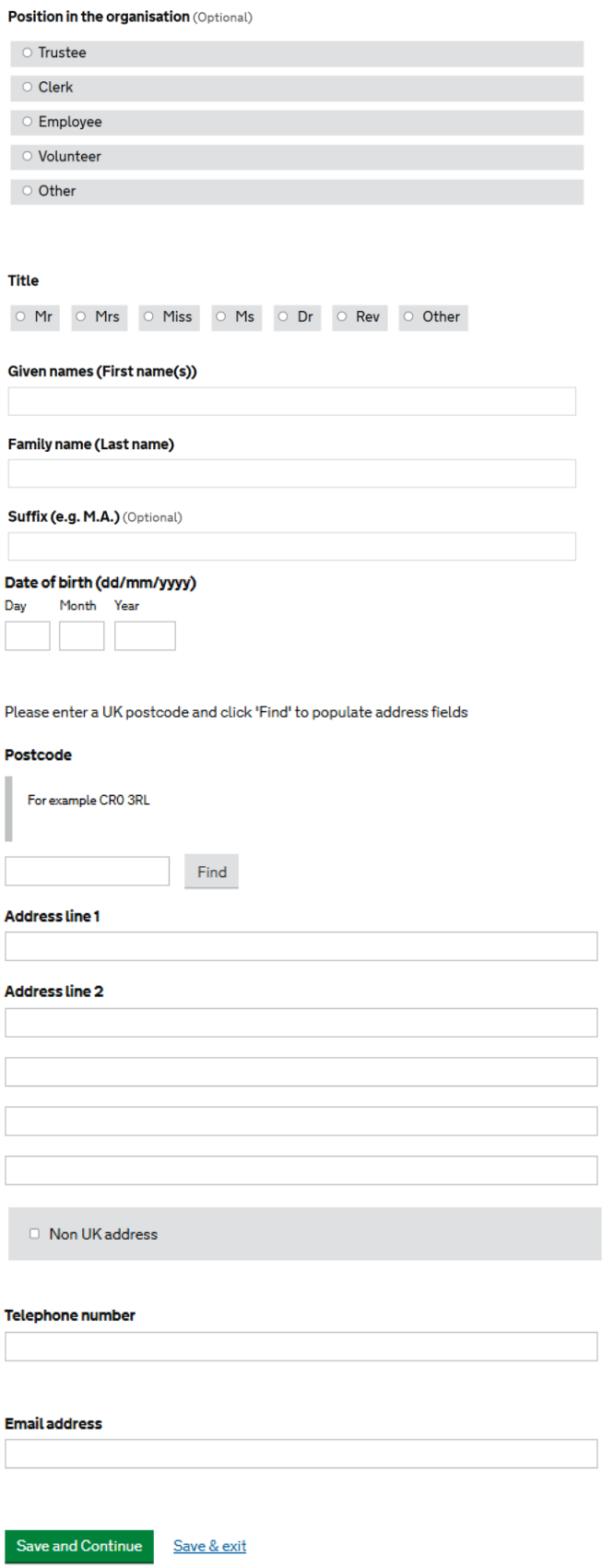


7.2 Organisation Contact - Commission use only

The next page is almost identical to the page detailed at 7.1. However, this section is about who will be the main contact for the charity after registration i.e. who the Charity Commission will contact to get in touch about the charity.

If the main contact for the charity is the same person as the person making the registration, provide the same contact details. If the main contact is a different person insert their details.

This information will be used by the Charity Commission to contact the Local Church or Circuit as necessary. **It is therefore important that the email address given to the Charity Commission is checked regularly and is accessible by more than one trustee.** Otherwise there is a risk that important emails from the Charity Commission requiring the trustees to take action will not be received.



Position in the organisation (Optional)

- Trustee
- Clerk
- Employee
- Volunteer
- Other

Title

Mr | Mrs | Miss | Ms | Dr | Rev | Other

Given names (First name(s))

Family name (Last name)

Suffix (e.g. M.A.) (Optional)

Date of birth (dd/mm/yyyy)

Day Month Year

Please enter a UK postcode and click 'Find' to populate address fields

Postcode

For example CR0 3RL

Find

Address line 1

Address line 2

Non UK address

Telephone number

Email address

Save and Continue Save & exit

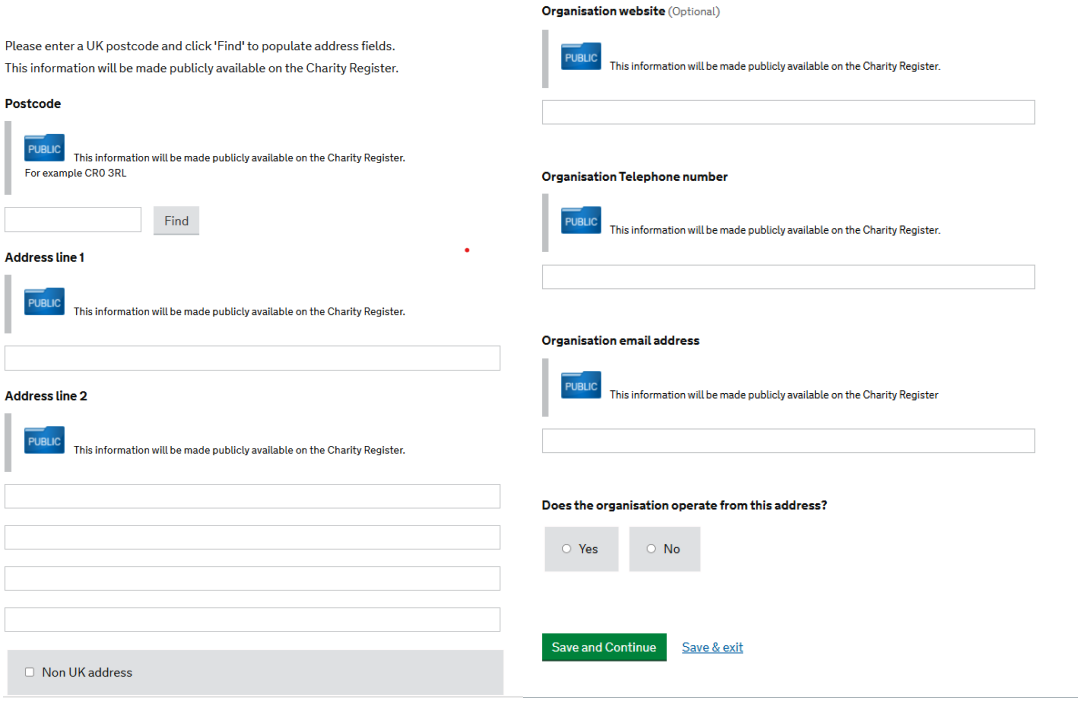
7.3 Organisation Details

You will need to insert the organisation's details which may be similar to those inserted during stage 7.1 or 7.2. This information will be publicly available on the register of charities.

Insert the contact details for your charity. This will usually be the address of the church building or the Circuit office.

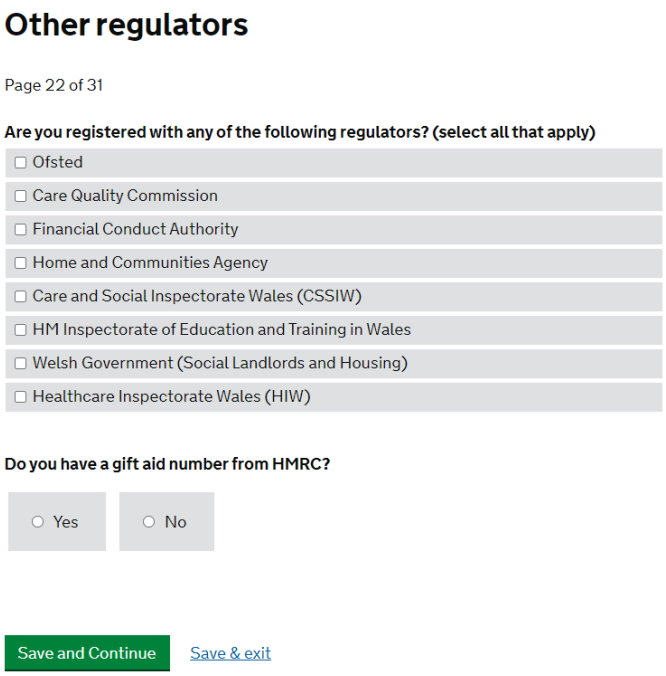
If your Local Church or Circuit has a website, you should place a link to that website in the corresponding box.

You will need to give an email address for public display. This email account must be checked regularly and should be accessible by more than one trustee.



Stage 8 – Other Regulators

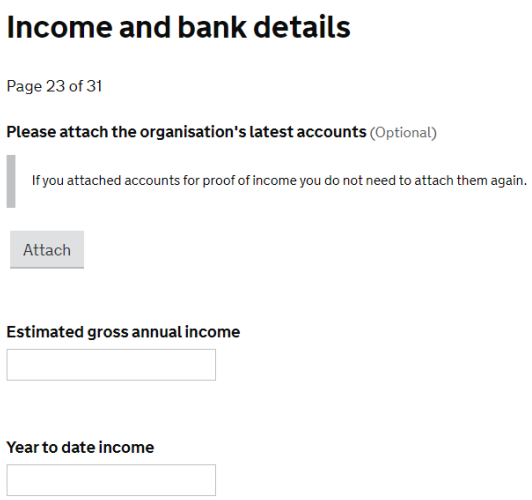
If your Local Church or Circuit is registered with any of the following regulators, tick the corresponding box and provide the reference number.



If your charity has a HMRC Gift Aid number select "Yes" and insert the gift aid number in the box provided. If your charity does not have a gift aid number click "No".

Stage 9 – Finances

9.1 - Accounts

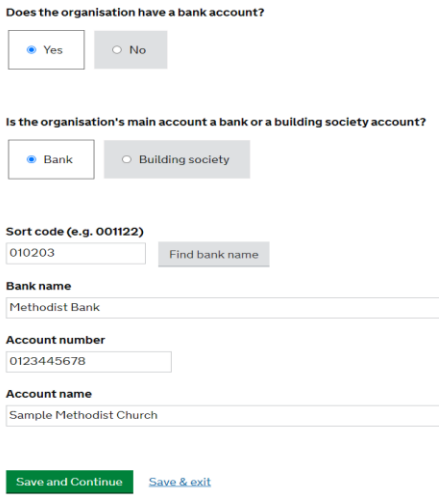


Insert the estimated gross annual income for your charity into the corresponding box and insert the year to date income. Both numbers should be rounded up to the next whole pound. The one exception is if rounding up to the next whole pound would place your charity above the £100,000 threshold (gross annual income is between £99,999.01 and £99,999.99) in which case round down to £99,999.

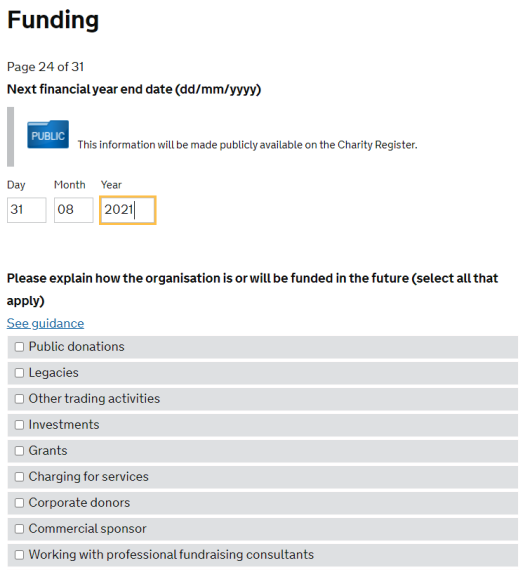
The Methodist Financial Year mirrors the Connexional Year, running from 1 September until the following 31 August.

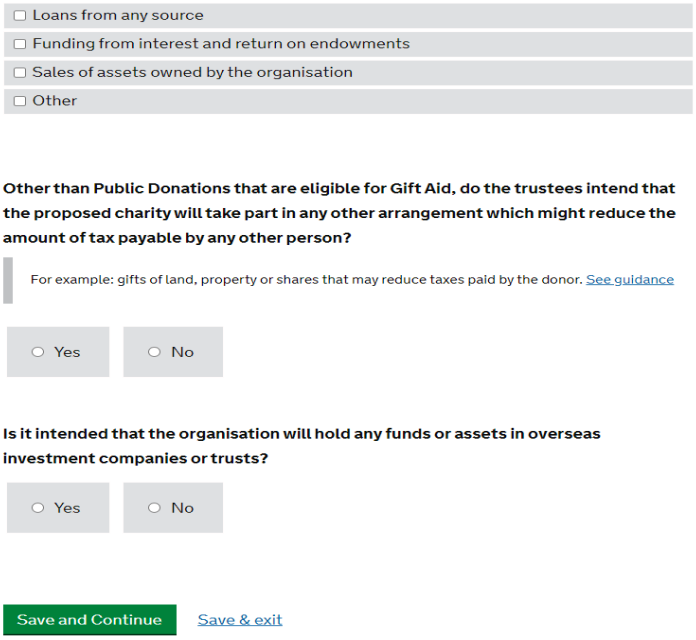
Attach a PDF copy of the most recent annual accounts for your charity. This step is only necessary if you have not already attached a PDF copy of the charity's accounts during Stage 3.

If your charity has either a bank account or building society account select the option "Yes" and then insert the details of the charity's bank or building society account.



9.2 - Funding





The next financial year will end on the next 31 August. Enter into the date section 31/08/20XX where XX is either the current year or the next year as appropriate. For example, if you are registering your charity on 1 February 2025, the date on which the current financial year ends will be 31 August 2025.

Tick as many of the forms of fundraising as apply to your charity. Most Methodist Churches will raise money from:

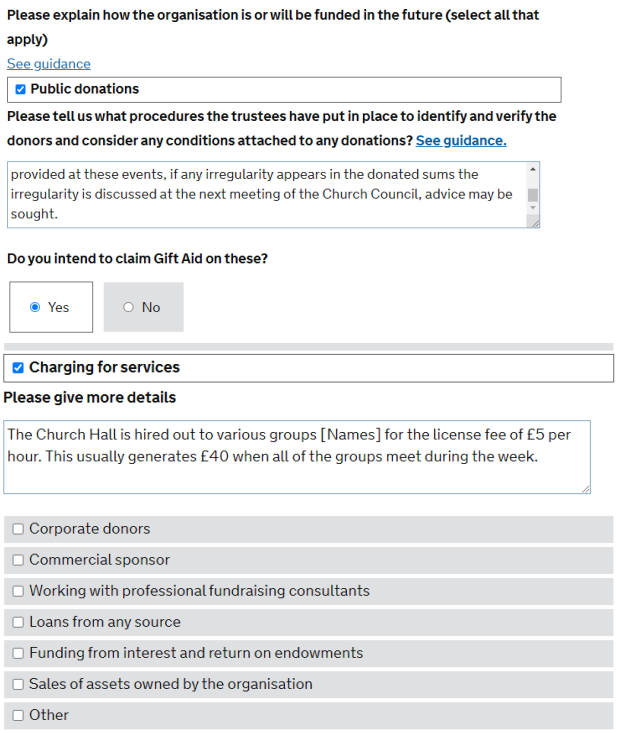
- Public Donations
- Legacies
- Grants

Some charities may perform “other trading activities” such as operating a café or shop. Some Local Churches or Circuits may be using the services of professional fundraising consultants.

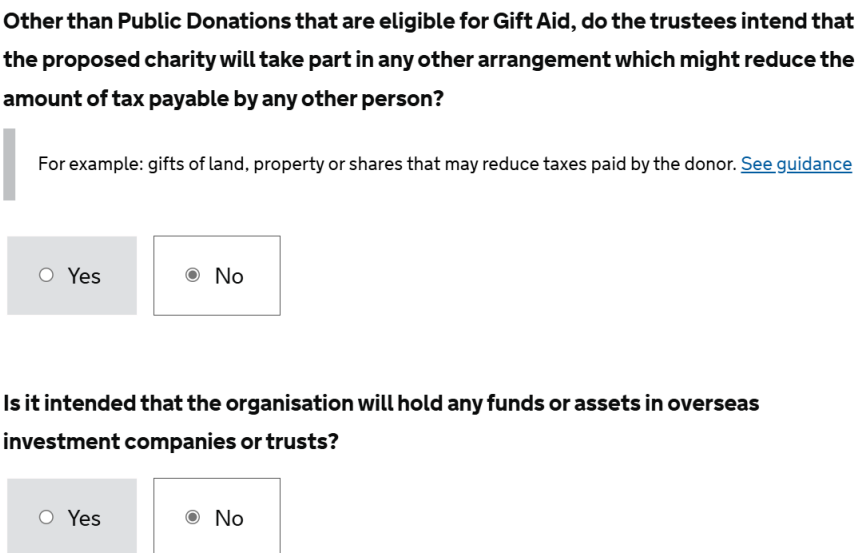
Ticking any of the options will bring up a dialogue box in which you are requested to explain what measures are in place to ensure that the monies are properly obtained and scrutinised. Other information may also be asked for and a guidance document will appear for each. You should read the associated guidance and prepare an answer in your own words.

Example answer for Local Church for public donations:

> *Most donations are received during collection at weekly services, these are anonymous and non-compulsory.*
> *Any large donation or string of donations are discussed at the next meeting of the Church Council. The Circuit Treasurer and a member of the District Policy Committee is invited to attend the meeting and advice may be sought from the District Policy Committee.*
> *Other fundraising activities include the Christmas Fete and... Donations are provided at these events. If any irregularity appears in donated sums the irregularity is discussed at the next meeting of the Church Council and advice may be sought.*



You will also need to confirm that, other than the public donations that are eligible for Gift Aid, the trustees of the Local Church or Circuit will not take part in any arrangements which would reduce the amount of tax payable by any other person nor that it is intended that the Local Church or Circuit will hold funds or assets for any overseas investment companies or trusts. A screenshot of the additional questions are below to assist you.

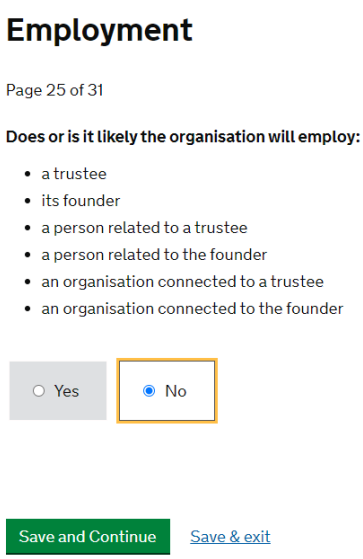


Stage 10 Connections

10.1 – Employment

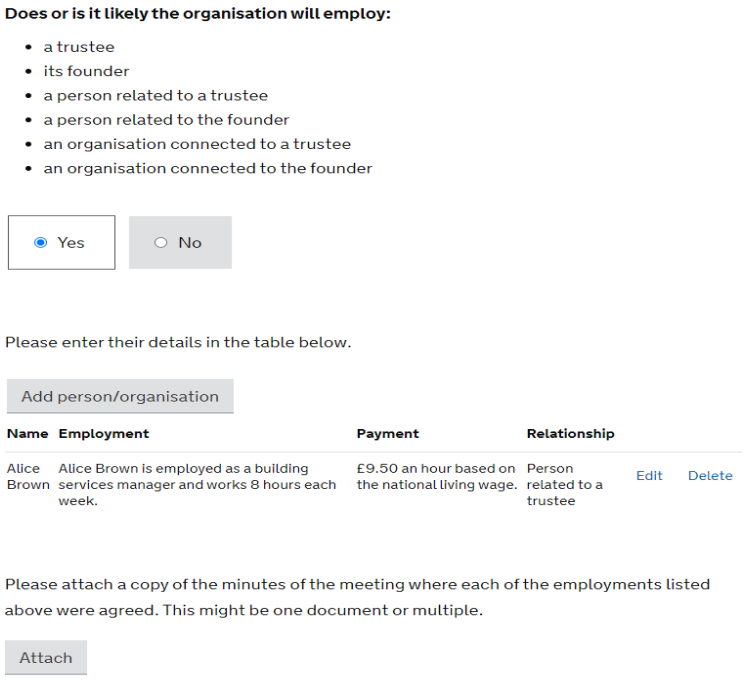
10.1.1 – No Connected Employees

If your charity does not employ a trustee or any person or organisation that is connected to a trustee, select “No” and [Save and Continue].



10.1.2 – Connected Employees

If your charity does employ a trustee, a person that is connected with a trustee (e.g. a trustee’s relative) or pays in any way at all an organisation that is connected to a trustee (e.g. a company run by or employing a trustee) select “Yes”. You will then be asked to provide details.



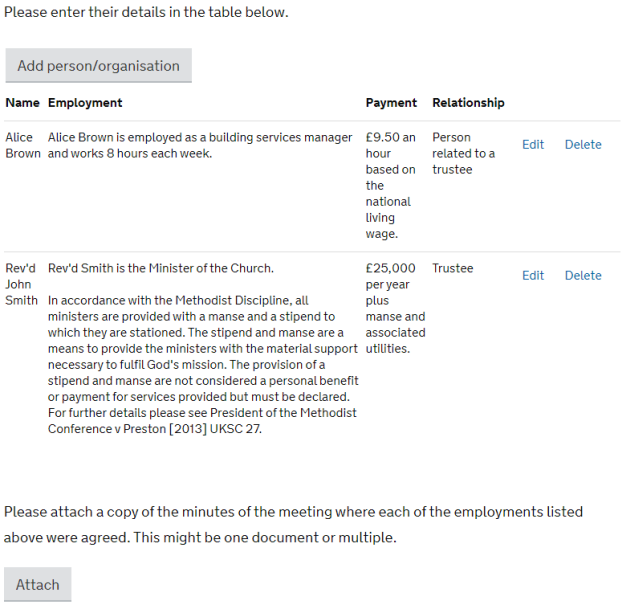
Click on the “Add Person or Organisation” button and insert the details of the employed person or organisation using the table provided.

You will need to attach a PDF copy of the minutes of the meeting at which it was decided to employ this person/persons or organisations.

10.1.3 Declaration of stipend

It is necessary to declare that Ministers receive a stipend and manse. Using the table insert the name of the Minister for your Local Church and add to the table a copy of the following passage.

> *In accordance with Methodist Discipline, all ministers are provided with a manse and a stipend by the Circuit to which they are stationed. The stipend and manse are the means to provide the minister with the material support necessary to fulfil God's mission.*
> *The provision of a stipend and manse is not considered to be a personal benefit or payment for services provided but must be declared. For further details please see - President of the Methodist Conference v Preston [2013] UKSC 27.*



Please enter their details in the table below.

Add person/organisation

Name	Employment	Payment	Relationship		
Alice Brown	Alice Brown is employed as a building services manager and works 8 hours each week.	£9.50 an hour based on the national living wage.	Person related to a trustee	Edit	Delete
Rev'd John Smith	Rev'd Smith is the Minister of the Church. In accordance with the Methodist Discipline, all ministers are provided with a manse and a stipend to which they are stationed. The stipend and manse are a means to provide the ministers with the material support necessary to fulfil God's mission. The provision of a stipend and manse are not considered a personal benefit or payment for services provided but must be declared. For further details please see President of the Methodist Conference v Preston [2013] UKSC 27.	£25,000 per year plus manse and associated utilities.	Trustee	Edit	Delete

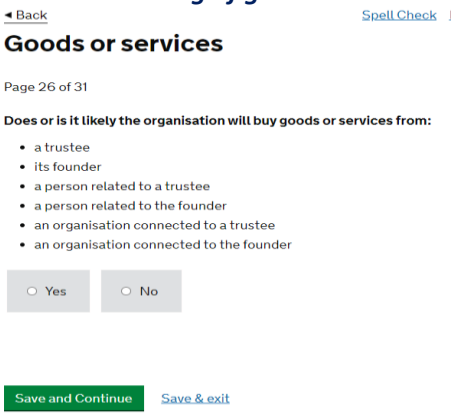
Please attach a copy of the minutes of the meeting where each of the employments listed above were agreed. This might be one document or multiple.

Attach

State that the minister is a **trustee**.

10.2 – Goods or Services

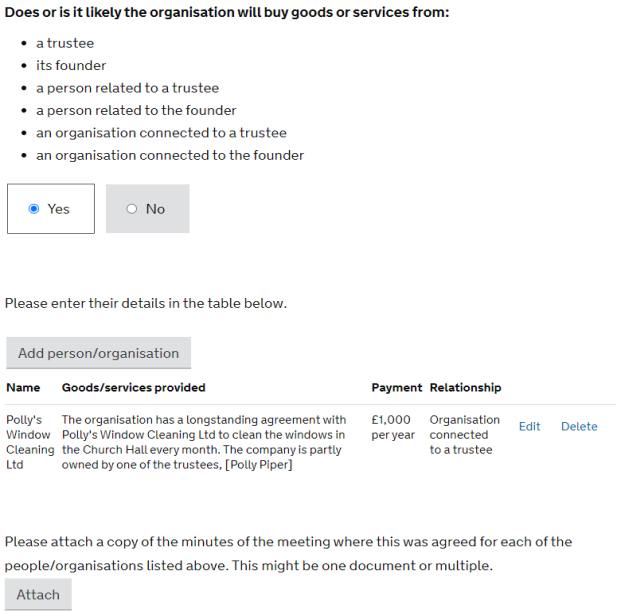
10.2.1 –Purchasing of goods or services from trustees or connected persons



If your charity does not purchase goods and/or services from any of the listed persons or organisations select “No” and proceed to step 10.3.

10.2.2. – Purchasing Goods or Services from connected persons

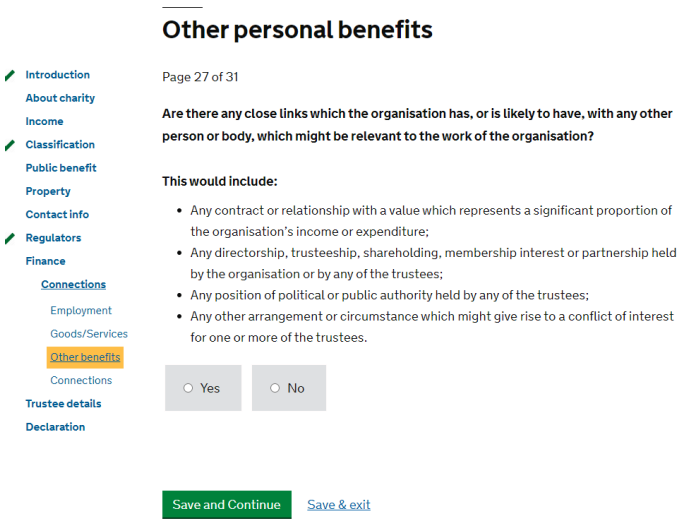
If your charity does purchase goods and/or services from one of the listed persons or organisations select “Yes”. Press the “Add person /organisation button”.



Using the table insert the details of the company or person.

You will also need to attach a copy of the minutes of the meeting at which it was decided that the charity should purchase goods or services from the trustee or the company or person connected with the trustee.

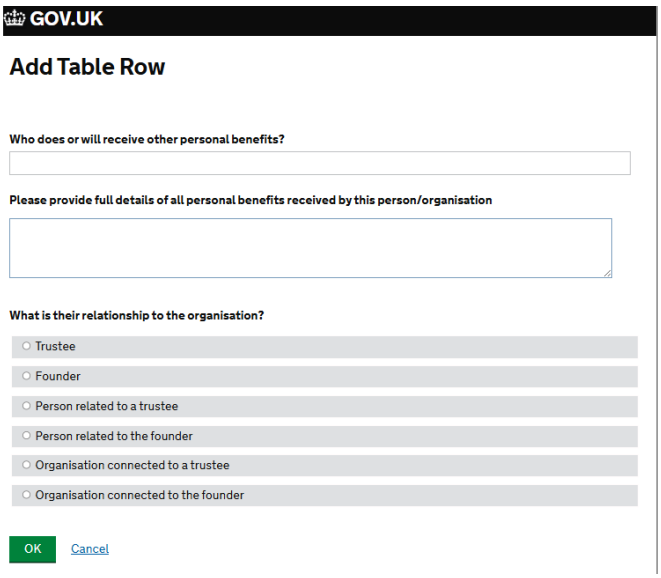
10.3 Other Personal Benefits



You should answer "No" unless there are any other personal benefits the Charity Commission should be made aware of.

The general rule is no person should derive a personal benefit from your charity. However, it is possible for a trustee to derive a personal benefit if the Standing Order 019A procedures are properly followed, as per paragraphs 2 and 16 of the Model Trusts (see the following paper to the Methodist Conference in 2020).

If you select "Yes", click "Add Person/Organisation". A further dialogue box will then appear asking for additional details.



In the first box state:

> *No trustee should derive a personal benefit from the [Name] Methodist Church/Circuit. However, it is possible to derive a personal benefit if Standing Order 019A has been complied with.*

In the second box copy and paste SO 019A, a copy of SO 019A (below):

019A Conflicts of interest and duty

(1) This Standing Order applies to all situations in which a trustee or managing trustee of Methodist property or member of a church court has an interest in any question falling to be considered by the relevant trustees or church court or some duty or loyalty to another person or body in relation to any such question.

(2) This Standing Order has effect so far as any applicable trust instrument permits.

(3) In the remainder of this Standing Order provisions expressed by reference to a church court or its members shall, subject to clause (2) above, apply equally to other trustees and managing trustees within the scope of this Standing Order.

(4) Subject to clauses (7) and (8) below a member of a church court with such an interest, duty or loyalty shall, if present, disclose it to the other members present before the discussion of the relevant question opens, if it is on the agenda, or, if it is not, as soon as it is raised, and shall not preside over any discussion or vote on any resolution relating to that question. Such a member shall withdraw from the meeting while the question is discussed and any resolutions voted upon unless, after such disclosure:

(i) a majority of the other members present approves that member's remaining and contributing to the discussion; or

(ii) a majority of the other members present approves that member's remaining on terms that he or she shall not contribute to the discussion unless asked by the person presiding over the discussion to comment on a particular point or points, in which event his or her contribution shall be limited accordingly.

(5) Without prejudice to the generality of clause (1) above, for the purposes of this Standing Order:

(a) a member has an interest in a question if, for example, it involves or may involve a decision whether or not the church court shall:

(i) enter into any contract with that member; or

(ii) do anything which will or may lead to the receipt of any remuneration or other benefit in money or money's worth or the incurring of any liability by that member or to the loss of or release from or a change in any such remuneration, benefit or liability; or

(iii) sell property to or buy property from that member

whether, in any of those cases, the member in question acts alone or jointly with one or more other persons, and

(b) a member has a duty or loyalty to another person or body in relation to a question if, for example, that other person or body is interested (whether directly or indirectly) in that question and he or she has been elected or appointed as a trustee or managing trustee by that other person or body or is also a member, trustee or managing trustee of that other body.

(6) A member of a church court shall not be liable to account to that court or to any fund administered by it for any benefit received (whether directly or indirectly) from such an interest if the liability would have arisen solely from the existence of that interest and he or she:

(i) is not present at the meeting at which the relevant decision is made and has not sought to influence that decision; or

(ii) is present at the relevant meeting and has complied with clause (4) above.

(7) Where a member of a church court has a duty or loyalty within clause (1) above to another church court then that member shall, if present, disclose it at the outset of any meeting and may thereafter participate fully in any business of the meeting affected by that duty or loyalty unless, in

relation to any particular item of such business, a majority of the other members present require him or her to comply with the provisions of clause (4) above.

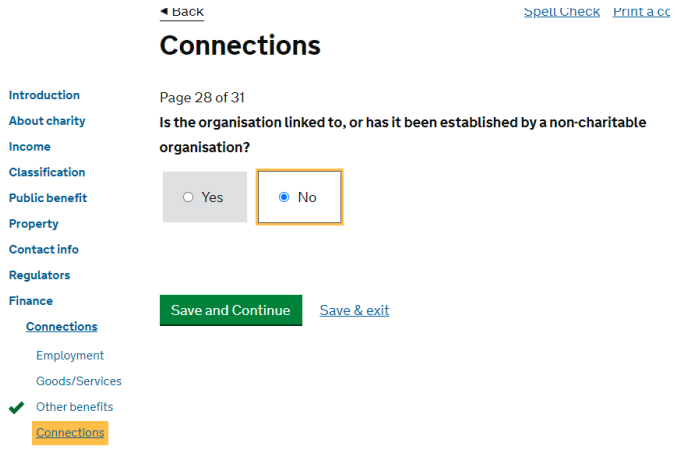
(8) For the purposes of clause (7) above, disclosure through the process specified in Standing Order 411(1A), (1B), 514(2A) or 613(2A), where applicable, is sufficient disclosure.

(9) In the application in jurisdictions outside England and Wales of this Standing Order and the provisions specified in clause (8) above:

(i) they shall take effect only so far as consistent with and applicable under the law of the local jurisdiction; and

(ii) they may by resolution of the Conference be revoked or amended in their application in any specified jurisdiction.

10.3.2 – Connections

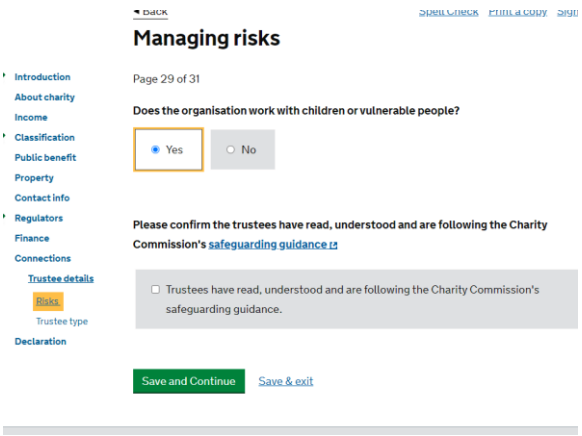


Select “No”.

Stage 11 – Risks

11.1 – Managing Risks

Local Churches provide pastoral support and work in some way with children, young people and vulnerable people e.g. vulnerable because of age etc. Some Circuits operate youth outreach schemes or schemes to help vulnerable persons.

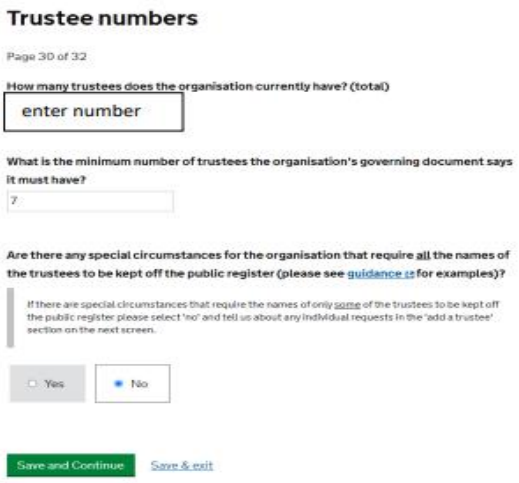


Unless you are a trustee for a Circuit which does not work in any way with children or vulnerable people select “Yes” and ensure that all members of the Church Council or Circuit Meeting have read the guidance document. (See 0.2.2 for further details)

Once all trustees have read the guidance document tick the box confirming that “Trustees have read, understood and are following the Charity Commission’s safeguarding advice.”

Stage 12 - Trustee Details

12.1 – Trustee Type



In the first box state how many persons are presently members of Church Council or the Circuit Meeting.

The minimum number of trustees for a Church Council is 7 (seven) – see Standing Order 612.

There is no prescribed minimum for Circuit Meetings as they are constituted in accordance with section 51 of Standing Orders.

EITHER

The Circuit must decide how many persons should be expressed to be the minimum number of persons to adequately represent the life of the Circuit, giving consideration to age, sex and ethnic origin. This agreed minimum number should be recorded in the minutes of the Circuit Meeting and entered onto the registration form.

OR

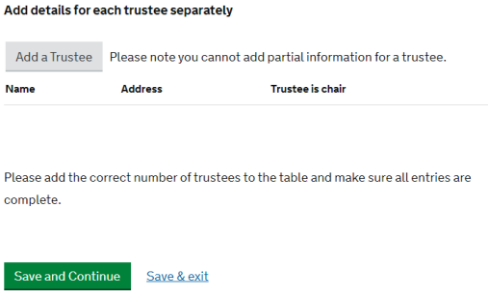
Circuits constituted in accordance with Standing Order 510 (summarised below) must calculate the total number of persons required to meet the minimum membership quota, which will depend on the number of Local Churches and ministers in the Circuit.

- The Superintendent and every Methodist Minister and probationer in the Circuit
- Every non-Methodist person authorised to serve as a minister in the Circuit
- All the Circuit stewards
- Any other person stationed within the Circuit who has expressed a wish to be a member of the Circuit Meeting (e.g. Supernumerary ministers)
- Any local lay-pastors appointed by the Circuit Meeting
- Any Circuit employees whom the Circuit Meeting has agreed to appoint as members of the Circuit Meeting
- The secretary of the Circuit Meeting
- The secretary of the Local Preachers Meeting
- One Church Steward per Local Church
- One Church Treasurer per Local Church
- The number of elected representatives from each Local Church (the number to be agreed by the Circuit Meeting)
- Anyone else the Circuit Meeting may wish to appoint to ensure that all areas of the life of the Circuit are adequately represented (such number not to exceed the number of elected representatives from each Local Church)

Example: In a Circuit consisting of five Local Churches, each Local Church has a minister, one of whom is also the Superintendent, and every Local Church has agreed to elect one additional representative. There are no supernumeraries, probationers, local preachers, local lay-pastors or employees. One minister from another denomination is authorised to serve. Three of the Local Church stewards also serve as the Circuit Stewards and one of the elected Local Church representatives is also the Circuit Meeting secretary. The Circuit Meeting has decided there is no need to make any further appointments to ensure adequate representation in the life of the Circuit. In that example, the smallest the Circuit Meeting can be is 21 persons, comprised as follows:

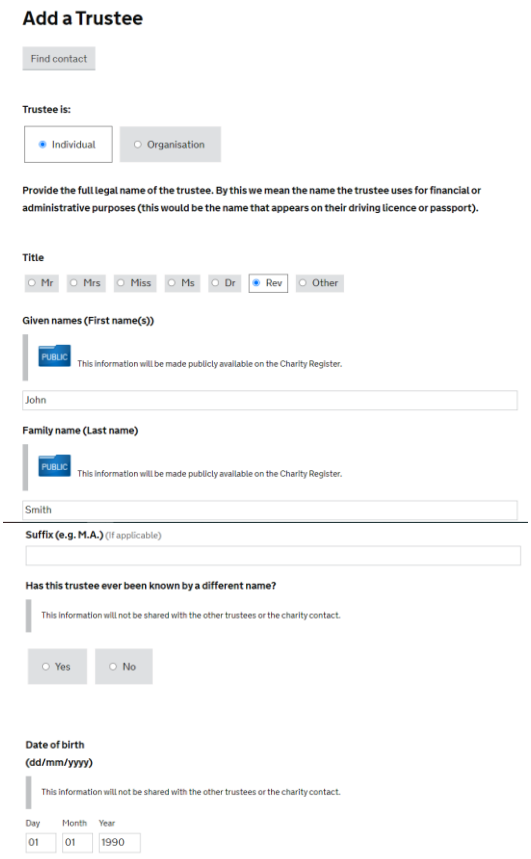
Ministers	5 (including the Superintendent)
Local Church Treasurers	5
Local Church Stewards	5
Elected Local Church Representatives	5
Minister from other denomination with authorisation to serve	1
Minimum number of persons	**21**

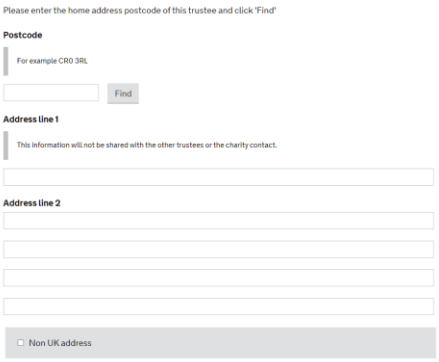
12.2 – Trustees



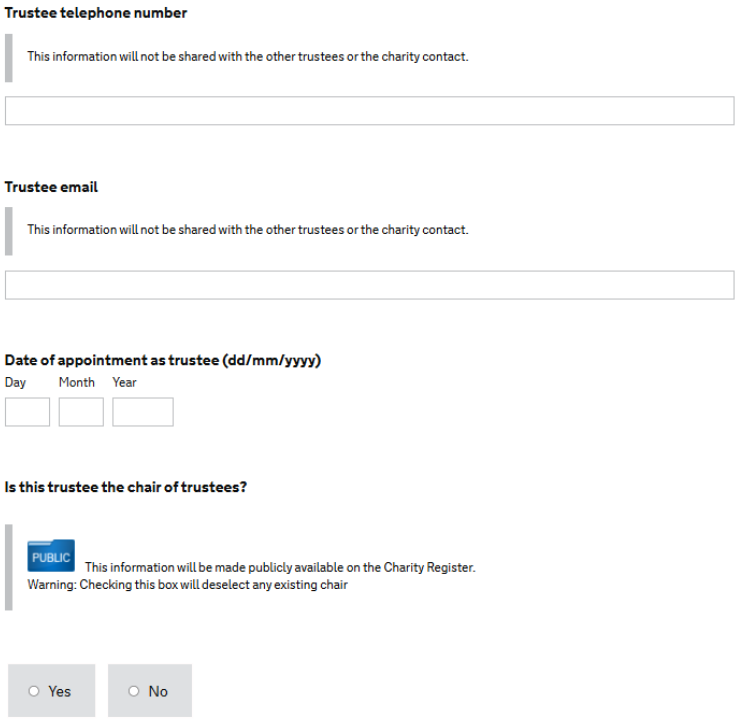
Use the “Add a Trustee” button to bring up a new menu.

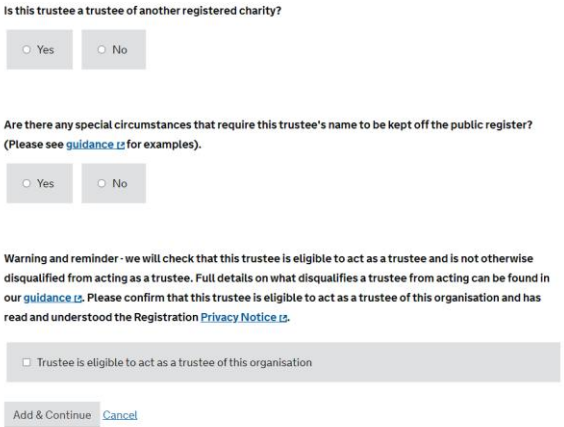
Using the menu below insert the details of the first trustee. Please note that you may need the maiden name of any trustees who have married and were known by another name.





You will also need to add the trustee's telephone number, contact email, date that the trustee was appointed and to confirm whether this trustee is a chair.

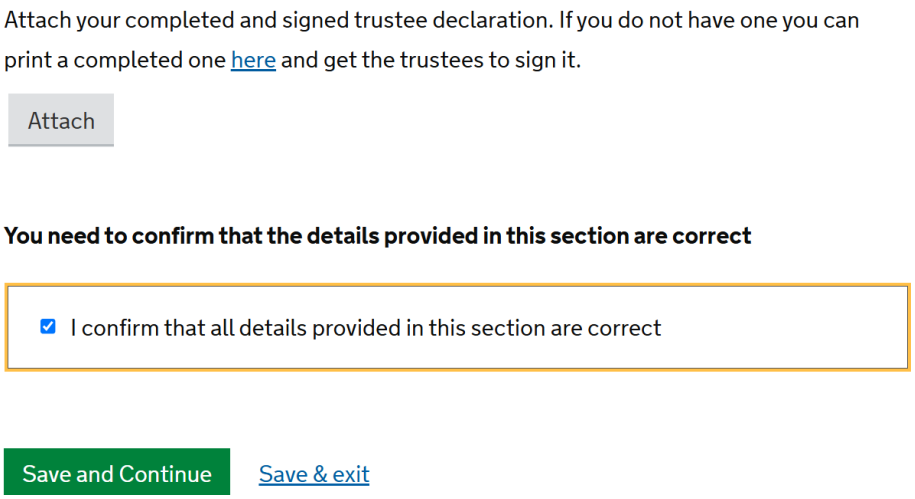




You will need to repeat this process until all of the trustees declared at stage 7.1 have been added.

It is necessary for every trustee to provide their full name, date of birth and personal email address. Once you have added the details for each trustee you will be prompted to upload a trustee declaration form. You can also find a template trustee eligibility declaration form on the Charity Commission website. Every trustee must sign a Trustee Declaration form (but not all trustees have to sign the same copy). Then scan a copy of the signed declaration as a pdf type file and upload it. Please note the Charity Commission will not accept e-signatures and therefore the Trustee Declaration forms must be signed in wet ink, scanned as PDF and uploaded to the Charity Commission system.

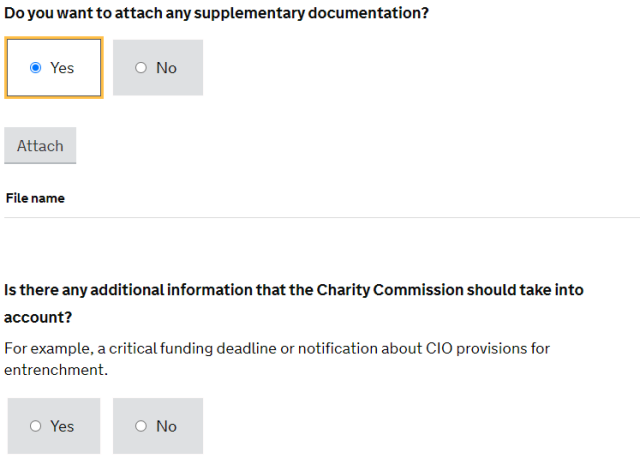
Once all trustees' information has been inserted and the Trustee Declaration forms uploaded, you will need to confirm that the details you have provided to the Charity Commission are correct and the Trustee is eligible to act as a trustee of this organisation. You can then click [Save and Continue].



Please note that it may be possible to apply to the Charity Commission for dispensation of this requirement but only if this public display could put a trustee in 'personal physical or mental danger'. Please see the CC guidance here: https://www.gov.uk/guidance/addresses-and-trustee-names-in-your-charitys-public-details

Stage 13 – Declaration

Select "Yes" to the question "Do you want to attach any supplementary documentation?" Attach a copy of CPD Volumes 1 and 2, available as pdf copies here: https://www.methodist.org.uk/cpd/



You may attach any other supplementary documents as appear necessary to the application for your charity. If you have a safeguarding policy then we would recommend you attach it to the application as a supplementary document as the Commission may ask for a copy if you have indicated that the Local Church/Circuit works with children or vulnerable adults. A model safeguarding policy for a Local Church can be found on page 104 of the Safeguarding Policy, Procedures and guidance for the Methodist Church:

https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/

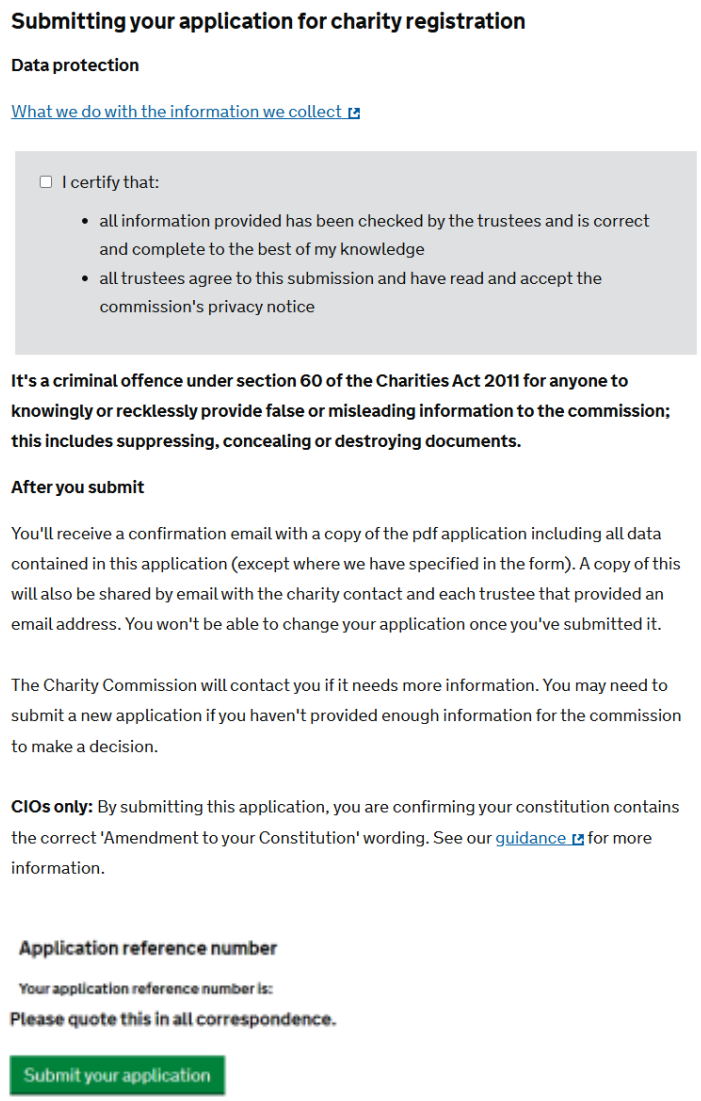
A model safeguarding policy for a Circuit can be found on page 110.

If there are any special circumstances for the application of your charity, select "Yes" and explain the special circumstances in the box provided e.g. there is an urgent need for the charity to be established before a certain date, or there is anything you wish to tell the Charity Commission about the application which was not covered in the online form.

Ensure that all of the trustees read the Data Protection Statement and that all the trustees are happy with the information that has been provided.

It is important to make a note of your application reference number as you may need to quote this in future correspondence.

Once you are satisfied that all of the information in the application is both full and correct tick the box to certify that all of the data has been checked and that all the trustees have read and accepted the Commission's privacy terms.



Submitting your application for charity registration

Data protection

What we do with the information we collect

☐ I certify that:

- all information provided has been checked by the trustees and is correct and complete to the best of my knowledge
- all trustees agree to this submission and have read and accept the commission's privacy notice

It's a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.

After you submit

You'll receive a confirmation email with a copy of the pdf application including all data contained in this application (except where we have specified in the form). A copy of this will also be shared by email with the charity contact and each trustee that provided an email address. You won't be able to change your application once you've submitted it.

The Charity Commission will contact you if it needs more information. You may need to submit a new application if you haven't provided enough information for the commission to make a decision.

CIOs only: By submitting this application, you are confirming your constitution contains the correct 'Amendment to your Constitution' wording. See our guidance for more information.

Application reference number

Your application reference number is:

Please quote this in all correspondence.

Submit your application

Finally using the green button submit your application.

Stage 14 – After Submitting the Application

You should receive a confirmation email within two hours. If you do not receive this confirmation, call the Charity Commission on 0300 066 9197.

The Charity Commission will consider your application, it may take up to 8 weeks (sometimes longer) for you to receive a response.

The Commission may accept your registration, ask for further information or refuse to accept the registration.

Additional Information

If you have any further questions concerning the contents of this guidance document, or any questions about the process of registering as a charity, please contact the Legal and Constitutional Practice team by phone on 020 7486 5502 or email on lcp@methodistchurch.org.uk