Church Checklist - Governance

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| Church Name… | Y/N |
| Do all members of the Leadership Team that govern the Church understand that they are Managing Trustees? Have they read the BU guidance [‘Help! I’m a Charity Trustee’](https://www.baptist.org.uk/Articles/368670/BUC_Guideline_Leaflet.aspx)  Does each Trustee have a copy of the Church constitution?  If the Trustees are responsible for a building, do they have access to a copy of the (Trust) Deeds for that building? |  |
| Do you have an Independent Examiner for your Church accounts? For more information see  <https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-examiners-cc32> |  |
| Does the Church have valid insurance? Eg buildings, contents, public liability, personal accident etc.?  Does the Church have an annual check on who has keys to the Church building? |  |
| Does the Church have **Safeguarding Children & Vulnerable Adults Policy**? Is it based on the [BU Template](https://www.baptist.org.uk/Articles/509643/Model_Safeguarding_Policy.aspx)?  Does the Church have a designated Safeguarding Officer?  Do all workers with children and vulnerable adults have valid Disclosure and Barring Service Certificates?  Has the whole church and congregation completed Level 1 Safeguarding Training (viewed film on BU website) in the last 12 months?  Have minister(s), other leaders and all workers with children and vulnerable adults completed Level 2 training?  Have minister(s), deacons and the Church Safeguarding Officer completed Level 3 training?  Does everyone understand that all levels of discrimination offences are now handled as Safeguarding issues? |  |
| Has the Church considered how disability or other discrimination might damage their witness as Christians?  Has the Church taken positive steps to ensure that people with disabilities (not just those in wheelchairs) are able to use the services offered by the Church in a way that as is close as reasonable to everyone else? |  |
| GDPR. Does the Church have a **Data Protection Policy**? Is it based on the [BU Template](https://www.baptist.org.uk/Groups/304642/Church_data_protection.aspx)?  Is there a designated data controller assigned to manage the Church’s data?  Is the Church registered with the Information Commissioner? <https://ico.org.uk/>  Does the Church understand that that in order to function, it is necessary for the Leadership to process personal information? It is not required to have permission for their contact details to be held.  Has the Church installed CCTV? If so, is it covered on the Information Commissioner registration?  Has the Church completed an Information Audit? See the [BU Information Audit Template](https://www.baptist.org.uk/Publisher/File.aspx?ID=204271)  Does the Church have a [Data Retention Schedule](https://www.baptist.org.uk/Publisher/File.aspx?ID=210797)? |  |
| Does the Church have a **Health & Safety Policy**? Is it based on the [Baptist Insurance Template](https://www.baptist-insurance.co.uk/risk-management/health-and-safety/) or the [HSE Template](https://www.hse.gov.uk/simple-health-safety/policy/index.htm)?  Is there a designated H&S person?  Has the Health & Safety situation been checked for compliance with your policy?  Has the safety of all fixtures and fittings been checked in accordance with your policy?  Does the Church have an Accident book?  Does the Church have a First Aid kit?  Does the Church have people trained in First Aid? (ideally have one at every activity)  Do the First Aiders update their training every 3 years?  Does the main person preparing food from scratch have a valid food hygiene certificate?  Has the church considered the various risk associated with volunteers? See [Baptist Insurance Volunteers](https://www.baptist-insurance.co.uk/risk-management/managing-volunteers/).  Does the Church have a designated fire officer?  Does the Church have a designated meeting point in case of fire?  Has the Church held a fire drill in the last 12 months?  Are all fire doors ‘push doors’ ie can be opened without a key for quick exit?  Are all fire extinguishers current? Are they checked every 12 months by an appropriate examiner?  Have all smoke alarms been tested in the last 12 months?  If the Church burns fuel for heating, lighting or cooking, have carbon monoxide alarms been fitted? Have all carbon monoxide alarms been tested in the last 12 months?  Does the Church have a lone working policy? See [Baptist Insurance Personal Safety Guidance](https://www.baptist-insurance.co.uk/risk-management/personal-safety/).  Does the Church have processes covering ‘hot work’ permits or permits for other types of work? If not, have the risks relating to building work been considered? See [Baptist Insurance Building Repairs](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.baptist-insurance.co.uk/documents/church-repairs-and-restoration.pdf&ved=2ahUKEwi_ysrCjNCLAxUnTUEAHedPG7UQFnoECCcQAQ&usg=AOvVaw1lLnkk7O5ZFpGZYNjV_Oeu). |  |
| Are each of these above policies formally reviewed at every AGM? |  |
| Have heating boilers had a service in the last 12 months?  Has wiring and fuse box been checked (eg free check from electricity supplier) in the last 5 years?  Has all electrical equipment been PAT tested in the last 12 months? Church & Manse |  |
| Does the Church have up to date licences with CCLI? <https://ccli.com/uk/en>  Is the Church aware of the licences required for all Church activities? eg livestreaming, film clips etc.  Does the Church have someone who logs all songs printed, recorded or projected each week with CCLI? |  |
| Is the Church aware that loans and grants are available for building repairs via [https://www.baptistbuilding.org](https://www.baptistbuilding.org/)? |  |

Church Checklist - Witness

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| Church Name… | Y/N |
| Are all the Church’s premises in a good state of repair?  Are the insides of Church premises fit for purpose?  Are all areas of the Church accessible?  Are the insides of Church premises in good decorative order (compared to your home)?  Are the insides of Church premises welcoming?  Conducive to worship?  Warm in the winter?  Is there space for one or more wheelchairs in the worship area?  Hearing loop?  Sign language option?  Large print / Braille materials?  Are internal posters / banners / notices etc. up to date and in good condition?  Is there a Welcome Team?  Are babies / children welcome?  Does the Church have facilities /equipment for babies / children?  Are there designated people to work with babies / children / young people? |  |
| Is the name of the Church clear and easy to see?  Are external notice boards up to date and changed regularly?  Is external signage clear? ie the way to the hall is round the back etc  Are any gardens kept tidy?  If car parking is provided by the Church, are there appropriate disabled parking arrangements? |  |
| Does the Church have a toilet for less able people?  Are all toilets in good working order? Clean? Don’t smell?  Not freezing?  Good quality loo roll?  Hand drying facilities etc.?  Equipment for children eg. potty, toilet seat, step to reach handbasin? Baby change facilities? |  |
| Is the kitchen in good order (Fit for purpose; Clean; Equipped for use)?  Left as you would want to find it? |  |
| If you serve tea/coffee/soft drinks & biscuits as part of your hospitality, do you use quality materials? |  |
| Does the Church have a website?  Is there a designated person to update it?  Is it updated regularly?  Does the Church have an entry on ‘Find a Church’? <https://www.findachurch.co.uk/> |  |
| Is the Church committed to reducing waste and recycling?  Does the Church use Fairtrade goods where possible? |  |
| Does the Church submit an Annual Return to the Baptist Union every 12 months?  Does the Church pay annual subscription to the Baptist Union?  Is the Church active in the local Baptist Association?  Does your Church give to Home Mission? |  |

\***Do call or email if you need help with any of the above**! [Hilary.taylor2024@gmail.com](mailto:Hilary.taylor2024@gmail.com) **07986 759034**