



OPPORTUNITIES TO SERVE -
TRUSTEE ROLE
HONORARY TREASURER

THE BAPTIST UNION OF GREAT BRITAIN

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OPPORTUNITIES TO SERVE

Introduction

As a Union of churches, associations and colleges our life together continues to be rich and varied. In all aspects of Baptists Together, including Council, trustee boards, committees and teams, we look to bring together groups and teams of people who can serve in this way in order to make real our mission.

In 2023, the role of Honorary Treasurer will become available as a key member of the BUGB trustee board. This short document outlines the role and provides information on our selection process. Please note that this role is carried out on a voluntary basis.

HONORARY TREASURER, BAPTIST UNION OF GREAT BRITAIN

The Trustee Board holds the governance responsibilities for the Baptist Union of Great Britain as a charitable organisation. This includes ensuring that the Core Leadership Team (CLT) is able to meet its strategic direction, and that Council and CLT remain accountable to the churches, as well as the financial and risk management obligations of BUGB as a charitable organisation.

The Trustee Board is made up of the Moderator, the General Secretary, the Honorary Treasurer, and nine other trustees from across the Baptist family, and includes representation from churches, associations and colleges.

We are looking for someone with a strong finance and governance background to take on this pivotal role. We hope that the timing of this new appointment will allow for a structured handover with our current Honorary Treasurer, John Levick.

SEEKING GOD TOGETHER

Could you offer to serve in Union life by putting yourself forward?

We hope that you will take time to consider prayerfully whether God may be calling you to serve in this role. If you choose to express your interest, please know that we will be praying for you throughout the process of discernment and appointment. We know from our past experiences that God is faithful in bringing the right people forward at the right time in our Union life.



Lynn Green
General Secretary
February 2021

OPPORTUNITIES TO SERVE

Our vision, culture, values and current priorities

“TO GROW HEALTHY CHURCHES IN RELATIONSHIP
FOR GOD’S MISSION.”

CURRENT PRIORITIES FOR BAPTISTS TOGETHER

In the second half of 2018 the Baptist Steering Group (now developed into the Core Leadership Team) and Baptist Union Council began to review our existing priorities and projects in order to identify what is important for us to focus on now and in the future.

Whilst continuing to develop our ongoing work in our four key areas, we highlighted a number of issues which we felt needed particular focus for the next three to five years. These were:

- Given the urgent need to pursue God’s mission in our UK context, we believe that we need to focus on our value: **‘Embrace adventure: Being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things’** (Matt 28:18-20)!. Council particularly wanted to embody this value in the context of mission, evangelism and discipleship. Our Mission Forum is particularly key to developing work in this area.
- To work through the remaining recommendations of the Ignite report into **the future of ministry**. Developing leadership in all its forms, together with a focus on equipping the whole body of Christ.
- **Children Young People and Families** – our CYF Round Table is offering leadership in this area.
- A similar but separate focus on **Emerging Adults aged 18-35** – a group which is largely missing from our churches.
- **Digital revolution** – not only our own digital capacity but reflecting on the implications of the digital revolution on mission, ministry and society.

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We seek to deliver our vision through four key roles:



OUR CULTURE

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- **SEEK TO BE A MOVEMENT OF SPIRIT LED COMMUNITIES.** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- **FEEL LIKE ONE TEAM** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (I Corinthians 12:24b-27)
- **EMBRACE ADVENTURE** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- **INSPIRE OTHERS** – with a generosity of spirit, to energise and motivate people to be all that God created them to be. (Ephesians 5:1-2)
- **SHARE A HUNGER FOR GOD'S COMING KINGDOM** – nurturing a 'holy discontent' that arises from our desire to give practical expression to our vision of God's purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9-10)

Honorary Treasurer

BACKGROUND

The BUGB Trustee Board hold responsibility for the governance of BUGB as a charity, including all matters relating to financial standing, risk management and legal obligations. The Treasurer serves as a trustee, with particular emphasis and involvement in the financial management of our Union and its bodies, and a key role in ensuring that we comply with all financial governance requirements. The Treasurer should strive to support BUGB's mission, vision and values in all he/she does.

ROLE PURPOSE

The role is primarily one of governance focused on financial issues with a full-time finance team undertaking the accounting and financial reporting functions, and ensuring appropriate financial controls are in place including keeping finance policies updated.

KEY RESPONSIBILITIES

The Honorary Treasurer will:

- undertake all roles of a Trustee of BUGB, including spiritual insight as befits a key role within a major denomination
- oversee all financial aspects of BUGB and its subsidiary organisations, on behalf of the board of trustees, to ensure its short and long-term viability
- assist the chair, other honorary officers and the General Secretary in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.
- oversee financial aspects across Baptists Together to monitor financial sustainability of all parts of Baptists Together

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DUTIES AND TASKS

In partnership with the Team Leader Support Services and members of the finance and audit committee the Honorary Treasurer will:

- ensure that BUGB operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board
- ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- identify and bring to the attention of the board, any financial risks facing the charity
- ensure that the charity's financial resources are sufficient to meet the charity's current and future needs; advise the board on the board's reserves policy and ensure that this policy is reviewed and monitored regularly
- scrutinise the proposed annual budget, and advise and guide the board accordingly
- scrutinise management accounts, performance against budget, trading performance etc, and advise the board accordingly
- scrutinise and evaluate regularly the charity's cash flow position, and inform the board of any concerns
- ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given
- ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief due is claimed
- review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the BUGB and across the major denominations
- ensure a current Statement of Investment Principles is in place setting out requirements from any investment portfolio and linked to BUGB's ethical investment policy. Monitor performance of investment managers.
- to review and approve loan and grant applications, as required
- meet the external auditor at least once a year
- formally present the accounts to the annual Assembly drawing to members' attention all relevant matters, and to respond to questions from the floor
- chair the finance part of the Finance and Audit Committee (*the audit part is chaired by an independent member of the Committee*).
- Be a member of other Boards bringing financial expertise and BUGB perspective
- Be the representative on behalf of BUGB as lead Employer in pensions matters

Assist the Moderator, other honorary officers and the General Secretary with:

- ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity
- ensuring that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and ensure that monies are invested to the maximum benefit of the charity, within the constraints of

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- the law and ethical and other policies laid down by Council
- ensuring that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit
- keeping the board informed of its financial duties and responsibilities
- advising the board on the financial implications and operational risks arising from board decisions, especially the board's strategic and policy decisions
- advising the board on the financial strategy proposed by the General Secretary and to review and monitor the financial strategy on behalf of the board
- advising, in consultation with the Moderator of the Board, the General Secretary on the level, quantity and frequency of financial information and reporting required by the board to allow the board to fulfil its legal and statutory responsibilities
- working with the General Secretary and Support Services Team Leader to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance
- ensuring that intangible assets such as organisational knowledge and expertise, intellectual property, BUGB's good name and reputation etc. are properly valued, utilised and safeguarded.

MEETING ATTENDANCE:

- | | |
|-------------------------------------|------------------------------------|
| • BUGB Trustees | 4 to 6 days per year |
| • Council | 4 days per year |
| • Assembly | 1 to 3 days per year |
| • Core Leadership Team | to be established, 1 hour per week |
| • Finance & Audit Committee | 3 days per year |
| • Remuneration Committee | 2 to 3 times per year |
| • Association Treasurers | Usually twice a year |
| • BUC Directors | 3 to 4 days per year |
| • Planning/Reviews with auditors | About 3 times per year |
| • RBMHO | 3 times per year |
| • Pensions: | |
| Pension Trustees | 4 days per year |
| Pensions Employers Group | 4 to 6 days per year |
| Monthly catch up Pensions/Employers | About 10 times per year |

Other meetings, which could be delegated:

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| • Pensions Investment Committee* | 4 times per year |
| • Church Investors Group | 3 days per year |

*dependent on Investment expertise and discussions with Pension Trustees

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TIME COMMITMENT

In terms of time, we expect this role to require at least three days each month, with additional time commitments at key points in the year, for example, as the budget preparation process takes place. The appointment is made on an annual basis at Assembly, with Trustee Board meetings taking place four times each year.

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Next steps

EXPRESSING YOUR INTEREST

If you would like to express your interest in the trustee role, please send a letter outlining your interest by email to Rachel Stone, the Union's HR and Safeguarding Team Leader, who will be coordinating the appointment process on behalf of the Key Roles Nominations Group. Electronic responses will make it easier for us to share information amongst those involved in the discernment process.

We would be particularly keen to understand:

- Your current situation and employment and/or ministry roles
- Your involvement to date in the wider life of the Union
- Why you feel that this role might be part of your future ministry and service

We would encourage you to discuss this role with Christian leaders you know and trust, and to ask for prayer as you consider whether or not to express your interest.

If you would find it helpful to speak to someone in more detail before deciding whether to express an interest, please contact Rachel Stone on the number below, and she will be able to put you in contact with those already serving in these roles.

Contact details: opportunities@baptist.org.uk

Telephone: 01235 517730

DISCERNMENT AND DECISION

Once expressions of interest have been received, we will be meeting with those who appear to meet our skills and knowledge requirements. At least two members of the Key Roles Team will speak with you to understand more about your background, your sense of call to service in this way, and to pray with you.

The outcome of these meetings will be shared with the full Key Roles Nominations Team so that prayerful decisions can be made about which individuals to put forward for these available roles. You will also be invited to meet with the Moderators of the Trustee Board and the Key Roles Nominations Team for a more in-depth discussion of the trustee agenda and your own governance experience.

The name of the potential new Treasurer will go to the next scheduled Council meeting for approval (Council usually meets in March and November each year).

INDUCTION

Recognising the complex nature of our Union and the need for good support as individuals take up their roles, a full induction programme will be put in place to make sure that new appointees have good background information and understanding before the new appointments begin.



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