



[Insert name of church/CIO here]

Appointment Procedure for Trustees

1. Objectives

The objectives of this procedure are to ensure that:

- The Trustee Board has sufficient skills, knowledge and experience to be capable of fulfilling its governance role effectively;
- The Trustee Board is refreshed regularly to prevent familiarity leading to complacency; and
- The Trustee Board and Elders are consulted in identifying people to be considered for appointment as a Trustees or to other formal positions.

2. Requirements for Trustees

The associated Trustees Role Descriptions set out the accountability, authority and legal duties of Trustees appointed to the Board of *[insert name of CIO/church here]*.

3. Review of the Trustees Board, Term of Office and Potential Re-Appointment

On a regular basis, and as the need arises, the Trustees will review the Trustee Board and consider appointments and retirements.

Individuals invited to consider joining the Trustee Board will be asked to complete the Trustee Board Application Form appended to this document.

Trustees shall be appointed for a term of three years and shall offer their resignation at the end of that period. For initial appointments of Trustees upon the establishment of the CIO, the terms served may be altered for the founding Trustees, to avoid all Trustees reaching the end of their terms at the same time.

The Trustee Board may invite a Trustee who has completed a three-year term to continue to serve as a Trustee for a further three-year term.

In the regular Trustee Board meetings, the Trustees shall consider together retirements and the appointment of individuals identified as potential Trustees with the aim of ensuring stability in the size and skill set of the members of the Trustee Board.

As a need for recruitment of new Trustees is identified by the Trustee Board, the Trustee Board members, *[delete as appropriate: along with any additional Elders in the church]*, will be asked to offer suggestions of people who have appropriate experience and capability and who may be willing to serve as Trustees.

The Trustee Board will consider all such suggestions and may approach individuals to explore their potential appointment.

4. Other Positions

The Trustee Board is responsible for appointing individuals to any paid employment positions within *[enter CIO/church name here]*.



Each appointment will be reviewed and made on a case-by-case basis, ***[delete as appropriate: with recommendations coming initially from the church leaders]***. Each term of employment will similarly be decided on a case-by-case basis and will be communicated to the individuals via their contract of employment.

There is no requirement for church leaders to follow this consultation process in relation to any volunteer support recruitment required for the running of the church, but the safer recruitment process element of the safeguarding policy should be followed in these instances by church leaders.



[Insert CIO/Church name] Trustee Board Application Form

Thank you for showing interest in serving on the Trustee Board of *[insert CIO/Church name]*. We hope this application form will help you prayerfully reflect on this opportunity as well as it helping us discern together how God is calling you to serve.

Applicant Details:			
Name:		Current role in church (if any):	
Email Address:		Current employed role (if any):	
Contact Tel Number:		Number of years serving in a church:	

Why do you want to serve on the Trustee Board of <i>[CIO/Church name]</i> ?	
What skills or experience would you bring to the Trustee Board?	



If relevant, what other Charity or Company Boards do you / have you serve(d) on in a trustee or director capacity? <i>Please give dates and state whether current.</i>	
Please describe your understanding of a Trustee on the Board of Trustees for [CIO/Church name]	

Skills Audit			
<i>Please complete this skills audit, noting areas with a 'Y' where you have a basic level of experience, advanced experience or which are a particular area of interest for you.</i>	Basic	Advanced	Area of Interest
Governance			
Charity Commission Reporting			
Companies House reporting			
Governance Reviews			
Trustee Induction			
GDPR			
Risk Management			
Serving as a School Governor			
Leadership			
Developing vision			
Strategic planning			



Pastoring teams			
Serving on a Church Leadership Team			
	Basic	Advanced	Area of Interest
Management			
Line Management			
Team Management			
Organisation Management			
Premises Management			
Financial Management			
Volunteer Management			
Church Administration			
Church Office Management			
Safeguarding / DBS			
Risk Assessments/Health and Safety			
Finance			
Financial Governance			
Charity Accounts			
Giving and Stewardship			
Bookkeeping			
Payroll			
I.T.			
I.T. infrastructure projects			
Software / system migration			
H.R.			
HR Administration / Management			
Disciplinaries and Grievances / Performance Management			
Redundancies			



Leadership Conflict			
Premises and Buildings			
Managing Building Projects			

	Basic	Advanced	Area of Interest
Church Involvement			
Preaching/Teaching			
Service Leading			
Worship Leading (music)			
Small group leadership			
Youth / children's work			

References			
<i>Please provide two references who are familiar with your relevant church or charity experience.</i>			
Name:		Name:	
Relationship		Relationship	
Contact Tel:		Contact Tel:	
Email:		Email:	

Data protection statement
<p>All of the information collected in this form is necessary and relevant to the performance of the role applied for. We will use the information provided by you on this form and by the referees you have noted for recruitment purposes only. [CIO/Church name] will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interest to process the information provided by you in this form. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your role arrangements and in relation to any legal challenge which may be made regarding our recruitment practices. For more information on how we use the information you have provided, please see our privacy notice which is included at the end of this form [insert your CIO privacy notice onto this form].</p>

Signed:



Dated: