



Church Planting Operational Guide



Policy and Procedure

Health and Safety - Before Planting

- **Health and Safety Executive (HSE)** awareness – you need to know they exist and that you have responsibilities in this area, particularly as an employer towards your employees, but also to your volunteers, who are viewed as staff where Health and Safety is concerned.
- **Adopting policy** – a localised adoption of a template (e.g. from The Church Office, also detailed at the end of this guide) will be required.
- **Risk Assessments** – required for all buildings used (including a fire risk assessment), regular activities and also one-off events – complete a risk assessment for each aspect as planning for the outreach/functioning of the church continues. A template for risk assessments is detailed at the end of this guide and found on The Church Office website here.
- **Training** – including both fire and the protection of premises terrorism act emergency response, as well as food hygiene (for the many churches that are preparing and serving food of any kind).
- **Partnership with your insurance company** – some insurance companies have helpful templates/examples for health and safety, such as this website from Congregational Insurance





Employment - Before Planting

Additional policies we suggest you get in place from an employment perspective are:

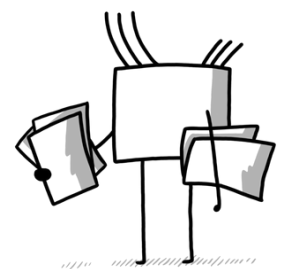
- **Code of Conduct**
- **Statement of Faith** (you may want to append this to your constitution, as explained in the legal section).
- **Conflict of Interest** (mentioned in the Charity Commission section)
- **Risk Management** (mentioned in the Charity Commission section)
- **Reserves Policy** (mentioned in the Charity Commission section)
- **Financial Controls**- best practice and including cash handling (mentioned in the Charity Commission section)
- **Expenses Policy and Procedure** for staff/volunteers
- **Complaints and Whistleblowing Policy** (partially mentioned in the Charity Commission section)

Employment - Launch and Maintenance

When your church plant launches and your role as an employer starts, payroll will also start, and whilst you don't need a written policy for payroll as such, you will need to ensure your payroll is handled correctly, including any requirements upon you to provide a workplace pension. We have already made some suggestions on this in our finance section, but it is pertinent here to highlight that the 'launch' action is to actually pay your staff!

As with all the other policies we've covered, you will need to revise these policies on a regular basis - aim for annual reviews. Part of the review will be whether you need to add further policies into your suite of policies - it is likely that your need for policies will increase as the church plant gets established and expands its functionality.

As this section marks the end of our policy and procedure sections, we also want to reinforce that although planning, managing and maintaining policy and procedure may not feel like the most life-giving of activities for a church plant, they do serve to **help protect the gospel and provide a safer environment for all** - they aren't all supposed to be tick box exercises!





Church Buildings/Rental Space

Suitability, vision, location and reach - Before Planting

Before launching a church plant, deciding on a suitable venue for your church to meet in can be a challenge. The biggest influencing factor will be whether your church plant needs to rent a space/building, or whether you have access to your own building. There are many things to consider with either of these options, and we have tried to list the main ones below that relate to owned or rented buildings, and then more points for consideration from both building options are on the next page. Please be aware that these lists are not exhaustive!

Owned Building

- Ongoing costs of running the building (e.g. mortgage, buildings insurance, utilities, water, broadband).
- Ongoing costs of building maintenance (including annual boiler services for example), and availability of people to do/organise this.
- Pest Control – if needed or as a preventative measure
- Coordination of teams to set up and set down from all church based activities.

Rented Space/Building

- Ongoing cost of renting the building, as well as a deposit.
- Lease details and restrictions – make sure you are aware of what you can and can't do, as well as what you are and are not responsible for in respect to the building.
- Storage of equipment in between Sundays/church activity days.
- Flexibility (e.g. extra meetings midweek or additional outreach options such as youth or a toddler group – can your building provide these?)
- Access to WiFi.
- Caretaker management – is it provided or is it needed from the core team.
- Clearing – set up, set down, layouts, capacity

