

Guidance for Registering Churches and Circuits with the Charity Commission – Part 1

Introduction

0.1 Application of this Guidance

This guidance is designed to demonstrate the process of registration with the [Charity Commission](#) for local churches and circuits within the legal jurisdiction of England and Wales who have a gross annual income over £100,000

Registration of any newly formed local churches and circuits in the jurisdiction of Scotland is performed through the [Office of the Scottish Charity Registrar](#), all Methodist charities which currently exist are already registered.

For local churches in the Isle of Man please find the charity registration pack [here](#). This pack requires less information than the Charity Commission but does not request information that is not sought in England and Wales, please use the contents of this guidance to form a template for answers in your application. Fill in the pack and post it to the address provided.

For local churches and circuits in the Bailiwick of Guernsey separate registration requirements apply, please see the website of the [Guernsey Registry](#). The Guernsey Registry requires the same basic information as the Isle of Man.

There is no charity registrar, commission or equivalent body for the Bailiwick of Jersey and as such there is no need to register as a charity in Jersey.

In Malta there is a simple process for applying to be recorded as a voluntary organisation. Please use [this form](#). A separate guidance note is available [here](#).

0.2 Before you begin

0.2.1 Meet

It will be prudent to discuss registration with the Charity Commission with the whole of the Church Council or Circuit Meeting. A small group should be appointed to oversee the registration with one person being responsible for actually completing the form or a member of staff can fulfil the administrative task of completing the form under the guidance of the small group.

0.2.2 Reading

Every member of the Church Council and Circuit meeting need to have read the following Charity Commission Guidance:

- Charities: How to Protect Vulnerable Groups and Children – use this [link](#)
- Finding new trustees: What Charities need to know - [cc30](#)
- Public Benefit: Running a Charity – [PB2](#)

0.3 What is included within Gross Annual Income?

Gross Annual Income is calculated in relation to the previous tax year. (The Tax year for the Methodist churches, circuits and districts is the same as the connexional year, from 1st September to the next 31st August.

Gross annual income includes, but is not limited to:

- Donations
- Bequests
- Weekly Giving
- Gift Aid Income
- Gifts and Donations from building schemes (where applicable)
- Rental Income

The Following are not considered to be income:

- Loans Received by the Charity
- Loan repayments made to the Charity
- Any receipt from endowment funds.
- Monies received from the sale of property, investments or other capital assets.

0.4 Trustee Eligibility Declaration Forms

In order to complete the registration it will be necessary for all members to complete and sign a trustee eligibility declaration form. Practically this form should be signed before you commence the registration process.

Forms are available [here](#).

A trustee eligibility declaration form is a legally binding statement in which a trustee confirms that he or she is over the age of 18 and is fit to serve as a charity trustee. It is necessary to thoroughly complete the form.

You will need to attach a signed copy of the trustee eligibility declaration form in stage 8 of the application process. See part 8.2 of this guidance from page 37.

0.5 – Interpretation

This guidance document is designed to be used by both church councils and circuit meetings intending to register as charities in England and Wales.

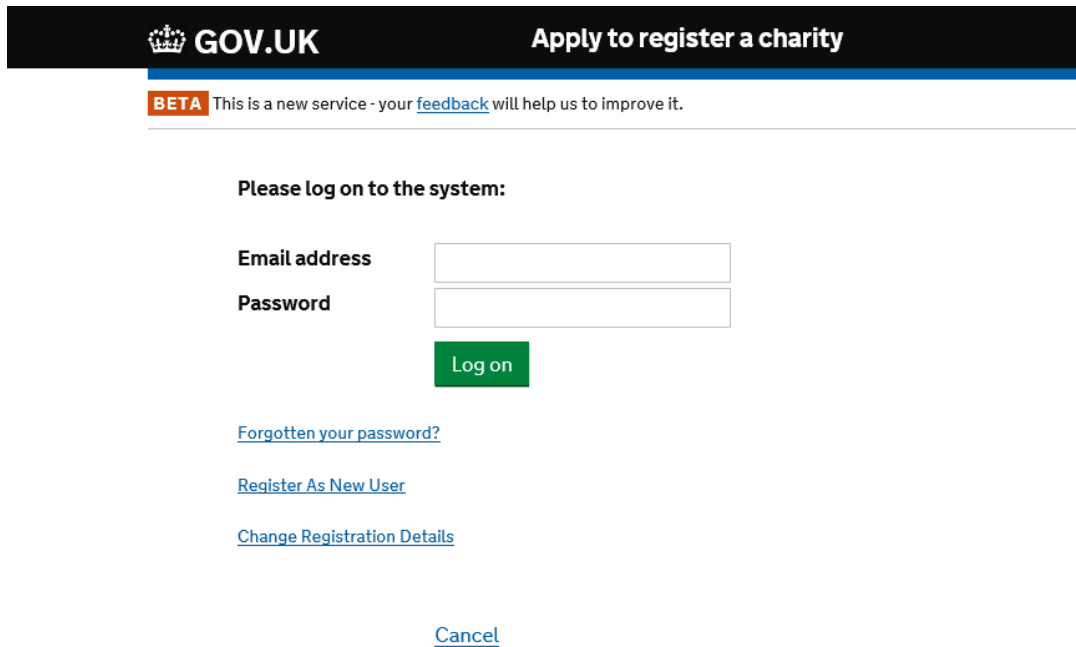
The word “Charity” is used interchangeably to refer to both a circuit and a local church.

How to Register with the Charity Commission

Stage 1 – Sign In & Commencing the Application

1.1 Signing in

In order to register with the Charity Commission you will need to go to the [Charity Commission Registration Form](#) web page. Doing so will bring up the following web page:

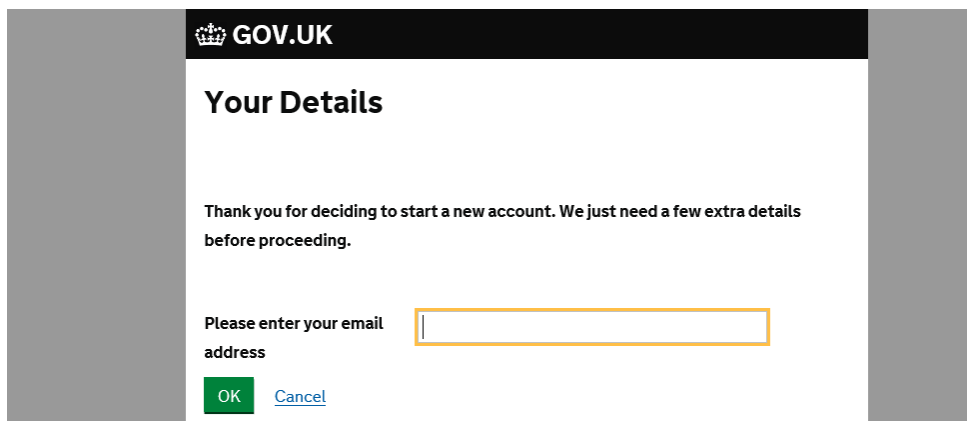


The screenshot shows the top of a GOV.UK page with the title 'Apply to register a charity'. Below the header is a 'BETA' notice: 'This is a new service - your [feedback](#) will help us to improve it.' The main content area is titled 'Please log on to the system:' and contains two text input fields labeled 'Email address' and 'Password'. Below these fields is a green 'Log on' button. There are three blue links: '[Forgotten your password?](#)', '[Register As New User](#)', and '[Change Registration Details](#)'. At the bottom of the form area is a blue '[Cancel](#)' link.

If you already have an account with the Charity Commission you should sign in typing your email address and password into the text boxes. (Skip ahead to 1.2)

OR

If you have not created an account before you will need to click on the [Register as new user] link. Selecting this link will bring up the following page:



The screenshot shows a 'Your Details' page on GOV.UK. The page has a black header with the GOV.UK logo. The main heading is 'Your Details'. Below this is a message: 'Thank you for deciding to start a new account. We just need a few extra details before proceeding.' There is a text input field with the label 'Please enter your email address'. At the bottom of the form area are two buttons: a green 'OK' button and a blue '[Cancel](#)' link.

If you have an email address dedicated to your position in the church or circuit insert that email address. Alternatively if the local church or circuit has its own email address use that address. If there is no email address for the charity or for your position within the charity use a personal email address.

You will be sent to a confirmation page. This page will tell you that an email has been sent to you providing you login details.

- Check your emails to confirm receipt of this email and make a note of the password, or copy it. The confirmation email may be caught by anti-virus software or may be sent to a “Junk” or “SPAM” box.
- Click [Okay] on the confirmation webpage and you will be returned to the initial sign in page.
- Sign in using your email address and new password.

1.2 Welcome Page

Depending on the time of year you may be directed to a temporary page. The temporary page looks like:

GOV.UK Apply to register a charity

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[Spell Check](#) [Print a copy](#) [Sign out](#)

Introduction

- Introduction
- About charity
- Classification
- Public benefit
- Property
- Contact info
- Trustee details
- Regulators
- Finance
- Connections
- Risks
- Declaration

About this service

Use this service to apply to register:

- a new English or Welsh charity with the Charity Commission
- a new charity that will replace an existing registered charity in England or Wales

The organisation must already be [set up](#) (unless it is a CIO). Once you submit your application, you'll get a decision within 2 weeks unless it isn't completed properly or the commission needs to ask for more information.

Your answers are automatically saved as you complete the application. You can save and return to the application later if you need to.

Information needed

Before you start, make sure you have PDF copies of:

- the organisation's governing document (eg its constitution)
- a [trustee declaration form](#) signed by all the organisation's trustees
- your latest accounts (if applicable)


Depending on your application, you may also need PDFs of:

- proof the organisation's income is over £5,000 (eg bank statements or funding offers)
- a business plan
- permission to use the name (if applicable)
- minutes of meetings
- evidence of how the organisation benefits the public
- lease documents for the organisation's property
- a certificate of incorporation as a company (from Companies House)
- any policies the organisation has, eg a grant-making policy

[Continue](#) [Save & exit](#)

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It is advised that you read any appropriate guidance, if you know that you are obliged to register click [Continue]. If you do not need to register close the window and not to register.

1.3 Starting Your Application

If you have previously registered a local church or circuit or if you have started an application previously, more than one entry will appear in the grid at the bottom of the page. Click on the relevant application or if a new application, or click [Start] in the Column “Add a new Application for Registration...”

GOV.UK Apply to register a charity

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[Welsh version](#) [Sign out](#)

Charity registration service

The registration service is currently very busy which is affecting the timeliness of our response. Please help us to make an early decision by reading our [guidance](#) and making a complete and detailed application.

[Start new application to register a charity](#)


Your existing applications

ID	Organisation	Status of application	Date of deletion		
5080949		Not submitted Last opened 09 May 2016	09 Aug 2016	Continue	Delete

Your application will be deleted after 3 months of no changes. Submitted applications are removed 6 months after they were submitted.

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Read the page you are brought to; this provides vital information about your application and provides details of how you may log back in and resume your application if you chose to stop and return to it later.

Introduction

- ✓ **Introduction**
- [About charity](#)
- [Income](#)
- [Classification](#)
- [Public benefit](#)
- [Property](#)
- [Contact info](#)
- [Trustee details](#)
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- minutes of meetings
- evidence of how the organisation benefits the public
- lease documents for the organisation's property
- a certificate of incorporation as a company (from Companies House)
- any policies the organisation has, eg a grant-making policy

[Continue](#)

[Save & exit](#)

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Stage 2 – About charity

2.1 Governing Document

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[◀ Back](#) [Spell Check](#) [Print a copy](#) [Sign out](#)

Governing document

A governing document sets out a charity's rules; it's the key legal document that says what it is and how it will be run. Different charities have different governing documents.

▶ [What is a governing document?](#)

Select the organisation's governing document type:

- CIO Foundation Constitution
- CIO Association Constitution
- Constitution
- Memorandum and Articles
- Trust Deed or Declaration of Trust
- Scheme
- Will
- Royal Charter
- Other

[Attach](#) Please attach the governing document:

[Continue](#) [Save & exit](#)

Introduction

- [About charity](#)
- [Governing doc](#)**
- [Charity name](#)
- [Structure](#)
- [Income](#)
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You will be brought to a page asking for the governing document for your charity. You should select the option “Other” and attach the governing document i.e. the Deed of Union (1932) and Methodist Church Act (1976) or attach a PDF document that states:

The Church / Circuit / District (*delete as applicable) is governed by the Deed of Union (1932) and Methodist Church Act (1976). A copy of the governing document is held centrally by the Charity Commission and is not required to be submitted with each individual application.*

Once you have attached the governing document or a PDF document as outlined above, click [Continue]

2.2 Charity name

Type the name of your local church or circuit into the “The organisation’s name” box. If the local church or circuit does not go by any shortened name select “No” to all questions and press [Continue].

The screenshot shows the 'Charity name' section of the GOV.UK registration process. The page is titled 'Charity name' and is page 3 of 30. The main heading is 'The organisation's name:'. Below this, there is a text input field containing 'Example Methodist Church 01' and a 'Check name' button. A note indicates that the name will be displayed on public registered details. There are three yes/no questions: 'Is the organisation known by any other names?', 'Do any of the organisation's names contain acronyms, made-up or non-English', and 'Do any names contain words that require consent from another body?'. Each question has radio buttons for 'Yes' and 'No', with 'No' selected for all. A 'Continue' button and a 'Save & exit' link are at the bottom.

If the charity also goes by an abbreviated or shortened name, select “Yes” to “Is this organisation known by any other names?”

Selecting “Yes” will bring up another section asking you to “Please list all other names here”, insert any other names or acronyms into this box. If any of the words inserted are made up or acronyms you will have to tick “Yes” to the next question and explain the acronym or made up word in the box below. Please see an example on the next page.

[Back](#)

[Spell Check](#) [Print a copy](#) [Sign out](#)

Charity name

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- ✓ [About charity](#)
- ✓ [Governing doc](#)
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The organisation's name:

Enter this exactly as it's written in the governing document. A charity's name can't contain offensive words.

PUBLIC

The organisation's name will be displayed on its public registered details.

Example Methodist Church 01

[Check name](#)

Is the organisation known by any other names?

Yes

No

Please list all other names here

PUBLIC

This information will be made publicly available on the Charity Register.

EMC1

Do any of the organisation's names contain acronyms, made-up or non-English language words?

Yes

No

Please translate or explain each made up, non-English word or acronym used:

EMC1 is an acronym for Example Methodist Church 01

Do any names contain words that require consent from another body?

[Words which may need consent](#)

Yes

No


[Continue](#)

[Save & exit](#)



Once you have filled in all necessary boxes, click [Continue].

2.3 Structure and Purposes

 **Apply to register a charity : Structure**
sfsddfs


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[Back](#) [Spell Check](#) [Print a copy](#) [Sign out](#)


Structure and purposes

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What is the organisation's governing document?

 This information will be made publicly available on the Charity Register.

Enter the date the organisation's governing document came into effect (dd/mm/yyyy).

 This information will be made publicly available on the Charity Register.

Day Month Year

Enter the organisation's purposes (also known as 'objects') exactly as they are

In response to the question “What is the organisation’s governing document?” write the following:

DEED OF UNION (1932) AND METHODIST CHURCH ACT (1976)

Then insert the date 26/10/1976 as the date on which the governing document came into effect.

The next question asks you to enter the organisation’s purposes (also known as objects) as they are written in the governing document. Please copy and paste the following text into the form:


THE PURPOSES OF THE METHODIST CHURCH ARE AND SHALL BE DEEMED TO HAVE BEEN SINCE THE DATE OF UNION THE ADVANCEMENT OF – (A) THE CHRISTIAN FAITH IN ACCORDANCE WITH THE DOCTRINAL STANDARDS AND THE DISCIPLINE OF THE METHODIST CHURCH; (B) ANY CHARITABLE PURPOSE FOR THE TIME BEING OF ANY CONNEXIONAL, DISTRICT, CIRCUIT, LOCAL OR OTHER ORGANISATION OF THE METHODIST CHURCH; (C) ANY CHARITABLE PURPOSE FOR THE TIME BEING OF ANY SOCIETY OR INSTITUTION SUBSIDIARY OR ANCILLARY TO THE METHODIST CHURCH; (D) ANY PURPOSE FOR THE TIME BEING OF ANY CHARITY BEING A CHARITY SUBSIDIARY OR ANCILLARY TO THE METHODIST CHURCH.

Click [Continue].

Stage 3 – Income

3.1 Income

You must enter the gross annual income of your local church or circuit into the box and attach with it a PDF copy of your annual accounts. The tax year for the purposes of all model trust charities runs from the 1st September until the following 31st August.

 **Apply to register a charity**
Example Methodist Church 01

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Income



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Enter the organisation's gross annual income:

Attach proof of income:

[Save & exit](#)

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Once you have entered the information, press [Continue].

Stage 4 – Classification

4.1 – Classification: What

Select as many of the following as apply to your charity.

At least “Religion” must be ticked, this will bring down a sub list, select “Christianity” and from the subsequent sub-list “Methodist”.

Classification: What

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- Classification**
 - What**
 - [How](#)
 - [Who](#)
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- [Public benefit](#)
- [Property](#)
- [Contact info](#)
- [Trustee details](#)
- [Regulators](#)
- [Finance](#)
- [Connections](#)
- [Risks](#)
- [Declaration](#)

What does the organisation do? (select all that apply)

PUBLIC This information will be made publicly available on the Charity Register.

- General charitable purposes
- Education/ Training/ Research
- Advancing health or the saving of lives
- Relief of those in need (age, disability, ill-health, financial or other disadvantage)
- The prevention or relief of poverty
- Religion
 - Christianity
 - Church of England
 - Methodist
 - United Reform
 - Baptist
 - Evangelical
 - Roman Catholic
 - Presbyterian
 - Jehovah's Witnesses
 - Mormon
 - Plymouth or Exclusive Brethren
 - Other christian
 - Arts/ Culture/ Heritage/ Science
 - Amateur sport
 - Animal welfare
 - Environment/ Conservation
 - Citizenship/ Economic or community development/ Employment
 - Armed forces/ Emergency service efficiency
 - Human rights/ Religious or racial harmony/ Equality or diversity
 - Community recreation/ Leisure facilities
 - Other charitable purposes

[Continue](#) [Save & exit](#)

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Once all applicable boxes have been ticked, please press [Continue].

4.2 – Classification: How

Select as many of the following boxes as apply to your local church or circuit. At least one box in each category must be ticked.

In the first category a local church should at least tick [Provides buildings/facilities/open space] and a circuit should tick the same and [Acts as an umbrella or resource body] as a minimum.

In the “Religion” Category, select as many of the statements as apply to your local church or circuit

The screenshot shows a web browser window with the URL `apps.charitycommission.gov.uk/officetools/RegistrationLanding.html?0016-2f2a3a4c96b3a376`. The page title is "Apply to register a charity" for "Example Methodist Church 01". A "BETA" banner indicates this is a new service. The navigation menu on the left includes: Introduction, About charity, Income, Classification, What, How (highlighted), Who, Where, Public benefit, Property, Contact info, Trustee details, Regulators, Finance, Connections, Risks, and Declaration. The main content area is titled "Classification: How" and is page 7 of 31. It asks "How does the organisation operate? (select all that apply)". A "PUBLIC" label indicates information will be publicly available. The checkboxes are:

- Makes grants to individuals
- Makes grants to organisations
- Provides other finance
- Provides buildings/facilities/open space
- Provides services
- Provides education/advocacy/advice/information
- Sponsors or undertakes research
- Acts as an umbrella or resource body
- Other

 The "Religion" section has checkboxes for:

- Place of worship
- Generally advancing the religion
- Educating people about the religion
- Pastoral care, outreach
- Missionary, evangelical
- Interfaith activities
- Religious order

 At the bottom of the form are "Continue" and "Save & exit" buttons. The footer contains the Charity Commission's privacy notice link, OGL license information, and the Crown copyright logo.

Once you have selected all applicable statements press [Continue].

4.3 – Classification: Who

Select as many classes of person who as those to whom you provide support.

At the very least “The General Public/Mankind” should be selected.

GOV.UK **Apply to register a charity**
Example Methodist Church Of

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Classification: Who

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Who does the organisation help? (select all that apply)


PUBLIC This information will be made publicly available on the Charity Register.

- Children/ Young people
- Elderly/ Old people
- People with disabilities
- People of a particular ethnic or racial origin
- Other charities or voluntary bodies
- Other defined groups
- The general public/ Mankind**
- People living in a specified geographical area
- Members of a particular profession
- Employees of a named employer
- Named individuals
- Other

Religion

- Adherents of a specified religion**
- Members of a closed religious order

[Continue](#) [Save & exit](#)

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You should select the category “Other”, this will bring up a box in which you may enter words such as:

There is no requirement for any person to be a member of the [Name of Local Church/Circuit] to partake in the activities of the charity or benefit from them.

It is necessary to select at least one option under each sub-heading, for the “Religion” sub-heading select “adherents of a specified religion”. If you have selected additional charitable purposes during stage 4.1 more sub-heading will appear and at least one option under each sub-heading must be selected.

Once all categories have been selected press continue

4.4 – Classification: Where

GOV.UK **Apply to register a charity**
Example Methodist Church 01

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Where

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The information we need to know in this section is where the organisation is working or where it expects to work.

If the organisation works in specific parts of England and/or Wales, you can add local authority areas. (A local authority area is either a London Borough, Unitary Authority, a Metropolitan Borough or a Non-Metropolitan City.)

Where does the organisation operate? (select all that apply)

If the organisation works in more than 10 local authority areas within England and/or Wales please select one of the 'Throughout' options.


PUBLIC This information will be made publicly available on the Charity Register.

- Throughout England
- Throughout Wales
- Throughout England & Wales
- Specific areas in England & Wales
- Outside England & Wales

[Continue](#) [Save & exit](#)

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Selecting any one of the five options will create a drop down list of counties. Most local churches and circuits will operate in “Specific Areas of England and Wales”. Using the list select the county in which your local church or circuit operates. If your Circuit operates in more than one county select both or all corresponding counties.

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Where

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The information we need to know in this section is where the organisation is working or where it expects to work.

If the organisation works in specific parts of England and/or Wales, you can add local authority areas. (A local authority area is either a London Borough, Unitary Authority, a Metropolitan Borough or a Non-Metropolitan City.)

Where does the organisation operate? (select all that apply)

If the organisation works in more than 10 local authority areas within England and/or Wales please select one of the 'Throughout' options.



This information will be made publicly available on the Charity Register.

Specific areas in England & Wales

Does the organisation operate in England?



This information will be made publicly available on the Charity Register.

Yes

No

- Barnsley
- Bath and North East Somerset
- Bedford
- Birmingham City
- Blackburn with Darwen
- Blackpool
- Bolton

Does the organisation operate in Wales?



This information will be made publicly available on the Charity Register.

Yes

No

Does the organisation operate in London?



This information will be made publicly available on the Charity Register.

Yes

No

Outside England & Wales

[Continue](#)

[Save & exit](#)



Stage 5 Public Benefit

5.1 – Carrying out the purpose

If you have selected the option “Methodist” at step 4.1 the purposes of the Methodist Church, as expressed in section 4 of the Methodist Church Act 1976 should be entered into the first box automatically. This box should turn a grey colour and you should not be able to edit the content.

If for any reason the box is not grey and does not contain the purposes of the Methodist Church please return to step 4.1 by clicking on the word “Classification” in blue writing to the left hand side of the screen. Check that the option “Methodist” has been selected. If having selected the option “Methodist” the purposes have still not been entered please copy the passage below and paste it into the box.

Section 4 Methodist Church Act 1976:

The purposes of the Methodist Church are and shall be Purposes deemed to have been since the date of union the advancement of—

(a) the Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church;

(b) any charitable purpose for the time being of any Connexional, district, circuit, local or other organisation of the Methodist Church;

(c) any charitable purpose for the time being of any society or institution being a society or institution subsidiary or ancillary to the Methodist Church;

(d) any purpose for the time being of any charity being a charity subsidiary or ancillary to the Methodist Church.

GOV.UK Apply to register a charity : Purpose
Example Methodist Church 01

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[Back](#) [Spell Check](#) [Print a copy](#) [Sign out](#)

Carrying out the purpose

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The organisation's purposes are:

Section 4 Methodist Church Act 1976
The purposes of the Methodist Church are and shall be Purposes deemed to have been since the date of union the advancement of –
(a) the Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church;

Explain how the organisation carries out its purposes:

[Help with this section](#)

Attach any document (such as a business plan) which sets out how the organisation carries out its purposes: (Optional)

[Save & exit](#)

- ✓ Introduction
- ✓ About charity
- ✓ Income
- ✓ Classification
 - Public benefit
 - Purpose**
 - Benefits
 - Selection
 - Grant making
 - Membership
 - Services
 - Fees
 - Religion
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- Declaration

In the second box explain what your local church or circuit does to achieve the purposes of the Methodist Church.

Examples of what a Church may do	Examples of what a Circuit may do
Organise and hold regular services available to all who wish to attend	Equip Churches for mission.
Offer pastoral support	Support & Train local preachers to spread the word of God
Run pre-school or parent & toddler groups	Provision of Manse(s) and Stipend(s) for Minister(s) to enable them to perform ministry.
Provide Food Banks	Maintain properties
Provide social support to elderly	Provides support to Churches in fulfilling financial, legal and safeguarding obligations
Provide food for homeless or elderly	
Support local activities or groups (street pastors)	
Provide space for youth groups at reduced cost or for free (Guides, Scouts, Brownies, St. John's Ambulance etc)	
Have a space available for prayer, reflection and worship (daily?)	

At the end of the page there is an option to attach an additional document. It is not necessary to attach anything. However, if your church or circuit has a mission policy document or any document which explains what the charity does it may be appropriate to attach a copy of this document also.

5.2 Benefits

GOV.UK Apply to register a charity : Benefits
Example Methodist Church 01

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Benefits

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What are the benefits of the organisation's purposes?*
[Help with this question](#)

[Explain in your own words]

Attach any document which shows how the organisation provides benefit: (Optional)

Who can benefit from the organisation's purposes?

The general public A section of the public

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You will also need to explain in your own words how and why the purposes of your church or circuit are beneficial and to whom.

Examples for Churches		Examples for Circuits	
Purpose	Benefits	Purpose	Benefits
Provision of Services, provides pastoral support	People have received pastoral support and feel better	Nurturing people's faith, enabling people to become better disciples of Jesus	As Church
Nurture people's faith, enabling people to become better disciples of Jesus	Detail benefits of being a better Christian	Helping people to learn & grow as Christians	Make a better society in which we live together in peace
Challenge injustice	Fairer world		
Offering a safe place	People feel safe		

Transform peoples' lives by knowing the love of God	Inherently knowing God is a good thing		
---	--	--	--

Any document that explains how the activities of the church or circuit benefit the public may be attached. This is not essential.

In answering the question “Who can benefit from the organisation’s purposes?” select the option “The General Public”.

5.3 – Carrying Out the purpose for the public benefit

GOV.UK Apply to register a charity : Selection
Example Methodist Church 01

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Carrying out the purpose for the public benefit

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What criteria do the trustees use to decide who the organisation benefits or what work it does or supports?

Attach any document which explains how these decisions are made: (Optional)

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- ✓ Introduction
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- ✓ Classification
 - Public benefit
 - ✓ Purpose
 - ✓ Benefits
 - Selection**
 - Grant making
 - Membership
 - Services
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Suggested answer, amend as appropriate:

All are welcome to attend services and [activities] in the [Church/Circuit]

Decisions relating to the offering of financial support will be determined by a vote of the [Church Council]/[Circuit Meeting]. Pastoral support will be offered at the discretion of the Minister with pastoral charge of a local church but generally pastoral case will be offered to anyone who seeks it.

Also explain how your church or circuit decides which projects to carry out or support.

- i) If your Church does not support other projects put [N/a]

- ii) If your Church/Circuit does support other projects, but has no set criteria, it will normally be that a decision is made as to whether or not to support a project based on whether the project furthers the mission of the church.
- iii) If your Church/Circuit has a policy or criteria for supporting other projects, insert a link or provide details.

5.4 – Grant Making

5.4.1 – Non-Grant Making Charities

If your church or circuit does not make grants simply click “No” and continue to step 5.5

5.4.2. Grant Making Charities

In your own words explain what grants are available and the criteria used for determining whether grants are provided. In many cases there may not be set criteria and the Church Council or Circuit Meeting will simply consider the merits of making a grant at a meeting and vote.

If a policy document exist prescribing the powers of the Church Council/Circuit Meeting to provide grants this document may be attached and in the box you may simply write “Please see attached documentation.”

GOV.UK Apply to register a charity : Grant making
Example Methodist Church 01

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Grant making

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Is the organisation a grant maker?

Yes No

What criteria will the organisation use to select individuals or organisations to receive grants?

Example: There is no set criteria. Each grant proposition is presented in writing to the secretary of the Church Council at least 2 weeks before its next meeting. Members of Council consider the proposal on its individual merits. To approve the grant a majority of least 2/3 of the members of the Church Council present must vote in favour.

Attach any document which explains this, such as a grant making policy: (Optional)

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5.5 – Membership

There is no requirement for a person to be a member of a Methodist Church in order to benefit from its purposes.

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Membership

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Do people or organisations have to be members of the organisation to benefit from its purpose?

Yes
 No

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- ✓ [Income](#)
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 - [Public benefit](#)
 - ✓ [Purpose](#)
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 - [Services](#)
 - [Fees](#)
 - [Religion](#)
- [Property](#)
- [Contact info](#)

5.6 Providing services or facilities

All Churches and Circuits must answer “Yes” to the first question.

In your own words explain what services are provided by your church or circuit, to whom they are provided and detail any restrictions on access to the services provided. The word services is taken to mean all services provided by the Church or Circuit to any person or body of persons and is not limited to services of worship.

Providing services or facilities

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Does the organisation provide public facilities or services as a way of carrying out its purpose?

Examples of public facilities and services include community centres, food banks, art galleries, football pitches, schools, colleges, universities, theatres, concert halls, museums, charitable hospitals, charities that provide residential care, or charities that advance heritage, environmental protection or improvement.

Yes
 No

What sort of facility or service does it provide?

At 09:15 and 18:30 every Sunday services of worship are held. All are welcome to attend.

The Example Methodist Church hires out the hall to various support groups including... Other examples of services provided (not just worship)

When can the public access the facility or service?*

[Help with this question](#)

Timetable of services and publicly accessible events

Are there any restrictions on who can have access?

Yes
 No

Are there any restrictions on what people can have access to?

Yes
 No

Explain why there are restrictions:

Support groups, meeting at (timetable) are only permitted access to the church hall, kitchen, corridor and toilets.

[Continue](#) [Save & exit](#)




5.7 – Fees and Charging

Methodist Churches do not charge a membership fee, however the option “Yes” should be selected.

In the box that appears when you tick yes explain that there is no membership fee, however fundraising activities may have a nominal entry fee and any facilities let under licence to youth organisations or support groups are licenced for a small premium.

No charges should be too expensive for the poor, you should select “No” and explain why any charges are set and at what rate they are set. i.e. the Scouts hire use of the hall, the organisation is charged £5 per hour for licenced use of the hall, this is not thought to be too expensive to deny access to children to the Scouts or the use of the hall.



Apply to register a charity : Fees
Example Methodist Church 01

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Fees and charges

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Does the organisation charge people to be a member or to access its services or facilities?

Yes
 No

What services or facilities does the organisation charge for and how much does it charge?

There is no charge for membership.
 Certain fund raising activities charge a nominal entry fee, though people will be permitted if they do not pay.

Do the trustees consider the charges to be more than the poor can afford?

▶ [Help](#)

Yes
 No

How have you reached this view?

There is no charge for membership.
 The organisations that hire the hall pay a nominal license fee of £5 per hour only.
 Entrance fees for fund-raising events are non-mandatory.

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5.8 Religion

 **Apply to register a charity : Religion**
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Religion

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Tell us about the tenets of faith which the organisation advances. This may be explained in your governing document.

Clause 4 Deed of Union Paste Here

Tell us about any moral or ethical framework that is promoted by the religion the organisation is set up to advance.

The Methodist Church does not have a separate moral or ethical framework but its moral and ethical standards are set up the doctrines of the church. The Moral and ethical beliefs of the Church founded upon the teachings of Christ.

Tell us specifically how the organisation advances religion.

Organisations applying to register as charities may advance religion in different ways. [Guidance](#) gives the scope of information we may need to consider.


[Help](#)

Examples - Weekly Services, Outreach Projects, Food Bank...

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Copy the extract from the Deed of Union and paste it into the first box. The extract is provided at the end of this section.

In the second box state that *“The Methodist Church does not have a separate moral or ethical framework but its moral and ethical standards are set up the doctrines of the church. The Moral and ethical beliefs of the Church founded upon the teachings of Christ.”*

Using your own words, explain how your local church or circuit advances the Christian faith. Common examples include:

- Holding services of worship
- Outreach projects
- Food banks
- Fundraising
- (Circuits) providing training, support and resources to equip churches for mission
- (Circuits) Providing Ministers with a manse as a base of ministry

Clause 4 Deed of Union 1932:

The doctrinal standards of the Methodist Church are as follows:

The Methodist Church claims and cherishes its place in the Holy Catholic Church which is the Body of Christ. It rejoices in the inheritance of the apostolic faith and loyally accepts the fundamental principles of the historic creeds and of the Protestant Reformation. It ever remembers that in the providence of God Methodism was raised up to spread scriptural holiness through the land by the proclamation of the evangelical faith and declares its unfaltering resolve to be true to its divinely appointed mission.

The doctrines of the evangelical faith which Methodism has held from the beginning and still holds are based upon the divine revelation recorded in the Holy Scriptures. The Methodist Church acknowledges this revelation as the supreme rule of faith and practice.

These evangelical doctrines to which the preachers of the Methodist Church are pledged are contained in Wesley’s Notes on the New Testament and the first four volumes of his sermons.

The Notes on the New Testament and the 44 Sermons are not intended to impose a system of formal or speculative theology on Methodist preachers, but to set up standards of preaching and belief which should secure loyalty to the fundamental truths of the gospel of redemption and ensure the continued witness of the Church to the realities of the Christian experience of salvation. Christ’s ministers in the church are stewards in the household of God and shepherds of his flock. Some are called and ordained to this occupation as presbyters or deacons. Presbyters have a principal and directing part in these great duties but they hold no priesthood differing in kind from that which is common to all the Lord’s people and they have no exclusive title to the preaching of the gospel or the care of souls. These ministries are shared with them by others to whom also the Spirit divides his gifts severally as he wills.

It is the universal conviction of the Methodist people that the office of the Christian ministry depends upon the call of God who bestows the gifts of the Spirit the grace and the fruit which indicate those whom He has chosen.

Those whom the Methodist Church recognises as called of God and therefore receives into its ministry as presbyters or deacons shall be ordained by the imposition of hands as expressive of the Church’s recognition of the minister’s personal call.

The Methodist Church holds the doctrine of the priesthood of all believers and consequently believes that no priesthood exists which belongs exclusively to a particular order or class of persons but in the exercise of its corporate life and worship special qualifications for the discharge of special duties are required and thus the principle of representative selection is recognised.

All Methodist preachers are examined tested and approved before they are authorised to minister in holy things. For the sake of church order and not because of any priestly virtue inherent in the office the presbyters of the Methodist Church are set apart by ordination to the ministry of the word and sacraments.

The Methodist Church recognises two sacraments namely baptism and the Lord's Supper as of divine appointment and of perpetual obligation of which it is the privilege and duty of members of the Methodist Church to avail themselves.

To enable effective upload and download, this guidance document has been split into two parts, Stage 6 commences in Part 2.