

Friends of St James the Less - Terms of Reference:

Of Membership:

1) Steering Committee

- 1) Shall consist of the Incumbent, churchwarden(s), a treasurer, and other members, representing the breadth of the local community, who the PCC shall invite to join.
- 2) Must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. The Steering Committee may act by majority decision;
- 3) At least 3 members of the committee must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting;
- 4) If a committee member has a conflict of interest they must declare it and leave the meeting while the matter is being discussed or decided;
- 5) The Steering committee may make reasonable additional rules to help run the charity. These rules must not conflict with these terms of reference, the aims and objectives of the PCC or the law.

2) General Membership

The membership of the Friends of St James the Less shall be open to anyone, over the age of 18, interested in helping the group achieve its aims who will abide by the rules of the group. Once accepted by the steering committee membership lasts for one year and is subject to an annual membership fee. Membership may be renewed on an annual basis and the steering committee will maintain an up-to-date membership list.

The steering committee may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by nominated representatives of the Steering Committee or the PCC before the decision is made and can be accompanied by a friend.

Although there will be one membership fee, there will be two discreet types of membership (bringing with them different and overlapping benefits):

- 1) Former Members of St James the Less and others interested in receiving items for prayer and encouragement, alongside
- 2) Former Members of St James the Less School, parishioners and those more widely who are interested and concerned to see the church kept in good decorative working order and thus enabled to fulfil its mission.

Of Purpose:

To help conserve, maintain, and improve the fabric, furnishings and fittings of St James the Less, Westminster, in conjunction with the PCC. To this end they will:

- 1) help towards the cost of the preservation of the church

- 2) help towards the cost of repairs to the church
- 3) help towards maintenance costs of ornaments and furnishings
- 4) help towards fixtures and fitting to ensure that the building is fit for purpose
- 5) help towards the cost of the building insurance
- 6) raise funds for the above purposes
- 7) help with the maintenance and upkeep of the churchyard
- 8) foster public interest in the building

Of Activity:

In order to carry out the charitable purposes, the Steering Committee have the power, in co-operation with the PCC to:

- 1) raise funds, receive grants and donations and collect annual subscriptions;
- 2) apply funds to carry out the work of the charity;
- 3) ensure that all projects meet the requirements of all statutory obligations;
- 4) co-operate with and support other charities with similar purposes; and
- 5) do anything which is lawful and necessary to achieve the purposes.

Of Accountability:

The Steering Committee will be accountable to the PCC as the body responsible for the upkeep and ongoing use of the Church.

Benefits and responsibilities of membership:

- 1) Members shall receive regular¹ newsletters from the Steering Committee by email, to which they will be encouraged to contribute.
- 2) They shall be invited to any special events held in the church, including an annual lecture organised by the Steering Committee around the subject of the architecture, the artists or the context in which the church was built and continues to minister.
- 3) They shall be encouraged to give to the upkeep of the building and to contribute in time and energy to the organising of events and to the ongoing cleaning and restoration programme.

Of Money and Property:

- 1) All funds raised must be kept in the PCC's Renewal Fund for the purposes of the Friend's Group. All cheques must be signed by two nominated members of the Steering Committee.
- 2) Funds may be transferred to the Monk fund for the use in the maintenance and repair of the building.
- 3) the Steering Committee must keep accounts. The most recent annual accounts can be seen by anybody on request;
- 4) the Steering Committee cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses

¹ at the discretion of the Steering Committee.