



**The Coptic Orthodox Diocese of Ireland, Scotland,
Northeast England and its Affiliated Regions.**

St Mary and St Michael Coptic orthodox church

Charity No: SC044428

Governing document

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References	OSCR: SCOTTISH CHARITY REGULATOR CHARITIES AND TRUSTEE INVESTMENT (SCOTLAND) ACT 2005. The Charity Constitution.

Constitution and Governance

Status of the Church

St Mary and St Michael Coptic Orthodox Church is an indivisible part of the Coptic Orthodox Church of Alexandria, Egypt. The Church acknowledges the Pope of Alexandria and Patriarch of the See of St Mark as its Supreme Head and derives its spiritual authority from the Holy Synod of the Coptic Orthodox Patriarchate in Cairo, Egypt.

The Church is established and governed in accordance with the laws of Scotland relating to charities and is registered with the Office of the Scottish Charity Regulator (OSCR).

The Church is under the pastoral care and ecclesiastical authority of the Metropolitan/Bishop of the Diocese, who is a member of the Holy Synod of the Coptic Orthodox Church and serves under a Canonical Praxis issued by His Holiness the Pope of Alexandria and Patriarch of the See of St Mark. This ecclesiastical authority is spiritual in nature and shall not be altered, amended, transferred, or revoked except in accordance with the Canons of the Coptic Orthodox Church.

Objectives

The principal objective of the Church is the advancement of the Coptic Orthodox Christian religion and the promotion of the spiritual, religious, and cultural heritage of the Coptic Orthodox Church throughout the West of Scotland.

In furtherance of this objective, the Church may also support Coptic Orthodox churches and charitable ministries within the United Kingdom, Egypt, and elsewhere where such support advances the Church's objectives.

Powers

In furtherance of its charitable objects, the Church shall have the power to:

1. Establish, provide, maintain, and manage places of public worship and facilitate the celebration of the Divine Liturgy, Sacraments, and other rites of the Coptic Orthodox Church, including Baptism, Marriage, Funeral, and Memorial services.
2. Promote the teaching of the Holy Scriptures, the doctrines, traditions, and practices of the Coptic Orthodox Church through worship, education, pastoral care, and community activities.
3. Raise funds through donations, offerings, grants, subscriptions, fundraising events, legacies, and other lawful means.
4. Issue public appeals for financial or other support in furtherance of the Church's charitable purposes.

5. Accept gifts, donations, legacies, endowments, and property, whether unrestricted or held on specific charitable trusts consistent with the Church's objects.
6. Acquire, lease, manage, insure, improve, and dispose of property where permitted by law and where this furthers the Church's charitable purposes.
7. Employ staff, appoint volunteers, engage professional advisers, and enter into contracts necessary for the proper administration of the Church.

Undertake any other lawful activities that are incidental or conducive to achieving the Church's

Membership

Membership of the Church shall be open to persons who are members of the Coptic Orthodox faith and who support the aims, doctrines, and mission of the Church.

The Council

Members of the Council

Chairman

HE Metropolitan Antony

Officers

- 1- Treasurer: Dr George Nagiub
- 2- Secretary: Dr Karim Morcos.

Full Council Members

1. Dr Sameh Morgan : Council member
2. Mr Youssef Sadek : Council member
3. Mr Jack Barsoum: Council member

Associate Council members

1. Mr Nader Shahid: Associate Council member
2. Miss Sonia Ayad: Associate Council member
3. Mr Samir Hakim: Associate Council member

Role of the Priest in the Church Council

The Priest shall attend meetings of the Church Council as the representative of His Eminence Metropolitan Antony.

The Priest shall:

1. Attend and participate in Church Council meetings and contribute to discussions.
2. Chair the Council meeting in the absence of the Chairman.
3. The Priest shall **not have voting rights** in Church Council decisions and shall not be counted as a voting member for the purpose of determining a majority.
4. Where a discussion or proposed decision raises a matter that may conflict with the **Orthodox faith**, the Priest may pause or suspend the discussion.

In such circumstances, the Priest shall refer the matter to **His Eminence Metropolitan Antony** for spiritual guidance and direction. The Council shall defer any final decision on the matter until appropriate guidance has been received.

Full Council members are responsible for:

- Operating in a manner that is consistent with the charity's charitable purposes.
- Following the law and complying with the charity's governing document.
- Acting with care, skill, diligence, and integrity in carrying out their duties.
- Identifying, managing, and declaring any conflicts of interest involving the charity, its members, or other organisations.
- Providing all information required to keep the Scottish Charity Register accurate and up to date.
- Complying with the charity's governing document and the relevant provisions of the Charities and Trustee Investment (Scotland) Act 2005 when making changes to the way the charity operates.
- Providing appropriate information to the public about the charity's activities and governance.
- Setting and maintaining the organisation's vision, mission, and values.
- Developing the charity's strategic direction and overseeing planning.
- Ensuring the organisation has the appropriate governance structure, resources, and capacity to deliver its work.
- Establishing and reviewing policies and procedures that govern the organisation's activities.
- Establishing effective systems for monitoring performance, reporting, and accountability.
- Demonstrating that the charity is well governed, complies with legal and regulatory requirements, and operates effectively.
- Ensuring that the charity's funds are used only to further its charitable purposes.
- Ensuring that the charity's financial affairs are managed responsibly, with accurate records maintained and appropriate financial reporting.
- Managing risk and ensuring compliance with the governing document, regulatory requirements, and all applicable legislation.
- Managing risk responsibly by identifying, assessing, and responding to risks. This includes avoiding exposing the charity to undue risk while recognising that responsible risk-taking is sometimes necessary to achieve the charity's objectives.
- Adopting, maintaining, and regularly reviewing a Code of Conduct (or Code of Practice) for Council members, and ensuring all members understand and comply with its requirements.

Vacation of Office

A Council member shall cease to hold office if he or she:

- Becomes disqualified from acting as a charity trustee under Section 69 of the Charities and Trustee Investment (Scotland) Act 2005, or any statutory amendment or replacement of that legislation.
- Becomes incapable, by reason of illness, injury, or mental incapacity, of managing his or her affairs.
- Resigns by giving written notice to the Council, provided that at least three Council members remain in office after the resignation takes effect.
- Is absent, without the permission of the Council, from all Council meetings held and activities during a continuous period of six months, and the Council resolves that the office be vacated.
- Is removed from office by the Diocesan Bishop in accordance with the Canons and governance of the Coptic Orthodox Church.

Associate Council members

Associate Council Members are appointed by mutual agreement of the Council to provide additional skills, knowledge, and support in the governance and ministry of St Mary and St Michael Coptic Orthodox Church. Their role is to assist the I in fulfilling the Church's charitable purposes and operational objectives.

Appointment

- Associate Council Members are appointed by mutual agreement of the Council.
- Appointments are based on the needs of the Church and the individual's experience, skills, commitment, and willingness to serve.
- The Council may review, renew, or end an appointment at any time where it is considered to be in the best interests of the Church.
- The performance and continued appointment of Associate Council Members may be reviewed periodically by the Council to ensure that the needs of the Church continue to be met.

Role

Associate Council Members serve in an advisory and supportive capacity. They contribute to the effective operation of the by assisting the Council with specific areas of responsibility.

The Council may appoint an Associate Council Member to lead or oversee a particular area of Church activity, committee or project. Where such responsibility is delegated, the Associate Council Member is expected to manage that area effectively and report regularly to the Council.

Responsibilities

Associate Council Members shall:

- Support the vision, mission of the church and assist the Council in achieving the Church's charitable objectives.
- Undertake specific duties, projects, or areas of responsibility as delegated by the Council.
- Lead and coordinate designated events, committees, or operational activities where appointed.
- Exercise good stewardship over any resources entrusted to them.
- Provide regular updates and reports to the Council on the progress of their delegated responsibilities.
- Attend Council meetings and participate actively in discussions, offering advice, experience, and recommendations.
- Maintain confidentiality regarding sensitive information discussed during Council meetings or Church business.
- Declare any actual or potential conflicts of interest relating to matters under discussion.
- Act with integrity, professionalism, and in the best interests of the Church at all times.
- Comply with Church policies, safeguarding requirements, health and safety procedures, and applicable legislation.

Attendance at Council Meetings

Associate Council Members are expected to attend Council meetings and contribute fully to discussions and decision-making processes.

However, they **do not have voting rights** on Council decisions.

The Council may request that Associate Council Members withdraw from discussions involving confidential trustee matters or other sensitive business where appropriate.

Official Roles

The Council may appoint an Associate Council Member to hold an official operational role within the Church. The duties, authority, and reporting arrangements for each official role shall be determined by the Council.

Authority and Accountability

Associate Council Members may make operational decisions within the scope of the responsibilities delegated to them by the Council.

Associate Council Members remain accountable to the Council for all delegated responsibilities and shall provide reports, updates, and information as requested.

Council Meetings

The Church Council shall meet regularly to ensure the effective governance and management of the charity. Meetings shall normally be chaired by the Chairman. If the Chairman is absent, the Priest will chair the meeting and if the Priest was not available another Council member elected by those present will chair the meeting.

1. Regular Council Meetings

The Council shall meet at least once every two to three months, or more frequently if required.

The Secretary is responsible for:

- Calling Council meetings.
- Preparing and circulating the meeting agenda in advance.
- Recording accurate minutes of the meeting.
- Distributing an electronic copy of the approved minutes to all Council members.
- Maintaining meeting records in a secure filing system in accordance with the charity's Records and Documentation Policy.

2. Emergency (Special) Meetings

An emergency or special meeting may be called at any time when urgent matters require immediate consideration or decisions.

The Secretary shall convene the meeting at the request of the Chairman or the quorum required for Council meetings. The notice convening the meeting shall clearly state the purpose of the meeting and the matters to be discussed. Only the business specified in the notice shall be considered unless otherwise agreed by all members present.

3. Annual General Meeting (AGM)

An Annual General Meeting shall be held once each calendar year.

At the AGM, the Council shall report to the congregation on the governance of the charity, services and projects, including (but not limited to):

- The charity's activities and achievements during the previous year.
- Financial statements and stewardship of resources.
- Strategic priorities, vision, and future plans.
- Any other matters requiring the attention or approval of the congregation.

Members of the congregation shall be given the opportunity to ask questions, seek clarification, make suggestions, and participate in discussions in accordance with the meeting procedures.

4. Quorum

The Council quorum for all scheduled Council meetings, the Annual General Meeting, emergency meetings, and any other meetings shall be 60% of the serving Council members.

Congregation quorum requirement for the Annual General Meeting shall be at least 50%.

Annual Report

The Church shall prepare an Annual Report and Annual Accounts for each financial year in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, the Office of the Scottish Charity Regulator (OSCR), and any other applicable legislation or accounting standards.

The Annual Report provides an overview of the Church's activities, governance, financial performance, and future direction, and demonstrates accountability to members, donors, beneficiaries, regulators, and the wider public.

The Annual Report should include, as a minimum:

- A report on the Church's activities and achievements during the financial year.
- A summary of the projects, ministries, and services undertaken.
- Progress made towards achieving the Church's charitable objectives.
- The Church's vision, priorities, and future plans.
- Information on governance, including the Church Council and any significant changes during the year.
- A statement of the Church's financial activities for the financial year.

- The annual income and expenditure account (or Statement of Financial Activities, where applicable).
- Notes to the financial statements where required.
- The report of the independent examiner or auditor, where required by law.
- Any other information required by OSCR or relevant legislation.

The Annual Report and Accounts shall be approved by the Church Council before being presented to the Annual General Meeting and submitted to the Office of the Scottish Charity Regulator (OSCR) within the prescribed statutory timescales.

The Secretary

Role of the Secretary

The Secretary is the principal administrative officer of the charity and is responsible for supporting the Council in the effective governance and administration of the organisation. The Secretary ensures that the Council operates efficiently, complies with its governing document, and maintains accurate records of its decisions and activities.

Although the Secretary manages day-to-day administrative affairs, **the legal responsibility ultimately remains with the Council.**

Duties and Responsibilities

The Secretary shall:

- Convene Council meetings, the Annual General Meeting (AGM), and any special or emergency meetings in accordance with the governing document and the Council's Meetings Policy.
- Prepare and circulate meeting notices, agendas, reports, and supporting documentation.
- Attend Council meetings and record accurate minutes, including discussions, decisions made, actions agreed, and any declarations of interest.
- Distribute approved minutes and meeting documents to Council members within an appropriate timescale.
- Chair meetings in the absence of the Chairman or the Priest.
- Maintain the official records of the charity, including minutes, resolutions, governing documents, policies, registers, and other corporate records.

- Ensure that all Council records are securely stored and retained in accordance with the charity's Records Management and Data Protection policies.
- Oversee the administrative procedures of the Council to ensure meetings, decision-making processes, elections, reporting, and governance activities are carried out consistently, efficiently, and in accordance with the governing document and relevant legislation.
- Monitor compliance with governance procedures and advise the Council on administrative requirements arising from its governing document, charity law, or Council policies.
- Act as the principal point of contact for correspondence addressed to the charity and ensure that enquiries are dealt with appropriately or referred to the relevant Council member.
- Assist in preparing reports and documentation required for the Annual General Meeting and any regulatory or governance purposes.
- Ensure that statutory notices, records, and documentation required by the Office of the Scottish Charity Regulator (OSCR) and other relevant authorities are maintained and submitted in a timely manner.
- Work closely with the Chairman, Treasurer, and other Council members to support the effective administration and governance of the charity.

General Responsibilities

The Secretary shall promote good governance by ensuring that the Council's decisions are properly documented, communicated, and implemented.

The Secretary should also ensure that Council members have access to the information they need to carry out their responsibilities effectively and that the charity maintains accurate and complete administrative records.

The Treasurer

Legal Requirements

Under Section 44 of the Charities and Trustee Investment (Scotland) Act 2005, every Scottish charity must:

- Keep proper accounting records.
- Prepare annual accounts and a Trustees' Annual Report at the end of each financial year.

- Arrange for the accounts to be independently examined or audited where required by law.
- Submit the annual accounts and annual return to the Office of the Scottish Charity Regulator (OSCR) within the required timescales.

OSCR Guidance

The Council shall ensure compliance with the current accounting and reporting requirements issued by the Office of the Scottish Charity Regulator (OSCR), including any amendments to accounting regulations, reporting thresholds, and audit or independent examination requirements. The Treasurer should keep up to date with changes to these requirements and advise the Council accordingly.

Role of the Treasurer

The Treasurer is the principal financial officer of the charity and is responsible for overseeing its financial management. The Treasurer supports and advises the Council in ensuring that the charity's finances are managed responsibly, transparently, and in accordance with legal and regulatory requirements.

Although the Treasurer manages day-to-day financial affairs, **the legal responsibility ultimately remains with the Council.**

The Treasurer shall:

- Be responsible for the charity's financial administration and accounting records.
- Maintain accurate, complete, and secure accounting records and financial systems.
- Ensure that appropriate financial controls and procedures are in place and are regularly reviewed.
- Monitor the charity's income, expenditure, assets and cash flow.
- Present regular financial reports to the Council, including comparisons against approved budgets and previous reporting periods.
- Prepare annual accounts and financial statements for submission to OSCR and presentation at the Annual General Meeting (AGM).
- Liaise with the independent examiner or auditor and provide all information required for the annual examination or audit.
- Assist the Council in developing budgets, financial plans, and long-term financial strategies.
- Prepare and monitor budgets for projects, ministries, and other charitable activities.
- Ensure that all income is properly recorded and banked promptly.

- Issue receipts for donations where appropriate and maintain records of donations and payments.
- Ensure that all expenditure is properly authorised, recorded, and supported by appropriate documentation.
- Retain financial records and supporting documentation in accordance with the charity's Records Retention Policy and legal requirements.
- Provide copies of the annual accounts and related reports to any person entitled to receive them under charity law.
- Submit tax returns, Gift Aid claims, and any other returns to HM Revenue & Customs (HMRC) where required.
- Advise the Council on financial risks, reserves, investments, and other financial matters affecting the charity Support the Council in ensuring compliance with all relevant financial legislation, OSCR guidance, and the charity's Financial Management Policy.

Delegation

The Treasurer may seek assistance from suitably qualified Council members, members of the congregation, or external professionals (such as accountants, bookkeepers, or financial advisers) where appropriate. Any delegation of financial responsibilities shall remain under the Treasurer's oversight and be subject to approval by the Council. The Treasurer remains accountable to the Council for the proper discharge of delegate(s) duties.

Health and Safety Officer

Role of the Safety Officer

The Safety Officer is responsible for overseeing health, safety, and welfare arrangements for the Church and supporting the Council in ensuring compliance with relevant health and safety legislation. The Safety Officer shall promote a safe environment for clergy, volunteers, employees, contractors, members of the congregation, visitors, and all others using the Church premises.

Although the Safety Officer manages day-to-day health and safety, **the legal responsibility ultimately remains with the Council.**

Duties and Responsibilities

The Safety Officer shall:

1. Have overall responsibility for promoting and monitoring the health, safety, and welfare of all persons using the Church premises, including clergy, employees, volunteers, contractors, members of the congregation, visitors, and members of the public.

2. Assist the Church Council in ensuring that the Church complies with all applicable health and safety legislation, guidance, and recognised codes of practice.
3. Implement and regularly review the Church's Health and Safety Policy and ensure it remains up to date.
4. Ensure that members of the congregation, volunteers, employees, and ministry leaders are aware of, understand, and comply with the Church's Health and Safety Policy and associated procedures.
5. Carry out, or arrange for, suitable and sufficient risk assessments for all Church activities, including worship services, Sunday School, youth work, community events, social activities, pastoral activities, and other ministries.
6. Ensure that appropriate risk assessments and control measures are in place before any building works, maintenance projects, or other significant activities are undertaken.
7. Monitor the implementation of control measures identified through risk assessments and review them whenever circumstances change.
8. Ensure that fire safety equipment, including fire extinguishers, alarms, emergency lighting, and evacuation signage, is maintained, inspected, tested, and serviced in accordance with statutory requirements.
9. Ensure that emergency evacuation procedures are established, communicated, regularly reviewed, and practised where appropriate.
10. Ensure that safe systems of work are implemented and followed so far as is reasonably practicable.
11. Ensure that Church buildings, halls, grounds, and access routes are maintained in a safe, clean, and orderly condition.
12. Ensure that adequate means of access and emergency escape are available and always kept free from obstruction.
13. Monitor that Church grounds, including gardens, trees, pathways, and external areas, are inspected and maintained to minimise risks to users.
14. Ensure that equipment, machinery, electrical appliances, ladders, and tools are regularly inspected, maintained, and used only by persons who have received appropriate instruction or training where required.
15. Ensure that appropriate accident reporting procedures are followed and that accidents, incidents, and near misses are recorded, investigated where necessary, and reported to the Council.
16. Ensure that first aid arrangements, including first aid equipment and trained first aiders where appropriate, are maintained.
17. Report regularly to the Church Council on health and safety matters, including identified risks, incidents, inspections, compliance issues, and recommendations for improvement.
18. Liaise, where appropriate, with external authorities, insurers, contractors, and professional advisers on matters relating to health and safety.

Delegation

The Safety Officer may delegate specific operational tasks to suitably competent volunteers, or contractors. Any delegation of Health and Safety responsibilities shall remain under the Officer's oversight and be subject to approval by the Council. The Health and Safety Officer remains accountable to the Council for the proper discharge of delegate(s) duties. **However, overall responsibility for monitoring health and safety arrangements remains with the Council.**

Project and Maintenance Officer

Role of Project and Maintenance Officer

The Project and Maintenance Officer is responsible for coordinating the delivery of property improvement projects and ensuring the effective maintenance, safety, and compliance of the charity's buildings and facilities. The post holder will oversee planned and reactive maintenance, manage contractors, support health and safety compliance, and contribute to providing safe, welcoming, and accessible environments that enable the charity to achieve its charitable objectives.

Although the Safety Officer manages day-to-day health and safety, **the legal responsibility ultimately remains with the Council.**

Key Responsibilities

- Project Management

- Coordinate property improvement, refurbishment, and development projects from planning through to completion.
- Prepare project plans, schedules, budgets, and progress reports and report to the council
- Liaise with architects, consultants, contractors, suppliers, and relevant stakeholders.
- Monitor project expenditure to ensure value for money and adherence to approved budgets.
- Ensure projects are completed on time, within budget, and to agreed quality standards.
- Support funding applications by providing project information, cost estimates, and progress updates where required.

- **Property Maintenance**

- Develop and implement planned preventative maintenance programmes for all church premises.
- Coordinate reactive repairs and maintenance to minimise disruption to services.
- Inspect buildings regularly to identify maintenance requirements and ensure timely remedial action.
- Maintain accurate maintenance records, asset registers, warranties, and service schedules.
- Ensure all maintenance work complies with relevant legislation, building standards, and organisational policies.

- **Contractor Management**

- Procure contractors and suppliers in accordance with the charity's procedures.
- Obtain quotations and evaluate tenders to achieve best value.
- Monitor contractor performance, ensuring work is completed safely, professionally, and within agreed timescales.
- Verify completed works and authorise invoices in accordance with delegated authority.

- **Health, Safety and Compliance**

- Support compliance with health and safety legislation, including the Health and Safety Executive requirements.
- Ensure statutory inspections, servicing, and certification are completed, including fire safety systems, electrical installations, gas safety, water hygiene, and emergency lighting where applicable.
- Carry out or coordinate property risk assessments and ensure corrective actions are implemented.
- Promote a positive health and safety culture.

- **Budget and Financial Management**

- Monitor maintenance and project budgets.
- Obtain competitive quotations and ensure cost-effective procurement.
- Prepare reports on expenditure, maintenance performance, and project progress.
- Identify opportunities for efficiency savings and improved asset management.

- Stakeholder Engagement

- Build effective working relationships with volunteer helpers, service users, contractors, and local authorities.
- Respond promptly to property-related enquiries and maintenance requests.
- Communicate project updates to the Council.

- Administration

- Maintain accurate records of contracts, inspections, maintenance schedules, and project documentation.
- Produce regular reports for the Council.
- Ensure documentation complies with organisational policies and audit requirements.

- General Responsibilities

- Uphold the charity's values, policies, and procedures.
- Work in accordance with equality, diversity, safeguarding, and data protection requirements.
- Undertake any other duties appropriate to the post as reasonably requested by the Council.

Person Specification

- Experience managing building maintenance or property-related projects.
- Knowledge of planned and reactive maintenance processes.
- Understanding of health and safety legislation relating to buildings and facilities.
- Experience managing contractors and external suppliers.
- Strong organisational and project coordination skills.
- Excellent communication and interpersonal skills.
- Ability to prioritise competing workloads and meet deadlines.
- Competent IT skills.

Key Working Relationships

- Volunteer Helpers
- Council members
- Contractors and suppliers
- Local authorities

- Professional consultants
- Service users

Delegation:

The Project officer may delegate certain tasks, project leadership to suitably qualified Council members, members of the congregation or professionals. Any delegation of projects, maintenance activity shall remain under the project officer 's oversight and be subject to approval by the Council. The project officer remains accountable to the Council for the proper discharge of delegate(s) duties.

Safeguarding officer

Role and Responsibilities of the Safeguarding Officer

The Safeguarding Officer is appointed by the Council to lead and coordinate safeguarding within St Mary and St Michael Coptic Orthodox Church. The Safeguarding Officer is responsible for promoting a safe environment for children, young people and adults at risk, ensuring that safeguarding concerns are managed appropriately and in accordance with Scottish legislation and Church policy.

The Safeguarding Officer will:

1. **Act as the first point of contact** for anyone wishing to report a safeguarding concern, allegation, suspicion or disclosure.
2. **Receive and respond to safeguarding concerns** promptly, ensuring that immediate risks to children or adults at risk are addressed without delay.
3. **Listen carefully and record concerns accurately**, gathering only the information necessary to determine the appropriate course of action.
4. **Maintain accurate, confidential and secure safeguarding records** in accordance with data protection legislation and Church procedures.
5. **Refer safeguarding concerns** to Police Scotland, Social Work Services or other relevant statutory agencies when required, particularly where there is concern that a child or adult at risk is suffering, or is at risk of suffering, significant harm.
6. **Seek advice from statutory safeguarding agencies** whenever there is uncertainty about the appropriate response to a safeguarding concern.
7. **Support victims, survivors and those making disclosures**, ensuring they are treated with dignity, compassion and respect throughout the safeguarding process.
8. **Provide advice and guidance** to clergy, volunteers and Church leaders on safeguarding responsibilities and safe working practices.

9. **Promote safeguarding awareness** throughout the Church by encouraging a culture where safeguarding is everyone's responsibility.
10. **Coordinate safeguarding training** and ensure that clergy, staff and volunteers receive appropriate safeguarding training and regular updates.
11. **Support safer recruitment procedures**, including ensuring that individuals working in regulated roles comply with the Protection of Vulnerable Groups (PVG) Scheme where required.
12. **Monitor compliance** with the Church's safeguarding policy and recommend improvements where necessary.
13. **Report safeguarding matters**, where appropriate, to the Church Council while maintaining confidentiality and sharing information only on a need-to-know basis.
14. **Ensure safeguarding risk assessments** are completed for Church activities involving children, young people and adults at risk.

References:

1. Treasurer job description at Boardsource.org.
2. Treasurers of All-Volunteer Organizations: Eight Key Responsibilities (Blue Avocado).
3. <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
4. <https://www.oscr.org.uk/media/2636/checklist-for-elected-members-on-being-a-charity-trustee.pdf>.