



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2020 Period start date To 31st March 2021 Period end date

Charity name: **COVENTRY CHINESE CHRISTIAN CHURCH**

Charity registration number: 1035888

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Preach the Gospel of Jesus Christ and promote the Christian faith amongst Chinese people and in the general community. To provide a programme of church life including worship, fellowship, training and services. To co-operate with Christian churches locally and in the wider Chinese community. To promote missionary activities in China and other parts of the world.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Our activities take account of the need to provide public benefit according to the guidance given by the Charity Commission for the advancement of religion.</p> <p>Worship services are held every Sunday and are open to all. Services are conducted in Mandarin, Cantonese and English to enable all to participate. Services are normally held in the church building, and online services are provided during lockdown. Sermons are provided in 2 languages most Sundays with interpretation into the 3rd language.</p> <p>Children's activities include Junior Worship, Sunday School and Youth Bible Study where children and young people learn in small groups appropriate to their age.</p> <p>Fellowship groups take place weekly or fortnightly in the 3 different languages including: an English Language Bible Study; an evening group for Mandarin speaking families, a daytime Cantonese Cell Group, daytime Mandarin Cell group and support for Student groups at Warwick and Coventry Universities. (both Mandarin and Cantonese speaking)</p> <p>A Bible Study group runs every 2 weeks in Rugby and an afternoon service has started in a local church.</p> <p>Holy Communion is taken to members who cannot attend particularly when they are in hospital.</p>

		<p>The church community is promoted by taking days out together for teaching and recreation or for weekend retreats.</p> <p>Regular Baptism Services are held to enable young Christians to make a public declaration of their faith. Members are encouraged to co-operate with other churches in an Easter Open-Air witness and with voluntary activities in the local community.</p> <p>Members are encouraged to attend conferences to help them to understand and practise their faith. Subsidies are provided where there is need.</p> <p>The church provides support, home visitation to those who are unwell or who have asked for a visit.</p> <p>All our activities are open to all members of the community although, due to language restrictions, some are more suited to people of Chinese origin.</p> <p>The church prays for and provides financial support to other UK charities for mission work in the UK and abroad.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have regard for public benefit – the church is run for the benefit of members and all who are enquiring or want to discover more about the Christian faith. Our services are provided free of charge including regular events as well as celebrations of various Chinese festivals in the church building or online. Our regular events are of great value to ethnic Chinese people living in the surrounding areas, students at Warwick and Coventry Universities and to visitors from China and Hong Kong.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>The majority of the work and ministry in the church is done by volunteers. They make a huge contribution and the church would not function without them.</p> <p>The volunteers have continued to provide support through online bible studies, group meetings and individual cares emotionally as well as practically throughout the period of</p>

		<p>pandemic.</p> <p>The volunteers also participated in caring ministry such as delivery/donation of face mask/PPE kits to NHS and local residents</p>
Other		

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Weekly Sunday services catering for Mandarin, Cantonese and English speaking members. Started to provide an additional Cantonese Sunday Service to cater the need of the large number of new immigrants from Hong Kong and residing in Coventry and surrounding regions. This has been welcome and well used to support the new immigrants spiritually, emotionally and practically. It has also helped new immigrants to settle down and slowly but gradually connected and integrated into the wider community.</p> <p>A Sunday School and Junior Worship activities. A new online Youth Bible Study to help young people to study the bible systematically has started since Oct 2020.</p> <p>Regular Cell Group meetings in various languages and at various times to cater for everyone who wants to join. These activities proved to be very helpful in particular during lockdown to support each other going through the period of isolation.</p> <p>Church prayer meetings held weekly.</p> <p>All these meetings including the Sunday services started to go online via zoom since the Government declared a lockdown in March 2020 because of Covid.</p> <p>The church had one in person Baptism Service following the Covid guidelines in Aug when 2 university students were baptised before they returned to China.</p> <p>The church continued to support 4 university student fellowships with international students (2 Mandarin and 2 Cantonese) of Chinese origins in Coventry and Warwick University. These activities and the support provided, again, proved to be more</p>

		<p>important during the pandemic. We have been able to support very anxious students getting through isolation as well as during the process of their returning home.</p> <p>The church's full time pastor, Pastor Muk Lam (Sammy) Chan came to join the Church in Nov 2020 from Hong Kong, through sponsorship license.</p> <p>We now have 66 members including Pastor Muk Lam (Sammy) Chan (down from 67 last year) in our current members list as 2 members have stopped attending for over one year.</p> <p>Pastor Chan since then became a church trustee from the 1st of Nov 2020.</p> <p>The church normally has days out or retreat events on an annual base, no such events for this year due to the pandemic.</p> <p>Other evangelistic and local activities: Some members joined the Open Heaven Project in June – prayer walk around the streets in Coventry.</p> <p>Christmas: Due to the pandemic the church had its Carol Service in the church car park and online Christmas Day Service and family day. We have had families from HK during the open air Carol Service. This was the first Carol Service for these families and they started to engage with the church since then.</p> <p>The church joined UKHK church network in Jan to welcome and help new HK immigrants to integrate to British lives; composed and made available an information pack in the church website for HK immigrants in Jan.</p> <p>Pastor Chan ran 10-week online Praise Dance sessions on Saturdays in Jan through March which participants enjoyed very much.</p> <p>We held an online marriage and parenting Alpha course from March which benefited both the none-</p>
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		<p>believers as well as believers</p> <p>With Pastor Chan's encouragement and leading, the Cantonese activities increased significantly with new immigrants, an additional online Sunday service for this group has started from March. The Cantonese fellowship has since expanded a lot to include new immigrants.</p> <p>Self-help groups were encouraged and supported by the church volunteers that new immigrants has a place to turn to when encounter difficulties and problems on a wide range of aspects such as children's education, job hunting, legal process of settling down, language barriers, looking for accommodation & etc. Some are supported when going through emotional distress during the process of settling down in the UK.</p> <p>In the beginning of the Pandemic, one of our cell groups ordered a couple thousand of face mask for members as well as for donation to NHS, and local residents in Tile Hill area.</p> <p>An online dental health talk by a professional dentist was delivered to members, families and friends.</p> <p>Throughout the year, our Rugby group continued to join the main online Sunday services while they continued their weekly activities online. Some members took part in the donation of PPE to organizations in need.</p> <p>Due to the pandemic the church was unable to have a physical Chinese New Year Celebration in church, instead we had an online celebration in Feb, well attended by the church members; families and friends living locally in UK as well as living aboard at the time.</p> <p>Trainings & conferences: Students and church members had other training opportunities including Discipleship training and Peer Counselling Training.</p> <p>The Sunday School teachers joined the Sunday school teachers training</p>
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		<p>delivered by Dallas Church in America.</p> <p>We continue to support various missionaries and missions, including WRRCN led by Comfort Davis in Nigeria, Heartlink in India, Andrew Smith (OMF Int'l), Lawrence Sin (COCM), OM UK, CCHC-UK and Hope Coventry.</p> <p>All these church activities are free to those who attend with the exception of trips, but these are also subsidised to avoid anyone being excluded for lack of funds.</p> <p>Our activities not only enable members and enquirers to grow in faith but also provide them with a network of friends who support one another in times of need and prevent people from becoming isolated and lonely. Members cared and supported each other, especially when there were people diagnosed with Covid-19.</p> <p>The church also supports international students through student fellowship activities. These have proven to be beneficial for maintaining and strengthening their Christian faith and continue to benefit both themselves and others close to them even after they return to their own countries.</p> <p>The church building was used by the city council as a Polling Station. But the local elections were cancelled last year and the church buildings have had very little use.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves will be used to fund the church's staff salaries, and to maintain and improve the church buildings.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Expenses for church activities and salaries are met by regular offerings given by current and occasionally from previous church members. No fund-raising is actively promoted although we encourage giving to help other causes.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are nominated and elected by church members

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	COVENTRY CHINESE CHRISTIAN CHURCH
Other name the charity uses	
Registered charity number	1035888
Charity's principal address	COVENTRY CHINESE CHRISTIAN CHURCH 151 Elm Tree Avenue Coventry CV4 9EN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Linda Cubitt-Smith	Chair		Church Members
2	Muk Lam (Sammy) Chan	Church pastor	From Nov. 2020	Church Members
3	Joachim Brandt	Treasurer		Church Members
4	Haifeng Wei	Secretary		Church Members
5	Elaine Leung			Church Members
6	Xiao Jia			Church Members
7	Chen Rong			Church Members
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	Rev Edward Wei	75 Gurnards Avenue, Milton Keynes MK6 2BW

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Elaine Leung	
Position (eg Secretary, Chair, etc)	Current Chair of the Church Council	
Date	13 th Jan 2022	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Coventry Chinese Christian Church

On accounts for the year
ended

31 March 2021

Charity no (if
any)

1035888

Set out on pages

2-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**.

Responsibilities and basis of
report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's
statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

27 AUGUST 2021

Name:

Stuart Mattocks

Relevant professional
qualification(s) or body (if
any):

Address:

8 Wyver Crescent

Coventry

CV2 5LQ

Receipts & Payments Account

	Unrestricted Funds	Restricted Funds	Total	Last Year
	£	£	£	£
<u>Receipts</u>				
Sunday Offerings	0		0	10,642
Bank Transfers	33,556		33,556	34,070
Special Offerings	520	7,395	7,914	376
Other Income	432	0	432	300
Tax Claimed on Gift Aid Giving	7,932	13	7,945	7,905
Total Receipts	42,441	7,408	49,848	53,294
<u>Payments</u>				
Church Staffing				
Staff Salaries	25,107		25,107	14,882
Relocation	5,000		5,000	0
Total Church Staffing	30,107	0	30,107	14,882
Church Mission				
Cell Groups	1,035		1,035	893
Ministry support			0	2,450
Love Gifts	590		590	449
Conferences / Retreat			0	388
Mission Projects / Special Meetings			0	852
Church Tithe	4,142		4,142	6,027
Total Church Mission	5,767	0	5,767	11,060
Church Building				
Utilities	607		607	1,389
Insurance	761		761	742
Cleaning & Housekeeping	54		54	219
Maintenance & Repairs	1,160	8,830	9,990	1,072
Capital items	619		619	996
Total Church Building	3,201	8,830	12,031	4,419
Church Services				
Catering & Hospitality			0	1,043
Training	517		517	0
Gifts	468		468	420
Speaker Fees	40		40	1,045
Worship Materials			0	11
Sunday School			0	118
Total Church Services	1,024	0	1,024	2,637

Receipts & Payments Account *(continued)*

	Unrestricted Funds	Restricted Funds	Total	Last Year
	£	£	£	£
<u>Payments</u>				
Travel Costs				
Travel Expenses	162		162	2,514
Total Travel Costs	162	0	162	2,514
Church Admin				
Admin Fees	719		719	1,581
IT Maintenance	1,069		1,069	0
Professional Fees	744		744	1,500
Total Church Admin	2,532	0	2,532	3,081
Total Payments	42,793	8,830	51,623	38,593
Net of Receipts / (Payments)	-353	-1,423	-1,775	14,700
Fund balance as at 1st April	55,016	16,860	71,877	57,176
Fund balance as at 31st March	54,664	15,438	70,101	71,877

Statement of Assets and Liabilities

	£
Cash - Unrestricted Funds	54,664
Cash - Restricted Funds	<u>15,438</u>
Total Cash	70,101
 Church Building	 300,000
Equipment and building contents	28,289
 Liabilities	 127
 Total	 <u>398,263</u>