



Registered charity number 1162884

Emmanuel Church Marlborough

Trustees' Annual Report for year ending 31 August 2021

Reference and administration details

Charity name EMMANUEL CHURCH MARLBOROUGH

Registered Charity No. 1162884

Charity's principal address Unit 7471, PO Box 6945, London, W1A 6US

Names of the charity trustees who manage the charity

<u>Trustee name</u>	<u>Office</u>	<u>Dates acted if not for the whole year</u>
Mr Reuben Mann	Chairman	
Mr Bruce Evans		
Mr Graham Hilton		
Mr Michael Prest		
Mrs Valerie Nelson-Piercy	Secretary	Ceased being a Trustee on 3/2/2022
Mr Peter Keighley	Treasurer	
Mrs Caroline Iliffe	Secretary	Became a Trustee on 3/2/2022

Structure, governance and management

Governing Document

Emmanuel Church Marlborough ('the Church') is constituted as a Charitable Incorporated Organisation registered with the Charity Commission in July 2015 under charity number 1162884. It is governed by a constitution document adopted on 28 July 2015 and modified on 11 November 2017. The constitution document was modified as planned from the outset to establish the Church as a local church, with its own leadership, responsible to its own membership. This was at the initiative of the first Trustees, for reasons both of practical sustainability and Biblical principle.

The trustees are those who are appointed to the offices of Elder (including Pastor), Church Secretary and Treasurer in accordance with the Church Handbook.

Induction and training of trustees

Whenever a new trustee is appointed they shall be provided with a copy of:

- a) The latest annual report and accounts of the Church;
- b) The Constitution
- c) Any other documentation relevant to the Church

Organisational Structure

During this period the charity trustees have been responsible for the general control and management of the charity. They have met formally three times, which is in excess of the requirement to meet at least twice in each 12 month period specified in the Constitution.

The trustees include Reuben Mann who is one of four elders who are responsible for spiritual oversight of the fellowship in accordance with the Constitution. Reuben Mann serves as full-time pastor of the fellowship. The other elders are Bruce Evans, Graham Hilton and Michael Prest.

Consideration of Risks

Three main areas of risk have been identified, and the procedures put in place to mitigate these are as follows.

- 1) The charity closely monitors and manages its finances to ensure that funds are available for ongoing support of its objectives.
- 2) Appropriate insurance is in place to protect the charity from unexpected events.
- 3) DBS checks are made for all those who work with children or other vulnerable groups as part of the church's activities to avoid safe-guarding issues arising.

Objectives and Activities

Aims

The Aims of the charity are set out in the charity's constitution document and are summarised as follows:

- (1) the advancement of the Christian faith in accordance with the Basis of Faith primarily, but not exclusively, within Marlborough and the surrounding neighbourhood; and
- (2) such other charitable purposes, as shall in the opinion of the members of the Church put into practice the Christian faith in accordance with the Basis of Faith, provided that the advancement of such purposes must be undertaken in a manner that is consistent with the Doctrinal Distinctives and Ethical Statements.

Strategies

In support of our Aims, our strategies are:

- (1) To reach out to people in Marlborough & the wider region with the good news of Jesus, enabling anyone regardless of age, race or religion to learn more about the Christian faith as taught in the Bible;
- (2) To build up the fellowship through Bible teaching in the context of prayerful mutual care so that we are equipped for active gracious involvement in the wider community, praying for opportunities to speak of Christ;
- (3) To support the spread of this good news globally.

In pursuing these strategies, the trustees have had regard to the guidance issued by the Charity Commission on public benefit and consider these to be of benefit to both Christians within the church and to the wider community as a whole.

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Activities and Achievements

Our activities are free of charge and open to all (unless stated otherwise). These have included:

Sunday services

We have run a church service every Sunday. Our church services have been attended regularly by people from Marlborough and the wider community up to a 10 mile radius. The number of people attending has fluctuated between about 50 and 70 depending on the time of year. These include both Christians and non-Christians who enjoy the friendship and support of the church community. Our services are publicly advertised. Visitors often remark how welcoming the church is.

Due to the COVID-19 pandemic, our Sunday services were held on Zoom during the months of January and February 2021. We publicised online that all were welcome to request log-in details. After restrictions were lifted in March 2021 we resumed services in person, following appropriate COVID-19 risk assessment, but also continued livestreaming our services for those who were in self isolation.

Sunday School & Youth Group

Prior to the COVID-19 pandemic, our church services normally included a crèche and a pre-school group, as well as a Sunday School for children aged up to 11. . When we resumed in-person services in September 2020, these arrangements changed to conform to COVID-19 regulations. Instead, we ran strictly socially-distant groups in three rooms: The main service happened in one room; An all-age service for families with children in Key Stage 1 and below happened in another room; A Bible study for children in Key Stage 2 happened in a third room. Since September 2021 we have resumed the multiple groups as before. These are well staffed and well attended as young families normally form a high proportion of people attending.

For young people in Key Stage 3 we ran a socially-distant group every other week after the church service. This involved a short Bible study on topics relevant to young people.

Due to the COVID-19 pandemic, both Sunday School and the Youth Group met on Zoom from January to February 2021.

Children's groups and events

Explorers club meets on Friday evenings for children in Key Stage 2, with games and a short Christian talk. There is a 50p charge for snacks. Due to the COVID-19 pandemic, this group met online by Zoom from September 2020 and resumed in person in April 2021.

The *Little Friends* toddler group which previously met on Thursday mornings and was open to any parents and carers wishing to bring their toddlers to a morning session of play, singing and a short Christian talk was not able to meet for the whole of the reporting period due to the COVID-19 pandemic. However, some outdoor meet ups, with games and a short story, were organised in June and July 2021 in a local park.

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Children's groups and events (continued)

We ran a four-day long Holiday Club for primary age children in August 2021. This event included games, craft, food and age-appropriate teaching from the Bible. We requested a donation of £5 in total per family for the Holiday Club towards costs. The Holiday Club was heavily publicised and well attended with many guests from the wider community.

Home groups

We have two evening mid-week meetings in homes, one in Marlborough and one in Pewsey which meet every week. This is an opportunity to build friendship, to pray for one another and to study the Bible together. Once a month the groups meet together to focus on prayer and planning. Between March 2020 and August 2021, due to the COVID-19 pandemic, these groups met, not in person but online, by Zoom.

Ladies' Bible Study and Socials

We have a day-time mid-week meeting which meets approximately once every two weeks. This is an opportunity to pray for one another, to study the Bible and to encourage one another as Christian ladies. Normally this would meet in a home. Since March 2020, due to the COVID-19 pandemic, it has met when possible in various ways depending on the regulations: Either on Zoom, or (when permitted, following appropriate risk-assessment) in groups of 6 at a local café or outdoors

In May and July 2021, we held social events for ladies, a chance for meeting friends and inviting others who might have shown an interest in coming to our church. On each occasion a meal was provided outdoors in a garden and a lady within the church spoke about her Christian faith.

Men's Events

In May and July 2021, we ran social events for men, both to encourage friendship within the church, to meet guests and to consider an interesting topic with a short talk. These involved sharing take-away meals in a church member's garden. All were welcome and we shared the bill.

Seminars

In October 2020 a Parenting Seminar was held via Zoom with guest speakers. The aim was to encourage parents in the church in raising their children according to Christian principles.

In November 2020 we ran an online event entitled "Beyond the Big C". This involved an interview with Jeremy Marshall, former CEO of Britain's oldest bank and author of the book "Beyond the Big C", talking about his faith and his battle with cancer. The event was widely publicised and open to all.

Enquirers course

From May 2021, we ran a series of 7 evenings called Christianity Explored for people interested in finding out about Christianity. This included multi-media Bible study and was run in the home of a church member, following appropriate COVID-19 risk assessment.

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Christmas Events

Instead of our usual Carol services we held a number of different Christmas events due to COVID-19 restrictions. The first was an evening carol singing outdoors in small groups on a new housing estate in Marlborough. The second was an online Christmas Bake Along, featuring Martha Collinson, and aimed at children. The real-time baking lesson was interspersed with short all age talks explaining the reason for the season. Children in the church were encouraged to invite their friends to watch and bake at home. Thirdly we had an online Carol Service, and lastly we held a Car Park Carol Service with the kind permission of a local supermarket. This was organised like a drive-in carol service and attendees were encouraged to decorate their cars with a Christmas theme. An activity pack with mince pies was provided for families to enjoy as they watched an open-air nativity and sang carols in their cars. This event proved so popular in the local community that we had to run it twice to accommodate all the cars.

Easter events

Due to the popularity of the Christmas Bake Along we participated in an online Easter Bake Along with Martha Collinson and Ed Drew (from Faith in Kids) talking about Jesus' resurrection, while teaching everyone to bake Easter brownies. Children in the church invited friends and provided them with baking ingredients.

The church also created a Trail of Hope around Marlborough town over the Easter weekend. This was a free walking trail of doorstep displays showing the Easter story.

A socially-distant Good Friday open air service was held in the grounds of St John the Baptist Church in Mildenhall. All were welcome to attend.

Pastoral care

Our four elders, including our full-time pastor, oversee our spiritual care of the fellowship and of others with whom we're associated. This includes regular pastoral visits and mentoring where the opportunity is given for personal Bible study and prayer. Our deacons, Valerie Nelson-Piercy and Peter Keighley, also have some responsibility for oversight of practical care within the fellowship.

Other community involvement

We encourage our fellowship to be active in contributing to the life of the wider community. For example, several members volunteer in local schools by taking assemblies and running Christian groups, others are school governors and trustees of local pre-schools. One is a trustee of a local bookshop, yet others volunteer with all sorts of charities.

Contribution by the fellowship

While the church does employ a Pastor it would not be possible to accomplish all of this without the hard work and service of all the fellowship who give so much time and effort voluntarily in support of our Aims.

Financial review

Reserves

The trustees have reviewed the reserves of the charity. Our unrestricted funds at 31 August 2021 are approximately sufficient to cover 12 months' operating costs of the church, excluding further giving.

Principal sources of funds

The charity's main sources of income have been:

- Donations from regular attendees and other concerned individuals;
- Grants and donations from other churches and organisations

Investment Policy and Objectives

The charity has no long-term investments. Our cash reserves are held in a current account and a deposit account.

The church agreed in October 2021 to take a mortgage for £85,000 for the purchase of an apartment initially to house a member of staff although this has not yet completed.

Future plans

We intend to continue to pursue our aims and objectives through activities similar to and in addition to what we have already been doing, as funds allow.


The church recruited two part-time members of ministry staff (a Children's & Youth Worker, and a Ministry Trainee) who joined us at the end of August 2021, while also training in Christian ministry. Their employment costs will be covered partly by application to external trusts, funds and supporters; and partly from giving by members of the church.

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Declaration

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

Signed on behalf of the charity's trustees by:


.....

Reuben Mann

Chairman

Date 30.6.22
.....


.....

Caroline Iliffe

Secretary

Date 30.6.22
.....

Independent examiner's report to the trustees of Emmanuel Church Marlborough

I report to the trustees on my examination of the accounts of Emmanuel Church Marlborough for the year ended 31 August 2021, which are attached to this report.

Responsibilities and basis of report

As the charity trustees of Emmanuel Church Marlborough 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 Emmanuel Church Marlborough'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

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

1. accounting records were not kept in respect of Emmanuel Church Marlborough as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Heather Locke, FCA
3 Lipman Way
Malmesbury
SN16 9FH

30 June 2022



Receipts and payments accounts

For the period
from

01/09/2020

To

31/08/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Direct Gifts from individuals (note 5)	58,462	6,335	-	64,797	69,369
Gifts from individuals via CAF / Stewardship	6,068	-	-	6,068	9,503
Gifts from supporting churches (note 5)	-	3,250	-	3,250	834
Gifts for specific purposes (notes 1 & 4)	610	-	-	610	1,626
Gift aid on gifts from individuals	-	-	-	-	-
Sundry income (note 6)	10	-	-	10	532
Interest received	182	-	-	182	500
Income from events (note 1)	-	-	-	-	4,480
Sub total (Gross income for AR)	65,332	9,585	-	74,917	86,844
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	65,332	9,585	-	74,917	86,844
A3 Payments					
Pastor stipend (note 2)	34,224	-	-	34,224	35,910
Pastor pension (note 2)	3,320	-	-	3,320	3,240
Pastor expenses (note 2)	648	-	-	648	921
Other staff costs (including expenses) (note 5)	7,765	900	-	8,665	6,455
Hire of premises for services and activities	4,590	-	-	4,590	7,966
Supplies and services	4,313	-	-	4,313	3,712
Outreach, website and publicity	1,418	-	-	1,418	648
Sundry Costs	726	-	-	726	2,026
Costs of events (notes 1 & 6)	500	-	-	500	6,485
Missionary Giving - Church	5,114	-	-	5,114	3,087
Missionary Giving - From church members (note 4)	430	-	-	430	1,326
Sub total	63,048	900	-	63,948	71,775
A4 Asset and investment purchases, (see table)					
Purchases of equipment	817	-	-	817	968
	-	-	-	-	-
Sub total	817	-	-	817	968
Total payments	63,865	900	-	64,765	72,743
Net of receipts/(payments)	1,467	8,685	-	10,152	14,101
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	121,976	-	-	121,976	107,875
Cash funds this year end	123,443	8,685	-	132,128	121,976

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Community Account	32,358	8,685	-
	Stewardship Deposit Account	91,085	-	-
	Cash	-	-	-
	Total cash funds	123,443	8,685	-

(agree balances with receipts and payments account(s))

OK	OK	OK
Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Gift aid to be claimed (note 3)	38,585	1,003	-
Interest earned in August 2021	15	-	-
Holiday Club income from August 2021 (note 6)	190	-	-
Grant for ministry & training of Children's and Youth Worker (note 5)	-	19,750	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Equipment	Unrestricted	5,983	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
C. Iliffe	CAROLINE ILIFFE	30.6.22
R Mann	REUBEN MANN	30.6.22

Notes to the accounts

Note 1

There is no income from events in the current year. Income from events in the prior year includes fees received for the church's March 2020 weekend away, amounting to £3,570.

Cost of events in the current year comprises a £500 deposit for the church's March 2022 weekend away. The cost of the March 2020 weekend away, including the speaker and the childrens work team, was £5,176, of which £4,452 was recorded in the prior year's accounts and the initial deposit of £724 was recorded in the accounts to 31 August 2019.

In the prior year, specific gifts amounting to £200 were also given towards the £1,606 deficit that resulted on the March 2020 weekend away, which were included within 'Gifts for specific purposes'.

Note 2

Reuben Mann, who is a trustee, receives payments for his services as pastor to the church and the work that his wife undertakes enabling and supporting his ministry. These payments, none of which are in relation to Reuben's role as trustee, amounted to £34,224 in the year (£35,910 for the prior year).

The charity also contributed £3,320 (£3,240 for the prior year) towards a pension for him and paid mileage expenses at 45p per mile amounting to £266 (£404 for the prior year).

The remaining £382 of expenses in the current year includes a contribution to his home office, based on 50% of the relevant bills together with any incremental costs, along with reimbursement for attendance at various conferences. The equivalent amounts in the prior year amounted to £517.

The current year accounts includes 12 months of stipend and 12 months of expenses whereas the prior year amount represented 13 months of stipend and 13 months of expenses.

Note 3

This represents Gift Aid due to be claimed after the end of the year relating to gifts given prior to the end of the year by individuals who had valid Gift Aid forms in place prior to the end of the year. Gift aid due in relation to gifts to Restricted funds has been included in 'Restricted other monetary assets'.

No claims have yet been made related to gifts in the current financial year. A claim was made for the year ended 31 August 2019 in June 2021 but no funds have yet been received and this is currently being investigated.

Notes to the accounts (continued)

Note 4

During the year, a number of church members made gifts in support of a specific Christmas missionary appeal and to provide additional support to existing missionaries.

These gifts amounted to £380 for the appeal and £80 in additional support and both of these are included in 'Gifts for specific purposes'. Whilst these are included within Unrestricted funds, they represent funds designated for a particular purpose. All amounts were paid over to the charities concerned during the year and amount is included in 'Missionary Giving - From church members'.

In the prior year £1,426 was received from church members for a similar Christmas appeal and £1,326 of the amounts collected was paid over to the charities concerned with the remaining £100 set aside for future missionary giving.

The remaining £150 of 'Gifts for specific purposes' in the current year was to provide for local needs and all amounts collected have been passed onto the recipients.

Note 5

During the year several gifts have been received that have been classed as restricted funds.

The first relates to support from both individuals and churches towards the cost of employing a Children's & Youth Worker and a Ministry Trainee, which in total resulted in £8,085 of restricted income during the year.

During the year the church was awarded a £19,750 grant from FIEC towards the costs of the ministry & training of the Children's & Youth Worker for 2 years to August 2023. This amount was received in September 2021 and has been recorded as a 'Restricted other monetary asset' in these accounts.

In addition £1,500 was received from individuals in relation to the costs of purchasing an apartment which is to be used to house the Children's & Youth worker. To date this purchase is still not complete.

Michael Prest, a trustee of the charity, is receiving a rental amount of £650 per month from the church in relation to the provision of accommodation for the Ministry Trainee. During the year he received £650 which is included in 'Restricted other staff costs (including expenses)'.

Other costs incurred during the year which have been allocated to the Restricted fund amount to £250 and relate to the training for the Children's & Youth worker.

Gifts during the prior year included one off donations amounting to £20,000 to general church funds.

Note 6

Income from regular groups, outreach events and the childrens holiday club in the prior year is included within Sundry Income and represents contributions from participants made towards the cost of running such events. During the year such income amounted to £10 although £190 was not received until September 2021, which is included in 'Other monetary assets'. The equivalent in the prior year was £1,442 (of which £910 was for the One Life Event which was included in 'Income from events').

The costs of running and promoting these activities are included within either 'Supplies and services' or 'Outreach, website & publicity' as appropriate. In the prior year, due to its size, the £2,033 cost associated with the One Life event was included in 'Costs of events'. In addition gifts of £1,100 were given to cover the £1,123 deficit that resulted on this event. These were included within 'Gifts from individuals'.