



# TRINITY METHODIST CHELMSFORD

## CONSTITUTION (Amended Jan 2026)

### OUR MISSION

**To proclaim the love of God in Jesus to all people.**

*We do this by:*

**Being a place of welcome, worship & nurture.**

**Belonging, learning & growing together.**

**Serving the community in whatever way we can.**

### CHURCH COUNCIL

**Constitution :** The Minister – must be invited to chair all committees

Church Council Secretary

Church Treasurer

Church Stewards

Chairs/Representatives of the following groups/committees:

Pastoral Links

Property Committee

Finance Committee

Church Office

Action Group

Safeguarding

Lay representatives

All will become **Trustees of Trinity Methodist Church.**

At the AGM Church Representatives to the Circuit are voted in and will become **trustees of The Chelmsford Circuit.** (1 Treasurer, 2 Stewards and One per 35 members of the Church Membership)

## **Responsibilities of The Church Council**

1. To arrange three Church Council Meetings and one AGM per year.
  - i. To send out the agenda and any reports with at least 14 days' notice.
  - ii. To provide and distribute minutes in a timely manner as approved by the Chair.
2. To make the following appointments at the Spring meeting:
  - i. Church Council Secretary
  - ii. Church Treasurer
  - iii. External Auditor
  - iv. **Chairperson/Secretary for all committees and Trinity based groups must be members of Trinity Methodist Church.**
3. To receive and accept a signed copy of the audited accounts from the Treasurer for the previous year – August to September annually.
4. To approve an annual budget as proposed by the Treasurer.
5. To receive recommendations from each committee and vote for approval.
6. To ensure that all Methodist legislation is in place for Safeguarding, GDPR and anything else requested from the District Office and/or Minister.
7. To agree a date for the AGM and announce to all members.

## **ANNUAL GENERAL MEETING**

**Constitution:** The Minister  
Church Council Secretary  
Church Treasurer  
Church Stewards  
All Church Members – each can vote  
Non-Members are welcome but cannot vote

### **Responsibilities:**

1. To annually appoint Church Stewards
2. To annually ratify proposals from each committee to appoint their Chair.
3. To annually appoint Representatives to the Circuit Meeting – Circuit Administrator to advise numbers pro rata membership.
4. The Council Secretary to prepare an Annual Report of the previous year's activities of all groups/committees to be distributed no less than 14 days prior to the meeting.
5. To listen, acknowledge and note members views and suggestions associated with the life of the church.

## REMIT OF CHURCH COMMITTEES

The Minister Rev Asif Karam must be invited to chair all meetings.

### Action Group:

The aim/purpose of the group is:

*To look at the day-to-day activities of the church and to make changes that do not require Church Council approval. To make recommendations to Church Council that do require approval.*

Chair:

Secretary:

Worship Leaders

Treasurer

Pastoral Link

Office Coordinator

Church Council Secretary

Advertising/Social Media

All Church Stewards are invited to attend.

### Church Office:

Co-Ordinator:

### Finance Committee: (now joined with The Property Group)

Treasurer

### Responsibilities:

- Overseeing all financial transactions and procedures within the church.
- Maintain the church bank account.
- Maintain the two church reserve accounts.
- Issue cheques/authorise electronic payments when required by authorised personnel.
- Keep up to date spreadsheets for all areas.
- Attend regular finance/property meetings and be prepared if needed with power point presentations to convey current situation to members.
- Pay funds into the bank when required by person or via the online bank facility for cheques.
- Pay charitable donated funds online where needed.
- Ensure that agreed new signatories are authorised with the bank.
- Produce the yearly balance sheet for the auditor to check and sign off.
- Chase clubs for their annual reports.
- Produce reports for the annual AGM and Church Council Meetings.
- Renegotiate contracts when they are due for the best possible deals available.
- Claim the yearly Gift Aid from HMRC.
- Ensure that all members are aware of their responsibilities towards supporting the church with regular donations – preferably by standing order.
- Produce a yearly budget for the next financial year for Church Council to approve.

**Mission & Outreach**

This group was disbanded in 2025 and joined as participants of the 'Action Group'.

The following activities are still active.

Ladies Circuit Afternoon Teas

Uniformed groups Scouts and Brownies

Christmas Shoe Boxes and JMA

One World

Bowls Club and Christian Aid

**Pastoral Links**

Lead Pastoral Link

**Property Committee**

The aim/purpose of the group is:

*(Pending copy)*

Chair: Property Steward

Treasurer

Council Members

**Safeguarding:**

Church SGO

**Worship & Nurture**

This group was disbanded in 2025 and joined as participants of the 'Action Group'.