



PROCEDURES FOR ESTABLISHING A NEW CHURCH GROUP

To enable the church to comply with its internal policies and procedures (e.g. Safeguarding, risk assessments, data security, etc) and external requirements (e.g. Insurance), anyone wishing to start a new church group at St Luke's Church will need to follow the undernoted procedure agreed by St Luke's Church Trustees on the 15th July 2015.

1. A written proposal should be submitted to Standing Committee. The proposal should include the following details:
 - a. Purpose of group
 - b. Age range
 - c. Venue of meetings, frequency, day of week and time
 - d. Name(s) of leader(s)
 - e. Funding requirements
 - f. Equipment storage requirements
2. Subject to Standing Committee approval, the proposal will be passed to relevant Trustee Sub-group(s) for consideration e.g. Finance, Compliance, etc.
3. Where relevant, the proposal will need to be considered by the Safeguarding Officer who may be co-opted onto a Sub-group for that purpose.
4. The Sub-group(s)/Safeguarding Officer will report back to Standing Committee once all considerations have been finalised.
5. Subject to everything being in order, the proposal will be submitted to Trustees for approval.
6. Once approved and where relevant, new leaders/helpers will need to be safely recruited.

The Group may only start once all steps of the above procedure have been completed

Reviewed July 2018