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Description automatically generatedEvangel Fund

Growing the Good News

Trustee Recruitment Pack

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# About the charity

The Evangel Fund’s goal is to get more money to the most effective Christian organisations working in the places on earth with the greatest spiritual and physical needs. We do this by:

* **Receiving donations** from the public;
* **Investing** these in sensible, balanced investment funds with the aim of growing their value;
* **Researching the places** on earth with the greatest needs;
* **Researching the Christian ministries** which work most effectively to help people there;
* **Giving money** to those ministries so that they can help more people.

We were established in 2020 and are still laying the groundworks for our long-term future.

This is an exciting time to join the charity, as you can help us shape the way we do things for, if God wills, decades to come.

**Official name:** Evangel Fund CIO

**Working names:** Evangel Fund, The Evangel Fund

**Type of organisation:** Charitable incorporated organisation (CIO)

**Regulator:** Charity Commission for England and Wales

**Country of registration:** England

**Registration number:** 1190825

**Date founded:** 12 August 2020

**Start of financial year:** 12 December

**Chair:** Sally-Anne Harman

**Treasurer and Secretary:** James Harman

**Maximum number of Trustees:** 12

**Current number of Trustees:** 6

**Website (a work in progress):** [www.evangelfund.org](http://www.evangelfund.org)

**Email address:** [contact@evangelfund.org](mailto:contact@evangelfund.org)

# About the role

There are four types of role serving the Fund:

* **Trustees** oversee the charity and make key decisions on its behalf;
* **Officers** carry out the charity’s work day to day;
* **Advisors** contribute their expertise on specific topics from time to time;
* **Investors**, the backbone of all that we do, donate to us to enable us to pass it on, once grown, to where it’s most needed.

This is a recruitment pack for trustees, but the other roles can also be held by the same person and also have vacancies available. If you’re interested in any of the other roles, please contact James Harman at [contact@evangelfund.org](mailto:contact@evangelfund.org).

The Evangel Fund’s trustees have **overall responsibility for how the charity functions**. They are not required to be experts on charity management, or to perform the tasks necessary for running the charity themselves. Their role is to **oversee all that the charity does** and to ensure that it is done correctly.

# Purposes of the board of trustees

The board of trustees has overall responsibility for the charity. It is required to provide overall leadership and governance, as opposed to operational management. Its main purpose is to:

* Set and maintain the Evangel Fund’s **purpose, value, and vision**;
* Ensure that the Evangel Fund is **compliant with its constitution** and with all relevant laws;
* Ensure the Evangel Fund’s **accountability** to the Charity Commission for England and Wales, Her Majesty’s Revenue and Customs, and its investors, volunteers, beneficiaries, and other stakeholders;
* **Appoint the voluntary secretary and other voluntary roles**, managing the performance of the secretary and overseeing his or her management of other volunteers;
* Work with the secretary to **develop long-term strategic plans** and to measure performance against them;
* **Establish and monitor policies** to guide the charity’s operational activity;
* Approve the **annual budget, annual report and accounts and monitor spending** and financial activity;
* **Monitor the performance of investments** and ensure that they are properly managed, and advice is taken when necessary;
* Assess the various **risks** facing the charity and seek to minimise these risks where possible;
* **Ensure that board meetings are productive**, regularly review the board’s performance, and oversee recruitment and induction processes for new trustees;
* **Promote the organisation** and, to an extent, take part in fundraising and seeking and retaining supporters.

For more information about charity trustees and what should be expected, please read the Charity Commission for England and Wales’ guidance *The essential trustee: what you need to know, what you need to do*, available at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>. In addition, the Charity Governance Code exists to provide guidance on the role of trustees in the voluntary sector: <https://www.charitygovernancecode.org/en>.

# What will I be doing?

The main duty of the Evangel Fund’s trustees is to attend regular meetings where they discuss the business of the charity, make decisions on how the charity should work, and assign responsibility to officers for carrying these decisions out. These meetings usually happen **around four times a year**, usually once every three months (see our calendar below), and each meeting normally lasts around **two hours**. However, you should also **be prepared to read materials** which will be circulated in advance of the meeting, as often there will not be time in a meeting for these to be read in detail. You should also **be prepared to occasionally meet more often** or at unexpected times of year, or to make decisions outside of meetings, if circumstances require. It is not a problem to be occasionally unable to attend a meeting, as long as you let the Secretary know in advance that you will not be present.

**All meetings take place on Zoom** and this is likely to continue for the foreseeable future. The charity is based in Guildford, Surrey, United Kingdom, but there is no need for you to travel there and, in principle, all aspects of your role can be done from anywhere on earth.

Between meetings, the trustees stay in touch occasionally for news, updates and fellowship, sometimes organising prayer meetings or social events. This mainly takes place over WhatsApp and Zoom. Physical in-person events may be organised in future, but attendance at these will always be purely optional.

Trustees are elected for a **term of three years**. You are free to leave before the end of your term, and under rare circumstances you may be removed from the Board before this time if misconduct has occurred. However, by applying for this position you are implicitly stating that you currently expect to be available to serve for at least three years.

Immediately after coming to the end of your first term, **you are free to serve a second term** of three years if you wish to and the board approves. **After the end of this second term there is a “sabbath year”** during which you cannot be an Evangel Fund trustee, but you would be free to serve the charity in another role if desired, and after the end of the sabbath year you would be free to serve for another one or two terms if agreed by the board. This cycle is able to **continue indefinitely** for as long as you and the other trustees would like it to.

Trustees are **not paid for their services, but are entitled to claim expenses** to compensate them for some kinds of spending which puts them out of pocket because of their role within the charity.

# Who is able to become a trustee?

Unfortunately, you **cannot join us as a trustee if you:**

* Are **under 16** years old;
* Have an **unspent conviction** for certain criminal offences;
* Are **bankrupt** or have other debt-related measures in place;
* Are on the **sex offenders’ register**;
* Have **previously been removed from a role of responsibility** at a charity or company.

For more detail on these restrictions, see the trustee declaration form below.

You do not have to be a British Citizen to become a trustee, or to live in the United Kingdom. There are no particular educational qualifications which are needed to become a trustee.

It is important for you to be **committed to the values and purpose** of the Evangel Fund. In most cases, this means that you should be in agreement with the charity’s statement of faith (see below).

Please get in touch with us at [contact@evangelfund.org](mailto:contact@evangelfund.org) if you are uncertain about whether you are entitled to become a trustee. You may still be able to get involved with the charity in another role, depending on the circumstances of your situation.

# Equality and diversity

We are passionate about **including people from all walks of life**, especially from those which are currently underrepresented among charities in the UK. You are very welcome to join us no matter your circumstances, and particularly if you are:

* A member of a **non-white nationality or ethnic group**, or any other nationality or ethnic group that has historically been disadvantaged relative to others;
* **Female**;
* **Disabled** or in poor health;
* Out of work or on a **low income**;
* A **younger adult**;
* A **person with a criminal record**, provided that this does not legally prevent you from joining us and as long as we are convinced that this will not present a significant risk to the charity.

# Role description

In order to carry out your responsibilities as a trustee, you should:

* Be **committed to and supportive of** Evangel Fund’s purpose, objects, values, and ethics;
* Be **constructive** about other trustees’ and other stakeholders’ opinions in discussion;
* Be **able to act reasonably and responsibly** when undertaking such duties and performing tasks;
* Be **able to maintain confidentiality** on sensitive and confidential information;
* Understand the importance and purpose of meetings, and be **committed to preparing for them** adequately and attending them regularly;
* Be able to **analyse information** and, when necessary, **challenge constructively**;
* Be **prepared to accept and support majority decisions**, even when you voted against them;
* Be **able to make collective decisions** and stand by them;
* Be **prepared to undertake any introductory training necessary** to gain a sufficient understanding of Evangel Fund’s activities;
* Be prepared to read and, when required, **respond to relevant electronic communications in between meetings**;
* **Understand that only out-of-pocket expenses are payable** to trustees;
* Be prepared to hold Evangel Fund and its actions and beneficiaries in **prayer**.

# Skills and experience

On the whole, there is no set of skills and experience which you have to have to be a trustee. Trustees can come from many different situations and be at very different stages in their lives, and everyone will have a different set of skills and experience to contribute. However, there are some essential skills which are required of all trustees, and some additional skills which are optional but desirable.

**Essential skills:**

* You should be fluent in both **spoken and written English**;
* You should have a **good knowledge of the Christian faith** and its mission to share the Good News of Christ with the world;
* You should be **willing to learn and develop further**, especially in subjects like investing, charity management and effectiveness, research techniques and Christian theology. This generally involves gaining a general understanding rather than specific technical expertise, although you are free to develop and specialise in your role as far as you feel comfortable.

**Desirable skills (optional):**

* Knowledge and/or experience of **finance and accounting**, particularly involving charities;
* Knowledge and/or experience of **charity fundraising**;
* Knowledge and/or experience of **investing**;
* Knowledge and/or experience of **research methods**;
* Knowledge and/or experience of **graphic design** and **IT**;
* Knowledge and/or experience of **charity law**;
* Knowledge and/or experience of **Church ministry, theology, evangelism** or **world missions**.

# Training

If you are accepted as a trustee and have not served as a trustee of a United Kingdom charity before, we will suggest that as a minimum you complete the **Trustee Training pack** made available by the National Council for Voluntary Organisations (NCVO), which is available to complete online at <https://knowhow.ncvo.org.uk/studyzone/trustee-training-pack>.

There are also **three books which new trustees are asked to read**. If you do not currently have one or more of these books and do not wish to buy your own, the charity will purchase additional copies and have them delivered to your address. They would **remain the property of the charity** but would be yours to use for as long as you remain a trustee; if you come to the end of two terms and express a wish to rejoin the board after the sabbath year, you would be allowed to retain possession of these volumes during that time. If for whatever reason this arrangement is impractical, it may be possible for you to purchase the books for your own ownership and reclaim the cost in the form of expenses, provided that this is accepted by the board of trustees.

The three required reading volumes are as follows:

**An introduction to world missions:** *The Future of the Global Church*, by Patrick Johnstone

**An introduction to serving as a charity trustee:** *The Charity Trustee’s Handbook,* by Mike Eastwood and Jacqueline Williams

**An introduction to investment:** *Investing Demystified,* by Lars Kroijer

There will also be Charity Commission guidance and additional information about the charity which will be shared with you if you are appointed. This information about training is purely for information at the stage of applying for a role; **there is no need for you to undertake any of this training or required reading before being accepted as a trustee**.

# Annual calendar

The Evangel Fund has a **yearly calendar which plans when events and activities will usually happen**. We may differ from this in practice if there are good reasons to, but the calendar sets out our general pattern of activity to give us an idea of what to expect.

The year is divided **into four “quarters” of three months each**, starting on 12 December each year and ending on 11 December of the following year. This is because 12 December was when the charity which preceded this one and has now been replaced by it was originally founded. **Each quarter will normally have one meeting of the trustees**, each with a slightly different focus.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Quarter** | **Annual events** | **Secretarial actions** | **Board of Trustees meetings & actions** |
| **Dec** | **Q4** (see below) | 12 – **Start of financial year**  25 - **Christmas** | Christmas break | Christmas break |
| **Q1** (12 Dec to 11 Mar) |
| **Jan** |  | **Prepare annual report & accounts for previous year**; assess risk register | |
| **Feb** |  | **Administer Q1 meeting** | Review previous year; approve **annual report & accounts**; determine **grant amounts**; review risk register |
| **Mar** |  | Submit **Charity Commission return**, research areas to support; implement any changes to risk register; prepare Q1 progress review | |
| **Q2** (12 Mar to 11 Jun) |
| **Apr** | Var. – **Holy Week & Easter** | **Administer Q2 meeting** | Review Q1; approve progress review; review **fundraising, comms & recruitment**; approve **areas to support** |
| **May** | Var. – **Pentecost & International Day for the Unreached** | Implement any changes to fundraising, comms & recruitment; create shortlist of grant recipients | |
| **Jun** |  | Assess investment performance; prepare Q2 progress review | |
| **Q3** (12 Jun to 11 Sep) |
| **Jul** |  | **Administer Q3 meeting** | Review Q2; approve progress review; review **investment portfolio**; approve **shortlist of grant recipients** |
| **Aug** | 12 – **Anniversary of charity’s founding** | Summer break | Summer break |
| **Sep** | 5 – **International Day of Charity** | Implement any changes to investment portfolio; contact shortlist to narrow down; Prepare budget for the year ahead; prepare Q3 progress review | |
| **Q4** (12 Sep to 11 Dec) |
| **Oct** | 11 – **Deadline for Charity Commission annual return for previous year** | **Administer Q4 meeting** | Review Q3; approve progress review; ensure Charity Commission return is submitted; **approve finalised grant provision**; review policy manual; **approve budget for the year ahead** |
| **Nov** | Var. – **International Days of Prayer for the Persecuted Church; Giving Tuesday** | Implement any changes to policy manual; **process grant payments** | |

# Statement of faith

Our statement of faith is drawn from the statement of faith of the World Evangelical Alliance, copied in full below.

We believe in:

1. The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.
2. **One God**, eternally existent in three persons, Father, Son and Holy Spirit
3. Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory.
4. The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.
5. The **Holy Spirit** by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.
6. The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.
7. The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

We also agree with the Lausanne Covenant, a longer document providing more detail on the evangelical Christian faith and available at <https://lausanne.org/content/covenant/lausanne-covenant>.

# How to apply

If you would still like to apply to become an Evangel Fund trustee, please do the following:

1. Complete the trustee **application form** overleaf;
2. Read and sign the trustee **declaration form** at the end of this pack (an online signature would be acceptable);
3. Return the completed application form and declaration form to the Evangel Fund’s secretary James Harman at [contact@evangelfund.org](mailto:contact@evangelfund.org).

We will then read your application, bring the anonymised information before the board of trustees, and ask them to vote on whether or not to accept your application and appoint you as a trustee. We will then email you to let you know our decision. **Until you have replied and clearly accepted in writing, your appointment as a trustee will not be valid**, although, should you accept, your official starting date as a trustee will be the date when the board decided to appoint you, rather than the date when you accepted the appointment.

Note: **you are in control of personal data provided to us**. Your information will be kept strictly confidential and will not be divulged to any third parties without your explicit permission. You can contact us at any time to have this information changed or destroyed. **Your identity and personal details will not be shared with the board at the time of making their decision**.

Please do not hesitate to get in touch with us at [contact@evangelfund.org](mailto:contact@evangelfund.org) if you have any questions.

# Trustee application form

|  |  |
| --- | --- |
| **Contact details** | |
| Title (e.g., Mr, Mrs, Miss, Dr, Rev, etc) |  |
| Name |  |
| Previous name(s) if applicable |  |
| Address |  |
| Email address |  |
| Telephone number |  |
| National Insurance number, if applicable |  |
| **Personal details** | |
| Date of birth |  |
| Gender |  |
| Nationality |  |
| Current country of residence |  |
| Ethnic identity (e.g. Arab, Korean, White British) |  |
| Do you have a disability or other long-term health condition? |  |
| Current occupation (can include paid and voluntary roles) |  |
| **Application details** | |
| Please briefly describe how you came to faith and what you feel God’s direction is for your life. |  |
| What do you feel you can offer the charity? Think about your education, skills, and experience as well as your interests, potential to learn, and other resources. |  |
| What do you feel the charity can offer you? We are keen to ensure that you benefit as a result of your involvement with us. |  |

# Trustee declaration form

I declare that I have read the Charity Commission’s automatic disqualification guidance (available online at <https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities>) and am EITHER not disqualified from acting as a charity trustee for any of the following reasons

1. You have an unspent conviction for any of the following:
   1. an offence involving deception or dishonesty;
   2. a terrorism offence to which Part 4 of the Counter-Terrorism Act 2008 applies;
   3. an offence under section 13 or 19 of the Terrorism Act 2000;
   4. a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002;
   5. a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010;
   6. an offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011;
   7. an offence of misconduct in public office, perjury or perverting the course of justice;
   8. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling, or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence.
2. You are on the sex offenders register (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003).
3. You have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth.
4. You have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
5. You are a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al-Qaida (Asset-Freezing) Regulations 2011.
6. You have previously been removed as an officer, agent, or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement in the administration of the charity.
7. You have previously been removed as a trustee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
8. You have been removed from management or control of anybody under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation).
9. You are disqualified from being a company director, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity.
10. You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
11. You have an individual voluntary arrangement (IVA) to pay off debts with creditors.
12. You are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order.
13. You are subject to an order made under section 429(2) of the Insolvency Act 1986 (failure to pay under a County Court Administration Order).

OR I have obtained a waiver from the Charity Commission which sets my disqualification aside and have attached a copy to this form.

Name:

Signed:

Dated: