

## KickStart

Gets you started on key issues:

- What are the issues?
- Does it affect us?
- What do we do next?

Church administration involves keeping in mind a wide range of issues, all of which need reviewing from time to time.

This Kickstart sheet provides a checklist to summarise some of the main areas you should consider reviewing.

It can be used on your own, or it may provide the framework for a wider review of your administration.

# Reviewing your Administration

Listed below are some areas that you might want to review. It is not exhaustive and some items may not be relevant to your situation.

## Vision

- What is the vision and expectations of the church leadership for the administration?
- What about that of the administration staff?
- Are they the same?

## Staff/Personnel

- Who does what in the administration?
- Are these people in the right 'job' and are regular staff appraisals in place?
- Is each staff member clear to whom they are accountable and what they should be doing?
- How are relationships between staff? Any areas of tension?
- Employment vs self-employment?
- Do you have contracts, with guidelines for holidays, sick pay, hours of work, etc.
- Pension policy?
- How do you set and review salaries?
- Are you training and investing in your staff?

## Finance

- Does the finance serve the church, or *vice versa*?
- Are your staff (book-keeper, managers) adequately trained?
- Are budgets in place and who are the budget holders?

- Do you have internal and external audit procedures?
- SORP compliance?
- PAYE/NI?
- Do you have a policy on expenses: cars, travel, hospitality, telephone, books, stationery, etc.
- Is your policy in keeping with current legal guidelines?
- *Deed of Covenant* and *Gift Aid* systems? Is there a clear audit trail?

## Resources/Equipment

Resources 'include' computers and software, telephone systems, office, other equipment, PA, ...

- Are your resources adequate and cost-effective?
- Do your staff and users know how to use the equipment?
- Is your equipment tested regularly and is it secure?
- Year-2000 compliance?
- Do you have an inventory for insurance and asset valuation purposes?

## Environment

- Is the working environment adequate and pleasant (e.g. lighting, heating, decor, etc.)
- Have you considered fire and security precautions?
- Building maintenance

## Communication

- Do you have clear communication between the administration, the leadership and the church?
- Is it two-way?

- Is there a clear mechanism for communication (e.g. 'prayer chain').

## Events/Planning

- Forethought and planning skills?
- How are 'special' events organised?

## Legal Responsibilities

- Health and safety.
- Charity law, trustees.
- Electrical testing.
- Fire regulations.
- Catering: hygiene, health and safety.
- Specialist areas (nursery, counselling, children's work, school issues).

## Insurance

- Equipment, including portable equipment.
- Liability (e.g. employers', public, trustees, counselling)
- Copyright.
- Data protection.

## I need help!

If you need:

- help on specific areas and how they affect the church
- someone to help review your administration

get in touch with the Salt and Light Admin Forum via the office – we may be able to put you in touch with someone.



**Salt and Light  
Ministries  
Administration  
Forum**



OCC Centre, 53 West Way  
Oxford OX2 0JE  
Tel 01865 793239  
Fax 01865 248044  
E-Mail Office@  
SaltandLight.u-net.com  
To be taken as helpful  
advice, not a definitive  
legal statement. S&L  
accept no liability for  
consequences arising  
from use of information  
contained in this sheet.  
Charity 1071600  
©S&L 1999

For more information on  
the Admin Forum or  
KickStart contact Andy  
O'Connell (chairman) on  
AndyO@occ.org.uk or  
01865 793003