

**Coleraine/St. John's/Derry/Church of Ireland**  
**also known as Killowen Parish Church, Coleraine**

**Trustee's (Select Vestry's) Annual Report, Statement of Receipts and Payments and Statement of Assets and Liabilities**

**For the Year Ended 31st December 2018**

**Charity registration number: 104700**

**Date registered: 22/06/2016**

**Public address: Donard Collins, 4 Laurel Hill Road, Coleraine, Co. Londonderry BT51 3AT**

**Financial year: 01/01/2018 to 31/12/2018**

**Constitution and Governance**

Chapter III of the constitution of the Church of Ireland governs Parishes and Parochial Organisation. The Rector and Select Vestry members are the Charity Trustees.

**Appointment of trustees**

The trustees are The Rector and members of The Select Vestry. The Select Vestry members are appointed annually at the Annual Easter Vestry meeting. All contributing, communicant members of the Parish aged 18 or over can be nominated to serve on the Select Vestry and can participate in the appointment of members. As Select Vestry members are also trustees, they must be eligible to such a position within the requirements of the appropriate charities legislation.

**Names of Trustees**

Rev Donard Collins

Val Bleakley

Norman Gilmore

Muriel Graham

John Gurney

Audrey Henderson

Georgina Johnston (until 21 March 2018)

Mandy McGrotty

Tommy Mitchell (from 21 March 2018)

Desmond Moore

John Proctor

Matt Proctor (from 21 March 2018)

Emma Reid

Bruce Robinson (until 21 March 2018)

Raymond Robinson

Ron Simpson

Ian Watton

Peter Woodhead

Valerie Woodrow

### **Charitable purposes**

The principle function is to support the advancement of the Christian religion by promoting through the work of the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Being open to and engaging with society as a whole and offering support to those needing help is fundamental to the practical delivery of the tenets of Christianity. As a result of activity in pursuit of the advancement of the Christian religion, the Parish has custody of a large body of records, materials and artefacts of significance to the cultural heritage, the maintenance of which is undertaken by the Parish as a secondary charitable purpose.

### **The beneficiaries**

The beneficiaries are members of the general public, parishoners and others who benefit from the organisations supported by the Parish at home and abroad.

### **Activities**

The main activities during the period to which this report relates are as follows:-

- Promoting the Christian gospel through church services, activities and support for other organisations with compatible aims and objectives.
- Religious teaching through church services and other activities
- Regular church worship and Special services for particular circumstances
- Pastoral care of those in need
- Prayer ministry
- Ministry to children and young adults
- Collaboration with other groups (ecumenical and community)
- Provision of a community facility (Maconachie Hall)

- Maintenance of historic church records
- Public enjoyment of cultural and historic buildings and artefacts

All activities are undertaken giving full attention to relevant child protection and vulnerable adult legislation and comply with the Church of Ireland Safeguarding Trust policy. A Ministry Team assists The Rector in delivering these services. A Focus Group assists the rector in planning and organising special events. The Select Vestry ensures that appropriate resources are available to deliver the services and activities, and that appropriate policies and procedures are in place.

### **Achievements, performance and Public Benefit**

There are three services of regular worship every Sunday and regular activities during the week throughout the year. Anyone can attend, as services and activities are accessible to all. They are promoted through the use of news sheets and magazines, notice boards, the parish website, occasional public advertisements and word of mouth.

The public benefit is the advancement of religion and the practical expressions of Christian beliefs and standards in the local community such as through the care of those in need. The public benefit is also demonstrated by a greater understanding in Christian beliefs as set out in the Bible and in the Church's subordinate teachings.

Regular activities include a seniors' group, men's and women's breakfast groups, Mother's Union, men's group, lunch club, walking club, make and take craft group, church choir and music group, home study groups, teenage group and young adult group.

Special occasion services include baptisms and services of dedication, confirmation, marriage services and funerals/memorial services.

Community services include an annual Battle of the Somme memorial service, Remembrance Day services, Christmas and Easter activities and an annual service to support the bereaved.

Visiting speakers are invited to participate at services to increase knowledge of the work of other groups and to garner support for their causes.

In addition to the pastoral ministry of The Rector to those in need, volunteers visit elderly and housebound members. At the end of each year a proportion of the Parish income is distributed to other organisations, using the principle of tithing, whose aims and purposes are compatible with those of the Charity but which have special expertise in a particular area. This is reviewed annually by a team appointed by The Rector.

Special collections are arranged for various causes throughout the year. All money raised is forwarded without any deduction to the particular beneficiary.

The Parish has an important prayer ministry with a weekly prayer meeting and a prayer ministry team available after Sunday worship in addition to prayer during church services. This benefits individuals and the wider community.

The Charity places a particular emphasis on its ministry to children and young people. In addition to Junior Church on Sundays there are regular activities for teenagers. A staff member is employed in the post of Ministry Associate, with particular emphasis on developing the ministry to children and young adults.

The Charity works alongside other churches in the Diocese and in the local area to deliver special services, activities and outreach from time to time. It works to maintain good cross community relations with other organisations in the area. It has links to other agencies and missionary societies who are active on a global basis. It takes part in activities at Diocesan level and within the wider Church of Ireland and Anglican communion.

The Maconachie Hall is used not only for church activities but is also available to outside organisations whose purposes are not incompatible with the Charity's aims and objectives. The Hall is well used and established as a local cross community social facility. Regular outside users include a guiding group, fife and drum band, gardening club, well being group and crochet class. The Hall is also used on an occasional basis by local authority supported community events. The Trustees reserve the right to consider all applications for use of the Charity's buildings against the aims and objectives of the Charity to ensure that there is no incompatibility with the Charity's core beliefs and purposes.

Historic church records are made available to members of the public at no charge.

The Church and Maconachie Hall have listed buildings status and the Charity is focused on keeping them in a good state of repair. The trustees ensure that any works carried out are sympathetic to the listed status of the building and that appropriate statutory consents are obtained.

The churchyard which also falls within the area subject to listed status, is well maintained and inspected regularly for safety purposes by the church wardens.

Church plate, linen and furnishings are carefully maintained and stored, primarily by the Caretaker.

There are two other buildings, for which the responsibility for management rests with the Parish - the Rectory at Laurel Hill and the Curacy at Ballycranny Drive. These are also maintained to a good standard. The property at Ballycranny Drive is rented out at a Market Rent to a family as it is not needed at present as a curacy. If it were to be needed for church use in the future the lease would not be renewed. The tenants are currently "holding over" on a month to month basis. This arrangement provides income for the charity and provides a family with a home. The Charity has not renewed its lease on the property at Hazelbank Road which was occupied by the Ministry Associate but has taken out a lease on a property at Somerset Park. This is a short term arrangement which can be renewed or not as required.

### **Achievements**

The achievements of the Parish activities are demonstrated by the enthusiastic attendance at services and events, the addition of new members to the congregation and by feedback from parishoners and the general public who have gained benefit.

### **Restrictions on who can benefit**

In general, church activities are available to all, free of charge. A small charge is made for some special services, such as marriages and funerals to cover expenses/heat and light. The use of the Hall is free to church groups, although some fundraise to pay a contribution towards the cost of providing the facility. Outside groups which use the Hall are expected to contribute towards the costs. The cost depends on the particular circumstances of the use and the extent of their use of the facility.

### **Mitigation of damage/harm**

None of the activities result in harm or damage other than routine wear and tear of facilities which is addressed through regular maintenance. The Parish has procedures in place to ensure that it complies with all statutory and insurance requirements including GDPR requirements, food hygiene and Health & Safety regulations. The Church of Ireland Safeguarding Trust policy is implemented and the Rector has confirmed to the Trustees that appropriate arrangements are in place.

### **Private benefit**

There are two members of staff, in addition to the Rector, who obtain private benefit through their salaries. In addition there are three other individuals who receive a small payment for part time services provided to assist the Rector in serving parishioners by way of assisting at services, visiting, and co-ordinating church music. From time to time, other volunteers may obtain recompense for expenses incurred in carrying out Parish activities. All private benefit incurred is incidental to the operations and activities of the Charity. Attention is paid to appropriate employment legislation with regard to staff members and their pay and conditions.

### **Financial Information**

The financial report is attached as an appendix to this report.

An independent examination of the Charity accounts is undertaken by Paul A Taylor and Company, Chartered Accountants, which is attached as an appendix to this report.

The trustees are satisfied that there are adequate funds in place to ensure that the Parish can continue its activities.

### **Financial deficits and reserves**

None of the accounts have any deficits. A substantial donation has been received during the course of the financial year on stipulation by the donor that it is not to be used for general purposes. A decision has not been made as to how this donation will be used. The Rector has advised the Trustees that, although the identity of the donor is not to be made public at the donor's request, the Rector is satisfied that the donor is in a position to legally make the donation. The donation is included in the accounts. The Select Vestry maintains a balance on unrestricted funds, where possible, to meet its financial liabilities and to provide a sinking fund in respect of unexpected repairs or other expenditure.

### **Statement of Compliance**


In setting our objectives and planning our activities for the year the trustees have given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped to achieve the charity's purposes and provide a benefit to the beneficiaries.

### **Signed on behalf of the trustees**



Rector: Rev Donard Collins

Secretary to the Select Vestry: Peter Woodhead



Treasurer: John Gurney

### **Date of report**

17th April 2019