

Proposal:	MCC Newcastle Good Stewardship Policy – June 2008
Purpose:	To make the best use of people’s gifts, skills and money and to enable the Church to plan well for the future.
Rationale	<p><i>Relationship to Mission and Vision:</i> MCC Newcastle’s Mission includes a commitment to spiritual and personal growth. Our Vision includes being equipped, trained and supported, spiritually, theologically and practically, for the varied ministries of the Church.</p> <p><i>Reasons for Policy:</i> The Members and Friends of MCC Newcastle, and particularly the Board and other Church leaders, are called by Jesus to be good stewards of the Church’s resources. The Board of MCC Newcastle believes, therefore, that Members and Friends should not expect the Church to be unwittingly out of pocket because of the work they do. Sacrificial giving is an important part of the Christian lifestyle, and is something that God calls on the Members and Friends of MCC Newcastle to do.</p> <p>The Board also believes that no Member or Friend should be unwittingly out of pocket for expenses they incur in the course of their ministry for the Church, so the Annual Budget allocates an amount for each ministry area. The Members and Friends of MCC Newcastle are entitled to claim reimbursement of expenses, which are approved in advance wherever practicable and which are necessarily incurred.</p> <p>However, the Board expects those who minister on the Church’s behalf always to use resources in the most effective way: for example, by buying stationery in bulk and by using the most economical and effective means of travel.</p> <p>The Board recognises that some individuals will not claim travel or other small expenses, because they will see this as part of their overall giving to the Church. Other people will prefer to give a larger amount as an offering to the Church and to reclaim travel and other expenses. Each individual must make his or her own decision about whether or not to claim expenses, and the Board will apply no pressure either to claim or not to claim reasonable expenses.</p>
Budget:	As approved in the Church’s Annual Budget for the relevant ministry area.
General Stewardship Policy:	<ol style="list-style-type: none"> 1. The Pastor, Board Directors, Trustees, other Church Leaders and volunteers will be reimbursed for all reasonable expenses claimed, which are necessarily incurred whilst engaged in ministry for MCC Newcastle. 2. Expenditure within a ministry area must not exceed the amount allocated to that area in any financial year, unless the Board gives specific approval. 3. All individuals who intend to claim reimbursement must obtain prior written approval from the ministry area’s budget holder before committing to any expenditure on behalf of the church. Where no specific budget is available or identifiable, the Board’s prior approval must be obtained. 4. Board Directors must each confirm to the Treasurer at the beginning of their first term of office, and again if their circumstances change substantially,

	<p>whether they intend to claim travel expenses to and from Board meetings. Board Directors and the Treasurer must agree a reasonable amount for such travel expenses, up to £20 per month unless the Board approves a higher limit.</p> <p>5. All claims for expenditure must be accompanied by receipts or an explanation as to why no receipts are available.</p>
Travel and Subsistence Policy:	<p>1. The reimbursement of any approved travel and subsistence expenses will be based on:</p> <ul style="list-style-type: none"> (a) the most reasonable and economical solution; (b) actual public transport fares, and actual meal and overnight accommodation costs; (c) a car mileage allowance to the Pastor and other paid staff whilst on MCC business; (d) a car mileage allowance to volunteers (including Directors and other Church leaders) whilst on MCC business, at an amount set by the Board and reviewed annually or, if an individual prefers, the cost of fuel only, and (e) any other essential expenses, which are incidental to travel, accommodation and meals. <p>2. The car mileage rates will be reviewed on an annual basis.</p> <p>3. Taxi fares (and gratuities of not more than 10%) will be reimbursed only where:</p> <ul style="list-style-type: none"> (a) a taxi is the most economical means of transport in the circumstances; (b) there is no other practicable means of transport in the circumstances, or (c) heavy luggage or equipment is being carried.
To be authorised by:	The budget-holder for the relevant ministry area or the Board, as indicated above.
Method of authorisation	<p>1. All requests for prior approval and all expenses claims must be submitted on the appropriate forms, available from either the Treasurer or the administrative centre.</p> <p>2. All claims must be submitted no later than the last day of the next month after they were incurred (e.g. expenses incurred on 17th March must be claimed by 30th April).</p>
Monitoring and Review	<p>1. This policy will be monitored and reviewed annually when the Annual Budget is set.</p> <p>2. The amounts of allowances specifically identified in this policy will be fixed by the Board and reviewed annually when the Annual Budget is set.</p>