

## Responses to Questions raised by Brother Shui Kit Li (16/12/2011)

Questions in black, with associated answers in brown

1) Pastor Kim said at the AGM that part of the youth ministers pay would come from the £50k development fund but this was also listed under the paid staff detailed by the treasurer. Please can you detail where these funds are coming from?

*The assistant minister (youth) is a new post, with a specific objective for the development of the existing youth ministry. As it fits the purpose of the development fund (see response to question 2), the Council feels that it is appropriate the fund part of the salary for the current year through this fund. To clarify, the wage for the assistant minister youth is funded from the development fund (54% of the salary - around £9,000) and the general fund (46% of the salary). Therefore, it is correct that it is listed under both funds and will ease the financial burden on members.*

2) The purpose of this development fund is very vague please can you detail what this fund is specifically for?

*The purpose of the Development Fund is to:-*

- *Provide financial support that will help develop new ministries in MCCC and outside of MCCC*
- *Help existing ministries develop in new ways.*

*Some of the potential ways to utilise the funds in the coming year, none of which have been committed as yet are:-*

- *Continuing the refurbishment of Whalley Range (which will enhance the ministries that currently operates within the centre, for example Sunday worship, English Corner)*
- *Supporting the establishment of an outreach centre to Muslims in Rusholme (a new ministry outside of MCCC – supporting the Kingdom).*

2a) It was mentioned that this fund MIGHT be used to give or support 3rd party organisations, what criteria is to be used to decide who is given what amount and who decides this?

*The purpose of the work will need to fit at least one of the stated purposes of the funds as stated above. Any application will need to be supported by fully documented proposal including but not limited to the aims of the project and background of the organisation (together with any other details that the Council may deem relevant). The decision will be made by the Council following discussion in a formal Council meeting (or electronically) with fully documented records. This decision making process is in accordance with provisions within the Church Constitution.*

2b) If a 3rd party is awarded an amount, what safeguards have been implemented to ensure that that this money is used wisely and not misused?

*There will be careful scrutiny of the management procedures and capacity of the 3rd party and regular reporting would normally be required. The Council shall review in a fixed period of time. This is the procedure already adopted by council for support to outside groups or individuals.*

2c) following directly on from 2b, what reporting mechanism will there be to inform members on what this fund was used for and what (if any) impact the money had?

*This will be reported in the ordinary general meeting and/or annual general meeting and/or within the annual report issued prior to the annual general meeting.*

3) Why weren't the actual results to the elections at the AGM (ie the numbers) announced, as was in previous AGMs?

*In accordance with the current Constitution (referencing section re general meeting and the By-Laws Article 1), there is no requirement on the Church's part to report actual election results in terms of the number of votes cast and the split of the votes. However, the actual voting record is kept by the Church Secretary.*

*There may have been instances where it had been disclosed before. The inconsistency would be down to the fact that there had been different Church secretaries.*

4) Please can you detail the specifics of the increased wage budget, at the AGM it we were told £23k (iirc) was for new employees however this only accounts for around half the increase.

*The £23,000.00 quoted refers to new employees added to the budget for the current year that had never been included before. Although the Mandarin Pastor, if employed, would be a new member of staff, as the role had previously been accounted for in last year's budget, it was not included within the £23,000.00.*

*For the avoidance of doubt, if we do appoint a Mandarin Pastor part way through the year, the total wage bill would increase by £32,000.00.*

5) In previous years the salary of individual staff was specified, what's the reason for the change?

*The salary of each individual member of staff is confidential as per common practice in any workplace. Only the admin department, the payroll officer and the individual staff have the information. There is no change.*

6) It has been mentioned that when the cable st. budget reaches £300k then the next phase of the project, has VAT been accounted for?

*The figures (£400k) do include VAT (but not at the new rate)., Historically, the Council would normally commence building work once we have reached 50% of the total required fund (£400k) and would continue to raise fund while the project is in progress. When the building fund reaches £300k, it would be more than 50% of the total required fund. Hence, the council will normal start the next phase.*

7) The budget for buildings maintenance seems quite low, will there be enough able to fix the leaky roof on Yarburgh st? What is the breakdown of the expected costs?

*Regarding to the leaky roof, we certainly did not budget it because it happened after we made our budget! In the Upkeep, there is an element of 'emergency repair' (this year is about £1500), I think it is for this kind of things, so we have actually budgeted for it! If needed, there are £45k remaining in the General Fund which can be used for this purpose. The admin dept will need to first establish the scale of the problem, obtain quotes and prioritise the problem together with other work that needs to be carried out in the upkeep of the building before deciding whether it will be fixed using the funds from this coming year or to budget it for the following year.*

8) How does the council ensure that the best possible candidate fills the position?? For example, how many cv's are looked at? Who performs the interviews??

*Where the post has been advertised it depends on the number of applicants fitting the job spec and person spec. The interview panel would depend on the nature of the post.*

*There is no hard and fast rule to explicitly state how many CV's will be looked at or only certain individuals within the Council / staff team can perform the interviews. This will depend upon a number of factors including but not limited to:-*

- *The role that we are recruiting for*
- *The candidate that is presented at the time of the recruitment*

*An example of this is that asking the Admin Co-ordinator to perform an interview for an assistant minister working in the Mandarin Congregation may not have been appropriate if he had not had much personal exposure to the work of the Congregation. In this instance, a panel interview may be more appropriate.*

*Furthermore, as explained previously, even if the interview is not completed by the whole of the Council, the decision-making will rest with the whole of the Council. There is no requirement to obtain a unanimous approval. In accordance with the Constitution, a motion is carried forward (agreed) if a majority (over 50%) is obtained. For clarity, there is no requirement for 100% of the Council members to be present in order for the voting to take place.*

9) How confident is the council that the Mandarin pastor position will be filled this year? What have been the reasons behind not being able to fill this position thus far?

*As there have been no suitable candidates from within the UK, we have not been able to fill this post.*

*We are currently applying for an overseas worker sponsor license from the Home Office. Once we have got the license, we will be able to widen the scope of our potential applicants by considering candidates from overseas who may require a work permit. Our application has been submitted and we are waiting for a decision from the Home Office. We expect to hear from the Home Office in January. However, we do not expect that a Mandarin Pastor will be appointed earlier than the second half of the year.*