

FORM YOR01 - CHECKLIST

**ENLARGEMENT, ALTERATION, IMPROVEMENT, REBUILDING,
DEMOLITION, MAJOR REPAIRS**

NAME OF CHURCH

Have you enclosed the following? Please tick to show which items are enclosed:

1	Details of how the proposed work will contribute to the mission of the church	
2	Drawings of the proposed work	
3	Schedule of work	
4	Details of costs of the work including, generally, three quotations or estimates from contractors. If only one is included please explain the reasons for this, e.g. specialist work, past experience, etc.	
5	Photographs, video or similar to explain the work proposed, the need for it, how it will benefit the wider community. (Please note that the Synod can provide assistance with this if required.)	
6	Financial Statements (Accounts) for the last two years	
7	Budget for the project – i.e. financial projections to show how the project will be funded	
8	Signed copy of the Church Meeting Resolution	
9	If the YCU is not the Trustee, a list of the names and addresses of the current trustees, identifying who is the Secretary of Trustees, and a copy of the trustees’ resolution confirming their approval to the proposed works	
10	Other (please state what other items enclosed)	

Name, address & telephone number of church’s contact for further information (Please note that this is also the person we will contact to arrange the Church’s attendance at the relevant Synod meetings or for a Committee to visit the Church. If there is a separate contact for this, please let us know.)

Name:	Address:
Office held:	Telephone No:
Email address:	

FORM YOR01

**ENLARGEMENT, ALTERATION, IMPROVEMENT, REBUILDING,
DEMOLITION, MAJOR REPAIRS**

- **Synod approval is needed whether or not the Church is requesting financial help.**
- **Guidance Notes (YOR02) are available from the Synod Office.**
- **Please complete paragraphs 1 to 8 of this form before transmitting it to the Office Manager at the Synod Office.**
- **Various documents are required and these are shown on YOR01-Checklist which should be enclosed with this form**

**1. NAME AND LOCATION
OF CHURCH**

2. How will this project or these works contribute to the mission of the church?
(Please see YOR01-Checklist item 1 and use a separate sheet if appropriate)

3. Property to be altered

Is the property listed?

YES / NO

If yes, has the Listed Buildings Advisory Committee been contacted? YES / NO

4. Brief description of Proposed Work (please see YOR01-Checklist items 2 to 5)

5. **How is the work to be financed?** (please see YOR01-Checklist items 6 and 7)

6. **Does the Church wish to apply for a Synod Loan?** **YES / NO**

If YES how much is the church applying for?

The maximum loan is normally £15,000 repaid over five years with interest currently at 0%. Further details available from the Synod Office.

7. **RESOLUTION OF CHURCH MEETING AUTHORISING THE PROJECT**
(please see YOR01-Checklist item 8)

Date of Church Meeting:

8. **TRUSTEES** (please delete as appropriate and see YOR01-Checklist number 9)

Yorkshire Congregational Union / Individual trustees

SYNOD RECOMMENDATIONS

9. **PROPERTY COMMITTEE**

Approved/Rejected

Comments

Date of meeting:

Signed:

10. **FINANCIAL RESOURCES COMMITTEE**

Approved/Rejected

Comments

Date of meeting:

Signed:

NOTES YOR02

GUIDANCE WHEN CONSIDERING WORK TO ANY CHURCH PROPERTY

This version of the Guidance Notes replaces all earlier versions.

This Guidance is based on Yorkshire Synod's agreed practices and procedures as developed by the relevant Committees to whom Synod has delegated this task. It is based on the requirements on the Model Trusts on which all our property is held for churches that form part of the United Reformed Church.

When work is planned on church property the Church Meeting needs to pass a resolution approving the project. This applies to all work except that of a routine maintenance and repair which would normally be dealt with under a church's maintenance budget. In addition, the Model Trusts require that where a **church building, manse or other church worker's residence** (e.g. a caretaker's house) is to be altered, enlarged, improved, rebuilt, supplemented or demolished, the approval of District and Synod is also required. The only exception to this process is where the work on or in a building does not substantially alter its character, appearance, structure or value. (A copy of these Model Trusts can be found in The Manual which, in turn, is available on the URC national website.) Under the current structure all of this is now dealt with by the Synod.

N.B. Where the building is Listed, **any** alterations to the building, inside or out (as well as demolition), are likely to require Ecclesiastical Exemption approval, **in addition** to the normal Synod approval. Where a church building is in a **Conservation area** and any demolition is proposed, Ecclesiastical Exemption may also be required.

How does a church decide what work needs approval?

Provided the property is not Listed then work such as external cleaning, internal decorations, painting, replacement of fixtures or a boiler, normal maintenance of buildings and grounds, would not generally need the approval of Synod as long as the costs *including* VAT are below £15,000.

As a general guideline **any** work to buildings that is expected to cost more than £15,000 *including* VAT will normally need approval. Other projects that are **likely** to require approval, **regardless of cost**, would be extensions, new access for disabled users, removal of pews, a complete new kitchen, replacing windows, forming structural openings, or any reorganisation of internal spaces. A scheme comprising several items of repair or replacement being carried out over a period of a few months, and which in aggregate will cost more than £15,000 *including* VAT may also need approval.

If your building is Listed you are encouraged to consult the Listed Buildings Advisory Committee at an early stage. If your building is not Listed you are encouraged to contact the Property Committee, via the Trust and Property Secretary, at an early stage. Early contact helps ensure that issues such as timing can be managed.

Synod approval is necessary even if the project is self-financing and the church is not asking for financial assistance. Synod does not wish to put obstacles in the way of any church development and approval will not be withheld unreasonably. However, it is important that, as a charity, each church is seen to be using its resources wisely and for the appropriate purposes.

In addition to the above process the Synod is a valuable source of expertise and experience and may be able to offer advice or assistance.

Large projects and those involving external funding

For large projects it is **essential** that the church consults with the Synod at an early stage. It is important to ensure that such a project fits within the overall vision for the wider work of the URC as well as the local church. In addition, the support of the denomination will be essential if any funding is being sought from outside sources. It is common for the Synod to arrange for a "cross-committee" team to visit and meet with the church. Such a group would include representatives of Pastoral or other committees as well as those relating to buildings and finance.

In such cases it may be necessary to seek approval in principle from Synod to allow grants to be sought. This can be done after outline plans have been prepared and priced approximately, but before costly detailed plans are prepared by an architect or tenders are sought. Final approvals can be obtained at a later date. The Trust and Property Secretary or Office Manager can advise about the procedure. If in any doubt, please ask.

If churches are in any doubt about the work they are contemplating, they should contact the Trust and Property Secretary at the Synod Office, as soon as possible.

How do we obtain the necessary approval?

The procedure is the same whether or not the church requires financial help.

Churches will need form YOR01 and YOR01 - Checklist. These are available from the Synod Office or can be downloaded from the Synod website, www.urcyorkshire.org.uk

- (a) Before the work outlined in the project is put in hand:
- (1) The local church must pass a Resolution at the Church Meeting. The resolution will normally stipulate an agreed maximum expenditure.
 - (2) This Resolution should be sent to the Office Manager at the Synod Office on Form YOR01 together with ALL the documents and information requested on YOR01-Checklist.
 - (3) The Conveners of the Property and Financial Resources Committees will look at the papers. A decision will be taken on whether the Property Committee wishes to visit the church to hear about the scheme and see the situation for themselves, or whether the Committee actually wishes to hold its formal meeting at the church. We will consult with the church regarding arrangements. Alternatively, it may be that the church is asked to send representatives to the meetings of one or both of the two Committees and details of this will be discussed with you.
 - (4) The Property and Financial Resources Committees will then consider the request and will normally communicate their views to the church separately. If the view is favourable the Conveners of the Committees will sign the declaration on the Form YOR01 and a copy of the form will be returned to the Church. The Church may only proceed when they are in receipt of the YOR01 duly signed by the Synod Committees.
- (b) When approvals have been given, the work may then be put in hand by the Elders of the local church, if appropriate through any committee authorised by Church Meeting for that purpose.