



Guidelines for Organising an Activity or Event at Holy Trinity or St Andrews

Introduction

We are blessed with a wide variety of ministries as a church, and an array of associated activities and events. Some are well established, others may be one-off events including offsite activities, and overseas mission trips. Some are big and involve a lot of money, some are small and self-funding, but they all need a plan and must comply with the policies and procedures that the church has in place. The following is the process the Combe Down PCC has approved for new ministry activities and events run by Holy Trinity and/or St. Andrews. It may also be useful to refer to these guidelines when significant changes are being made to existing activities or regular events.

Note: These Guidelines do not apply to events run by an individual such as a privately organised mission trip or by another organisation that hires or uses a church room/building. One or more of the policies referred to below may still apply to hirers- these are covered in the hiring agreement.

1. Seek Approval

In the first instance speak or write to the relevant member of the Staff Team. If in doubt start with the Ops Manager of either Holy Trinity or St. Andrews. Planned or upcoming activities and events are discussed at Staff meetings on Wednesday mornings. If necessary a staff member will be appointed to support the activity or event and to advise on any issues that need to be dealt with.

2. Know Your Budget

If the activity or event will need financial support from the church (or in the case of an existing activity, requires funds beyond the currently approved spend), you will need formal agreement from the budget holder. If the event is added to the church programme at the Staff Meeting you will be linked with the appropriate budget holder to agree the amount.

3. Develop a plan

For example:

- Is your venue free on the selected date?
- Is your speaker, entertainer etc. (if you have one) free on the selected date?
- Do you need a group of volunteers to run the event – how are you going to recruit a team and be in contact?
- How many people can you accommodate (room size, capacity on catering etc)?
- Is the event open to children and will they need special provision? If you would like help from the Children's and Youth team, check that they are available and have capacity?
- Is the event for church members only or for guests too? This will impact on your advertising.

Use this form to record everything you need and keep in touch with the staff who'll be involved.
[Holy Trinity and St. Andrews Event form](#)

4. Data Protection/ Photos

The church office holds consent forms for the use of peoples' personal data for church events. You should check before creating a mailing list or publishing volunteers' contact details on event publicity, that they are OK with that. The church office can advise.

5. Safeguarding Policy

Consider any safeguarding implications: all activities and events involving under 18's and without their guardian present, and/or involving vulnerable adults, must comply with our [Safeguarding Policy](#).

6. Risk Assessment

Leaders must complete a risk assessment for any new activity or event, or where a significant change is planned for an existing activity or event. A risk assessment involves you looking at the activities you have planned for possible risks and deciding how to minimise them. A good example is a BBQ where one risk would be:

What is the Risk?	Burns
To Whom?	The Chef
How likely?	On a scale of 1-5
How dangerous?	Ditto
What to do?	Minimise risk by providing protective gloves, a bucket of cold water by the BBQ, first aid kit for burns and making sure firefighting equipment is at hand. You might then decide to buy appropriate gloves, provide a bucket of water and one of sand and check the location of fire blankets and extinguishers.

A sample risk assessment is available here: [Sample of Event risk Assessment 2023.pdf](#)

If your event includes serving food, the office has prepared summary guidance for various types of events which you must apply: [Food Safety Cooking for Church 2020.pdf](#). Our guidance is based on the [Food Safety Handbook](#) from Bath and North East Somerset council.

If people will be alone in our buildings preparing or during your activity or event please ensure your risk assessment refers to the PCC's [Lone Working Policy](#).

A standard form is available from the office to guide you through this. Liz Hume the Operations Manager can advise and has lots of examples to copy but as Event leader you will know what is planned so the responsibility rests with you.

7. Publicity

The church office is able to advertise new events on the website, Facebook, Twitter etc. as well as with posters and flyers. As it takes time to design all the publicity give as much notice as you can to the church office. Include:

- Event title
- Venue
- Date
- Time
- Who to contact
- Description of the event

- Number of tickets (if any)^(see 8a below)
- Cost of tickets (if any)^(see 8b below)

8. Tickets

If a ticketed event, give a deadline to end ticket sales – how long beforehand depends on your event. If, you need to guarantee a volunteer ratio for a children’s event maybe a week before, if you are cooking or buying craft supplies and need to calculate quantities one or two days before or a music concert (on the door).

Decide when and how often you want to issue updates reminders etc. for your event – slides can be displayed at any service but slots for video notices at services are limited so book early to avoid disappointment!

a. To ticket or not to ticket?

If the event is free of charge, consider whether you still need tickets to control numbers and help to plan. e.g. there are limits on occupancy numbers in our halls.

Do you need to know who is coming – i.e. children’s events the number and ages of children, numbers of vegetarians, people with a disability. This data can be collected via the ticket.

b. To charge or not to charge

- Purchasing a ticket does help people to value the event and discourages no-show
- Charging for events will help cover costs.
- Do you want to offer refunds (*we usually ask people to resell their ticket instead*)
- Will you have a hardship fund for people who wouldn’t otherwise afford to attend
- Do you want the option of paying a deposit

Please note it is possible to set ticket prices to ‘pay what you want’ as a donation.

Monitoring Ticket sales

- The church office can assist with organising ticket sales for events, can advise you about numbers of tickets sold and can provide you with a list of guests.
- Remember to clearly mark any tickets left at the door as either ‘sold’ or ‘to pay’

9. Methods of Payment

In advance

- **Online** Using our website is the preferred method as it monitors payments and ticket sales and allows people to use their credit/debit cards to pay. The money is paid directly to the PCC account, minus a fee, after the ticket sales finish.
- **Cash** – we can still take cash in the church office with a clearly marked the name and requested number of tickets on an envelope. This will allow the finance officer to trace payments.
- **Faster Payment (BACs)** – is available but it is very important that a meaningful reference is attached – otherwise the finance officer will not be able to trace the payment. All advertising must include COMBE DOWN PCC bank details and a suggested reference – (e.g. a summer party could be SP2024) – It is essential to let the finance officer know in advance if you want to offer this as she will have to monitor payments.

- **Cheques** – if payment is to be made to the church, cheques should be made payable to COMBE DOWN PCC.

Please note if all the money you raise will be for a charity, it is better to give to them direct rather than asking for donations to be given via the church bank account.

At the Event

- **Contactless:** A portable card reader is available.
- **Cash:** You will need to provide a cash float; the church office cannot do this.

10. Licensing

Sales of alcohol (even if included in the ticket price) require a [Temporary Event Notice from BANES](#). The TEN notice must be applied for at least 10 working days before the event. The cost is £21 which should be included in the budget. The licence holder If you apply for the TEN notice yourself, it is important to send the church office confirmation of the licence as there is a legal requirement for us to keep to a limit of 20 a year. The cost can also be claimed back from the church office, through the relevant budget code.

11. Equipment Hire

If you are hiring equipment – generators, bouncy castles, sound systems etc... you must have details of the company used (especially their insurance and qualifications to provide the service). A standard Supplier Questionnaire is available from the church office to help you ask the right questions.

12. Own Equipment Use

If you are bringing your own electrical/electronic equipment to use for the activity/event, and the equipment requires electrical power, do ensure that it is in good condition, and ideally PAT tested within the last two years. Similarly, if you are bringing your own camping stove or gas BBQ for use at an event, you must ensure that it is in good condition with no leaks or other problems which could cause a hazard. If in doubt check with the church office.