

Terms of Reference

The Lantern Church - Love Fund

Scope

The primary objective of the Lantern Love Fund (LLF) is to maintain a sum of money that resides within the General Account and that can be used to make ad-hoc gifts to meet the needs of members of the church family and those members of the wider community whose needs have been made known to the Lantern Church staff or Lantern Love Fund Committee (LLFC), and for whom the case for making a gift is considered acceptable by the leadership of the LLFC.

In the vast majority of cases, the LLF will be used to bless people with whom there is an established pastoral connection or relationship. This is to ensure that the giving of funds is **holistic** and follows the intention to provide **ongoing pastoral support** and where necessary the recommendation of assistance from other relevant caregivers such as debt counselling services.

There is a need that the administration of the LLF is completely transparent and accountable to the Lantern community. The following Terms of Reference set out the minimum standards by which LLF shall be managed, monitored and administered.

Terms of Reference

1. The Terms of Reference set out below are relevant to:
 - i. Individuals who serve on the LLFC
 - ii. Individuals who are appointed to manage the church's finances
 - iii. Individuals who are in leadership roles of the church including but not limited to the Lantern staff team, church wardens and members of the Sub-committee, Pastoral Leadership Team and Life Group Leaders.
 - iv. Members of the wider PCC
2. A LLFC shall be established to steward the LLF and to connect the generosity of the church to the needs of the church family and the wider community. The membership of the LLFC shall comprise of the Vicar and as a minimum three other members of the church community, but no more than six members in total. The Vicar maintains primary responsibility for appointing individuals to join the LLFC, but the Vicar takes the advice of and is ultimately accountable to the Lantern Church Sub-Committee for the appointments to and functions of the LLFC.
3. LLFC members shall be willing to serve for a term of at least, but not limited to, two years and to attend the regular meetings established to discuss the progress and functioning of the LLF. If for any reason a member of the LLFC wishes to step-down from the duty then the individual shall advise the Vicar directly.
4. Names of members of the LLFC shall be submitted to Lantern Church Sub-committee and recorded within the minutes of its regular business. Likewise any changes to the membership shall be recorded by the Sub-committee.
5. Meetings shall be arranged for the regular monitoring of the Fund, its administration and any other business associated with the Fund. A minimum of three meetings shall take place in any one year arranged roughly on a termly basis. At the discretion of the Vicar a Chairperson shall be appointed from within the LLFC and that person shall be responsible for arranging meetings and setting the agendas. Ad-hoc meetings may be called at the discretion of the Vicar or LLFC Chairperson in order to address any immediate need.

6. Minutes of all meetings shall be made and filed appropriately in the Lantern Church office files by the LLFC Chairperson or Minutes Secretary. A redacted version of these minutes may be presented to Sub-Committee as part of regular reporting so as to preserve the confidentiality of individual pastoral concerns as may be necessary and at the discretion of the Vicar and the LLFC.
7. The use of email may be used to reach agreement between the LLFC members on any issue that has immediacy about it. The Chairperson of the LLFC shall be responsible for keeping a record of any such email correspondence and file it appropriately in the Lantern Church office files.
8. Pastoral issues that the LLFC become aware of as a result of the administration of the Fund shall be monitored by the LLFC but shall not necessarily become its prime responsibility for resolution thereof.
9. The LLFC shall appoint one member to report on the state of balance in the General Account of the Fund so that at any time it is possible to decide what funds are available for making additional gifts.
10. The recommendation for making a gift may be made by any member of the Lantern Church. However, it is expected that Life Group leaders, members of staff who have knowledge of pastoral situations, and members of the LLFC would be the primary avenues for a recommendation to be made. Any such recommendations are to be communicated, where discerned to be worthy of consideration, to all members of the LLFC. And the LLFC are empowered by the Sub-Committee to make the final decision on what gifts may or may not be made.
11. Confidentiality regarding the pastoral needs of potential recipients of the funds should be maintained within the LLFC except in exceptional circumstances where it is felt that the safeguarding needs or general welfare of the individuals might mean a disclosure of some kind is needed. In those circumstances the Vicar reserves the right to consult the church's Safeguarding officer.
12. At times it may be appropriate for the LLF to be used to supplement the supplies or the running costs of the local food bank. The Fund will not be used for general church needs and expenses as the money so collected has been given for the express purpose of bringing a blessing to those in need in our community.
13. Replenishment of the LLF will be done by making special appeals in the course of the life of the church, thus relying on the spontaneous generosity of members. Making regular requests or formalizing the means of giving shall be avoided in order to guard against complacency.
14. The Fund shall be maintained as part of the General account but ring-fenced so it may only be used for the purposes outlined above.
15. The LLFC may authorise payment of gifts up to the value of and including £200 by a majority of members. Whereas gifts in excess of £200 shall require a response from all members of the LLFC. The Vicar shall always have final authority on any gifts to be made from the LLF.
16. The actual movement of funds from the General account shall be made by those persons authorised by the Treasurer to do so. If circumstances require complete confidentiality, payment shall be enabled by the Vicar and one other member of the Canford churches clergy.