

# Step by Step guide to Approvals



**Church/Property Name:-..... Post Code.....**

This process should be used when a church wishes to make any changes to its property or investment portfolio. The steps follow the requirements of the United Reformed Church Acts and other prudent actions to ensure approvals are obtained at the right time.

The Church Meeting is the basis of all decision making in the URC.

This process is applicable to letting parts of premises, building projects, property sales and investments.

Step	Action	√ date
1	When an action which requires approval is being developed early discussions should be held with the following as appropriate:- the Synod Property Officer, the Synod Finance Officer, the Synod Training and Development Officer or the Youth and Children Work Development Officer They will offer advice including any need for Listed Buildings consent. Please send the Project First Notification Form to the Resources Officer.	
2	As soon as possible take the matter to your Church Meeting to obtain at least their initial agreement to the action. The Resolution and the votes cast should be formally recorded in the Church Meeting Minutes. Please copy the Minute to the Synod Resources Officer.	
3	Develop the proposed action in consultation with the Synod Officers and any Professional Advisers that may be necessary.	
4	Consider the benefit of seeking Trustees Approval in Principle (form TAF1) to avoid later disappointment. Ask the Synod Resources Officer for a form or get it from the Synod web site <a href="http://www.urc-eastern.org.uk">www.urc-eastern.org.uk</a> .	
5	When the proposed action is fully developed, take a final resolution to your Church Meeting for their approval. Record it as before and send a copy of the resolution to the Synod Resources Officer.	
6	When you have obtained Church Meeting Approval, you need to seek approval from :	
	i. the Listed Buildings Advisory Committee (LBAC) if appropriate.	
	ii. the Trustees using form TAF2 Trustees Full Approval	
	iii. the Synod Resources Committee if financial assistance is being requested using the Grant and Loan Application Form.	
	iv. complete a Mission Council Application form if a Disability Discrimination Act/ Mission project grant is being sought..	
	Copies of all forms and the guidance notes are available from the Synod office or web site.	

Please consider the approvals you require in the context of known meeting dates. These can be found on the Synod web site. [www.urc-eastern.org.uk](http://www.urc-eastern.org.uk)

Name and address of Church Contact .....

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**Other Step by Step Guides** are available for Manse Letting and Project Facelift

All forms and guides are available from the Synod Resources Officer in electronic format or hard copy, or can be downloaded from the Synod web site [www.urc-eastern.org.uk](http://www.urc-eastern.org.uk)