Governance & Registration Documents Changelog

This document provides a full list of changes made to parish registration and governance documents available on the Church of Ireland Parish Resources website. All changes are listed in reverse order, so the most recent changes will always be shown first.

**Most Recent Changes (24/10/2024):**

* [B.9 Activities Plan](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/B.9-Activities-Plan.docx): **New document added**, V1.0.0 Dated 21/10/24.

This document provides space for parishes to outline activities planned which support their charitable objective, aside from the standard activities already listed in the constitution.

* [Parish Registration Guide](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/Registration-Guide.pdf): Updated to version 2.4.0, Dated 24/10/24

Differences to previous version:

* + Updated to include reference to new document B.9 above.

**Previous Changes (17/10/2024):**

* [C.8 Property Ownership Note](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/C.8-Property-Ownership-Note.docx): Updated to version 1.0.2, Dated 17/10/24.

Differences to previous version:

* + Property email updated to property@rcbcoi.org to reflect new central church email addresses.

**Earlier Changes (24/09/2024):**

* [C.7 Trustee Details](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/C.7-trustee-details.docx): Updated to version 1.2.1, Dated 24/09/24.

Differences to previous version:

* + Minor change to wording around connections/other trusteeships to note governorships and directorships as relevant information.
* [NI Trustee Declaration](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/NI--Trustee-Declaration.docx): Updated to version 1.10, Dated 24/09/24.

Differences to previous version:

* + Added note to clarify the need to also complete the Trustee Details form.
	+ Provided space to record other trusteeships/governorships/directorships.
* [B.3 Conflict-of-Interest:](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/B.3-conflict-of-interest.docx) Updated to version 1.2.0, Dated 03/04/24.

Differences to previous version:

* + The section on *“Registers of Interests”* has been updated to clarify the wording around the mandatory recording of other charities of which Select Vestry members are trustees. The changed portion now reads:

Parishes must also note any other charities of which members of the Select Vestry are trustees.

* [Parish Registration Guide](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/Registration-Guide.pdf): Updated to version 2.3.1, Dated 05/09/24.

Differences to previous version:

* + Under “*Information to have to hand*” change to wording of item C.6 to note the need for role and salary information of paid employees of the parish and the presence of a new standalone template document for this information.
	+ Under *“7. The People”* minor change to note the existence of a standalone template document C.6 for salaried employee details. See below.
* [C.6 Employee Details](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/C.6-Employee-Details.docx): **New document added**, V1.0.0 Dated 05/09/24.

This document acts as a template for the role and salary information requested during registration. Previously provided in the text of the guide this template has been added as a standalone document for ease of use.

* [B.8 Beneficiary Selection Policy](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/B.8-Beneficiary-Selection-Policy.docx): Updated to version 1.0.1, Dated 05/09/24.

Differences to previous version:

* Minor correction to wording to reflect that the Guidance on Management of Parish Benevolent Fund is not itself an adopted policy.

**Earlier Changes (03/04/2024):**

* [Parish Registration Guide](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/Registration-Guide.pdf): Updated to version 2.3.0, Dated 23/10/23.

Differences to previous version:

* + Under “*Public Benefit*” provided detailed example information on how to lay out the activities and objectives, rather than leaving these to be created by each parish. The added information was:
		- **Activities**
			* The principal function of the [**Parish Name**] of the Church of Ireland is to support the advancement of the Christian religion by promoting, through the work of the [**Parish Name**], the whole mission of the Church, pastoral, evangelistic, social, educational and ecumenical. Being open to and engaging with society as a whole and offering support for those needing help are fundamental to the practical delivery of the benefits of Christianity.
			* As a result of activity in the pursuit of the advancement of the Christian religion, the [**Parish Name**] has custody of property and of records, materials and artefacts of significance to the cultural and religious heritage and maintenance of which is undertaken by the [**Parish Name**].
		- **Objectives**
			* Provision of Public Worship
			* Provision of Pastoral Ministry
			* Maintenance of infrastructure and provision of support for the above two objectives.
	+ Also under “*Public Benefit*” the requirement for a beneficiary selection policy related to parish benevolent funds has been addressed. The added information was:
		- Parishes which have a benevolent fund or other discretionary donation system will need to upload document *B.8 Beneficiary Selection Policy*.

Details of the new document (and its supplementary guidance document) can be found [below](#BSP).

* + Under “*The Organisation*” provided a generic organisational history which can be used by all parishes. The added information was:
		- **Please provide a short summary of the history of your organisation to date.**
			* The Church of Ireland traces its origins to the mission of St Patrick in the Fifth Century. The modern Legal Structure of the Church was established in 1870 by the Irish Church Act.
* [C.7 Trustee Details](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/C.7-trustee-details.docx): Updated to version 1.2.0, Dated 03/04/24.

Differences to previous version:

* + Minor changes to wording, to make form applicable to NI and RoI parishes.
	+ Inclusion of a link to the Northern Ireland Trustee Declaration form.
	+ Space included for Vestry Members to note connected persons alongside other charities of which they are trustees.
* [B.3 Conflict-of-Interest:](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/B.3-conflict-of-interest.docx) Updated to version 1.2.0, Dated 03/04/24.

Differences to previous version:

* + The section on *“Registers of Interests”* has been updated to reflect the change in requirements regarding such registers. The section now reads:
		- **KEEP A REGISTER OF CONNECTIONS AND INTERESTS**

The Select Vestry must maintain a record of members’ connections and interests in a register, noting the following:

* Name of member(s)
* The connection (familial, personal or business and whether current or past)
* The interest/connected person (e.g. Other member of Select Vestry, employee, or provider of goods/services to parish)
* Whether the interest is deemed by the select vestry to be a risk to the best interests of the parish

Parishes must also note any other charities on which members of the Select Vestry are trustees.

* [B.8 Beneficiary Selection Policy](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/B.8-Beneficiary-Selection-Policy.docx): **New document added**, V1.0.0 Dated 04/09/23.

This document exists to reflect the CRAs requirement of parishes to have a policy related to Benevolent Funds. The policy has been kept intentionally brief, instead directing parishes to follow best practice suggestions as laid out in the new [Guidance on Management of Parish Benevolent Fund](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/Guidance-on-Management-of-Parish-Benevolent-Fund.docx) document (below), rather than providing strict policies.

* [Guidance on Management of Parish Benevolent Fund](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/Registration-RI/Guidance-on-Management-of-Parish-Benevolent-Fund.docx): **New document added**.

As noted above, this document is intended to provide a guide to the best practices around benevolent funds, without implementing strict policy and procedure around such giving.

* RI Trustee Handbook: Updated to version 1.1.0, Dated 11/3/24.
	+ Updated links, including Trustee Details form link.
* NI Trustee Handbook: Updated to version 1.1.0, Dated 11/3/24.
	+ Updated links, including Trustee Details form link.