

# christian worker application form

Before completing this form please refer to the important guidance notes at the end.

A. Contact details		Please complete in BLOCK CAPITALS, using BLACK INK. Please use a separate sheet if more space is required.											
Full name:			Mr/Mrs/Miss/										
Address:													
	Postcode:												
Daytime Telephone:	Mobile Telephone:												
Email:	Stewardship will communicate with you by e-mail unless otherwise specified here. Please use post <input type="checkbox"/>												
Do you already receive gifts from Stewardship? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state your Sovereign Account number here: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>												

B. Work details		NB Please answer all relevant questions and refer to the attached guidance notes	
1 Job title/role:			
2 Please give a brief description of your work and in which country: (NB: As part of this, it may be helpful for you to let us know what you would consider to be an equivalent role in a secular setting)			
3 Please indicate average number of days per week in Christian work:	Days		
4 If your period of service has a fixed end date, when is this?			
5 Your nationality:			
6 National Insurance Number: (essential if UK national)			

C. Church or organisation you work with	
Name:	
Address:	
	Postcode:
<input type="checkbox"/> I enclose written confirmation of status from the above (PLEASE NOTE THAT THIS IS AN ESSENTIAL REQUIREMENT)	
<b>Important note:</b> If you are a non-UK national, it is essential that we receive WRITTEN CONFIRMATION OF YOUR STATUS from a UK-BASED CHURCH OR CHRISTIAN ORGANISATION with which you are working – please see notes, particularly note 3	

Ref no.	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											BAF recvd	CS pass	Letters: <input type="checkbox"/> BAF(D) <input type="checkbox"/> BAF(V) <input type="checkbox"/> WEL <input type="checkbox"/> PUB <input type="checkbox"/> ACK
Staff ref.		Ent Sys	Chkd											
ML	BAF sent	Notes:												

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stewardship<sup>®</sup>

sovereign  
account



for christian workers

strengthening your support



## the basic idea

You have committed yourself to serve God in mission. You rely on God and you rely on the support of people committed to you.

We are also committed to the purpose of mission. We support Christian workers at the forefront of this and we support the generous givers who release funds and other types of support for mission.

The Sovereign Account for Christian workers enhances your support – think of it as a three-way partnership between Stewardship, you and those that wish to support your charitable work. By encouraging generosity among our community of givers as well as providing a range of support tools for both you and those that give, the result is a whole that is greater than the sum of the parts. In short, a holistic partnership that stretches beyond just finance.

## how can we help ?

We provide resources for givers and recipients alike to further achieve our purpose in releasing and maximising funding for Christian work. Our involvement will boost your support through the provision of training and tools as well as help you to be a good steward of the resources entrusted to you.

On completion of your application form, we will make a financial assessment according to your income and the nature and location of your work to arrive at the level of support that we are able to provide.

On acceptance, we will provide you with personalised application forms to help you recruit supporters to our three-way partnership – because we believe you are best placed to identify those that will wish to join us in supporting you in your work. People who, along with Stewardship, wish to stand with you and encourage you. We provide them with a donor account from which they can manage all of their charitable giving<sup>1</sup>, including asking us to support you financially. Where the donor is a taxpayer, we will reclaim tax on their giving (using the Gift Aid Scheme) which will add around 25% extra to their gifts. And, provided that our donors' requests that we support you are in line with our financial assessment of what it is appropriate for you to receive, we will usually make payments to you promptly.

<sup>1</sup>See the FAQ "in what way are these charitable funds?"

## who is it for?

The Sovereign Account is for those who have made a commitment to Christian work and fully or largely rely on gift income for financial support. Individuals should be substantially full time in this work and expect to be so for at least six months.

## what do we provide?

We will first need to check that you are eligible to receive gifts from us. Once approved, our service to you has a number of features:

- Personalised publicity / application forms to provide you with a simple method of donor recruitment. These contain your name, explain our relationship with you and with them and how their giving can be more effective. Having read the essential information about Gift Aid, tax paying donors can send the completed application form to us.
- Each time a donor makes a request to support you through their account with us which we approve, we will advise you of the details including the amount, how often it will be paid and when it will start.
- We can, upon request, provide you with a full list of supporters who have requested gifts be made to you, together with the amount.
- Subject to our normal approvals (see FAQs opposite for details), prompt payments are made to your UK bank account.

## what does it cost?

As you would expect, we make no charge to you as a beneficiary recipient of our services. Our costs are met partly by our donors (we retain just 3% of the gross amount that they give to us) and partly from our investment income.

## how do I get things started?

Just complete the application form. Once you have been approved by us and an account has been established for you, we will provide you with all the tools that you need to help you manage the financial aspects of your charitable work.

## frequently asked questions:

### in what way are these charitable funds?

Supporters are making charitable gifts to Stewardship, a registered charity, which qualifies for Gift Aid tax relief. The funds represented by these gifts belong to Stewardship and, as such, we have a responsibility to ensure that gifts to you represent a proper use of our charitable funds. This means that we will make appropriate checks from time to time and particularly before you first receive any funds from us.

### is there any restriction on support from a close relative?

There are some restrictions. These are explained in the important guidance notes at the end of the application form.

### why do I have to give you details of my personal and family finances?

Whilst this may seem intrusive, we need this information to assess whether or not you will be eligible to receive charitable gifts and at what level. This is a vital consideration, both to satisfy our own charitable objectives and from the viewpoint of our regulators, HM Revenue & Customs and the Charity Commission. The information you provide will be treated in the strictest confidence.

### should I pay tax on gifts from Stewardship?

Stewardship is able to make tax-effective, charitable gifts to you as a private individual due to our charitable aims and objectives and your vocation and personal financial circumstances.

Following on from this, our understanding and interpretation of tax law is that gifts you receive from Stewardship should be viewed as your personal taxable income, since they are given, in most instances, because of the vocation that you have as a Christian worker.

If you are in any doubt about your own personal position in relation to this, we recommend that you seek appropriate professional advice.

### how far in advance can I open an account?

As a general rule, we can open an account two months prior to commencement of your ministry.

### am I tying myself into your organisation in any way?

No. If you wish to cease receiving support from us you can do so at any time. Supporters can also stop their giving at any time and will just need to contact us.

### what is the minimum amount a supporter can give?

Donors can make regular gifts into their account from £10 per month upwards and single gifts from as little as £30.

### what if I stop full-time christian work or my circumstances change?

We must be informed if there is a significant change in your activities or income. This includes if you cease to be in full or substantially full time Christian work. If this happens, gifts to you may have to alter or cease. In the event of undue delay in your notifying Stewardship of a significant change in your circumstances, you may be required to repay gifts received from Stewardship.

For more information call our Sovereign Accounts Team on **020 8502 8566** or email [giving@stewardship.org.uk](mailto:giving@stewardship.org.uk)

## D. Personal details

1 Marital Status:		
2 Number & ages of dependent children:		
<b>3 Annual household income <u>before tax</u></b> (please see note 5)	<b>OWN INCOME</b>	<b>SPOUSE'S INCOME</b>
(i) Christian employment:		
(ii) Secular employment, including from self-employment:	+	+
(iii) Investment income:	+	+
(iv) Rental income, net of any mortgage payments:	+	+
(v) Other income:	+	+
(vi) Total household income: [ (i) to (v) ]	£	
<b>4 Ministry expenses:</b>		
Anticipated annual ministry (not living) expenses: If these are expected to exceed £2,000pa, please provide a separate detailed breakdown. (Please refer to note 4 for details of ministry & living expenses.)	£	

## E. Bank details (for direct payments) - NB This must be a UK account with a Sort Code and 7 or 8 digit number

Bank	Branch	Sort Code							
Account Name (e.g. Mr J Smith)	Account no. <small>First box Giro Bank only</small>								
Building Society ref/roll no.									
<b>Please provide an original, pre-printed item of bank stationery such as a, paying in slip, as confirmation of your bank details.</b>									
<input type="checkbox"/> Bank stationery enclosed. (please tick to confirm)									
How often would you like to receive gifts? <input type="checkbox"/> As soon as possible <input type="checkbox"/> Weekly* <input type="checkbox"/> Monthly*								<small>*You will be sent an itemised report by email each week/month</small>	

## F. Confirmation and undertaking

I confirm that the above details are correct. I undertake to inform you immediately if my status as a Christian worker or income situation changes and understand that this may mean gifts to me having to cease. I confirm that any benefits I receive from gifts by close relatives will be used for my ministry expenses only. I recognise that I may have to repay gifts to you if I was not eligible to receive them. (Please tick to confirm)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- We recognise that not every Christian workers' situation can be adequately reflected in a form such as this. Please feel free to send us further information in a separate sheet or letter if you wish.
- None of the information contained in this application form will be disclosed to a third party without your permission, unless required by law or regulation.

How did you hear about this service? \_\_\_\_\_

Thank you for assisting us with our enquiries.

Please return to: Stewardship, PO Box 99, Loughton, Essex. IG10 3QJ (Tel: 020 8502 8566)

## important guidance notes

### 1. Establishing Eligibility

- Questions relating to how your time is spent on a weekly basis and the income you receive are necessary, so that we can assess whether or not making donations directly to you will represent a charitable application of our funds. It may be necessary for us to ask supplementary questions for the same reason.

### 2. UK Nationals

- Stewardship requires your National Insurance number and written confirmation from the church or organisation you work with, that you are in full or substantially full time Christian work. This is so that HM Revenue & Customs can make checks should it wish to.

### 3. Non-UK Nationals

- Working with a UK-based church or Christian organisation
- It will be sufficient for the UK-based church/organisation to provide a letter on its official note paper confirming that you are in full or substantially full time Christian work with them. If you do not hold a UK bank account, please contact us for a separate form which you can use to provide us with non-UK bank account details.
- Based outside the UK and not attached to a UK-based church or Christian organisation
- We regret that we cannot make payments in these circumstances because of the problems of producing evidence to satisfy HM Revenue & Customs.

### 4. Gifts from Close Relatives

- Under the Gift Aid rules, certain restrictions apply to gifts made to you from someone who is a close relative. HMRC regard this as including requests for us to support you from funds held in a Sovereign Account held by a relative of yours. The term "close relative" means child, grandchild, parent, grandparent, brother, sister, or the spouse of any of these. The current guidelines relating to "close relative" gifts are as follows:
- HMRC have indicated that you can receive support from funds held in a relative's Sovereign Account provided that these amounts are only used for ministry expenses rather

than living costs.

- By 'ministry expenses', we mean the cost of equipment, training, materials, travel for ministry purposes and other facilities relating directly to your ministry/work.
  - By 'living costs', we mean basic accommodation, food and other general living expenses.
  - It is difficult for us to advise just where the line is drawn. However, if your income derived from close relatives' accounts exceeds your ministry expenses, you must contact us. In the event of undue delay in you notifying Stewardship of this, you may be required to repay gifts received from Stewardship.
  - If your ministry expenses exceed £2,000pa, we may ask you to substantiate them with receipts, etc.
  - If you need further help on this point, please do talk to us.
- N.B. This restriction does not apply to relatives more distant than the close relative definition. In these cases, it does not matter whether the support is for ministry expenses or living costs.

### 5. Annual household income

- We require your best estimate of your income for the next 12 months to the nearest thousand pounds.
- 'Christian employment' refers to work with a salaried income. Gifts, grants, bursaries etc. should be included in 'Other income' (see below).
- 'Investment income' includes interest (before tax is deducted) on bank and other savings accounts and dividends.
- 'Rental income' is rental income, minus any mortgage payments. Please note that if this calculation would result in a negative figure, please insert a zero value.
- 'Other income':
- This includes grants, bursaries and regular gifts from churches or charities. Income from tax credits does not need to be disclosed for these purposes.
- If you receive 'other income' from a number of different sources, please provide a breakdown in a separate note or letter.