

# **KESWICK MINISTRIES**

## **CONVENTION VOLUNTEER ACCOMMODATION POLICY**

Keswick Ministries is committed to encouraging the best people to serve at the Convention and to looking after them well. At the same time the cost of providing accommodation to those who need it is already high and is increasing and we must be good stewards of the resources entrusted to us. This policy recognises the need for guidance on who accommodation is provided for.

Any queries should be raised with the Keswick Office.

### **Background**

- The need to have the best people to lead and serve the ministry is recognised.
- Team accommodation is one of Keswick Ministries' largest costs at over £270k in 2019.
- Providing accommodation of non-serving family members is not considered appropriate
- We recognise that some who serve and their families do contribute to the cost and / or do not claim expenses and we are very grateful to them.

### **Policy:**

- Ordinarily Keswick Ministries does not cover the cost of accommodating non-serving family members. (It is recognised, that this may mean family members staying at home. Conversely the benefit of family members attending and benefiting from the ministry is also acknowledged.)
- In some circumstances family accommodation is provided at KM's cost, to ensure that we have the best people to run and support those who contribute to the Convention. For instance, some family accommodation is provided to enable those essential to the leadership of the Children and Youth programme. In this instance, the Team Leader should seek agreement from the KM Office. The Office will liaise with the Treasurer as necessary.
- In recruiting team, volunteers are asked if they need accommodation to be provided.
- Where Keswick Ministries is asked to accommodate non-serving family, which results in additional cost, two options are available:
  - KM provide accommodation, with a contribution sought which makes up the difference between the cost of the team member and the total cost of accommodating others. See below.
  - The family source their own accommodation, with KM contributing £250 per team member, based on average cost of accommodation, claimed as an expense, with a copy of the invoice.
- Where KM provide family accommodation it will normally be in a self-catering property and meals will not be provided; similarly, the cost of food for non-serving family members should not be claimed as expenses.
- Keswick Ministries is unable to invoice, but contributions should be passed through the office and clearly marked "Contribution to cost of accommodation". Such monies cannot be Gift Aided.
- It is recognised that there may be circumstances where making such a contribution would be difficult. In such cases the team leader should be informed of the circumstances and agree any exception with the Office before the person is confirmed on team. The Office will liaise with the Treasurer as necessary.

### **Contributions sought towards cost of property provided by KM:**

- Additional family members staying in team accommodation £250 per person
- Family of up to 4 in an additional property £750 in total
- Family of more than 4, or two families sharing an additional property £850 in total