

## Policy for Convention Volunteer Accommodation



**Date policy last reviewed:** October 2022

**Shared in staff meeting:** Nov 2022

**Date of next review:** October 2023

**Staff member responsible:**

Simon Overend

### Description/purpose:

Keswick Ministries is committed to engaging the best people to serve Convention and to looking after them well, whilst also being good stewards of the resources entrusted to us. This policy recognises the need for guidance, and the unsustainable and increasing level of accommodation costs.

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 budgeted at over £250k for 2023.
- The accommodation of non-serving family members is not considered appropriate or sustainable at its current level, whilst recognising that some contribute to the cost and / or do not claim expenses.

### Policy

- Ordinarily Keswick Ministries should not be covering the cost of accommodating non-serving family members. (It is recognised, and often considered preferable, that this means 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 the Convention. For instance, some family accommodation is provided to enable those essential to the leadership of the Children and Youth programme. 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 the 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 should not be claimed as expenses. (It may be possible for team members who have a house provided for them to eat with those in catered accommodation. However, the costs would need to be covered by the team member/s and it is only an option where capacity allows.)
- 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 Keswick Ministries

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