

ICCM OYC Financial Policy

20 August 2018



1 Introduction

The One Year Challenge volunteer programme has been a great blessing to a number of ICC Missions congregations. It has helped transform ministries as well as the individual volunteers themselves. There is a financial cost both to the host congregation and the volunteer, and both need to 'count the cost' before embarking on a volunteering relationship. This document seeks to outline these costs, the boundaries of what is allowed, and the options to be considered.

2 Legal Boundaries

One Year Challenge volunteers from outside the EU need a Tier 5: Charity Worker visa and the Healthcare Surcharge (in 2017 costs were £235 and £200 respectively). ICCM Admin can apply for such a visa on a congregation's behalf. This visa does not allow the volunteer to work for money or get public funds. Those from inside the EU do not need a visa, and can take part-time employment to supplement their income.

The National Minimum Wage Act requires all workers to be paid a salary unless they are classed as voluntary workers. Therefore, all One Year Challenge volunteers must comply with the following in order to meet this classification:

- i. They cannot receive any money as payment unless it is for reimbursement of expenses actually incurred in the performance of their duties e.g. travel to d-time or study, coffee or meal while working away from home, and other normal staff expenses
- ii. They can receive training that is aimed at improving their ability to do their job e.g. leadership and staff retreats
- iii. They can be provided with, but not given money directly for, accommodation and subsistence

3 Financial Principles

The One Year Challenge programme expects a heart-level investment of time and energy from the volunteer, as well as some level of financial sacrifice. However, this financial sacrifice is not meant to be detrimental to their health or welfare, or which puts at risk their ability to move on to the next stage of their life after their period of volunteerism. There is also a clear implication that they cannot gain financially from their volunteering.

4 Expenses Specific to Non-UK National Volunteers

4.1 Visa and Associated Expenses

The cost of any Visa, Healthcare Surcharge, travel to Biometric Centres, postage etc. will be paid by the volunteer but reimbursed in full by the host congregation.

4.2 Travel to the UK

Travel costs to the UK at the start of the volunteering period and from the UK at its end will be borne in full by the volunteer.

5 Living and Work Expenses

The degree to which a host congregation needs to financially support a volunteer with living and work expenses depends on the financial circumstances of the volunteer, and within the financial abilities of the host congregation.

For volunteers from outside the EU, the host congregation will generally provide the maximum level of support. For those from within the EU, and especially for those from within the UK, the level of support will depend on whether the volunteer has part-time employment, and how much of their living expenses they can provide for themselves. There is a trade-off between time spent working to provide for living expenses and time spent volunteering. This time/income/living expense balance should be discussed and agreed before the volunteering period is agreed, and regularly reviewed. It must also fit within the financial constraints of the host congregation. Please complete the form at the end of this policy during the appointment process.

5.1 Accommodation and Subsistence

An OYC volunteer is typically housed with a family or singles flat within the host congregation, unless they are locally housed themselves.

A host family may be able to provide accommodation and subsistence at no cost to the host congregation. In some cases a small monthly contribution towards food and other household costs from the host congregation in the region of £50-£150 may be offered if required. Where needed this should be paid to the host family each month by standing order, which ICCM Admin can setup on receipt of an email from the Leadership Group authorising the expense.

When housed in a singles flat the host congregation will probably have to contribute the full share of the rent and household bills, which may be in the region of £300-£500 per month. This should be paid to the person in the flat who ultimately pays the rent to the landlord, and must not be the volunteer. A monthly standing order can be setup by ICCM Admin on receipt of an email from the Leadership Group authorising this expense.

In both cases, the expectations on the host household of what is to be provided and for how long should be discussed and agreed, and explained to the volunteer.

5.2 Mobile Phone

We cannot reimburse the personal mobile phone costs of a volunteer, but we can provide them with a handset on the ICCM Mobile Phone Contract at the host congregation's expense. We cannot transfer a personal telephone number to the ICCM Mobile Phone Contract.

This typically means that full-time volunteers receive an ICCM Phone, but those working part-time cover the cost of their own phone, though they may still receive an ICCM Phone if that is agreed.

5.3 Ministry Expenses

The volunteer will incur expenses as they go about their volunteering duties in the same way that the Ministry Staff do, and the rules are generally the same in terms of what can be claimed, and the claim process (though this is by using the current paper expense claim form and not via Concur).

The exceptions with regard to Ministry Expenses specific to OYC volunteers are as follows:

- i. Only claiming 'above and beyond what a Family Group Leader would be expected to provide for themselves' can be relaxed. For example, travel for OYC volunteers to church meetings is allowed.
- ii. Any local expense limits can be changed, or removed completely e.g. Ministry Appointment Refreshments
- iii. Local ministry event costs can be reimbursed. For example, if a volunteer is working with the Teen Ministry, and they go bowling for a Teen Event, the volunteer's cost to take part in the event can be reimbursed.

Whether to relax some, or all of these exceptions will depend on the personal financial circumstances of the volunteer. Full-time volunteers would almost always benefit from all three. Those working part-time and volunteering part-time would perhaps benefit from #2, and possibly #3, but not #1. These must all be considered within the financial constraints of the host congregation.

‘One Year Challenge’ Financial Support Agreement

Congregation	
One Year Challenge Volunteer	
Period of Volunteering	

This document is to help clarify the financial expectations placed on both the OYC and the Congregation, and is to be agreed between the OYC, the Local Leadership and ICCM Admin during the appointment process. A copy is to be sent to ICCM Admin upon completion.

Please complete the following table to clarify who is responsible for meeting each type of expense.

Expense	OYC	Congregation
For Foreign Nationals only:		
4.1 Visa and associated expenses		
4.2 Flights to the UK and return to home country		
For all OYC:		
5.1 Accommodation & Subsistence (if the Congregation is to provide financial support then write how much this is per month and to whom it is to be paid)		
5.2 Mobile Phone		
5.3 Public Transport and Mileage:		
5.3 Ministry Appointments		
5.3.i Church Meetings		
5.3.ii Ministry Appointment Refreshments (if a monthly limit is to be applied this should be recorded opposite)		
5.3.iii Local ministry events (e.g Teen events)		
5.3 Other incidental reimbursable expenses locally approved		Y
Staff Retreats		Y

Signed and dated:

	Sign and Print Name	Date
For Local Leadership		
One Year Challenge Volunteer		
ICCM Admin		

Copy to be scanned and emailed to Local Treasurer and ICCM Admin