

Henley Baptist Church and d:two Community Centre Culture Statement

This document should be read in combination with the HBC Safeguarding Policy and relevant Codes of Conduct for different groups (e.g. employees, those working with children and adults at risk). We are aware of the risks and challenges posed by being a friendly church and community centre open to everyone. The document aims to describe the culture and atmosphere we want to set in HBC and the d:two Community Centre focusing on key attributes including transparency, kindness, and clarity of communication.

Our expectation is that all paid staff, volunteers and church members are aware of these cultural guidelines.

Power

We are aware of the potential for abuse with our church and community centre family, particularly with abuse of trust placed in leaders. So, we have put in place structures to minimise this risk. These include:

- **A team leadership structure** – where members of the church leadership team are free to challenge each other on their conduct, and people are encouraged to voice any concerns with members of the team.
- **Corporate decision making** – the paid church staff and leadership team will make corporate decisions on all important areas of church and community centre life. Items dealing with finances, senior staffing changes and significant shifts in policy will be raised at quarterly church family nights for discussion and consensus.
- **A strong trustee body** – in line with Charity Commission guidelines. Trustees meet quarterly to review all aspects of charity life including finances, buildings, Health & Safety and safeguarding.
- **A clear policy on whistleblowing** – if anyone is concerned about the behaviour of the leadership team, paid employees or volunteers in leadership positions, they can communicate these to our safeguarding team. The Whistleblowing policy can be found in brief in section 6 of the Employee Handbook, and as a separate policy available on our website.
- **Accountability** via leadership support and mentoring links.
- **Our safeguarding policy**, and other policies are audited annually.

Relationships

We aim to build a church and community centre culture which considers us all as an extended family where people care and look out for others. Love, respect and dignity should be given to all. We encourage peers to be like good brothers and sisters, younger people to respect and honour the older, and seniors to be patient and kind to the younger. It is a good principle for everyone to maintain transparency and accountability in all relationships. The same standards should be maintained in the virtual world of email, messaging platforms and social media. We expect people to maintain high standards of kindness, respect and purity in all online

communications including avoiding sending abusive, suggestive or ambiguous messages or emojis.

Finance

Henley Baptist Church and d:two Community Centre has structures that aim to reduce the risks of financial abuse:

- These include a corporate team leadership decision-making process on major financial decisions (over £1000), strict confidentiality on individual giving, a finance officer managed and mentored by a Finance Trustee and the Church Team Leaders, and an annual auditing process with independent accountants/auditors. Accounts are presented at an AGM.
- Salaries for church staff are usually benchmarked against the JNC scale and any increases are approved by the trustees
- In addition, church pastors/community centre leaders have limited access to church bank accounts. They have a quarterly hospitality budget which is managed by the Finance Officer. Quarterly top-line accounts are sent to the Trustees. The end of year accounts are open to be seen by any church member and are available on the Charities Commission and Companies House websites.
- We will maintain a biblically-based teaching programme and a culture of good stewardship, honesty, transparency, and generosity.

Safeguarding

Our church and community centre safeguarding is managed by a Designated Person for Safeguarding (DPS) with support from a Safeguarding Team which includes a member of the Trustees. We have a safeguarding policy that is reviewed annually with supporting policies. All relevant staff and volunteers attend training provided through the Baptist Union. All church members are reminded to take responsibility for safeguarding within our context and to report any concerns they may have about abuse to the DPS. Details are posted on the website and on the noticeboards in the Community Café and in the main hall.