



# Association of Festival Churches

## Trustee Recruitment Pack

### Chair and Treasurer



#### About the Association of Festival Churches

The Association of Festival Churches (AFC) is a national charity supporting the future of historic church buildings that are no longer in regular weekly use but remain deeply valued by their communities. Founded in 2020, AFC helps these churches continue as places of welcome, heritage and shared life.

Festival churches are living buildings. Although they may not host frequent services, they are active centres for festivals, concerts, exhibitions, occasional worship, education, tourism and community gatherings. The Festival Church model has already shown that it can attract new volunteers, strengthen local pride and bring fresh purpose to much-loved buildings.

AFC works across England with churches of all sizes and contexts. Our work includes practical advice, advocacy, capacity building, partnership development and grant-supported projects. We help

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churches move from vulnerability to resilience, ensuring that these remarkable buildings remain open, sustainable and well-used.

Earlier this year, AFC announced the intended retirement of its founding Chair, Sir Tony Baldry, former MP and Second Church Estates Commissioner. We are now seeking to appoint a new Chair to guide the next stage of our development, and a new Treasurer to oversee the charity's finances.



## Governance and the Board of Trustees

AFC is a Charitable Incorporated Organisation (CIO). The Board of Trustees is responsible for the overall leadership and governance of the charity, including:

- setting the strategic direction
- ensuring effective governance and compliance
- safeguarding the charity's assets and reputation
- overseeing financial sustainability and risk

Trustees serve on a voluntary basis and meet six times a year online. The Board is supported by:

- a voluntary Secretary
- a paid Festival Churches Development Officer

Sub-committees are formed as needed. The Board works in a collaborative, supportive way, with a shared commitment to helping churches flourish.

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## Why Become a Trustee?

Joining AFC as a trustee is an opportunity to help shape a young and growing national charity working at the intersection of:

- heritage and conservation
- community development
- church and faith life
- culture, tourism and place-making

Trustees play a key role in guiding AFC's future impact, supporting a small and dedicated executive team, and championing the festival church model across the Church of England and beyond. It is a chance to contribute to the future of historic buildings that sit at the heart of local identity and community life.

## Trustee Vacancies

AFC is seeking to appoint two new Trustees:

- Chair of Trustees
- Treasurer

Applicants may apply for one role only.



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## Chair of Trustees

### Key Information

- Term of office: Three years (renewable)
- Time commitment: At least 3 days per month
- Remuneration: Unremunerated (reasonable out-of-pocket expenses reimbursed)

### The Role

The Chair leads the Board of Trustees and works closely with the Festival Churches Development Officer to ensure that AFC fulfils its charitable objects and develops in a sustainable, well-governed way. The Chair provides steady leadership, supports good decision-making, and acts as an advocate for AFC's work nationally.



### Key Responsibilities

#### Governance and Leadership

- Lead Board meetings, encouraging open, constructive discussion and clear decisions
- Work with the Secretary and Development Officer to set agendas and maintain effective governance
- Ensure that AFC operates efficiently and in line with its charitable purposes
- Uphold high standards of governance, accountability and risk management
- Oversee Board sub-committees
- Ensure sound financial oversight, including review and approval of the annual budget

#### Advocacy and External Engagement

- Use personal and professional networks to promote AFC's work
- Support the charity's profile with potential donors, supporters and partners

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- Engage with Church of England clergy and administrators, government bodies and sector organisations
- Represent AFC at national forums, conferences and events where appropriate

### Person Specification

The successful candidate will bring:

- a strong understanding of the duties and responsibilities of trusteeship
- experience of chairing meetings effectively
- experience of helping organisations build resilience and long-term sustainability
- strategic insight, with the ability to identify risks and opportunities
- a clear commitment to AFC's charitable objects
- understanding of, and sympathy with, the mission of the Church of England
- the ability to gain the confidence and respect of a wide range of stakeholders



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## Treasurer

### Key Information

- Term of office: Three years (renewable)
- Time commitment: Approximately 2 days per month
- Remuneration: Unremunerated (reasonable out-of-pocket expenses reimbursed)

### The Role

The Treasurer oversees AFC's financial affairs, ensuring that robust financial controls, reporting and planning are in place. The Treasurer works closely with the Chair and Development Officer and provides clear, accessible financial information to the Board.

### Key Responsibilities

- Prepare and present financial reports and statements to the Board
- Lead budget planning with the Chair and others
- Ensure the charity's financial resources meet present and future needs
- Ensure proper records are kept and appropriate financial controls are in place
- Appraise the financial implications of proposals and advise trustees accordingly
- Chair the finance sub-committee
- Submit claim forms to funders
- Manage bank accounts, cheque book, debit card and online banking arrangements
- Set up payments for invoices
- Oversee preparation of annual statutory accounts and liaison with the independent examiner

### Person Specification

The successful candidate will have:

- an accountancy qualification or equivalent experience in charity finance

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- strong analytical skills and sound judgement
- experience of charity governance, ideally as a trustee or senior executive
- understanding of AFC's work and sympathy with the mission of the Church of England
- the ability to explain financial information clearly to non-financial trustees
- strong communication skills and experience of working with senior stakeholders

## Support and Induction

New trustees will receive:

- a structured induction
- access to key governance and policy documents
- ongoing support from fellow trustees and the Development Officer

Training opportunities may be available where appropriate.

## How to Apply

To apply, please submit:

- a CV
- a covering letter explaining your interest in the role and how your experience meets the person specification

Application deadline: Tuesday 26<sup>th</sup> May 2026 at noon.

Applications and enquiries should be sent to the Hon. Secretary: [geoffrey.hunter@elydiocese.org](mailto:geoffrey.hunter@elydiocese.org)

Informal conversations about the roles are welcome.

## Equality, Diversity and Inclusion

AFC is committed to building a diverse and inclusive Board that reflects the communities we serve. We warmly welcome applications from people of all backgrounds, and particularly from individuals who are currently under-represented in heritage, charity governance and church leadership.

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