

Finance and Safeguarding

Finance

As co-ordinator of the retreat, you are responsible for the finances. You can administer the accounts by using the Manresa Link account (via the Manresa Link Treasurer), or by using your local Churches Together account if they are happy to facilitate that. Other accounts could also be used – the important thing is to have a verifiable pathway for the money you are receiving and paying out.

Most hosting churches are happy to allow us to use their premises without charge (but do check). Some may appreciate a small donation for heating and lighting. As far as possible, you need to work out an approximate budget to at least cover all expenses. As a rough guide, the suggested donation for retreatants is often around £15, but it can be more or less depending on the particular circumstances of your particular RIDL.

Prayer guides can claim travel expenses, eg mileage, parking charges, public transport fares. You should ask them to keep and submit receipts as far as possible. If you use Prayer Guides who live some distance away from the retreat, you may need to negotiate with them what travel expenses can be covered. If meetings take place in coffee shops, Manresa Link would not usually expect to cover the cost of guides' refreshments (except for guides on low incomes). You should ensure that your team are aware of this.

The recommended mileage rate for prayer guides is 30p per mile. This is the rate the Manresa Link Treasurer will administer if he/she is involved.

Your own expenses in terms of telephone, stationery, printing and travel should all be met if you wish to claim them.

If for any reason, expenses cannot be met from the contributions, you can ask the Core Group for a subsidy from Manresa Link funds. On the other hand, if you have a surplus after the retreat, this should be paid into Manresa Link funds via the Treasurer, so that other retreats can be supported.

Safeguarding and personal safety

It is recommended that the policies and procedures of the host organisation (whether a church or other organisation) should apply. These policies must be followed in respect of all aspects of safety including health and safety, fire safety and safeguarding of vulnerable adults and children. As co-ordinator, you are responsible for ascertaining these, and ensuring that the host organisation is aware that its policies and procedures will apply to everyone involved in the RIDL. Please ensure that your prayer guide team comply and are aware of any particular issues.

You should encourage your prayer guides to meet retreatants in places where they feel safe and comfortable, and preferably where other people are close at hand. Prayer guides should feel able to discuss any concerns with you.

Members of the Core Group may also be approached for advice on safeguarding matters if a difficult situation arises.