



**Newhaven Church**  
**Committed to serving Christ, each other and the community.**

### **Stewardship – Using your Time and Talents**

**Role:** Prepare the Trustees' Annual Report which accompanies the Congregational Accounts, and is also formally approved by the Kirk Session.

**Background info:** During January and February the Trustees' Annual Report is finalised. The Report has to be in a specific format laid down by OSCR. This involves updating the previous year and getting input from a few key individuals. The final draft is presented to the Kirk Session for comment and approval, usually in March.

**Duties:** Taking the Trustee's report from the previous year, you will have to update the current report with this year's facts and figures. A lot of this will just be inputting figures you have been given and copying and pasting from other documents. The format of the document cannot be changed.

**When & How Often:** Annually over January and February.

**Who would I be working with?:** You would be working with the Finance Convener and Treasurer who will be responsible for giving you the data you require.

**What skills would I need?:** A good working knowledge of Microsoft Word. Be organised and have good timekeeping, as there is a deadline for this document being ready. Good eye for detail and accuracy.

**Is Disclosure Required Y/N?:**N

**Who do I contact if I am interested or need more information?:**

Please email [volunteering@newhavenchurch.org.uk](mailto:volunteering@newhavenchurch.org.uk) and we will put you in contact with the right person.