



# INTERIM LEGAL REPRESENTATIVE ROLE - Josephine Deelman (for St George's Church from October 2020)

Report by Josephine Deelman  
for the ACM on 30 May 2021

## INTRODUCTION

In October 2020, I was asked to take on the interim role of Legal Representative with the objective of clarifying the legal papers needed for the church, and ensuring we are up to date. This is an important role that I am finally happy to be able to tackle; the nature of our church is that there is always a turnover of people, so knowledge and lessons are sometimes lost through change. This tasks will help with that I trust. I have made some significant progress! But I haven't yet completed the job... It is a rather large, and challenging, job and daily demands disrupt the time I devote to it.

## PROGRESS TO DATE

### 1. Legal Representatives

They are the nominated people (at an ACM) who have the authority to act on behalf of our church with the various Spanish institutions. By the way, here in Spain our legal name is the **Comuni3n Anglicana de Barcelona**.

I have identified and confirmed the process to be done and the forms needed (*Certificaci3n de Acuerdos de la Entidad Religiosa*, previously referred to as "the Acta"). They must be verified at the ACM, then sign a legal form, which is to be notarized.

### 2. Registration on the *Registro de Entidades Religiosas*

Any change in our Legal Representation must be reflected in our registration as a religious institution in Spain. The notarized Legal Reps form is then be lodged with the *Ministerio de la Presidencia*. Fortunately, FEREDE (*Federaci3n de Entidades Religiosas Evang3licas de Espa3a*) will do this for us.

### 3. Digital Certificates - are needed for Legal Representatives and for our institution (so our Gestor can act)

This is complicated, but we have succeeded in getting the required Digital Certificates (*Persona F3sica* - for Legal Reps - and *Representant Personal Jur3dica* - for our Gestor).

### 4. Insurance Policies

To be in accordance with Diocesan Safeguarding rules too, I have reviewed our 4 insurance policies and clarified with Bevan Brumwell (our insurance broker) what we have and for what purpose. I also have made some notes about what we are or are not covered for e.g. re safeguarding. Further, we may get a discount on our current premiums (thanks to Bevan Brumwell).

### 4. Insurance Policies

There are many other documents about the physical church premises (including historical ones), personnel, computer systems, etc. They are all being sorted out.

### 5. For all the lessons learned,

I am keeping notes (mainly in one key document) for future, and ongoing(!), reference. The goal is to identify WHO does WHAT, via WHICH institution, and WHEN!

## YET TO DO

I am organising both paper and digital files. There is still a lot of work to do - but I've made significant progress. 😊