



PARISH REGISTRATION GUIDE

Registration through the Charities Regulator website (RoI)



Most recent update: 26 November 2021

Prior to beginning the registration process please ensure you have completed, scanned .pdf copies of the following documents (available on [Parish Resources](#)), with the parish name noted on the front of each:

- A. Governing Document**
- B. Charitable Purpose and Objects**
- C. Tenets of Faith**
- D. Business Plan and Financial Projections**
- E. Child Safeguarding RoI Cover Sheet**
- F. Adult Safeguarding RoI Cover Sheet**
- G. Trustee Information and Declaration for Registration**
- H. Conflict of Interest**

Each document contains a cover page with instructions on what is needed to complete it, which in many cases this will simply be to add the parish name to the front page.

To begin registration, go to the Charities Regulator’s website at www.charitiesregulator.ie and log in.

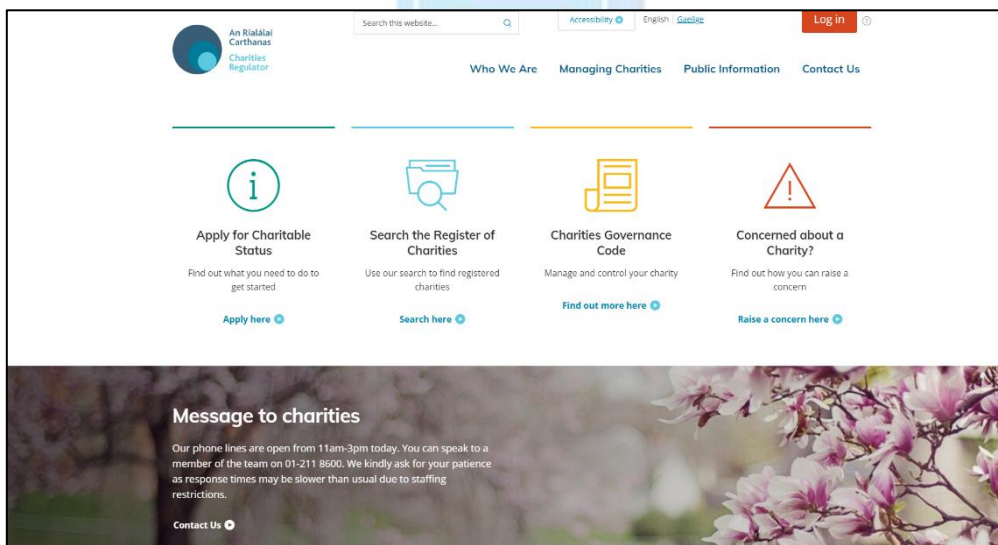


Figure 2 The front page of the Charities Regulator's website (www.charitiesregulator.ie). To begin click the orange **Log In** button on the top right of the page and then select **Log In (to an existing account)**.

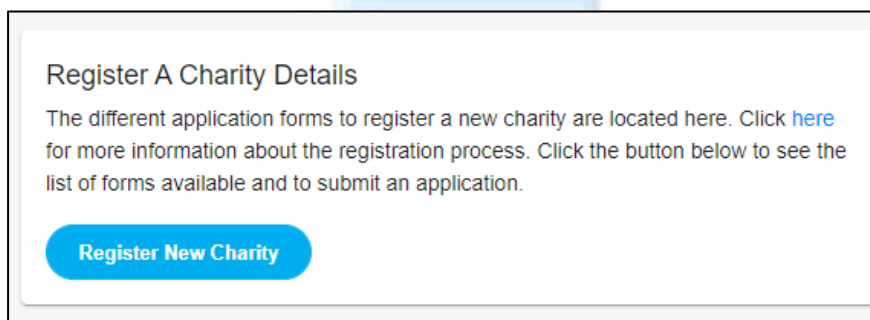


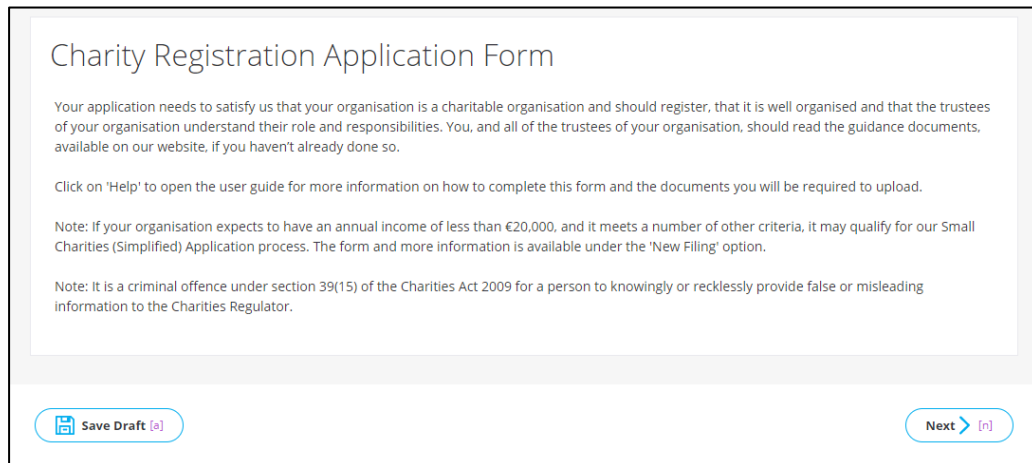
Figure 1 Once logged in select **Register New Charity** in the box on the top left of the screen.

Upon entering the charity registration application itself, you will see a progress track, with the title of each page in the process. You will begin on Section 0, the introduction. A guide to what is needed on each page is provided below, under the appropriate titles.

0. Introduction

This page contains a brief introduction to read (reproduced below). Once you have read and understood this press the button marked **Next**.

Note: at any time, you may press the button marked **Save Draft** at the bottom of the page. This will save your progress and allow you to exit the registration process without losing already completed sections.



The screenshot shows the 'Charity Registration Application Form' introduction page. It contains the following text:

Charity Registration Application Form

Your application needs to satisfy us that your organisation is a charitable organisation and should register, that it is well organised and that the trustees of your organisation understand their role and responsibilities. You, and all of the trustees of your organisation, should read the guidance documents, available on our website, if you haven't already done so.

Click on 'Help' to open the user guide for more information on how to complete this form and the documents you will be required to upload.

Note: if your organisation expects to have an annual income of less than €20,000, and it meets a number of other criteria, it may qualify for our Small Charities (Simplified) Application process. The form and more information is available under the 'New Filing' option.

Note: It is a criminal offence under section 39(15) of the Charities Act 2009 for a person to knowingly or recklessly provide false or misleading information to the Charities Regulator.

At the bottom of the page, there are two buttons: 'Save Draft [a]' on the left and 'Next > [n]' on the right.

Figure 3 Application introduction. Note Save Draft and Next buttons, present at the bottom of each page.

1. Details

This page contains several sub-headings, listed below.

Type of Organisation

The options here are shown below. For Parishes this will usually be **Association**, Trustee parishes will likely be a **Private Charitable Trust** or **Company**.



The screenshot shows the 'Type of Organisation' selection screen. It contains the following text:

Type of Organisation

Please select your organisation's Governing Form 

- Company
- Association
- Trust
- Private Charitable Trust
- Co-operative
- Friendly Society
- Royal Charter Governance
- Statute / Statutory Instrument
- Foreign Registered Company
- Education Body (as defined in the Charities Act 2009)
- Other

Figure 4 list of options for organisation's Governing Form

Name of Organisation

A space is provided for you to enter the full name of your parish. This must be the **full name that you are known as by Revenue**. For example:

- St Mary's Parish, Julianstown.
- Naas Union of Parishes, Diocese of Meath, Church of Ireland.
- St Peter & St Paul, Dunboyne.

Other Names

This section allows you to note any other names by which the parish is known or commonly referred to as. If your bank account is in a name other than the name recorded with the Revenue you should ensure that that name is recorded in this section as an "other name".

When was your organisation established?

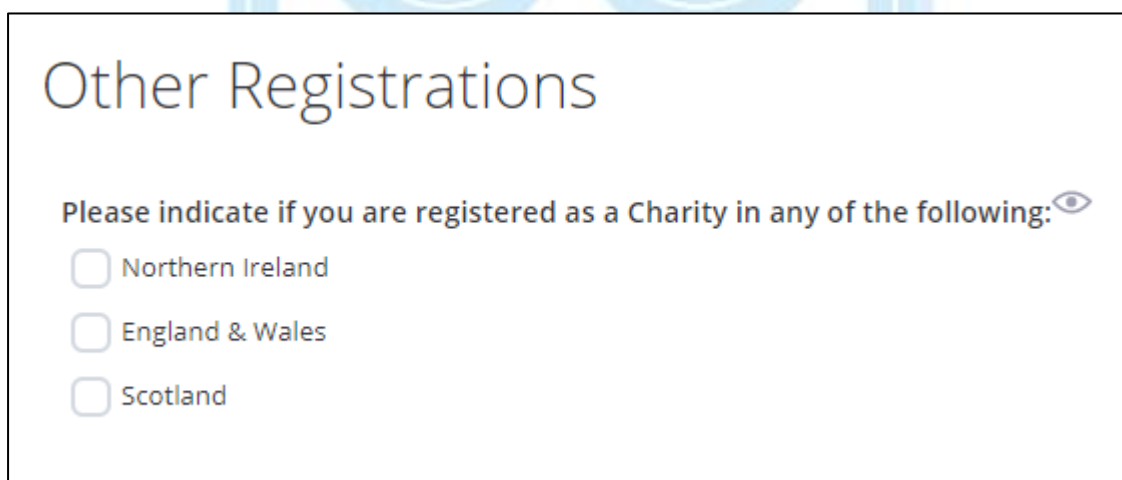
This section allows you to type in the date (in DD/MM/YYYY format) or select it using the calendar. For most parishes this will be 1st January 1871, if you have a more recent start date please record this date instead.

Where was your organisation established?

This question is specifically asking which country. A dropdown list of countries is available to choose from. Select **Republic of Ireland**.

Other registrations

Here you will be able to note if the parish is registered as a charity in other jurisdictions.



Other Registrations

Please indicate if you are registered as a Charity in any of the following:

- Northern Ireland
- England & Wales
- Scotland

Figure 5 list Options for Other Registrations

If your parish is registered as a charity in any of the noted jurisdictions tick the box beside that option.

CHY Number

There are two questions in this section. The first is **"Does your organisation currently hold, or has it ever held, a CHY number issued by the Revenue Commissioners?"**

This is different from the Diocesan number. Unless you do have a previous CHY number select "No". If you became a union and one of the included parishes had a previous CHY number it does not need to be recorded here.

The second question will depend on which option was selected above.

If you answered “Yes” then you will be asked for the CHY number that your charity holds or has held in the past. If your Parish has previously been issued a CHY number include it here.

If your answer was “No” you will be asked if your organisation has ever been refused a CHY number by the revenue commission.

As this is likely going to be the first registration for your parish the answer to both questions will be **No**.

Regulation

The final section asks, “**Which Government Department(s) or other statutory bodies regulate, inspect or audit your organisation?**” and has a drop-down list of options to choose. The options are listed below:

- Organisation is not regulated, inspected or audited by a Government Department or other statutory body
- Department of Agriculture, Food and Marine
- TUSLA – Child and Family Agency
- Pobal
- HSE / Department of Health
- Health Information and Equality Authority (HIQA)
- Department of Rural and Community Development
- Local Authority / Department of Housing, Planning and Local Government
- Department of Education and Skills / Education and Training Boards / HEA / FETAC / HETAC
- Department of Culture, Heritage and the Gaeltacht
- Department of Social Protection
- Food Safety Authority of Ireland
- Health and Safety Authority
- Comptroller and Auditor General
- Other

You should select all that apply from this list. **TUSLA should be selected by all parishes**. Other options will depend on specific local factors. Once you choose an option it will appear below the list, highlighted in blue. You will be able to open the list and select another option as many times as required, with each one chosen appearing below the list. If you chose an option in error, it can be removed by clicking the trashcan icon to the right of the chosen option.

Regulation

Which Government Department(s) or other statutory bodies regulate, inspect or audit your organisation?

[Click here to select all that apply](#)


TUSLA - Child and Family Agency 

Figure 6 Regulation section. The drop-down list of options is available by clicking the box marked “click here to select all that apply”. Any previously chosen options are displayed below this box. Note the chosen option displayed here and the trashcan icon

2. Purpose

This section contains three main subheadings, listed below.

Main Object & Governing Document

You will be asked to attach the organisation's Governing Document. For Parishes, the first page of the Church of Ireland Constitution will suffice. This can be found in the registration documents as document **A- Governing Document**.

You will be asked to include the Main Object clause as it appears in the Governing Document. The text of this will be the same for all parishes, aside from the parish name. The text of this can be found in document **B- Charitable Purpose and Objects** and is listed below (**you may cut and paste from here but please remember to include your parish name. Additionally, where Parish Name appears, you must include the full name of your parish, the same as that used for Name of Organisation in section 1).**

The principal function of the **Parish Name** of the Church of Ireland is to support the advancement of the Christian religion by promoting, through the work of the **Parish Name**, the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. Being open to and engaging with society as a whole and offering support for those needing help are fundamental to the practical delivery of the benefits of Christianity. As a result of activity in the pursuit of the advancement of the Christian religion, the **Parish Name** has custody of property and of records, materials, and artefacts of significance to the cultural and religious heritage and maintenance of which is undertaken by the **Parish Name**.

Charitable Purpose

You will be provided with a drop-down list of options for the charity's charitable purpose(s). The options available are:

- The prevention or relief of poverty or economic hardship
- The advancement of education
- The advancement of religion
- Any other purpose that is of benefit to the community

From this list select ***The advancement of religion.***

This will bring up several more questions, with further drop-down menus to answer.

- **Select Religion(s):**

Select ***Christianity.***

- **Please Select the relevant branch(es) of Christianity:**

Select ***Church of Ireland.***

- **Is your organisation:**

Select ***A religious community or congregation.***

- **Please attach the principles or tenets to which your organisation ascribes.**

This can be found in the required documents for registration under **C- Tenets of Faith**.

- **Where is your place of worship?:**

Select the county as appropriate. If your parish covers more than one county boundary you should select **both**.

- **Does your organisation engage in missionary work/other activities to raise awareness of your organisation's beliefs?**

Select Yes.

How much has your organisation spent in the previous 12 months on accommodation / welfare for any member(s)?

Note: This includes any expenditure on the upkeep of the Glebe, as it is considered accommodation.

Public Benefit

This section contains four broad questions as below.

What?

- **What is your organisation set up to achieve?**

Include the following:

"The **Parish Name** supports the advancement of Christian religion by the provision of public worship and delivery of pastoral ministry and outreach in the parish."

(You may cut and paste from here but please remember to include your parish name. Additionally, where Parish Name appears, you must include the full name of your parish, the same as that used for Name of Organisation in section 1).

Where?

- **Where does your charity operate or carry on its activities?**

Select Republic of Ireland. Then select the county as appropriate.

How?

- **How does your organisation achieve its objectives?**

At a minimum, the parish should select **Providing direct services** and **Providing buildings, facilities or open spaces**.

If the parish does so it may be appropriate to select **Fundraising** and **Funding or grant-giving** also.

- **Please provide a short summary of your activities/planned activities**

Include the following:

"In the coming year the **Parish Name** will support the ongoing provision of public worship and delivery of pastoral ministry and outreach in the parish."

(You may cut and paste from here but please remember to include your parish name. Additionally, where Parish Name appears, you must include the full name of your parish, the same as that used for Name of Organisation in section 1).

- **Please attach your organisations's strategic plan for the charitable activities it intends to carry out in the next 24 months.**

A template for constructing this business plan can be found in the registration documents as **D- Business Plan and Financial Projections**. Please make sure this has been tailored to the parish and that the parish financial details are included. Upload as a pdf.

This will need to be tailored to each parish and uploaded as a PDF file. Please contact your Diocesan office if you require assistance.

Who?

- **Who will benefit from your organisation's work?**

Select **The general public**.

- **Does your organisation charge any fees, including membership?**

Choose **No**.

- **Please describe your beneficiary selection policy:**

insert the below text:

"Recipients of the provision of public worship are self-selecting, as worship is open to the general public. Provision of pastoral ministry is provided on the basis of need or where requested."

- **Does your organisation's activities include working with vulnerable people?**

Choose **Yes**.

- **Please attach copies of your organisation's risk assessment procedures, safety checks and safeguards:**

The safeguarding policies are available on the [church safeguarding website](#). In the registration documents you will find cover pages for these, which must be completed and uploaded along with the safeguarding policy documents. Upload the **Parish Safety Statement, the Parish Risk Review, the Safeguarding Policies and E-Child Safeguarding ROI Cover Sheet** and **F – Adult Safeguarding ROI Cover Sheet** as pdf documents.

- **Please provide the name of the organisation which carries out Garda vetting on your behalf:**

This will be **"The Church of Ireland Board of Education"**.

3. Contacts

Principle Address

Input the central address line by line or by searching address.

Other Addresses

Include all other relevant addresses.

Other Contact Information

Provide the contact telephone, organisation contact email, website and social media (if any)

The contact phone number should be one which will be monitored and answered in the event of any contact from the CRA.

Email should be a generic email which will direct to the person who will pick up on any communication from the CRA as needed.

Please note that when you receive a RCN number this must be put on social media, website and any other corporate letterhead.

4. Financial

Financial Accounts

- **What is your organisation's next financial Year End date?**

This will usually be 31st December, though could differ in some cases. Check parish accounts for confirmation.

- **Has your organisation commenced operations, including raising or receiving funds?**

Choose **Yes**.

- **Gross income for the 12 months immediately preceding this application.**

Specific to Parish. Please obtain these figures from treasurer.

- **Gross expenditure for the 12 months immediately preceding this application.**

Specific to Parish. Please obtain these figures from treasurer.

- **Has your organisation transferred funds abroad in the 12 months preceding this application?**

This will be specific to each Parish. If yes it will be necessary to note the details including how much, to whom, and what controls are in place regarding international payments. Please note this will include any transfer of funds to Northern Ireland.

- **How many people were employed by your organisation during the period?**

The number of people employed will be specific to each Parish and therefore the select vestry will need to consider this question. Some Parishes may directly employ a Parish Secretary / Administrator, a youth worker or a caretaker, these roles would generally be considered as employees and the Parish would normally deduct the relevant PAYE and related taxes from gross pay and remit to the revenue commissioners. The Parish would include the number of paid employees in response to this question, so for example if the Parish had a Parish Secretary, then 1 person would be employed.

Where the Parish incumbents is paid centrally by the RCB then the Parish will not have salaries relating to the incumbent but will have a cost from the Dioceses for assessments. Therefore, the incumbent would not be included in the numbers for employees of the Parish.

Each select vestry should consider their individual circumstances in determining the number of employees.

You will then be asked to attach some documentation:

- **Please attach copies of your organisation's accounts for the last full 12-month period immediately preceding this application. If no accounts are available, please provide bank statements to cover the most recent six months.**

Please obtain these from your treasurer. Make sure these are signed and contain audit opinion or independent examiners report (depending on whether income exceeds €100,000).

- **Please attach copies of your business plan, including detailed financial projections.**

This is covered within the document **D- Business Plan and Financial Projections** used above. Simply upload (as a PDF) this completed document again for this section.

Fundraising

- **How does your organisation plan to raise money in the future?**

Choose **Mostly Cash Collections**. Select any other options that are also applicable to the parish. The most common other options to note will be online fundraising and fundraising events. It may also be worth highlighting voluntary donations and bequests, which, while not planned or solicited are methods through which the parish may receive income.

Property

- **Does your organisation have use of land or property?**

Choose **Yes**.

- **Does your organisation own the land or property?**

Choose **Yes**.

- **What is the land or property used for?**

“Provision of public worship, pastoral ministry, and parish-related activities.”

- **Does your organisation use premises owned by a trustee or someone related to a trustee?**

This would be specific to the parish. If **Yes**, provide details of how it is used.

5. Accounts

- **Does your organisation have Bank and/or Credit Union Accounts?**

Include **account details** for any bank or credit union accounts the charity uses. You will need to provide **IBAN** (or account number and sort code) **and account name**.

6. Trustees

- **What is the minimum number of trustees your organisation must have, according to your Governing Document?**

Six. The chair, two church wardens and two glebe wardens plus one elected member.
(The constitution identifies the Rector as the normal chair of the Select Vestry)

Trustees

Next you will be asked for information regarding each trustee and a signed declaration form from each trustee. In order to facilitate this please see the form in the registration documents labelled **G- Trustee Information and Declaration For Registration**.

Add the details of each of your current trustees: **Title, Name, address** (including Eircode), **email, phone number, start date** (this will be the date of election of the last Easter select vestry), **committee position** and **name of any other charity of which they are a trustee or employee**.

Below this you will be asked to attach the signed trustee declaration form(s). This form is Section 3 (page 8) of the form **G- Trustee Information and Declaration for Registration**. Each trustee must have signed one of these forms and the corresponding form must be uploaded. Make sure that these are scanned and uploaded as PDF files (one per trustee). Only the last page of the document is required to be uploaded. Please retain the information gathering sheet for each trustee and keep these forms together as a register of trustees for compliance with the Charities Regulator Governance Code.

7. Connections

Connected Persons / Organisations

Conflicts of interest

- **Please provide a copy of your organisation's conflict of interest policy.**

This can be found in the registration documents as **H - Conflict of Interest**. Upload the signed and adopted policy. Make sure this has been adopted by the select vestry and the form has been filled out. Upload the completed form as a PDF.

Connections

Below this you will be asked to list any specific connections, that is any person or business that the parish employs, purchases goods and services from who is a trustee or connected to a trustee. Connections include family, business, and employment relationships. Each member of the vestry should fill in this section as appropriate to their own circumstances.

Please remember if, in future a new connection is created in the course of parish business that you update this section using the **"maintain trustee connections and external advisors"** on the CRA profile.

8. Advisors

Please fill the following questions in as is relevant to the specific parish. Note that this will include accountants, legal advisors etc.

Does your organisation use the services of an external advisor?

The CRA is only interested in advisors that would have a role in Governance and or Regulation of the organisation. An Auditor is considered an advisor however the Diocesan Architect would not be considered an Advisor in this situation unless they had some role in the governance/regulation of the organisation.

Does your organisation pay personal fundraisers?

Answer as appropriate to the parish.

Does your organisation use a professional fundraising service?

Answer as appropriate to the parish.

9. Further info

This section allows you to attach any other documents supporting the application. There are no others that should be required by default, but if you have other documents you feel should be included, please do so here.

10. Declaration

This final section acts as a review of the information previously provided. Read through the information and double check each section is accurate.

Finally include your details as filer, read and tick the declaration and click submit at the bottom of the page.