



<b>Document Name:</b>	Policies & Procedures Key Individuals People Register
<b>Last Updated:</b>	February 2026
<b>Policy Contact Email:</b>	policies@assemblechurch.com

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### ***1. Introduction***

Assemble Church  
Registered Charity No: [1140435]  
Registered Company No: [7494717]  
A member of the Assemblies of God denomination.  
Part of the Ground Level Network of churches.

Our registered office is Assemble Church  
Northgate Business Centre  
38-40 Northgate  
Newark Upon Trent  
Nottinghamshire  
NG24 1EZ



## ***2. Roles & Responsibilities***

<b>Role</b>	<b>Name</b>	<b>Email</b>
Lead Pastor	Dom O'Connell	dom@assemblechurch.com
Lead Pastor	Samantha O'Connell	samantha@assemblechurch.com
Leadership Team	Alex Brompton	alex.brompton@assemblechurch.com
Leadership Team	Nicola Hey	nicola@assemblechurch.com
Trustee	Dave Southey	dave@assemblechurch.com
Trustee	David Hemming	david.h@assemblechurch.com
Trustee	Dom O'Connell	dom@assemblechurch.com
Trustee	Stephen Hey	stephen@assemblechurch.com
Risk Assessment Responsible Person	Richard Cobb	richard.cobb@assemblechurch.com
Venue Budget Lead	Theresa Thomas	theresa@assemblechurch.com
Hospitality Budget Lead	Sally Brompton	<a href="mailto:sally.brompton@assemblechurch.com">sally.brompton@assemblechurch.com</a>
Ignite Budget Lead	Anne Eguavoen	anne.a@assemblechurch.com
Prayer Budget Lead	Ann Hemming	NA
Worship Budget Lead	Angela Holland	angela.holland@assemblechurch.com
Pastor's Discretionary Account Budget Lead	Dom O'Connell Samantha O'Connell	dom@assemblechurch.com samantha@assemblechurch.com
Data Protection Lead	Dom O'Connell	dom@assemblechurch.com
DBS Lead	Sally Brompton	<a href="mailto:sally.brompton@assemblechurch.com">sally.brompton@assemblechurch.com</a>
Safeguarding Lead	Sally Brompton	<a href="mailto:sally.brompton@assemblechurch.com">sally.brompton@assemblechurch.com</a>
Deputy Safeguarding Lead	TBC	



### 3. Key Holders

Key Administrator	Dom O'Connell	<a href="mailto:dom@assemblechurch.com">dom@assemblechurch.com</a>
Key Holder (keys only)	Dom O'Connell	<a href="mailto:dom@assemblechurch.com">dom@assemblechurch.com</a>
Key Holder (keys + Swipe card) *Dependent on rota	<b>Sunday Directors</b> Theresa Thomas Martin O'Connell Stephen Hey	<a href="mailto:theresa@assemblechurch.com">theresa@assemblechurch.com</a> <a href="mailto:stephen@assemblechurch.com">stephen@assemblechurch.com</a>
Key Holder (keys + Swipe card) *Dependent on rota	<b>Worship Teams</b> Angela Holland Jemma O'Brien Anne Adeniji	<a href="mailto:anne.a@assemblechurch.com">anne.a@assemblechurch.com</a>
Key Holder (keys only)	Alex Brompton	<a href="mailto:alex.brompton@assemblechurch.com">alex.brompton@assemblechurch.com</a>
Key Holder (keys only)	Stephen Hey	<a href="mailto:stephen@assemblechurch.com">stephen@assemblechurch.com</a>

### 4. Policies

Policy Number	Policy Name	Last Updated
ACP01	Whistleblowing Policy	September 2023
ACP02	Budgeting Process Policy	September 2023
ACP03	Complaints Policy	September 2025
ACP04	Data Privacy Policy	September 2025
ACP05	DBS Policy	September 2023
ACP06	Expenses & Purchases Policy	September 2023
ACP07	Reserves And Investment Policy	September 2023
ACP08	Risk Management Policy	September 2023



ACP09	Volunteer Management Policy	September 2023
ACP10	Safeguarding Policy	September 2025
APC11	Disruption Policy	October 2025
APC12	Live Events Policy	June 2025
APC13	Key Holders	June 2024