

June 2020



The Church of England
Diocese of Ely

CHURCH HERITAGE

News from the Church Buildings and
Pastoral Team



**Welcome to the newsletter from the Church Buildings and Pastoral Team.
It's a quick overview of key information and updates.**

A lot has changed since this newsletter was launched back in March.

We hope this edition finds you well and safe.

The Church Buildings Team are still working from home and DAC meetings are continuing albeit in a different format. Please do not hesitate to contact us if we can help.

TRAINING & EVENTS

Faith in Maintenance workshop: postponed. New date either 17th Oct 2020 or 27th March 2021. Currently FULLY BOOKED, waiting list available.

Volunteers Week: 1st- 7th June – CANCELLED -

<https://volunteersweek.org/>

Ride and Stride: 12th September - most participating Trusts are currently planning for the event to go ahead, but probably in a different format.

<https://camhct.uk/rideandstride/>

<https://norfolkchurchestrust.org.uk/bike-ride/>

Heritage Open Days: 11th – 20th September – HODs will happen... in some form!

<https://www.heritageopendays.org.uk/news-desk/news/covid-19-update>



COVID-19

Guidance and Support

Guidance on all matters relating to the situation with Covid-19 is continually changing. The information contained in this newsletter is correct at the time of writing.

Whilst some Government guidance has been revised, it is still vital that the necessary hygiene and social distancing precautions are kept in place in order to protect the NHS and save lives. For the most up to date information please check the Church of England website (for advice specific on buildings scroll down the page to the heading "Fabric and building maintenance" where you will find links to key documents). <https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches>

A 'Recovery Group' was recently set up to "coordinate the national efforts of the Church to enable our own institutions to recover well and continue to support their communities". The production of guidance from Church House will now all take place through the Recovery Group.

Guidance on building projects/contractors in your church during the current Covid-19 pandemic was published on the 12th May and can be downloaded via: <https://www.elydiocese.org/parish-support/church-buildings/guidance-notes-and-policies-search-our-database/construction-and-covid-19.php>

For more general information on the support currently available for charitable organisations, please visit your CCVS website: <https://www.cambridgecv.org.uk/>
<http://www.communityactionnorfolk.org.uk/sites/>

Internet Access / Telephone Lines

We have received a number of enquiries about putting telephone lines into churches to enable more reliable streaming of services over a broadband connection. Trenching through a churchyard would normally require Faculty consent, but given the urgency of these requests and the clear missional benefits arising, the Chancellor has agreed that Faculty consent will no longer be required for this. However, churches will need to comply with some simple directions, including consulting with the Diocesan Advisory Committee. For further information visit: <https://www.elydiocese.org/parish-support/church-buildings/guidance-notes-and-policies-search-our-database/internet-access-telephone-lines.php>



CHANGES TO FACULTY RULES

A few changes to the Faculty Jurisdiction Rules came into force on 1st April. The good news is, more items have been added to both Lists A and B (List A items do not require any consent, List B items can be approved by the Archdeacons, following advice from the DAC). Notable changes include roof alarms, which are approved by your insurers, no longer need any consent, and the installation of new noticeboards is now a List B item, so it is well worth checking the lists for any works you are thinking about doing. [You can find them here.](#) The process for List B consent is much shorter than for a full faculty, so these additions are most welcome.

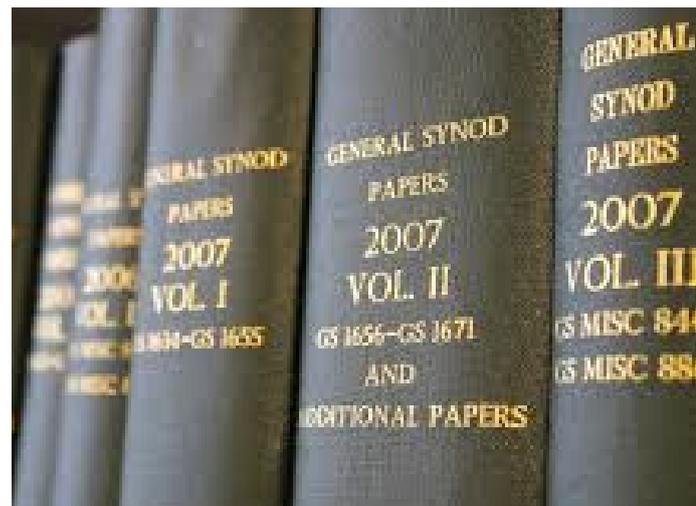
For works which do need a Faculty, a few changes have been made there too. The biggest is that the formal consultation period, which allows bodies such as Historic England, SPAB or the Victorian Society to comment on significant alterations, has been extended from 28 to 42 days, and the DAC is not allowed to issue its formal 'notification of advice' until this period has ended, or responses have been received. Whilst this appears to lengthen, rather than shorten, the process, in most cases, informal consultations will have already taken place as projects are developed, making it unlikely that fresh objections will be raised at a late stage, and it will eliminate delays waiting for comments once petitions have reached the Chancellor.

Changes due to COVID-19

Firstly, all Faculty applications now have to be submitted using the Online Faculty System - <https://facultyonline.churchofengland.org/>. We were already working towards this, but with the team now working from home, it is no longer practical to send out batches of paper in the post, which the old manual system required. So, if you need to start a Faculty application and want some help, please contact Poppy or Sue and we'll guide you through.

Secondly, the display of public notices for 28 days at your church, an essential part of the faculty process, is currently not an effective way to publicise your plans and allow people to comment on them. The Chancellor has, therefore, issued directions for this to be done using websites and social media and there is some flexibility, depending on the circumstances. These directions will be sent to parishes when this stage of the faculty process is reached.

Please remember to contact us for advice at an early stage, if you are considering any works to your church or churchyard. We are here to help!



MAINTENANCE MATTERS

The maintenance of church buildings has been a particular challenge during the lockdown. Guidance on what is permitted can be found on the Church of England website under the heading “Fabric and building maintenance”. <https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches>

In terms of maintenance and repairs, guidance in the letter from Bishop Dagmar on 6 May 2020, allows for one appointed person to check the fabric of the building and for PCCs to consider allowing contractors into church buildings. Contractors are responsible for following HSE guidelines and current government advice and for completing dynamic risk assessments; this should be written into their contracts. Guidance on building projects/contractors in your church during the current Covid-19 pandemic was published on the 12th May and can be downloaded via: <https://www.elydiocese.org/parish-support/church-buildings/guidance-notes-and-policies-search-our-database/construction-and-covid-19.php>

As restrictions ease and church buildings are allowed to re-open, the advice will change and at some point, it might be advisable to do an informal inspection of the whole building to check for any maintenance or repair issues. The ‘normal’ maintenance tasks for the next few months are listed below but remember to keep safe - follow advice from the Government and the Church of England.

Recommended Monthly Tasks

(taken from SPAB’s Faith in Maintenance Calendar - <https://www.spab.org.uk/sites/default/files/SPAB-FiM-maintenance-calendar.pdf>)

June

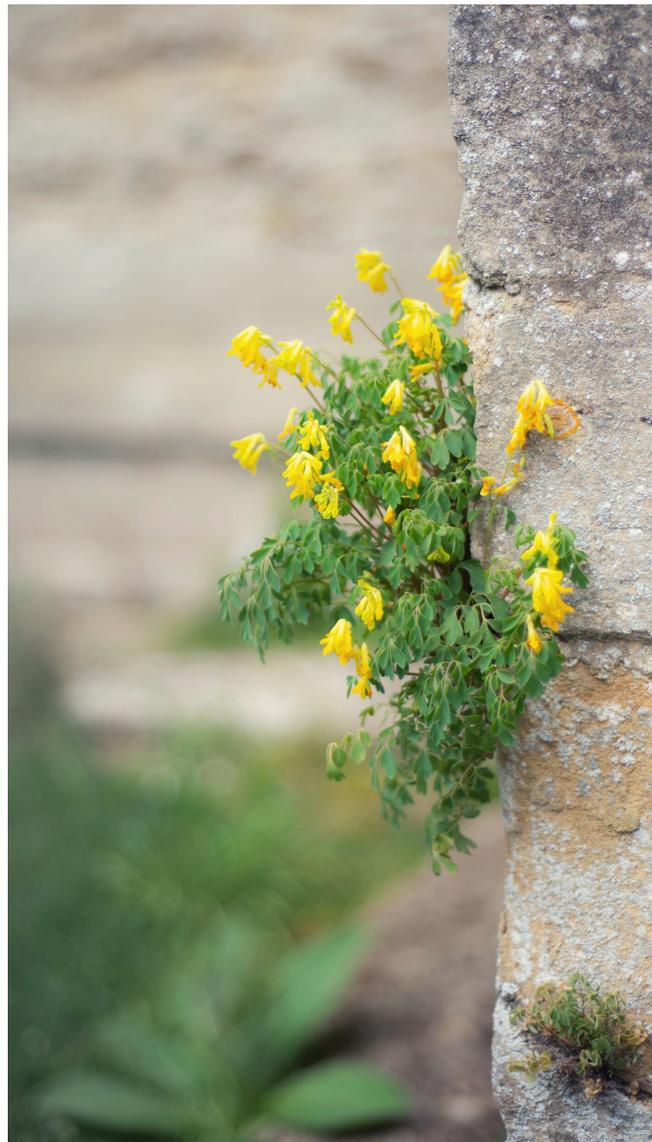
- Inspect all windows. Check the glazing, putty, lead cames and wire ties for signs of damage.
- Check timberwork for signs of rot including less accessible areas such as floor and roof voids, under stairs and in cupboards.
- Clear any dirt from condensation drainage channels and holes at the base of windows.
- Remove any vermin from floor and roof voids.

July

- Look at timber windows, doors, fascias and bargeboards. Check for cracked and rotten wood. Redecoration may be required.
- Clear away any plant growth from around the base of the walls and in particular from the drainage channel.
- Have the lightning conductor system serviced once every five years.
- If your building has a steeple, consider having it inspected by a steeplejack once every five years.

August

- Take a break!



GRANTS

COVID-19 Emergency Funding

A few emergency funds have been created to help organisations during the lockdown, however, none specifically apply to building work and few are open to religious organisations. If you have been in receipt of a grant from the National Lottery Heritage Fund (formerly called the Heritage Lottery Fund) you could be eligible to apply to their Emergency Fund which closes on the 30th June 2020. For more details visit: <https://www.heritagefund.org.uk/responding-coronavirus-covid-19>

All grant giving organisations understand that projects, particularly those with building works, have been affected by the coronavirus. They are being flexible with grant conditions where possible, so if you have any concerns, please get in touch with staff from the grant giving organisations. If you need any help in applying for additional grants, please contact Sue or Holly from the Church Buildings Team (details on the last page).

Suspended Grants

Some grants giving organisations have suspended their current programmes until further notice, these include:

- **National Lottery Heritage Fund** – all grants suspended until October 2020 at the earliest.
- **Swire Charitable Trust** - reluctant to make new grant awards until they have a better understanding of the challenges being faced, which may not be until June at the earliest.
- **Trusthouse Charitable Foundation** – grant suspended until summer/early autumn of 2020.
- **Screwfix Foundation** – closed until further notice.
- **Greggs Foundation** – likely to remain paused for remaining of 2020.
- **The Prince of Wales' Charitable Foundation** - closed until further notice.
- **The Idlewild Trust** – autumn grant deadline currently under review
- **ASDA Foundation** – on hold until further notice.
- **Clothworker's Foundation** – grants for larger capital projects have been suspended until further notice. Complete the online eligibility quiz to find out if this affects your project.
- **The Foyle Foundation** - Main Grants Scheme is currently suspended; new guidelines due in June 2020, but major capital requests will remain suspended until 2021. The small grants scheme will re-open in June with new criteria – please check the website for full details.
- **National Lottery Community Fund** – the grants programme is still open, but the Fund is currently prioritising funding organisations supporting communities through the COVID-19 pandemic.

CURRENT DEADLINES



June	
1 st	The Joseph Rank Trust
1 st	Norfolk Churches Trust
3 rd	FCC Communities Foundation (formerly WREN)
4 th	Veolia Environment Trust
6 th - TBC	The John Coates Charitable Trust
10 th	Mick George Community Fund
15 th	Amey Cespa Community Fund
July	
6 th	National Churches Trust: Cornerstone
14 th	The Cambridgeshire Historic Churches Trust
31 st	The Steel Charitable Trust
31 st	War Memorials Trust
August	
TBC	Cambridgeshire Community Foundation
TBC	Veolia Environment Trust
7 th	Biffa Award - Partnerships Grants
10 th	The Georgian Group - Cleary Fund
17 th	Church Buildings Council (Stained Glass)
21 st	The Worshipful Company of Glaziers
26 th	Mick George Community Fund
28 th	The Leche Trust
31 st	William and Jane Morris Fund
Early September	
1 st	The Joseph Rank Trust
1 st	The Sharpe Trust
2 nd	FCC Communities Foundation (formerly WREN)
10 th	National Churches Trust: Gateway
11 th	The Skinner's Company Lady Neville Charity
14 th	Amey Cespa Community Fund

Grants without Deadlines

All Churches Trust
 BIFFA Award - Community Buildings
 Church Buildings Council Conservation Reports
 Garfield Weston
 Geoffrey Watling (Norfolk only)
 Henry Smith Charity
 LPWGS
 National Lottery Community Fund: Awards for All
 National Lottery Community Fund: Reaching Communities Fund
 Paul Bassham Charitable Trust (Norfolk only)
 Suez Community Fund
 Tarmac Funding
 Tesco Bags of Help
 The Barron Bell Trust
 The Beatrice Laing Trust
 The Bernard Sunley Foundation
 The Co-op Local Community Fund
 The Hobson Charity Ltd
 The Jack Patston Trust (Cams only)
 The Jill Franklin Trust
 The John S Cohen Foundation
 The Tudor Trust
 Virridor Credits Environment Co.

For more help with church finances, particularly during the current crisis, visit:

<https://www.elydiocese.org/parish-support/being-church-during-covid19/financial-guidance-during-covid-19.php>

When places of worship re-open, some people may wish to make a cash donation which they have built up over the preceding weeks. This may take them over the standard £30 pounds limit of the Gift Aid Small Donations Scheme. The Churches' Legislation Advisory Service has asked HMRC about this, and a potential solution has been found. This may need some prior explanation to donors. You can find out more on the HRBA website at <http://www.hrballiance.org.uk/coronavirus/> (scroll down to News on their website to find the relevant section)

IMPROVE YOUR DIGITAL PRESENCE

Love it or hate it, the internet has been an invaluable tool during the lockdown to keep families, communities and businesses connected. This is a great opportunity to check your church's on-line presence and make sure information is up to date and engages all your audiences.

First assess what you have through the eyes of some of your key audience groups - start with a general search engine like Google, then access your website, social media etc... for instance:

- Someone new to the village looking for a church to join: How easy it to find out about service times, details about weddings, contact details, etc? Check the introduction on your website from your Vicar. What images feature most prominently?
- Someone local looking for things to do: How easy is it to find out about current events? Does your website link to other local websites, do your social media pages also feature community-based events? What images feature most prominently?
- A visitor looking for places of interest in the area: Is it easy to find out when the church is open? Where is the information about the history and heritage of the church and local area? Is it engaging or just a list of dates and facts? What images feature most prominently?

Online information doesn't have to be complicated or fancy, but it must be kept up to date. Old websites and unused Facebook pages can do more harm than good in promoting your church – first impressions count even online! If setting up your own website or social media just isn't an option, consider using what is already available. For instance, post things on your local village or 'What's On' Facebook page. Use the websites 'A Church Near You' and 'Explorer Churches' to upload key information. The former, <https://www.achurchnearyou.com/>, is aimed at church goers, whilst <https://www.explorechurches.org/> is aimed at tourists and other visitors to church buildings. Try to make sure the two sites contain links to each other so people can navigate between them.

More Information:

The Church of England offers advice and training through the Digital Learning Lab - <https://www.churchofengland.org/more/church-resources/church-england-digital-labs>

There is also more specific guidance relating to current digital activities here: <https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches>

Look out for workshops (including online ones) run by County Community and Volunteering Organisations: <http://www.cambridgecvs.org.uk/>
<http://www.communityactionnorfolk.org.uk/sites/>



NEW INFORMATION & GUIDANCE

Since the Diocese of Ely launched a new website at the end of 2019, we have been busy adding guidance and policies to our pages to help you. New topics now include...

- General Advice - useful links and resources.
- Church Cleaning - information and resources on how to keep your church clean.
- Churchyards and memorials - information about the rules and guidance governing churchyards.
- Community Consultation – guidance on how to consult with your church and wider community.
- Floor Coverings - advice and guidance on how to care for your church floor by laying the right carpet.
- Footpaths and car parks - guidance on churchyard access routes and car parks.
- Fundraising - advice and guidance on how to raise funds for your project .
- Grants - guidance on what funds might be available to help cover the cost of your project.
- Green Health - how your church's green spaces can benefit health and wellbeing.
- Historic Floors - advice and guidance on how to care for your historic floor.
- Internet Access / Telephone Lines - information about the permissions needed to install telephone lines for internet access.
- Open and Welcome Churches - how to keep your church open for all and engage with audiences.
- Project Management – guidance on how to develop a church building project.
- Questionnaires/Surveys - how to make your survey a success.
- Rainwater Goods and Drainage - guidance on how to keep your church dry.
- Statements of Support and Need – new guidance on how to complete key documents.

More to follow...

PASTORAL UPDATES

During the lockdown the Church Commissioners have ceased processing pastoral schemes. Therefore the Pastoral Secretary, Sally Gilson, has been placed on furlough, pending the Commissioners re-starting this aspect of their work. In the interim all pastoral enquiries should be directed to the department head, Geoffrey Hunter (geoffrey.hunter@elydiocese.org)



CONTACT DETAILS



If you have anything you would like included in the next issue please contact Holly Isted by the 17th August

All initial enquiries about works to your building or churchyard and queries about the faculty process or applying for consent should please be directed to the Church Buildings office via dac@elydiocese.org

Geoffrey Hunter - DAC Secretary and Head of the Church Buildings and Pastoral Department
Telephone (01353). 652737 or email geoffrey.hunter@elydiocese.org

Sue Dickinson - Assistant DAC Secretary and Grants Adviser
Telephone (01353). 652705 or email sue.dickinson@elydiocese.org

Poppy Crooks - Church Buildings Advice Assistant
Telephone (01353). 652729 or email poppy.crooks@elydiocese.org

Holly Isted - Historic Church Buildings Support Officer
Telephone (01353). 652720 or email holly.isted@elydiocese.org

Sally Gilson - Pastoral and Elections Secretary

