



## Checklist of financial actions for parishes significantly impacted by lockdown

None of us could have predicted recent events, and some parishes, particularly those with a high rental or cash income have had a significant drop in income. We know that many of you have already been proactive in responding, and will have taken action already, however in order to provide the best support that we can, we've drawn up a checklist of ten things you can do to reduce the impact of the lockdown.

We've asked all parishes to make maintaining Parish Share a priority, but if you have actioned all of these, and you are still struggling, then this provides a solid basis for discussions with your Archdeacon about Parish Share.

### ACTION

### RESPONSE

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1 How have you been regularly **promoting giving** within your services and digital communications? Have you made use of the ready-made [customisable animation](#) to encourage giving during the crisis?

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2 Have you made **online giving** options available? If not, you might like to consider setting up the extremely simple and cost effective SumUp solution from [Parish Buying](#).

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3 Has your PCC sought to take steps to **reduce costs** where possible and appropriate? For example, reducing cleaning or gardening costs, turning off the heating, suspending photocopier hire.

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4 If your parish has **employed staff**, have you explored whether it is appropriate to make use of the Governments' [furlough](#) scheme? Denise Channing; diocesan HR manager is available to answer any questions. The deadline for new entries into the scheme was June 10<sup>th</sup>, but previously furloughed people will be able to be employed part time.

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- 5** Has your treasurer carried out a **cash flow projection** and spoken to your Archdeacon about this? We suggest you do this to explore three possibilities (best case, likely case, worst case) and consider what actions you may need to take in response to each of these situations. Helpful advice about how to do this is [here](#). You may also find this short webinar [advice from a church treasurer](#) helpful.
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- 6** If your parish has access to **reserves**, have you made use of these? Reserves are held for times of emergency and this situation may be such a time for your parish. Many parishes are using reserves rather than reduce Parish Share. Information on reserves and creating a reserves policy, can be found [here](#) and [here](#).
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- 7** Have you initiated a **fundraising appeal** within your congregation and/or within your community? While some people are undoubtedly suffering economic hardship, some have more disposable income than normal. Many appeals have had very generous responses, so a sensitive, clearly explained fundraising appeal may elicit a positive response as people value their local church. Here's a [local example](#).
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- 8** Has your parish joined the **Parish Giving Scheme** to enable people to give by direct debit? The scheme now also enables people to set up direct debit by telephone. If you are already part of PGS, have you made people aware that they can set up a new direct debit, or amend an existing direct debit by telephone?
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- 9** Have you applied for any **grants**? Ecclesiastical has collected together information on [grants for churches](#). Some churches are also eligible for the [Hospitality Grant](#) of £10,000k if they have a hall assessed for business rates, even if those are zero-rated..
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- 10** Have you investigated letting your hall for emergency use to schools looking for additional space or for use by local council services? Is your hall space being advertised online, and at costs that compare well with other facilities in the area?
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#### **FURTHER ADVICE**

This is useful [guidance from Stewardship](#) to help churches. General advice from the Church of England team is [here](#). And please do talk to your giving advisers – we are here to help!