

Churchwardens' Training Day

For new and existing churchwardens



Contents

We all know what Churchwardens do...?	3
Some Advice for Churchwardens.....	4
Some notes from the Registrar	5
1. Churchwarden's Duties.....	5
2. Church and Churchyard	6
3. Contents of the Church.....	7
4. Churchyards	8
5. Faculties and the Diocesan Advisory Committee	9
6. Examples of Secular Legislation affecting Churches.....	10
7. Legislation affecting Clergy.....	12
8. Changes to Marriage Law	13
Registry Contacts	16
Church Buildings.....	17
Permissions	20
Your Diocesan Support Network.....	39
Resources for Churchwardens	42
Clarifying your Role	43
Simple Security Advice for Churches	44
Environment and Eco Church.....	45
Giving and Funding help for parishes	48
The Property Department.....	53
The Finance Department	55
Safeguarding Department.....	57
Parish Consultancy: Planning and Reflecting Together	59

We all know what Churchwardens do...?

Here is a list of twelve things that a Churchwarden can be called to do.

Look through the list. Discuss and decide which is the most important thing that a Churchwarden does; then which is the second most important thing; etc. Label them 1-12

- A Be the guardian of the church and the churchyard
- B Have responsibility for furniture and ornaments, maintaining a proper inventory
- C Allocate the seats in church
- D Lead the PCC in promoting the Church's mission
- E Look after the welfare of the incumbent and his/her family
- F Be a go between, representing the views of the parishioners to the incumbent
- G Maintain order, especially during services
- H Be an officer of the Bishop – to answer such questions as may be put to them and to report what has been done amiss
- I Welcome and entertain visiting clergy and Readers and see that their fees and expenses are paid
- J Be a person who is able to link the local with the wider vision of the church
- K Be a lay chairperson of the church council
- L Be in charge of stewards and sides people

Please appoint a person to record this and to share this with the larger group when we meet back together

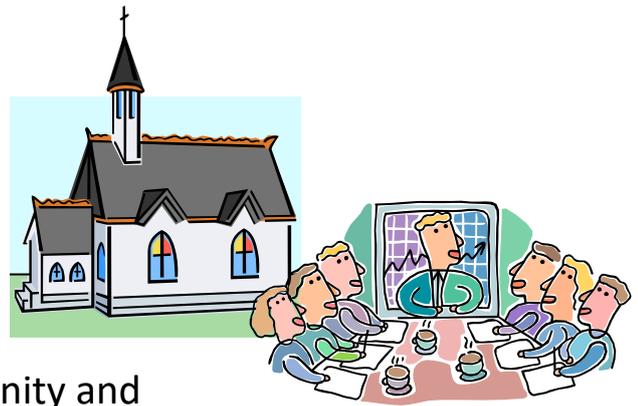


Some Advice for Churchwardens

1. You don't have to do everything.
2. You don't have to do it for ever.

3. Help take care of

- The vestry meeting: you are a public representative of the community and chosen by them.
- Your incumbent: meet to plan and support each other.
- Your fellow warden(s): you need each other.
- The fabric: but always remember it is there to serve the church's ministry not to hinder it.
- Yourself and your own spiritual health.



4. You are the bishop's officers, and the archdeacon exists as the Bishop's delegate to support you. Do contact the archdeacon if you have concerns but do also let him or her know about the good things.



5. Smile, seek out the positive in all things and remember God's immense love, for you, for your Church and for your community. God will be with you in all things though it may not always feel like it.

Thank you for taking on this significant ministry for God's church and all God's people, may God bless you throughout the year.



Some notes from the Registrar

1. Churchwarden's Duties

These are set out in Canon E1 paragraphs 4 and 5.

E1.4. The churchwardens when admitted are officers of the bishop. They shall discharge such duties as are by law and custom assigned to them; they shall be foremost in representing the laity and in co-operating with the incumbent; they shall use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them. They shall also maintain order and decency in the church and churchyard, especially during the time of divine service.

E1.5. In the churchwardens is vested the property in the plate, ornaments, and other movable goods of the church, and they shall keep an inventory thereof which they shall revise from time to time as occasion may require. On going out of office they shall duly deliver to their successors any goods of the church remaining in their hands together with the said inventory, which shall be checked by their successors.

Under those paragraphs, once churchwardens take up their office, they:-

- are the officers of the bishop (not the incumbent or PCC) (E1.4);
- must be the foremost in representing the laity and co-operating with the incumbent (E1.4);
- must use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them (E1.4);
- must discharge their duties assigned to them by law and custom (E1.4). (Examples of this are their duties in relation to the offerings or collections in the church, and the duties imposed on them by section 49 and 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 in relation to the church building and the land and articles belonging to it);
- must maintain order and decency in the church and churchyard, especially during the time of divine service (E1.4); and
- hold the title to the movable goods of the church, must keep an inventory of those goods and keep it up to date, and must hand over the goods to their successors, who must check the inventory (E1.5).

The Ecclesiastical Jurisdiction and Care of Churches Measure 2018 requires that in every parish it shall be the duty of the churchwardens to:

1. Compile and maintain a full terrier of all lands appertaining to the church and a full inventory of all articles appertaining to the church

2. Insert in a log book a full note of all alterations, additions and repairs to, and other events affecting, the church and the lands and articles appertaining thereto and of the location of any other documents relating to such alterations, repairs and events which are not kept with the log book.

It shall also be the duty:

1. At least once in every year to inspect or arrange an inspection to be made of the fabric of the church and all articles appertaining to the church.
2. To deliver to the PCC an annual fabric report

The Churchwardens Measure 2001 provides that

1. In addition:-
 - (a) if a person chosen as churchwarden is an actual communicant and has his or her name on the church electoral roll of the parish, that person will automatically become a member of the PCC until he or she either ceases to satisfy those qualifications or ceases to be a churchwarden (CRR M15 (1) (e) and M15 (4));
 - (b) if the PCC fails to appoint a treasurer, the churchwarden or churchwardens who are members of the PCC will be responsible for discharging the office of treasurer (CRR M20 (3) (a));
 - (c) churchwardens may also be trustees of other parochial charities by virtue of their office; and
 - (d) during a vacancy in the benefice, the churchwardens will be the sequestrators together with the rural or area dean and anyone else whom the Bishop appoints (Church of England (Miscellaneous Provisions) Measure 1992 s.1(1)). (In the case of a team ministry, the team vicars and certain other members of the team take the place of the rural or area dean as automatic sequestrators except so far as the Bishop directs that any of them are not to be included.)

2. Church and Churchyard

The incumbent of the benefice (the rector or the vicar) owns the church and churchyard but the churchwardens have joint right with him or her to possession of it. It is the duty of the PCC to maintain and insure it. A faculty may be necessary before work is done.

There should be a scale plan for every churchyard or burial ground which is open for burials and on that plan should be marked the position of all burials. With each church, there should be burial register in which can be added the plot number from the plan. It is important to know where burials have taken place as there can be mix ups where a headstone is erected on the wrong grave. This is especially so if there is a long delay between the burial and the erection of the headstone.

It is possible for a person to reserve a particular burial space but only by obtaining a faculty.

3. Contents of the Church

The churchwardens are custodians of the contents of the church i.e. the furniture, plate and books. It is the duty of the PCC to preserve and to insure them. Note that a faculty is required to dispose of them: Canon F13(3).

Note the case of Emmanuel Church, Leckhampton, which followed the sale of a painting of Mary Queen of Heaven by the German 19th century Nazarene painter, Franz Ittenbach that had been given to the church in 1949.

“What happened in Emmanuel Church is a textbook example of how not to go about trying to sell an item from a Church.”

Chancellor June Rodgers

Monday, 28 October, 2013

The Age of Oak & Walnut, Fine Jewellery, Art & Antiques



4. Churchyards

- (1) Diocesan Churchyard Regulations were re-issued by the Chancellor of the Diocese in 2020. Copies should be displayed in the church porch. The Regulations are a brief résumé which can be given to the bereaved family at the time of the funeral so that they are aware of what sort of monument they will be permitted was distributed with the new rules. The Rules cover the size of monuments and permitted materials.
- (2) Churchyard plans. The position in a churchyard where any given burial is to take place is, as a matter of law, for the incumbent to decide. He or she is entitled at his or her discretion to prescribe any position, including one where there has been a former burial. The only exception is where a specific plot has been reserved by faculty. It is vital that an accurate plan is prepared and kept up to date. An incumbent has a legal responsibility if anything goes wrong and he or she may be sued and end up paying compensation out of his or her own pocket.
- (3) When churchyards are full it is possible to apply to the Ministry of Justice for an Order in Council closing it for further burials. Once closed, maintenance responsibilities can be passed to the local authorities.

Please be aware that the burial of a body in a churchyard closed by Order in Council is a criminal offence.

- (4) Trees in churchyards are the responsibility of the PCC in an open churchyard and responsibilities for trees in closed churchyards is passed to the local authority when the churchyard is closed. Responsibility extends to the planting of trees as well as to every aspect of the maintenance of trees and ultimately to their felling. CWs should be aware that the law is unclear and that local authorities may resist liability to maintain trees. The Church Buildings Council has provided detailed guidance on churchyard trees, and links to the Guidance, and many other useful resources can be found on the Churchyards section of the Diocesan website.
- (5) Unstable monuments in Churchyards are now recognised as a potential source of danger to visitors, especially the elderly and young children. It has become imperative that monuments are periodically tested for safety and remedial action is taken when they are found to be unsafe. Any action taken has to be authorised by faculty.

The Chancellor has issued a faculty empowering the Archdeacon to authorise the routine inspection and making safe of monuments in Churchyards maintained by Parochial Church Councils. Parishes wishing to carry out safety checks under the general faculty should first obtain directions from the Archdeacon about the method of testing. Notice must be given 14 days in advance of testing to the British Lichen Society in case there are any rare lichens or mosses in the Churchyard which might be affected.

Where a monument is found to be dangerous the options usually available are:-

- (i) cordoning off the affected area;

- (ii) placing a warning sign on the monument (perhaps combined with a post or other support to prop it up);
- (iii) laying flat an upright stone.

Local circumstances will indicate which remedy is the most appropriate. Where, however, laying flat is contemplated the Church architect should be consulted first to ensure that he/she is in agreement. In addition, a written or photographic record must be made of every stone laid flat. This will provide important evidence of what has been done.

Where there is a closed churchyard responsibility for health and safety rests in the first instance with the local authority.

5. Faculties and the Diocesan Advisory Committee

- (1) The Diocesan Advisory Committee (DAC) is a statutory body required by the Ecclesiastical Jurisdiction and Care of Churches Measure 2018. Its primary function is to act as an advisory body on matters affecting places of worship relating to:
- the grant of faculties
 - the architecture, archaeology, art and history of places of worship
 - the use, care, planning, design and redundancy of places of worship
 - the use and contents of such places
 - the use and care of churchyards and burial grounds

The Chancellor of the Diocese (Mr Timothy Briden) is required (in most cases) to seek the advice of the DAC before making a final decision about the issue of a faculty.

Your main contact with the Registry is likely to be in connection with the granting of faculties. Please feel free to telephone Sarah Williams who is the Assistant DAC Secretary, if you need any help or guidance. A quick telephone call may save both you and the Registry time (and frustration!)

- (2) The Faculty Jurisdiction Rules 2015 (as amended by the Faculty Jurisdiction (Amendment) Rules 2019, on 1 April 2020) regulate the faculty jurisdiction. Anyone who intends to apply for a faculty is first expected to seek the advice of the DAC (except where the Rules provide DAC advice is not required). The Chancellor is under a statutory duty to seek the advice of the DAC before deciding most types of faculty application. There continues to be a requirement for consultation to take place with Historic England and the amenity societies in certain cases, in particular where proposals involve the alteration of a listed building to such extent as would be likely to affect its character as a building of special architectural or historic interest.

If the parish is considering the sale of treasures it is essential to gain early advice from the DAC and amenity societies. The parish will be required to make a strong case for the sale. If it is contested an appeal to the Court of Arches could prove costly.

- (3) The 2015 Rules introduced nationally applicable lists of minor works (List A) that can be implemented without a faculty and routine works (List B) that will need archdeacon's approval. List A and List B were expanded by the 2019 Amendment Rules. All remaining works will require a full faculty application.
- (4) There is a procedure for authorisation of urgent works. In any case where the Chancellor is satisfied that a matter is an emergency that involves interests of safety or health, or the preservation of a church or part of it, and is of sufficient urgency to justify the grant of a faculty without obtaining the advice of the DAC, the Chancellor may order the issue of a faculty immediately. In practice the Chancellor tends to grant emergency faculties where the roof is leaking or where a heating boiler has broken down. He often asks that a DAC assessor give comments on the proposals before the faculty is issued.
- (5) Church Architects/Surveyors. Advice on appointing a new inspecting professional can be found in the Church Building Council (Churchcare) Guidance. The DAC Secretary holds a register with details of current Quinquennial Inspectors within the diocese and can offer advice on the appointment process. A suitably experienced and where appropriate accredited professional who is not presently on the register can be employed as a Quinquennial Inspector, but the PCC must obtain, and have regard to, the advice of the DAC before making an appointment.
- (6) The DAC strongly encourages parishes to periodically review the appointment of their Quinquennial Inspector in a competitive tendering process, and the most appropriate time would be when the next inspection is due. Reviewing the appointment does not imply that the PCC must change their inspector, but offers the opportunity to reflect on whether the PCC is receiving good quality service and best value, and has a good relationship with the inspector.
- (7) Many parishes find that there is advantage in renewing an appointment, as an ongoing relationship with an experienced inspector who fully understands the building and its ongoing needs, and has a good relationship with the PCC and Churchwardens, is invaluable. The DAC does encourage the same person to be used all the time so that the PCC develops a sort of family doctor relationship. However, it might be appropriate sometimes to use a different architect for instance for a major design scheme for an extension/ re-ordering because not all conservation architects have a design flair.

6. Examples of Secular Legislation affecting Churches

- (1) Disability discrimination legislation. The original legislation came into effect in October 2004 and parishes should have undertaken an access audit of their churches and made any necessary changes. Papers about the audit are available from the Registry. There tends to be an assumption that disability relates solely to people who have difficulty walking. The legislation however covers people with hearing problems (so hearing loops), sight (lighting, large print books), continence (toilets) etc. On the matter of toilets, there is no requirement

to install toilets but if they are installed then at least one must be suitable for wheelchair access.

The current advice is that parishes should take reasonable steps to comply with the requirements of the legislation. The DAC recommends that PCCs should discuss access audits at their APCMs and minute such discussion together with reference to matters which will be dealt with when possible e.g. installation of loop systems.

- (2) Health and Safety. Each PCC should have an adopted Health and Safety policy which should be reviewed regularly and, as a minimum, every five years. The Health and Safety Executive advise that it is good practice for volunteers to be provided the same level of health and safety training and protection as if they were employees. This means that churches should follow exactly the same regulations to ensure the health and safety of volunteers and other persons using the church as if they were employers.

Ecclesiastical Insurance have issued a specimen Health and Safety policy for use by churches which is available from their website. This policy includes such matters as a risk assessment checklist and accident report forms.

- (3) Safeguarding. Every parish / church needs to appoint a Parish Safeguarding Officer to fulfil the role requirements of the Diocese. The PCC and the Incumbent are responsible for ensuring that a safeguarding policy is in place that meets the safeguarding policies of the House of Bishops and the Diocese.
- (4) Control of Asbestos at Work Regulations were effective from May 2004 and place a duty on persons having control of non-domestic premises to make a suitable and sufficient assessment as to whether asbestos is or is liable to be present in the premises. These regulations apply to churches and church buildings.
- (5) The Work at Height Regulations 2005 were effective from 6 April 2005. Schedule 6 which relates to the use of ladders is the schedule which is of most relevance to churches. More information is available from the Registry if required.
- (6) Food and Drink. Premises should be registered under the Food Premises (Registration) Regulations 1991 if they are used for the sale or supply of food on 5 or more days within a period of five weeks. Once registered the local environmental health officers will inspect. Even if you are not registered, the basic hygiene principles in the Food Safety (General Food Hygiene) Regulations 1995 apply. If alcohol is to be sold at a church function, the PCC should obtain permission from the local authority. This includes a raffle, a stall with wine for sale and if wine is included with a supper for which tickets are sold.
- (7) Fire Safety The Regulatory Reform (Fire Safety) Order 2005 (RRO) came into effect on 1 October 2006.

The RRO applies to places of worship. A Responsible Person has to conduct a comprehensive risk assessment in order to:

- Identify any possible dangers and risks including sources of ignition.

- Identify people who may be at risk, especially those working alone or in isolated areas, children or parents with babies, the elderly or infirm and people with disabilities.
- Evaluate the level of risk, and remove or reduce any fire hazards where possible.
- Protect people by providing fire precautions such as fire extinguishers, emergency escape routes and exits.
- Record any major findings and the action taken, prepare an emergency plan, inform and instruct relevant people such as stewards and provide any necessary training.
- Review the fire risk assessment regularly and make changes where necessary.

Where 5 or more persons are employed a formal record of any significant findings and remedial measures which have or may need to be taken must be made. However irrespective of the number of employees, or even if you have none, it is recommended that you make a record of your risk assessment and record the measures you have put in place.

The Responsible Person will be the person with overall management control of the church. The Responsible Person must appoint one or more Competent Persons to carry out the fire risk assessment, although this may be one and the same person.

A person is regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them to properly assist in undertaking the preventive and protective measures.

- (8) The above list is not exhaustive e.g. Control of Pollution (Oil Storage) Regulations, Gas Safety (Installation and Use) Regulations etc etc.

7. Legislation affecting Clergy

(1) Common Tenure

Under the provisions of the Ecclesiastical Offices (Terms of Service) Measure 2009 and its associated Regulations most Clergy in the Church of England now hold their ecclesiastical office under this form of tenure. Common tenure is part of a framework of terms of service that bring security, clarity and the opportunity for people to work together to encourage and support the Clergy's ministry. Clergy holding freehold offices by and large can opt out of the new system.

The common tenure framework includes ministerial development review guidance, capability procedure and a grievance procedure.

- (2) The Clergy Discipline Measure 2003 came into effect in January 2006, and is operated in accordance with the Clergy Discipline Rules 2005 (as amended in July 2021)

- If an allegation of misconduct is made to the Bishop it must be immediately processed in accordance with the Measure. This will involve putting in place arrangements for appropriate pastoral care for the complainant, the respondent, his family and his congregation
- If the allegation of misconduct is made to an Archdeacon, in some cases he/she may consider it appropriate to attempt to resolve the problem pastorally. If he/she cannot resolve the problem the complainant may need to be told to make a formal allegation of misconduct under the Measure to the Bishop. Alternatively, the Archdeacon may wish to make the allegation of misconduct himself/herself.
- Allegations of misconduct must be in writing and contain the prescribed information.
- No anonymous complaints will be considered.
- If a complaint concerns a child or vulnerable person the matter should be referred to the Diocesan Safeguarding Advisor.
- If a complaint concerns other criminal conduct the Registrar will advise as to whether the matter should be referred to the police.
- Except in rare cases involving children, confidential communications with the Bishop or his Chaplain are not possible when a complaint is being dealt with under the Measure

8. Changes to Marriage Law

(1) The Church of England Marriage Measure 2008 came into effect on 1 October 2009. People will be able to marry in a church if they are resident in the parish or on the electoral roll or have a Qualifying Connection with a parish. Someone has a qualifying connection if that person:

- Was baptised in the parish (this does not apply where the baptism formed part of a combined service of baptism or confirmation); or
- Had his or her confirmation entered in a church register book of a church or chapel in the parish; or
- Has at any time had his or her usual place of residence in the parish for at least 6 months; or
- Has at any time habitually attended public worship in the parish for at least 6 months;

Or a Parent of that person has at any time during that person's lifetime:

- Had his or her usual place of residence in the parish for at least 6 months;
or

- Habitually attended public worship in the parish for at least 6 months;

Or a Parent or Grandparent of that person was married in the parish.

(2) Hours for the solemnization of marriages in the Church of England

The section 4 of the Marriage Act 1949 originally restricted the hours when marriages may be solemnized to between 8.00 am and 6.00 pm. This has been repealed for civil marriages.

The repeal of section 4 of the Marriage Act 1949 will not, however, change the hours between which a marriage may lawfully be solemnized in the Church of England. That is because Canon B 35.3 of the Canons of the Church of England provides, “A marriage may not be solemnized at any unseasonable hours but only between the hours of eight in the forenoon and six in the afternoon.” The restriction contained in the Canon remains in force. The Canons are legally binding on the clergy.

(3) Parishes without a parish church

The law has now been clarified to make it clear that a person who is entitled to be married in a parish because of a qualifying connection but that parish has no parish church or does not have regular services, then the couple may marry in a parish church immediately adjoining the parish, (section 43 of the Mission and Pastoral Measure 2011).

(4) United benefices and benefices held in plurality

The law has been clarified to make it clear that those marrying in a united benefice or in a benefice held in plurality may marry in any of the churches in the benefice or benefices. This is subject to a proviso that the bishop has issued a direction under section 23 of the Marriage Act 1949, if they are relying on a qualifying connection with one of the parishes concerned (section 1(1) of the Church of England Marriage (Amendment) Measure 2012).

(5) Parishes ceasing to exist or changed in extent

The Church of England Marriage (Amendment) Measure 2012 also clarifies the position where a person has a qualifying connection with parish A and the parish church with which he or she had that qualifying connection subsequently becomes the parish church of another parish (parish B) the connection is with parish B, (section 1(3) and (4) of the Church of England Marriage (Amendment) Measure 2012).

(6) Banns

Previously banns used to be published at morning service, but if there was no morning service they could be published at an evening service. Banns are now to be published at the principal service, and also at any other service that day.

The principal service at which the minister believes the greatest number of habitual worshippers attend, whether this is morning or evening service. If banns are published at two services on a given Sunday, both these publications are deemed to be the “same time of asking” (section 2(2) of the Church of England Marriage (Amendment) Measure 2012).

(7) Marriage of Non-British, Irish citizens or citizens who do not have settled or pre-settled status under the EU Settlement Scheme

Before 30 June 2021, UK, EEA, or Swiss nationals could marry following completion of ecclesiastical preliminaries – the calling of banns or the issue of common marriage licence.

On or after 1st July 2021 marriage by banns or common licence is no longer available to anyone who is not a British or Irish citizen or who does not have settled or pre-settled status under the EU Settlement Scheme. Instead, the options for the couple are to marry by civil preliminaries (the issue by the superintendent registrar of the Marriage Schedule when the parties have given notice of intention to marry at their local register office) or, in limited cases, an Archbishop's Special Licence. All local Register Offices are able to deal with these applications.

(8) Marriage Registration Changes

A single electronic marriage register was introduced on 4 May 2021, which replaces traditional marriage registers and certificates.

Marriage registers are replaced by a Marriage Document or a Marriage Schedule which record the details of the parties to the marriage, the witnesses and the officiating minister. The document is then used by the register office to record the detail of the marriage in a central electronic marriage register:

1. The Marriage Document – prepared locally, and used only for marriages following ecclesiastical preliminaries, i.e. Banns, a Common Licence, or an Archbishop of Canterbury's Special Licence.
2. The Marriage Schedule – issued by the superintendent registrar after completion of civil preliminaries, where ecclesiastical preliminaries are not available.

When the Marriage Document or Marriage Schedule have been signed by the parties to the marriage, the witnesses, and the officiating minister, it is the minister's responsibility to return the completed document to the local register office. Alternatively, and with the minister's agreement, the parties or a relative can return the marriage document to the local register office on the minister's behalf.

Once the Marriage Document or Marriage Schedule has been received at the register office, the marriage is registered in the electronic register (known as Registration Online, RON), and the parties can then be issued with a marriage certificate.

Parishes should continue to keep their own record books. Some parishes issue a commemorative keepsake card for couples as a memento. Where couples require proof of marriage before the Marriage Certificate is issued, a photocopy or photograph of the completed Marriage Document or Marriage Schedule could be taken.

Registry Contacts

Christopher Jones, Registrar

Email: Christopher.Jones@harris-harris.co.uk

Janet Saxon, Deputy Registrar

Email: Janet.Saxon@harris-harris.co.uk

Caroline Fletcher, Deputy Registrar

Email: Caroline.Fletcher@harris-harris.co.uk

Sarah Williams, Registry Manager and Assistant Secretary to the DAC

Email: Sarah.Williams@harris-harris.co.uk

Telephone 01749 674747

The registrar publishes any notices on latest guidance on their page on the diocesan website.

www.bathandwells.org.uk/parish-support/legal-support

August 2021



Church Buildings

Buildings for the future

There are over 560 open church buildings across our Diocese. Many have been places of worship for generations. They are also a vital part of the **fabric of our communities**, both in our towns, our villages and rural landscape. Without these buildings our Diocese would be a poorer place socially, culturally and architecturally. With great commitment and dedicated people we will work together to value our church buildings, ensuring they remain at the heart of our communities.



The Space, at St Andrews Blagdon

Robert Louis Stevenson said “I never weary of great churches. It is my favourite kind of mountain scenery. Mankind was never so happily inspired as when it made a cathedral.” This is a sentiment that has been repeated by many. Religious buildings offer solace to millions a year, both through services and worship but also through their beauty and **welcome**. We can all recognise the possibility within church **buildings of inspiration**, peace, and a sense of something beyond our individual selves.

Openness is at the heart. More and more churches are open every day, rather than just for worship. The main insurers of church buildings affirm that, with sensible precautions in place, this does not lead to an increased risk of theft or vandalism, and can in some cases decrease the risk, because an open church can welcome visitors at any moment.

Ministry of welcome. We want to be a church for all people, and the way people are invited into the church building is a big part of that. How can we make this principle a reality? Working together to uphold heritage protection for our historic buildings, in a way that appreciates and enhances their original use, as places of worship. A test is applied that balances harm and public benefit. Bearing in mind that there is a strong presumption against proposals which, will adversely affect the special character of a listed building, will any resulting public benefit (including matters such as liturgical freedom, pastoral well-being, opportunities for mission, and putting the church to viable uses that are consistent with its role as a place of worship and mission) outweigh the harm? **This balancing act has allowed wonderful adaptations to happen.**

Business analysts Ford and Ford define change as “A phenomenon of time” involving two elements: **identity** and the **process of transformation**. In other words, who are you, and where do you want to be? So here’s the challenge. What do we want our historic religious buildings to be in the future? Continuing change to public attitudes, and in some cases our own, is essential if we are not just to deal with the problems arising from austerity, atheism and angst, but to be part of a long-term solution. We need to talk about the **history**, the **magnificence**, the **significance**, in the context of what that means for our society today.

In a time of uncertainty, religious buildings can be places of inspiration, unity, and hope. How will your church building be part of a **vision of the future** that embodies those things?

Rediscover the role your building can play in your mission

Are you looking for a new way to put your church at the heart of your local community? Do you need to make changes to your building to make that happen? Here are the steps for a major building and community project www.churchofengland.org/more/church-resources/churchcare/making-changes-your-building-and-churchyard

Stage 1 – Prepare the Ground

- Develop your vision
- Talk to your community
- Get a project group together
- Organise yourselves – legal structure



Get Creative – find new and inspiring uses for your building

www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/sharing-your-building

Stage 2 – Look at Your Options

- Understand your church and your needs
- Develop your idea
- Talk to Church Buildings Adviser or DAC about permissions
- Is your project sustainable
- Appoint an architect
- Working with your architect and your design team

Write Your Statement of Significance and Need

www.churchofengland.org/sites/default/files/2018-12/CCB_Statements-of-significance-and-needs.pdf

Keep it Green! – this is the perfect time to look into making your church more environmentally-friendly www.churchofengland.org/more/policy-and-thinking/our-views/environment-and-climate-change/why-you-should-act

Stage 3 – Deliver your project

- Plan your building project
- Write your business plan
- Keep everyone informed
- Raise the funds
- Finding the right external funders
- Filling in the applications
- Organise your cash flow
- Get the builders on site
- Finish the project – let's celebrate!



You can download the whole toolkit in PDF format for free www.hereford.anglican.org/parish-support/community-partnership/crossing-the-threshold-toolkit/crossing-the-threshold-toolkit.php

Friends Groups - Historic buildings need an enormous amount of care and maintenance. They also need champions, people to encourage their use, and promote their existence. Guidance at www.nationalchurchestrust.org/involving-people/setting-friends-group

Repairs & Maintenance

Many projects involve the repair and maintenance of church buildings, and there is advice and support within the Diocesan team to help you.

Before you undertake any work it's important to understand whether any permission is required for the work you need to undertake from the Diocesan Advisory Committee (DAC).

- **DAC** guidance www.bathandwells.org.uk/parish-support/church-buildings/working-with-the-dac
- **CofE** excellent guidance and advice on the day-to-day maintenance of your church and on how to go about making changes to your building www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings

Just as prevention is always better than cure, maintenance is preferable to major repairs. But, such repairs may not always be avoidable. We can help you understand the common problems and areas that need your special attention, and give you tips for regular maintenance schemes

Calendar of care www.churchofengland.org/sites/default/files/2018-12/CCB_Calendar-of-Care_Aug-2016.pdf

- **The National Churches Trust** website is full of very helpful information and resources www.nationalchurchestrust.org/regular-maintenance/maintenance-calendar
- **MaintenanceBooker** is a new service which makes it easy for churches, chapels and historic buildings to access the highest standard of building maintenance services. Using contractors with experience in church and historic building maintenance you'll find it easy to manage maintenance tasks and book high quality contractors for a number of services. Find out more about our Services by clicking on the tile below. www.maintenancebooker.org.uk
- **SPAB** very useful maintenance toolkit www.spab.org.uk/campaigning/maintenance-co-operatives-project/mcp-fim-resources

Make sure to check if permission may be required www.bathandwells.org.uk/parish-support/church-buildings/working-with-the-dac/faculty-and-list-b-applications/

Emma Brown

Church Buildings Adviser

01749 685271

Emma.Brown@bathwells.anglican.org

Permissions

Except for minor matters, before a parish takes any action to a church involving alteration, repair, extension or demolition, or the addition or removal of contents it must seek the permission of the archdeacon or (in more complex cases) the chancellor.



Online Faculty System

The [Online Faculty System](https://facultyonline.churchofengland.org) (<https://facultyonline.churchofengland.org>) is the place to request and track applications for faculties– from the initial advice of the Diocesan Advisory Committee (DAC) right through to receiving the sealed Faculty from the Chancellor. Each PCC needs to register a maximum of two users. These users can be Clergy, Churchwardens, the Church Architect or another person nominated by the PCC. Once users have been approved they will be able to apply to the DAC through the online system and will receive updates as an application progresses. You do not need to be a registered user to download the full [guide for parishes](https://facultyonline.churchofengland.org/user-manuals) (<https://facultyonline.churchofengland.org/user-manuals>) for the system. For more details see: www.bathandwells.org.uk/parish-support/church-buildings/working-with-the-dac)

New Legislation

New legislation came into effect on 1 January 2016 which allows for the simplification of the faculty process. Under the new system, the vast majority of changes fall under just two lists known as List A, which covers work that can be done without any prior authorisation, and List B which includes work that archdeacons can authorise without the need of a faculty. (See below)

Full faculty will still be required for work which is likely to affect the character of the building or is of structural significance. It will also be required if deemed necessary by the archdeacon because it is controversial or raises pastoral issues in the parish.

If you are planning changes we recommend you contact the DAC as early as possible! The Committee meets 11 times a year, meeting dates are available on the website. For more information, including closing dates for agendas, contact Sarah Williams at the Diocesan Registry, 14 Market Place, Wells, Somerset BA5 2RE. Sarah.Williams@harris-harris.co.uk (01749 674747)

Sarah can advise on the procedure for obtaining advice from the DAC and faculty approval. She can also help on a range of matters including the appointment of new church architects, the names of conservators and archaeologists! Sarah can also advise on what works do not require any permissions (List A Matters) and those that require Archdeacon's permission (List B Matters).

If the proposed work needs a full faculty then please see the latest guidelines on the Bath and Wells website. Currently: www.bathandwells.org.uk/parish-support/church-buildings/working-with-the-dac/faculty-and-list-b-applications. If the link does not work search on "DA" or "faculties". The process can feel slow. Be patient and keep in contact with the DAC.

Community shops in churches and chapels

The Cathedral and Church Buildings Division of the Church of England has published its Guidelines and Best Practice for the Provision of Community Shops in Churches and Chapels on their [ChurchCare](http://www.churchcare.co.uk) (www.churchcare.co.uk) website.

Summary of Chancellor's Guidance as to Matters not requiring a Faculty

Table 1

List A – Matters which may be undertaken without a faculty and without the need for consultation

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List A.

Matter	Specified conditions
A1. Church building etc.	
(1)(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building	
(b) works of repair not materially affecting the fabric or any historic material	The parochial church council's insurers are notified if external scaffolding is to be erected
(2) Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms	
(3) Like for like repairs to window glass	The works do not include repairs to stained glass or to clear glass manufactured before 1960
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(5) The treatment of timber against beetle or fungal activity where the church is not a listed building	The works do not involve the replacement of timber
(6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including re-wiring) to existing—	The works do not involve making additions to an electrical installation
(a)	Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for

Matter	Specified conditions
heating systems (including the replacement of control equipment) (b) gas, water or other services (c) electrical installations (including lighting installations) and other electrical equipment	<p>the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an oil-fired heating system or to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>In the case of adaptation, the parochial church council's insurers are notified of the proposals</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p>
(7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing pipe runs (See matter B1(5) in List B for replacement using different fuel supply of pipe runs)	<p>Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The works do not involve the creation of a new external flue</p> <p>The parochial church council's insurers are notified of the proposals</p>
(8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building	<p>The original introduction of the material being replaced was authorised</p> <p>The parochial church council's insurers are notified of the proposals</p> <p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p>
(9) The installation of a roof alarm (including an alarm with an image capture facility)	<p>The parochial church council's insurers are notified of the proposals</p> <p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>

Matter	Specified conditions
(10) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	The parochial church council's insurers are notified of the proposed work
(11) Work to an existing lightning conductor	The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience
(12) The replacement or introduction of a weathervane on a church which is not a listed building	
(13) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced
(14) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms	The existing use of the vestry or similar room is not changed No article of historic or artistic interest is removed or disposed of
(15) The introduction, removal or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with
(16) The making of additions to an existing name board	The board is not a war memorial or roll of honour The addition is in the same style (including colour and materials) as existing names on the board
(17) The installation of bat boxes as part of a bat management programme	
(18) The introduction of anti-roosting spikes	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(19) The installation of bird netting to tower windows	
(20) The adaptation of an existing sound reinforcement system	Any work to an electrical installation is carried out by a person whose work is subject to an

Matter**Specified conditions**

accredited certification scheme (as defined in rule 3.1(6))

In the case of a church which is a listed building, no alteration is made to existing fixings or cable runs (but see matter B1(13) in List B)

(21) The introduction of a defibrillator in a church which is not a listed building

A2. Musical instruments

(1) The introduction or disposal of musical instruments (other than pipe organs and non-portable electronic organs) and associated equipment

No article of historic or artistic interest is disposed of

(2) The routine tuning and maintenance of organs and pianos

In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument

(3) The repair or replacement of electrical motors and humidification equipment for organs

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

A3. Bells etc.

(1) The inspection and routine maintenance of bells, bell fittings and bell frames

No tonal alterations are made to any bell

No bell is lifted from its bearings

(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels

Works do not include the re-soling or re-rimming of a bell wheel

No bell is lifted from its bearings

(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear

No bell is lifted from its bearings

(4) The repainting of metal bell frames and metal bell fittings

No bell is lifted from its bearings

A4. Clocks

Matter**Specified conditions**

(1) The inspection and routine maintenance of clocks and clock dials

(2) Maintenance and like-for-like repairs, without removing the clock from the church, of:

- (a) ratchets, clicks and click springs on flies
- (b) locking levers
- (c) pulleys
- (d) broken hands
- (e) clock hammers and their springs

(3) Replacement of:

- (a) weight lines
- (b) suspension springs
- (c) fixings of clock dials

(4) The reinstallation of disconnected hands and numerals

(5) Repairs to bell cranks and clock bell hammers

(6) The upgrading of electrical control devices and programmers

Works do not include re-painting or re-gilding of clock dials or re painting clock movements



Works do not include re-painting or re-gilding of clock dials or repainting clock movements

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

A5. Church contents

Matching materials are used

(1) The repair of woodwork, metalwork and movables

The repair does not involve any works to:

- woodwork or metalwork of historic or artistic interest

Matter**Specified conditions**

- Royal coats of arms
- hatchments or other heraldic achievements
- paintings
- textiles of historic or artistic interest
- church plate (including candlesticks and crosses)

(2) The application to articles of forensic marking

No article of historic or artistic interest is marked without first obtaining specialist advice

(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions

The introduction, removal or disposal of the articles does not result in a change to the overall appearance of the church

No article of historic or artistic interest is removed or disposed of

(4) The introduction, removal or disposal of—

No article of historic or artistic interest is removed or disposed of

(a)

movable bookcases

(b)

books

(c)

free-standing noticeboards

(d)

movable display stands

(e)

cruets

(f)

vases and flower stands

(g)

hymn boards

(h)

altar linen (but not altar frontals or falls)

(i)

flags and banners used for

temporary displays (but not the

laying up of flags, or the removal or

disposal of flags that have been laid

up)

No article being introduced is fixed to historic fabric



Matter	Specified conditions
(j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church	
(k) portable audio-visual equipment	
(l) wi-fi routers	
(m) equipment for card payment systems	
(5) The removal or disposal of—	
(a) redundant sound reinforcement equipment	No article of historic or artistic interest is removed or disposed of
(b) carpet	
(c) free-standing chairs (but not pews, benches or stalls)	
(6) The like for like replacement of carpet	Only breathable material is used No article of historic or artistic interest is removed or disposed of
(7) Treatment of fixtures and furniture against beetle or fungal activity	No material of historic or artistic interest is treated See matter B4(6) in List B for treatment of material of historic or artistic interest)
(8) The replacement of curtains (other than curtains and other hangings associated with an altar)	
(9) The introduction of free-standing chairs in a church which is not a listed building	No article of historic or artistic interest is removed or disposed of
(10) The introduction, in a church which is a listed building, of additional free-standing chairs of a design which has previously been	

Matter**Specified conditions**

introduced in the church under the authority of a faculty

(11) The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building

A6. Church halls and similar buildings subject to the faculty jurisdiction

(1) Works of maintenance and repair to the building and the replacement of fittings in the building

(2) The introduction, removal or disposal of furniture and fittings

(3) Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building

(4) The introduction of a defibrillator in a building which is not a listed building

No article of historic or artistic interest is removed or disposed of

A7. Churchyard

(1) The introduction and maintenance of equipment for maintenance of the church and churchyard

(2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour

(3) The introduction of unwired lighting to mark the edge of a path

(4) The maintenance of fences, walls and gates (including lychgates and stiles), not involving repair or replacement, carried out as part of



Any new disturbance below ground level is kept to a minimum

Matter	Specified conditions
the regular course of care and upkeep of the fence, wall or gate	Any new disturbance below ground level is kept to a minimum
(5) Repairs to, and like for like replacement of, fences and gates other than lychgates, walls or historic railings (See matters B6(2) and (3) in List B for repairs to walls and lychgates)	The wording on the board is not changed except for the purpose of updating existing information that is included on the board
(6) The repair, repainting or like for like replacement of a noticeboard	<p>In the case of replacement:</p> <ul style="list-style-type: none"> • the Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with, • the replacement noticeboard is not illuminated, and • any new disturbance below ground level is kept to a minimum
(7) The grant by the incumbent of a licence for grazing in the churchyard	<p>The licence is in a form approved by the chancellor</p> <p>No works of excavation are involved</p> <p>The local planning authority is notified of the proposal</p>
(8) The disposal or replacement of gas and oil tanks (and associated pipe work)	<p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>

Matter	Specified conditions
(9) The introduction, replacement or disposal of a flagpole not attached to the church building	<p>In the case of replacement, the replacement tank is of similar dimensions and in substantially the same location</p> <p>The local planning authority is notified of the proposal</p> <p>Any new disturbance below ground level is kept to a minimum</p>
(10) The introduction of a defibrillator where the church is not a listed building	
A8. Trees	
(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)	<p>The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
(2) The lopping or topping of any tree— <ul style="list-style-type: none"> • that is dying or dead; or • has become dangerous 	<p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
(3) The removal of dead branches from a living tree	<p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>

Table 2

List B – Matters which may be undertaken without a faculty subject to consultation etc.

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

See the general notes as to matters which may not be undertaken without a faculty despite being included in List B.

Matter**Specified conditions****B1. Church building etc.**

	<p>The repair does not introduce material of a type that does not already form part of the fabric or historic material that is to be repaired</p> <p>The repair does not involve the substantial replacement of a major part of the fabric or of historic material</p>
(1) Works of repair affecting the fabric or historic material	<p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	<p>The installation does not affect historic fabric</p> <p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p>
(3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>The overall appearance of the building is not changed</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(4) The treatment of timber against beetle or fungal activity where the church is a listed building	<p>The works do not involve the replacement of timber</p>
(5) The replacement of a boiler in the same location utilising a different fuel supply or pipe runs (See matter A1(7) in List A for replacement using existing fuel supply and pipe runs)	<p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998</p> <p>The parochial church council's insurers are notified of the proposals</p>
(6) The like for like replacement of roof lead or	<p>The original introduction of the material being replaced was authorised</p>

Matter	Specified conditions
other material covering the roof of a listed building	<p>The parochial church council's insurers are notified of the proposals</p> <p>The lighting or other equipment:</p> <ul style="list-style-type: none"> • is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or • when installed will not be visible from ground level
(7) The installation of lighting and safety equipment	<p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The installation will not affect any graves or vaults</p>
(8) The extension of an existing lighting system	<p>The parochial church council's insurers are notified of the proposals</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
(9) The installation of a lightning conductor	<p>The parochial church council's insurers are notified of the proposals</p> <p>The parochial church council's insurers are notified of the proposals</p> <p>The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience</p>
(10) The installation of closed circuit television for security purposes	<p>Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data</p>

Matter**Specified conditions**

	<p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p>
(11) The installation of security and fire alarms	<p>Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
(12) The installation of locks (including timed and other electronic locking devices)	
(13) The installation of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system	
(14) The introduction of a defibrillator in a church which is a listed building	
(15) The introduction of fixed audio-visual equipment in a church which is not a listed building	<p>Details of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p>
(16) The removal of asbestos	<p>Works, other than works of minor reinstatement and repair, will not be required following the removal of the asbestos</p>
(17) The refurbishment of facilities for serving refreshments	<p>The original introduction of the facilities being refurbished was authorised</p>
(18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building	
(19) The introduction of bird boxes	

Matter	Specified conditions
B2. Bells etc.	
(1) The lifting of a bell to allow the cleaning of bearings and housings	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
<p>(2) The like for like replacement of—</p> <p>(a) bearings and their housings</p> <p>(b) gudgeons</p> <p>(c) crown staple assembly</p> <p>(d) steel or cast iron headstocks</p> <p>(e) wheels</p>	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>The works do not involve the drilling or turning of the bell</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
<p>(3) The replacement of—</p> <p>(a) bell bolts</p> <p>(b) a wrought iron clapper shaft with a wooden-shafted clapper</p>	<p>Regard is had to any guidance issued by the Church Buildings Council</p> <p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(4) The treatment of timber bell frames with preservative or insecticide materials	<p>Regard is had to any guidance issued by the Church Buildings Council</p>
(5) The re-pinning or re-facing of hammers in Ellacombe apparatus	<p>No modification is made to the manner in which any bell may be sounded</p> <p>No historic material is modified or removed</p>
(6) The installation of an electric silent ringing device for the training of ringers	<p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>

Matter**Specified conditions**

The device is installed in a location not normally visible to the public

No alteration is made to the fittings of the bells other than the installation of electric contacts and wires

The device does not adversely affect the church's protection against lightning

(7) The installation of louvres in a belfry as a sound control measure

Any fixings are made into mortar

(8) The introduction of peal boards in a location not normally visible to the public

B3. Clocks

(1) Alterations to striking trains to prevent striking at night

No part of the clock movement is affected

(2) The repair or replacement of electrical or electronic clocks manufactured after 1950

B4. Church contents

(1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest

(2) The replacement of an electronic organ (but not of a pipe organ)

The original introduction of the electronic organ being replaced was authorised

The replacement electronic organ is on a similar scale to the electronic organ being replaced

(3) Like for like repairs and works of conservation to a pipe organ

The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience

Matter**Specified conditions**

(4) The installation of humidification equipment for a pipe organ

The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member of officer of the committee, that the person who is to carry out the work has the necessary skill and experience

Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(5) The replacement of carpets or other floor covering and underlay (see List A for like of like replacement of carpets)

Only breathable material is used

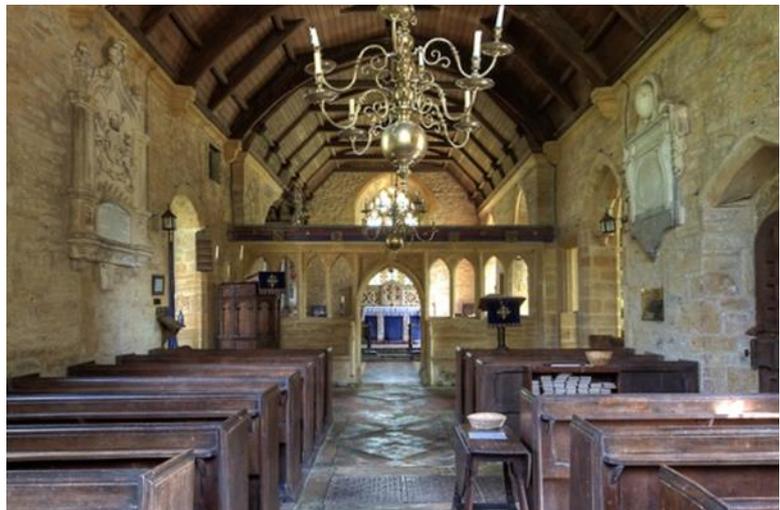
No article of historic or artistic interest is replaced

(6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest)

(7) The introduction of a book of remembrance and stand

(8) The introduction of a stand for candles

(9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building



(10) The introduction of a heating appliance not forming part of a heating system

Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(11) Works of repair to altar frontals and falls

No work is carried to an article of historic or artistic interest

(12) Disposal of redundant altar frontals and falls

No article of historic or artistic interest is disposed of

Matter	Specified conditions
<p>B5. Church halls and similar buildings subject to the faculty jurisdiction</p>	
<p>(1) The introduction of a defibrillator in a building which is a listed building</p>	
<p>B6. Churchyard</p>	
<p>(1) The introduction and removal of benches in a churchyard</p>	<p>No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor</p>
<p>(2) The repair or rebuilding of walls</p>	<p>The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p>
<p>(2) The repair or rebuilding of walls</p>	<p>Any new disturbance below ground level is kept to a minimum</p>
<p>(3) The repair of lychgates</p>	<p>The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p>
<p>(4) The introduction, replacement or alteration of a notice board</p>	<p>A new notice board is not illuminated</p> <p>The Town and Country Planning (Control of Advertisement) Regulations 2007 are complied with</p>
<p>(5) The introduction of a defibrillator where the church is a listed building</p>	<p>Any new disturbance below ground level is kept to a minimum</p>
<p>(6) The introduction of stands for bicycles</p>	
<p>(7) The resurfacing of paths and other hard-surfaced areas using different materials or colour where the church is not a listed building</p>	

Matter	Specified conditions
(8) The introduction of hand rails to steps or paths	
B7. Trees	
(1) The planting of trees	<p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
<p>(2) The felling of a tree— (a) that is dying or dead; or (b) has become dangerous</p>	<p>In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
<p>(3) All other works to trees (whether or not prescribed in List A) except felling</p>	<p>If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards”</p>



Your Diocesan Support Network

You are not alone and do not have to solve everything yourself. There are Diocesan support networks to help you, so please do contact them.

Local Support

Your incumbent, assistant clergy and Readers, fellow wardens and the PCC are all there to help carry the load. Do use them and cultivate the relationships.

The Diocese is also moving to a more active Deanery working, to provide local support outside the parish. Do try to get to know the Churchwardens in the neighbouring parishes and benefices for informal support and encouragement. Your Rural/Area Dean is also a source of support, especially in a vacancy.

The Archdeacon

As Officers of the Bishop, the Archdeacon, is your first point of call for bigger issues, that can't be handled within the Parish. But please let the Archdeacons know the good as well as the difficult. They see themselves, together with you as partners in the mission of the church and they are there to support, encourage and rejoice with you.

The current Archdeacons are:

Archdeacon of Bath Adrian Youings
PA: Denise Blake



The Ven Dr A Youings
Birnfels
56 Grange Road
Saltford
Bristol
BS31 3AG
01225 873609
adbath@bathwells.anglican.org
Denise.Blake@bathwells.anglican.org

Archdeacon of Taunton Simon Hill
PA Julia Gratton



The Ven S Hill
2 Monkton Heights
West Monkton
Taunton
Somerset
TA2 8LU 01823 413315
adtaunton@bathwells.anglican.org
Julia.Gratton@bathwells.anglican.org

Archdeacon of Wells Anne Gell
PA Sue Anderson



The Ven Dr A Gell
6 The Liberty
Wells
Somerset
BA5 2SU 01749 685147
adwells@bathwells.anglican.org
Sue.Anderson@bathwells.anglican.org

Diocesan Support Services

Peter Evans is Assistant Diocesan Secretary, and can provide procedural and governance advice to parishes, including the following:

- Parish trust issues e.g. land ownership and disposal of trust property
- Pastoral reorganisation e.g. parish boundaries, union of parishes, or closed churches
- Elections for Deanery Synod, Diocesan Synod, and General Synod
- Sending out statutory notices during vacancy
- Electoral Roll
- Church Representation Rules
- General advice on parish structures and governance

Where necessary these questions can be referred to the Diocesan Registrar on behalf of the parish.

Please also use him as a point of contact for other services and do not be reluctant to get in touch with him if you think the Diocesan Office (rather than, say, your minister, area dean or archdeacon) might be able to help.

Telephone 01749 685108 or email Peter.Evans@bathwells.anglican.org

The Diocesan Website

The Diocesan website, which recently underwent an overhaul, is a large and growing resource for the Diocese. A little time getting familiar with it will enable you to get the most from it. Because it contains so much information, the search button in the top right is often the quickest way to find things.

The second section: "Parish Support " has much of the information you need:

The screenshot shows the top of the Diocese of Bath & Wells website. The logo on the left reads "DIOCESE OF Bath & Wells" with the tagline ".living the story. Telling the story." Below the logo is a navigation menu with items: "Who we are", "Parish support", "Faith & action", "Ministries", "Schools", and "Documents". The "Parish support" item is circled in red. To the right of the menu is a search bar, also circled in red, with a "Donate" button next to it. Below the search bar are links for "Safeguarding", "Vacancies", "News & stories", "A church near you", "Events & training", and "Contact Us". The background of the page features a photograph of three children in a church setting.

This includes:

- Church Buildings and Church Yards for help with caring for church buildings and vicarages
- Info for PCC, Treasurers, parish Share, Common Fund
- Gift aid, planned giving and fundraising
- Communications for guidance on the media, social media and the Diocesan publications
- Ministry Support for vacancies and guidance for clergy.

The other key sections of the website to explore are:

- 'Ministries' section for Mission, Evangelism, Discipleship, Vocations and Training
- 'Schools' for supporting Children and Young People, Church Schools, the Go Teams, youth and children's ministry
- 'News & Stories' for the latest news and 'Events & Training exciting events. If you would like to advertise your event to the Diocese please contact the Communications team.

Social Media

The Diocese is on Facebook and Twitter. This can be a good way to feel connected to the day to day life of our Diocese. We would love to hear what is going on in your parish as well.

- www.twitter.com/BathWells
- www.facebook.com/bathandwells

The Church of England Website

The Church of England website is also a place for information

www.churchofengland.org/ and can be useful for people not familiar with the church to find out more e.g. There is also a section just for Church Resources under the More tab www.churchofengland.org/more/church-resources

- The Life Events Section can be given to those considering weddings, funerals, or christenings.
- Faith in Action has inspiring stories from around the churches.
- Prayer and Worship has prayers and service materials
- About includes national governance, synods, national organisations



Resources for Churchwardens

There are various resources and books you might find helpful. Most can be purchased from Church House Bookshop <https://chbookshop.hymnsam.co.uk/> at 31 Great Smith Street, London SW1P 3BN (tel. 020 7898 1300), the Cathedral bookshop or Amazon. Some are available to borrow from the Diocesan office

An ABC for the PCC: A Handbook for Church Council Members by J Pitchford (2008). Invaluable as a dictionary, but unfortunately not updated as thoroughly as should have been in 2008.

Churchwarden's Yearbook 2018. Produced each year this diary is packed with useful information.

Churchwarden's Handbook: A Practical Guide by Ian Russell and Helen Elliot (2000) - getting a little dated but still helpful

Churchwardens: A Survival Guide by M Dudley and V Rounding (2009). It includes many case studies and lots of practical advice.

The Churchwarden's Year: A Calendar of Church Maintenance by Graham Jeffery (2012) a humorous, illustrated monthly calendar of handy tips.

Church Representation Rules (2017 edition: purple cover)

Good Parish Management Guide by Ian Smith (2006) focuses on the higher levels of managing a parish rather than the minutiae.

A Handbook for Churchwardens and Parochial Church Councillors by K M Macmorran and T Briden (2010) the authoritative guide to the job.

Making Church Buildings Work by Maggie Durran (2004) for church building works and reordering

Open for You: The Church, the Visitor and the Gospel by Paul Bond (2006) Ideas on how to make your church friendly to visitors.

The PCC Member's Essential Guide by Mark Tanner (2015). What it means to be a PCC Member

Practical Church Management by James Behrens (2014). A compendium of information. It will date - so look for the latest version.

Rotas, Rules and Rectors: How to thrive being a Churchwarden (2018) An experienced Warden's encouragement to those thinking of becoming Churchwarden, exploring the role.

So the Vicar's Leaving: The Good Interregnum Guide by Mike Alexander, Jeremy Martineau, and Ron Wood (2002) good advice for a vacancy.

Your Church and the Law: A Simple Explanation and Guide by David Parrott (2011). Useful if you are getting into legal issues.

Church House Bookshops also sells church supplies for communion, baptisms etc and forms (if you can't print your own for e.g. The Church Property Register, Applications for the Electoral Role etc).

Other websites

- See the Diocesan and CofE websites above
- Churchcare www.churchcare.co.uk/ national support for the care of buildings
- www.parishresources.org.uk/ has national resources including things for the PCC, church administrators, finance, buildings, people management etc. Includes downloadable forms you may need.

Clarifying your Role

Managing the expectations of clergy, PCC and church members can be one of the most difficult things in the job. You may feel pulled in so many directions.

If that becomes a real problem you might like to sit down with fellow wardens or clergy and discuss how to make these manageable. Asking some of the following questions which are often used for ministry specifications might be helpful:

1. What exactly do you want me to do?
2. What freedom to make decisions will I have?
3. Over what period?
4. How much of my time will it involve?
5. Where will I do it?
6. Who will I answer to and how?
7. What resources will be available to me?
8. What support will I receive and from whom?
9. How will any possible problems between us be handled?
10. Will I be able to talk through with someone how the job is going and when?
11. What will count as success?
12. What particular objectives do you want me to fulfil?
13. What preparations/training will I receive and from whom?
14. What opportunities for further training will there be?
15. Who will I work with?
16. How will I relate to others in the pastoral team?
17. Will there be other opportunities for ministry in the parish which I might be able to undertake when I have done this?
18. Will I be able to give up the job gracefully at the end of this period, or if I find that it is too much for me?
19. Who will arrange for my replacement?
20. How will people know what I have been appointed to do?
21. Will the church reimburse me for expenses incurred in doing this appointment?



Simple Security Advice for Churches

ALWAYS	Always put your personal safety and that of other Church workers first	NEVER
Tell someone where you are and when to expect you back.	<ul style="list-style-type: none"> • Look at your church as a criminal would. What could you easily steal? Is it easy to get it out of the church? Can you drive a vehicle right up to the church? 	Give money to people, no matter how genuine their story is. Be practical in your help instead.
Tell that person if you change your plans.	<ul style="list-style-type: none"> • Are there any obvious points of entry? Could you funnel any intruders towards an alarmed area? 	Get into an argument of any sort when on your own in the church.
Agree what to do if you do not appear when you are expected.	<ul style="list-style-type: none"> • If you have a particularly valuable item, are they listed by any outside agencies, e.g. V&A, NADFAS, guide books. 	Disturb the scene of a crime if you find one.
Have some means of calling for help from the church e.g. phone, mobile, panic button.	<ul style="list-style-type: none"> • Have you spoken to your neighbours and asked them to ring the police if anything suspicious happens? Reassure them you will not mind if it's a false alarm. 	Forget, or not bother to report a crime to the police, no matter how trivial it may seem.
Look at potential problems in your church and carry out a risk assessment.	<ul style="list-style-type: none"> • Have you carried out a general risk assessment in relation to both church workers and volunteers and building security? 	Enter the church if you have any suspicion that there may be someone inside committing a crime. Call the police.
Ask for help if you need it when carrying out a risk assessment	<ul style="list-style-type: none"> • Put security as a fixed item in your budget. Every church needs extra security and to increase it over a few years will ensure that if you suffer a crime you will have done everything practical to limit the offence. 	Get security advice from a security company you do not know. If in doubt check with the Property Department.
	<ul style="list-style-type: none"> • Is there anything in your church that would be a significant loss to you if it was stolen? If so how are you protecting it? 	

Environment and Eco Church

As Christians, we are called to be good stewards of the earth which God has entrusted to us. We are also called to love our neighbours; this includes our global neighbours who are feeling the effects of climate change first and worst; and our future neighbours, who will inherit this world from us.

Following the February 2020 General Synod commitment to achieving Net Zero emissions by 2030, the March Diocesan Synod declared a Climate Emergency and committed to Net Zero by 2030. This commitment recognises the need to take practical action to support and influence change and action primarily concerning, churches and cathedrals primary energy use; Schools* and Clergy housing primary energy use; Travel; Glebe land.



In responding to this commitment with the urgency needed, we have developed a new [Environment Policy](#). Combined with an updated 5-year Action Plan for targeted and timely action the following priorities have been identified:

- Practical changes, guidance and support
- Establishing baselines
- Training and Awareness Raising, especially to support carbon reduction
- Planning ahead
- Linking Faith with responses to issues of climate and social justice
- Collaboration within the diocese and with ecumenical and non-ecumenical partners

[The Church of England's Environment Programme](#): discover the heart of all that we do for the environment and how God calls us to take greater care of our world.

Sustainable buildings

Moving towards a sustainable and carbon-neutral building requires us to reframe their use and maintenance. For inspiration and encouragement in where to begin, [browse through these case-studies](#) from Eco Church South West or take a look at the [Church of England's – pathway to net zero](#).

Fabric

Reordering and maintenance of churches whilst maintaining and preserving their fabric in line with heritage requirements and local planning can be a daunting task. Each church will face different challenges based upon age, listing status and individual circumstances.

Lighting

Improving, upgrading or repairing lighting can significantly reduce your churches carbon footprint and potentially save you money. It can require Faculty permission and must be carefully considered to be sensitive to the heritage of your building.

Green Journey provide energy audits and advice for churches on potential savings. [Visit the Green Journey website](#) or call 03330 067117.

Heating

Heating your building can be a complex task, especially when trying to keep your congregation warm in an old building. Future recommendations will favour low carbon and renewable solutions wherever possible.

- [Church of England Heating Guidance](#)
- [Church Care Guide to Choosing the Right Heating](#)

We have many examples where churches have suddenly had a breakdown of their heating system and the need to make a quick decision on its replacement. This often leads to “like for like replacement” rather than reviewing more sustainable and appropriate heating options. To address this, we are inviting all churches to consider developing a **future heating plan** by the end of 2022 as part of the diocesan plan to support us all getting to net zero by 2030.

Renewable Energy

Switching to a renewable energy provider is an easy win for carbon footprint reduction and more and more churches are finding ways to install renewable energy technology on and in their buildings.

- [Church of England energy guidance](#)
- [Good Energy](#)
- [Ecotricity](#)
- [Parish Buying](#)
- [Green Journey](#)



Net Zero, Energy Checklist

Are there gaps in and around the windows and doors? Are there cracked or broken windows? Take a look at the very useful [Net Zero Checklist](#)

Sustainable projects advice

Becoming sustainable is a process over time. Incorporating sustainability in your projects from the start is an excellent foundation. Here's where to look if you're just beginning:

- [Church of England Sustainable Building Project Advice](#)

Encouraging biodiversity

Our churchyards (and even buildings!) are safe-havens for a wealth of species, sometimes rare and protected species. If you are lucky enough to have a church yard or glebe land, below are links to offer advice on how to encourage and protect biodiversity and how to discover what your acres are home to:

- [Church of England Biodiversity Guidance](#)
- [Caring for Gods Acre](#)

Become an Eco Church

As churches – often pressed for both time and money - it can be overwhelming to think about the climate challenge and where to start in caring for creation. A Rocha's Eco Church initiative is a great place to start ecochurch.arocha.org.uk

It breaks church life into five areas, making it easier to assess how well we are caring for God's earth in each of these areas, and what steps we can take to improve things. By registering with Eco Church and completing their questionnaire you can easily see how sustainable your church is currently. You can then discover how to improve these areas and gain Eco Church accreditation and a bronze, silver or gold award

Contact

Sara Emmett, Assistant Environment Officer
sara.emmett@bathwells.anglican.org

David Maggs, Mission Team Leader
david.maggs@bathwells.anglican.org

Emma Brown, Church Buildings Adviser
emma.brown@bathwells.anglican.org

Giving and Funding help for parishes



Who we are

Gary Watson, Lead Giving and Funding Adviser and Sue Whitehead, PA to the Giving and Funding Adviser are happy to assist you and your parish in matters of giving or grant fundraising. Do get in touch – contact details below.

Grant fundraising

We produce regular funding updates to help parishes with grant fund raising which may be found at: www.bathandwells.org.uk/parish-support/christian-giving-and-funding/grant-funding-latest. If we can be of assistance with obtaining grants, please get in touch.

Planned Giving

Many parishes ask their regular givers to review their giving annually, which is an excellent way to try to ensure that income from giving stays up to date with increases in expenditure from inflation etc and helps to avoid only talking about money when there is a crisis. Latest information about giving matters and training events/webinars may be found at www.bathandwells.org.uk/parish-support/christian-giving-and-funding/giving-latest.

Mission Makes a Difference

As churches, we will always have a need to secure enough income to sustain both the ministry that is offered in our communities and also to maintain and make the best use of our buildings. Both of these are key resources for mission as we seek to Live & Tell the story of Jesus. As churches we should always remember to frame our need for donations in the context of our mission and regularly celebrate the generosity that we receive by keeping our congregation and wider community up to date with how their gifts make a difference in the lives of those we serve.

Generosity Week

At a time of great need in our society and our churches, an exciting set of new resources has been developed by The National Giving Team to help us explore and reflect on how we can rise to the challenges we are seeing and experiencing. The Generosity Week is a set of helpful and inspiring resources intended to be used over the course of a week (or longer) to help us develop a deeper understanding and appreciation of God's generosity and to inspire us to lead more generous lives.

You can run The Generosity Week in your church to coincide with your Harvest Festival or at other times of the year. Resources available include:-

- Worship materials for two Sundays at the beginning and end of a Generosity Week (themed on generosity and gratitude)
- 8 formal daily Morning Prayer services
- Activities to help your church discover and share its generous stories
- Guidance showing how to engage the wider community with the Gospel
- A social media and marketing toolkit to help you promote your church's Generosity Week.

To encourage everyday acts of generosity and kindness, you can also encourage people to take part in The Generosity Week Challenge – individually or with friends, family, colleagues or other members of your church. There are also resources available to support this:-

- Eight podcasts exploring generosity stories from different churches across the country
- Daily devotionals on a Generosity theme
- A daily generosity activity to complete each day of The Generosity Week.

The Harvest Generosity Week resources are available on the Church of England website:

<https://www.churchofengland.org/resources/building-generous-church/encouraging-generosity/ideas-activating-generosity/generosity-week>

Giving for Life Continuing the Journey

These resources from the national church help parishes review your approach to issues of stewardship and generosity, to help you encourage generous giving among your church members. Following the original Giving for Life report and resources, a survey of 1,100 parishes across the country showed that most have been making real progress in adopting good practice. Materials to help PCC members and church leaders discuss how they are doing with giving and stewardship matters, together with leaflets produced by the national church, are available at:

www.bathandwells.org.uk/parish-support/christian-giving-and-funding/giving-for-life

Some priority tasks which help PCCs encourage giving in the context of discipleship are:-

- Preach and teach regularly about giving in the context of discipleship.
- Clearly communicate that giving to the church enables the mission and ministry that flows from it.
- Send an annual, personal 'thank you' to regular givers.
- Hold some form of annual review of giving.
- Agree a legacy policy.
- Claim Gift Aid regularly, including the Small Donations Scheme.
- Use the Parish Buying service, to help the church take advantage of its scale.

The original individual leaflets for Church members are available from Sue (contact details below).

We have a range of **downloadable resources** to help you increase giving in your parish, putting giving into the context of discipleship and generosity and providing ideas for a planned giving review, as well as help with capital appeals, grants and fundraising.

www.bathandwells.org.uk/parish-support/christian-giving-and-funding

Planned Giving Promoters

We encourage parishes to appoint someone to encourage planned giving amongst your church members. We have a range of downloadable resources at www.bathandwells.org.uk/parish-support/christian-giving-and-funding/planned-giving. They include general advice, letters, booklets, planned giving review programmes, magazine articles, talks/sermons and legacies. There is also information about a Giving Insight survey which looked at people's motivations for giving, which reveals some interesting results and recommendations for parishes.

The national Church of England website has information on **enabling giving and encouraging generosity** at <https://www.churchofengland.org/resources/building-generous-church>, including

Gift Aid and resources for parishes wishing to run a planned giving programme; also visit www.givinginrace.org for downloadable resources covering everything from planning your programme to individual leaflets and follow-up.

Gift Aid and the Gift Aid Small Donations Scheme

We have a downloadable **Gift Aid Guide** to help parishes administer Gift Aid and the Gift Aid Small Donations Scheme and make claims: www.bathandwells.org.uk/parish-support/christian-giving-and-funding/gift-aid plus national church guidance at <https://www.churchofengland.org/resources/building-generous-church/enabling-giving/giving-mechanisms/gift-aid>. HMRC strongly encourages full forenames on Gift Aid Declarations.

The **Gift Aid Small Donations Scheme (GASDS)** enables churches and charities to claim a top-up payment similar to Gift Aid on up to £8,000 a year of cash and contactless donations up to and including £30, without the need for Gift Aid Declarations. Guidance on record keeping and how to claim may be found in our Gift Aid Guide and the national church guidance (see links above). Retrospective claims can be made back as far as 2 years from the end of the tax year in which the donation was made.

Catching up on GASDS donations after church closures during lockdown – where churches normally make use of the Gift Aid Small Donations Scheme (GASDS) in relation to small gifts given in weekly envelopes, HMRC is happy to accept GASDS claims for separate weekly envelopes containing £30 or less given when Church buildings re-opened or multiple gifts given in one envelope with a declaration stating how much was donated each week and the relevant dates.

Waived Refunds and Loan Repayments – HMRC will consider donations made from a waiver of a right to either a refund or loan repayment to be eligible for Gift Aid, eg where events have been cancelled for which tickets were sold. Options must be explained to donors and individuals must positively choose to waive their right, a record of a formal waiver must be held and all other Gift Aid rules kept, including a Gift Aid declaration held. The donation will be considered to have been made at the date of the waiver and not the date of the original payment.

<https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid#chapter-345-claiming-gift-aid-on-waived-refunds-and-loan-repayments>

Digital fundraising, Online donations and Contactless/card readers

There are a number of different providers offering online and contactless giving tools. Whilst Standing Orders and envelopes are best for regular planned giving, online and contactless methods enable parishes to receive additional donations – one-off gifts, event donations, visitors, weddings/funerals, etc. We recommend:-

- **easyfundraising**, which enables churches to generate income by: donations generated when supporters shop online through the easyfundraising website; and offering supporters the opportunity to make direct donations to your church. Further information and a link to register through our diocesan partnership may be found at: <https://www.bathandwells.org.uk/parish-support/christian-giving-and-funding/digital-fundraising-and-donations/easyfundraising/>
- **SumUp**, for contactless or card payments, combined with **Give A Little**, for online giving, about which you can find information on the Parish Buying website <https://www.parishbuying.org.uk/categories/giving-and-payments/online-giving>

- **Contactless/card readers** – a range of options can be found on the Parish Buying website, offering discounts to parishes: <https://www.parishbuying.org.uk/categories/giving-and-payments/solutions>
- **QR codes** – these are handy images which, when scanned by a smartphone or tablet, take the user directly to a webpage such as an online donation page. You can set up a QR code for your church which can be displayed in service/notices sheets or on a Zoom slide, so that people can scan it and be directed to an online giving page where they can make a donation. <https://www.churchofengland.org/resources/building-generous-church/enabling-giving/giving-mechanisms/qr-codes>

Legacies

Church members and others who are attached to your church community may want to consider leaving a legacy gift to your church in their will. Many churches however find it hard to talk about or promote the concept of legacy giving but it needn't be so. We encourage all churches to have a legacy policy and to promote it each year (eg during your Annual Parish Council Meeting where finances are discussed).

The national church has a range of leaflets and resources to help you encourage people to think about writing/updating their Will and consider including a legacy to your parish church. We have been informed of legacies received by parishes in this diocese ranging from £5,000 to £1,200,000. There are quite a number. They should not be budgeted for, yet it is good to have a plan to use legacy income. Can you ask your PCC to discuss the question:

What would we do if someone left us £5,000? What are the priority uses?

Then repeat the discussion with the sum of £50,000 and then again with the sum of £500,000. The answers will almost certainly be different.

Someone will need to write a report of the discussion and publish it in the parish magazine. Will Aid occurs every November and this is the month when more Wills are written than any other. Something in the October/November magazine will be read when more people are thinking about their Wills.

When you do receive a legacy, tell people what you have used it for. If the answer is to pay day to day bills, then please ask us to help with planned giving. If the answer is something innovative and exciting (or even something overdue – such as an interior redecoration), people can see the benefit and may consider their own Will. If you do not use the money, do not expect much more to arrive! It is most unusual for a bequest to be made to a church/charity that does not appear to need the money.

Getting in touch

We are here to help. Gary or one of our team of Honorary Stewardship Advisers can visit your PCC or working group to talk about giving or accessing grants and assist you with putting together a Planned Giving Review, obtaining grants for capital projects, etc. Please get in touch.

Gary Watson

Giving and Funding Adviser

01749 685270 Gary.Watson@bathwells.anglican.org

Sue Whitehead

PA to the Parish Resources and Development Advisor

01749 685272 Sue.Whitehead@bathwells.anglican.org

Diocesan Office, Flourish House, Cathedral Park, Wells, BA5 1FD Main tel 01749 670777

The Property Department

Who we are

Property Manager and Diocesan Surveyor	Owain Wynne
Head of Property and Glebe	James Millard
Property Co-ordinator (Mon, Tues, Wed)	Ali Walker
Property Co-ordinator (Wed, Thurs Fri)	Annabel Cook
Property Administrator	Suzette Berry

Diocesan Surveyor

Owain Wynne joined the Property Department as Head of Property Services and Diocesan surveyor in 2021. The appointment of the Diocesan Surveyor is mandatory under the Repair of Benefice Buildings Measure 1972 established under a parliamentary white Paper. Simply put the surveyor ensures that all the Rectories and Vicarages, curates houses and other Diocesan property are maintained, repaired and improved to an exact standard within a given budget and to meet the requirements of statutory compliance. This will include managing all property to assist with budget provision to enable the Boards provision of pastoral support. The surveyor will undertake the quinquennial survey on each parsonage (mandatory) and other clergy houses every five years. A copy is sent to the occupant of the property, however, in a vacancy this will be forwarded to the churchwardens as sequestrators.

The Diocesan Board of Finance incorporates the Parsonages Board. In this diocese it will now be represented by the finance group, reported to by the Houses Committee, and taking note of their recommendations to ensure that standards are maintained cost effectively and to protecting the investment value of the property. A particularly important role of the surveyor is that of identifying the right level of annual budget required in order to undertake and maintain property. From time to time and where appropriate the surveyor may recommend to the Houses Committee that a house be considered for replacement for economic and management reasons. This may necessitate the purchase of an existing house or construction of a new property.

With approximately 280 houses to manage within the Diocese the process is time consuming and can often involve lengthy discussions to satisfy pastoral and local requirements as well as comply with the statutory regulations such as building control and planning issues, whilst ensuring that the Church Commissioners guidelines for clergy are followed.

The Board own some 3500 acres of glebe lands, predominantly let as agricultural land and is managed by the Board's land agents, Greenslade Taylor Hunt liaising with the Head of Property.

Property Co-ordinator

Ali Walker and Annabel support the Head of Property in its various functions. The Property Co-ordinators also manage the vacancy and letting process of vacant Diocesan housing. The portfolio is constantly under review for value and ensures investment levels are maintained. When vacancies are announced the Property Co-ordinator will manage the property and let the property where possible. The rental income has a significant effect in reducing the parish share. If the parsonage house is considered unsuitable and following lengthy 'local' consultation with the parish a new house may be sought. The process of seeking input from parishes and churchwardens

is vital and has been invaluable in these circumstances. The Property co-ordinator is also involved in the sale and purchase of property, progressing documentation and in particular complying with the statutory requirements of the Church Commissioners.

Property Administrator

Suzette Berry provides administrative support to the whole department, particularly processing the invoices from contractors, arranging surveys and providing front line response to housing enquiries in addition to providing administrative support to the Diocesan Surveyor.

Summary

We hope this brief description is helpful and will give churchwardens an indication of the level of support we are able to offer. The Property Department is committed to the delivery a high standard of service. All of the department are available to contact if you have any questions or concerns regarding clergy housing matters via our helpdesk – Property.helpdesk@bathwells.anglican.org . We are very grateful for the time and input and hard work put in by churchwardens in the care of church property.

If you have a general enquiry about church buildings (rather than clergy housing) then please contact Emma Brown, the Church Buildings Adviser who started in post on 1st July 2019. Emma will be working closely with the DAC, who can be contacted via the DAC Secretary. More information is available on the website www.bathandwells.org.uk/parish-support/church-buildings

If you have any queries or you would like to discuss any of the foregoing with us please do not hesitate to contact us.

Owain Wynne Property Manager and Diocesan Surveyor	01749 670777 extn 2295	Owain.Wynne@bathwells.anglican.org
James Millard Head of Property and Glebe	01749 670777	james.millard@bathwells.anglican.org
Ali Walker & Annabell Cook Property Co-ordinators	01749 685144 01749 588902	Ali.Walker@bathwells.anglican.org Annabel.Cook@bathwells.anglican.org
Suzette Berry Property Administrator	01749 685143	Suzette.Berry@bathwells.anglican.org
Sarah Williams DAC Secretary (for church buildings) , Diocesan Registry, Harris and Harris, Solicitors	01749 67474	Sarah.Williams@harris-harris.co.uk



The Finance Department



DIOCESE OF
Bath & Wells

Living the story. Telling the story.

Who we are

Head of Finance and Operations	Matthew Pinnock
Finance Manager	Debbie Smith
Parish Share and Stipends Officer	Jessica Cook
Parish Returns and Parochial Fees Officer	Janine Lavery

Parish Share

Parish Share is the sum of money contributed by each parish every year to support local ministry. The Common Fund is the sum of all Parish Share across the Diocese.

Every parish contributes to the Common Fund and every parish receives from the fund in a number of ways including:

- parish priest's monthly stipend
- clergy pension contributions
- housing costs
- clergy training
- the diverse range of Parish share funded diocesan support services

Parish Share is essential to the mission of the church in the diocese, reductions in Common Fund can result in clergy and parishes being less well supported. The Common Fund is the diocese's largest single income stream.

To learn more about Parish Share and its importance to the diocese see the link below www.bathandwells.org.uk/parish-support/parish-share-common-fund

The total amount of Common Fund requested each year is divided between the parishes in a way that seeks to recognise the need for some parishes to be financially supported by others. Through Parish Share, each church is given the opportunity of contributing towards the financial cost of ministry in the entire diocese. Some parishes make greater contributions so stipendiary ministry can be provided to less wealthy areas that otherwise might not have been able to afford it.

The main factors that affect the current Parish Share allocation include the church regular worshipping numbers and the socio-economic make-up of the parish. Discounts are available for payment annually, by Standing Order or by Direct Debit. This assists with the cashflow of the Diocesan office to cover our regular monthly outgoings but also enables us to more easily identify PCCs who may be experiencing financial difficulty and enable us to offer our assistance to you.

Loans to Parishes

Loan funding may be possible, through the Diocesan Board of Finance. Please speak to a member of the finance team, for further discussions if your PCC would like to request loan support.

Statistics for Mission

Each year around the end of September, all churchwardens are asked to complete a Statistics for Mission form which collects information on behalf of the Archbishop's Council regarding the number and types of services that are held throughout the year; attendance figures and age breakdowns amongst other information. This form can be downloaded at:

www.bathandwells.org.uk/parish-support/treasurer-support/accounting-and-returns/finance-forms-returns

This form is usually requested to be completed online through the Church of England's Online Parish Return System by 31st January by the churchwarden at:

<https://parishreturns.churchofengland.org>: login details can be requested from Janine Lavery.

Please note that the total number of adults regarding the Worshipping Community figure on the Statistics for Mission form should be calculated in the same way as the Regular worshippers number on the Parish Share Survey Form, the only difference being those members who had left or joined, in between the completion of the two forms.

The National Research and Statistics Unit produce Parish Dashboards each year from the information provided (for each individual parish), which are available to be viewed and downloaded through the Online Parish Return System.

The Online Parish Return System is also where a PCC would submit their Return of Parish Finances and their Energy Footprint Tool.

Matthew Pinnock Head of Finance & Operations	01749 685112	Matthew.pinnock@bathwells.anglican.org
Debbie Smith Finance Manager	01749 685136	Debbie.smith@bathwells.anglican.org
Jessica Cook Parish Share & Stipends Officer	01749 685126	Jessica.cook@bathwells.anglican.org
Janine Lavery Parish Returns & Parochial Fees Officer	01749 685125	Janine.lavery@bathwells.anglican.org

Who we are

Diocesan Safeguarding Manager	Glenys Armstrong / Ben Goodhind
Diocesan Safeguarding Advisor	Andy Duncan
Safeguarding Caseworker	Cameron McConnell
Assistant Safeguarding Advisor and DBS	Helen Humphreys
Safeguarding Trainer	Emma Parslow
Administrative Assistant	Sam Gunning

Every PCC needs to appoint a Parish Safeguarding Officer (PSO). If your parish doesn't do any specific work with children and young people (Sunday School, Messy Church, Youth Club) or with adults at risk of abuse or harm (pastoral visiting to the sick or housebound, visits to nursing homes or hospitals, lunch clubs for the lonely etc.) then that PSO can be a Churchwarden, although as it is a role you are allowed to delegate, you may wish to appoint someone anyway! The PSO will monitor Safeguarding Training attendance, DBS checks, and ensure that activities involving children and adults at risk are carried out according to the Safeguarding Policy the PCC has adopted.

As a Churchwarden and the Bishops Representative, you will need to attend some level of Safeguarding Training. If as above, your church doesn't do any activities with children or adults at risk, this will be just the Basic Awareness Training, a one hour safeguarding induction which can be completed online <https://safeguardingtraining.cofeportal.org/>. If your church does have activities for children or for adults at risk, then we would ask that you follow this up with a Foundation Safeguarding Course within a year, (also available online from the above link) so that you are fully equipped to meet your legal responsibilities to maintain the safety of everyone attending the Church – whether that is a child, a family, an adult with a learning disability, an older person; or someone who has convictions for harming others who lives in your parish and wants to attend your church, which of course they have the right to do. Supporting safe worship for all is covered in the training.

If from the information above, you need to do the Foundation training, it indicates you are in a leadership position with children or adults at risk – and you therefore need to have a DBS check. As a Charity Trustee, which Churchwardens and other PCC members are, you are obliged to declare any cautions or convictions which might otherwise bar you from the role or indicate that you shouldn't be in a leadership position with vulnerable people. DBS checks are carried out by the Parish Safeguarding Officer, via an online system.

You need to ensure that anyone in your parish who wishes to report a safeguarding concern knows how to do so. Information about your Safeguarding Policy and who to contact should be available at the church, in newsletters and on a noticeboard; and online, on the Church website.

For more information about any aspect of safeguarding, please see the Safeguarding pages on the Diocesan website: www.bathandwells.org.uk/parish-support/safeguarding

For help with appointing a safeguarding officer, or carrying out DBS checks, contact Helen on 01749 685103 or Helen.Humphreys@bathwells.anglican.org. Helen works Tuesdays, Wednesdays and Thursdays.

For training queries please contact Emma Parslow on emma.parslow@bathwells.anglican.org

For all other queries, and particularly if you are concerned about someone who may be at risk of harm, please contact Andy Duncan, on 01749 588905 or mobile 07736 903855 or by email on andrew.duncan@bathwells.anglican.org

The Safeguarding Manager can be contacted on on 01749 685135, or 07834 514842 for out hours concerns. Glenys is retiring at the end of September but will be replaced by Ben Goodhind.

Parish Consultancy: Planning and Reflecting Together

There is a team of parish consultancy officers: Caroline Bruce, Sandra O'Shea and Lisa Face. We offer support to parishes, sometimes also drawing on other officers from Diocesan Support Services, depending on the requirements of the situation.

The Parish Consultant will work with you to understand your context. Together we will consider your situation, your local priorities, and the bigger picture. Together we notice where we think God is at work and how we can best work with the grain of that. We can offer skilled facilitation, sitting at one remove from your context, which can help enable transformative conversations.

Thinking about the role of your churches as a Christian presence in your community, thinking about your purpose and who your partners are in your community, is vital in our context today. It helps prepare for times of change or growth, for times of difficulty and rethinking what ministry might best fit your current context.

Apart from our general approach, supporting parishes at particular times of transition, other things you might like to consider using our support with include:

- Working to transform conflict in relationships
- Building teams
- Uncovering our values
- Discerning priorities
- Being missional, rather than doing mission
- Discovering our gifts
- Mutual ministry
- Re-imagining church and ministry for the 21st Century

For more information please contact Caroline Bruce

Caroline.Bruce@bathwells.anglican.org

01749 685127