

# Churchwardens' Day Welcome

Saturday 13 July 2024

# Dwelling in the Word

Luke 1 46-55

### A prayer as we Dwell in the Word

Loving God, Though our destination is not yet clear, May we trust in Your graceful promises; Though we are uncertain of ourselves, May we be rooted in Your loving regard; Though our attention is inclined to wander, May we hear the things You are saying; Though we often neglect Your influence, May we be convicted of Your power to change, In Jesus Christ our Lord, Amen.

46 And Mary said,

'My soul magnifies the Lord,

- and my spirit rejoices in God my Saviour,
- for he has looked with favour on the lowliness of his servant.

Surely, from now on all generations will call me blessed;

- <sup>49</sup> for the Mighty One has done great things for me, and holy is his name.
- <sup>50</sup> His mercy is for those who fear him from generation to generation.

- He has shown strength with his arm; he has scattered the proud in the thoughts of their hearts.
- <sup>52</sup> He has brought down the powerful from their thrones,
  - and lifted up the lowly;
- he has filled the hungry with good things, and sent the rich away empty.
- in remembrance of his mercy,
- <sup>55</sup> according to the promise he made to our ancestors,
  - to Abraham and to his descendants for ever.'

### A prayer to end

Loving God,

We thank you that we are able to listen to you

Through scripture and each other.

Help us to hold your words in our hearts.

We ask you to bless us

In all that we are, and say, and do.

In Jesus Christ our Lord, Amen.

### Session 1

Why is the Churchwarden role so pivotal?

## Legal matters

Christopher Jones from the Registry taking your questions

# Churchwardens and safeguarding

# Thank you!



### Safeguarding responsibilities

- Setting the tone
- Clear communication website, noticeboard...
- PCC agenda
- Ensuring risks are managed
- Give due regard to safeguarding

# Safeguarding training

- Basic Awareness
- Foundation
- Leadership

- Awareness of Domestic Abuse
- Safer Recruitment

### Diocesan Safeguarding team



**Ben Goodhind**Safeguarding Manager



**Jo Austin**Safeguarding Caseworker



**Leonie Jones**Safeguarding Coordinator

Jake Lent for Maternity Cover from late July



**Enita Andrews**Safeguarding Trainer



Jacqui Keir-Bucknall Safeguarding Trainer

### Diocesan Safeguarding contacts

#### For urgent Safeguarding support

Ben.Goodhind@bathwells.anglican.org
Joanne.Austin@bathwells.anglican.org
01749 588917

For DBS enquiries
<a href="mailto:dbs.safeguarding@bathwells.anglican.org">dbs.safeguarding@bathwells.anglican.org</a>

For general safeguarding enquiries safeguarding@bathwells.anglican.org

For training enquiries <a href="mailto:training.safeguarding@bathwells.anglican.org">training.safeguarding@bathwells.anglican.org</a>



### Urgent support

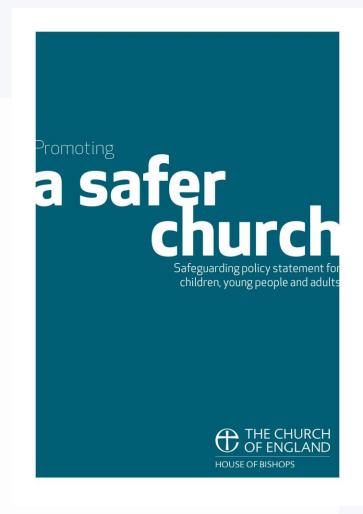
Police 999

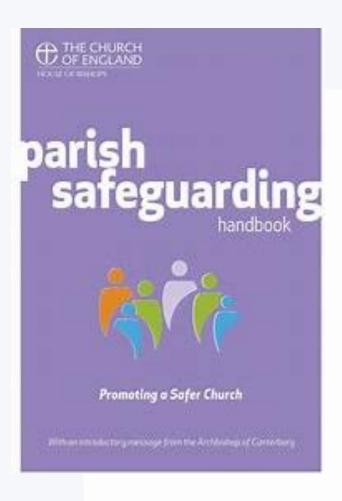
Children's Social Care (Som) 0300 123 2224 / (Banes) 01225 396111 (N.Som) 01275 888808

**Accident & Emergency** 

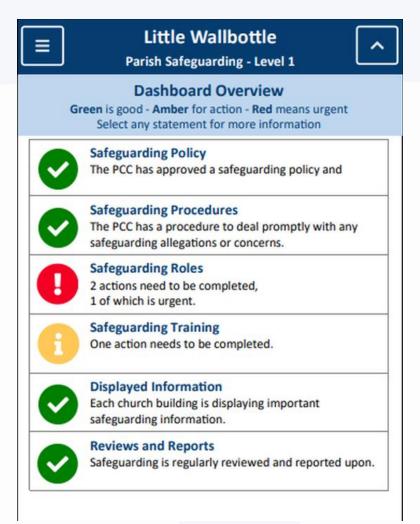
Adult social care (Som) 0300 123 2224 / (Banes) 01225 394200 (N.Som) 01275 888801

### Safeguarding: key documents

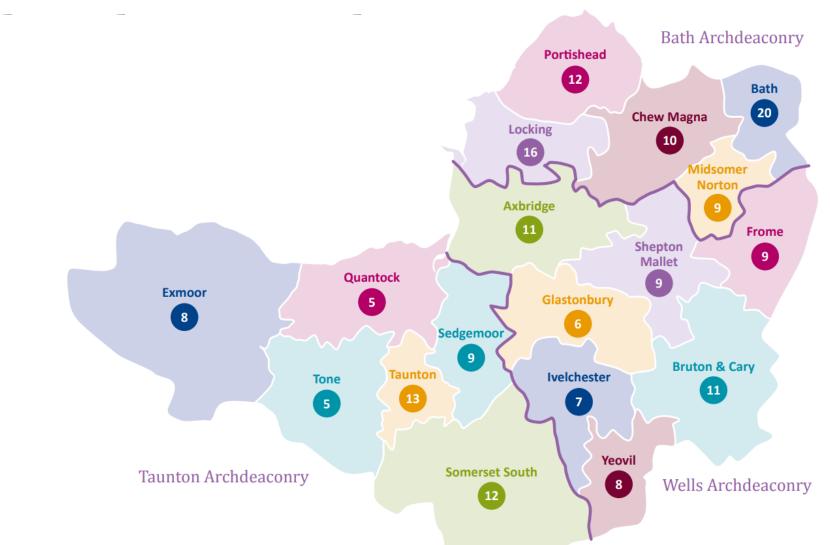




# Safeguarding dashboard



### Just before the break...



### Finance

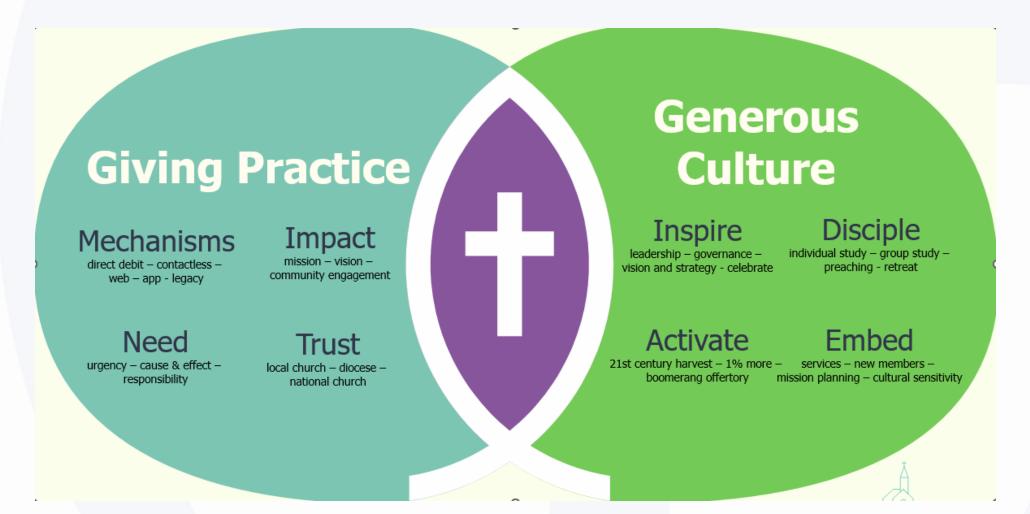
Matthew Pinnock Head of Finance and Operations

# Giving and Funding support

Natalie Wainwright

Lead Giving and Funding Adviser

# Giving for mission



# Giving for mission

#### **Giving tools**

- Parish Giving Scheme (PGS)
- Ways to Give
- Contactless Devices
- Online giving
- Easyfundraising (retailer donation)

#### Gift Aid

#### Legacies

Farewill

**Grant funding for churches** 

### Ways to Give



- Simplifies promotion of all 'ways to give' to a church
- Professionally printed tools
- Supports integration of Parish Giving Scheme
- Encourages online giving
- Link resource for church websites

# Why use PGS?



- Reduced administration for Treasurers and Gift Aid secretaries
- Detailed reports help you track your givers and thank them
- Improved cashflow with monthly Gift Aid claims
- Optional inflationary increases help combat static giving
- Powerful conversation starter to help kick-start a review of giving
- No transaction fees for collecting regular gifts and Gift Aid
- One-off gift function helps attract additional giving (fees apply)

### Contactless devices

Mobile signal surveys – all major networks
A range of devices available to suit your
context

- All setup provided by G&F team
- Full training and support provided

National contactless roll-out 2023

88 units installed in churches across the diocese

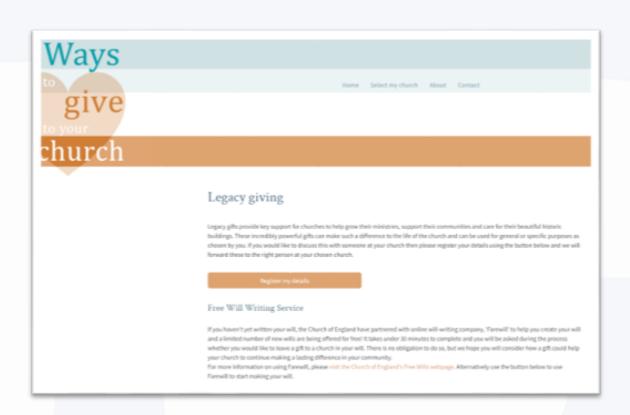
Also available on a 'Try B4 U Buy' basis



## Legacies



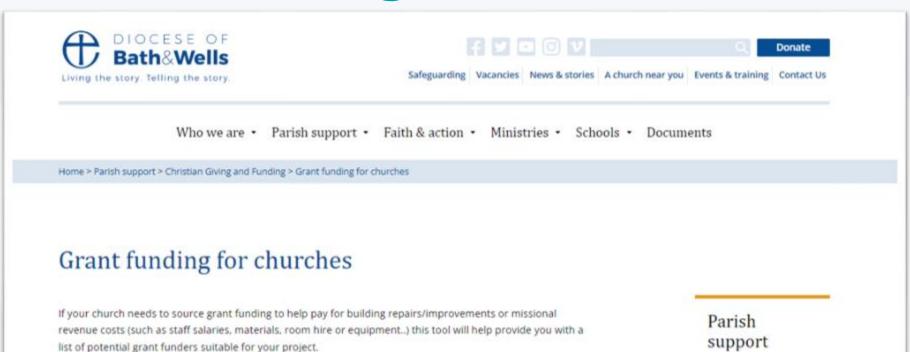




## Funding for mission

- Fundraising strategies
- Grant funding sources
- Assessing and advising on applications

# Grant funding for churches



Each list will include trusts and other funders who should generally fit with the answers you provide. However, there is not an exact 'one size fits all' solution to identifying the best funders as churches don't always offer the same type of events and activities, but those included on the list should be a good starting point.

To begin to use this tool you need to have a good idea how much your project is likely to cost (this could be based on architects estimates but contractor's estimates may be more accurate) and how much you need to source from grant funding. The lists generated by this tool are compiled to be as efficient with your time as possible so you don't have to trawl endlessly through generic funder information and so takes into account the value of grants needed.



## **Grant funding** for churches

#### **Grant Making Sources**

### RLM50 - For Listed Missional Building Projects up to £50k



#### Benefact Trust - General Grants

Benefact Trust is the new name for Allchurches Trust (as of March 2022). The trust is one of the biggest funders of ecclesiastical projects in the UK and will fund an enormous range of church based projects that demonstrate a focus on the impact on people and communities and promote the Christian faith. The main area of grant making are churches, social welfare and education. Funding focus includes: building communities, helping people in need to flourish, and growing churches spiritually and numerically. Funding has been used to support: Repairs, renovations, reordering & new builds; Community outreach; Protection of heritage. Exclusions: Running costs and salaries.

Churches and cathedrals of all denominations, with the following project areas:

- . Community and outreach
- · Repairs
- Conservation
- · Reordering and new works
- · Bells, organs and music
- Heating, lighting, amenities and building security
- · Churchyards and cemeteries
- Chapels and chaplaincy projects

It will not normally fund running costs.

Retrospective grants are possible where work is underway but projects which have completed would not be eligible.

Small Grants up to £15k	k is underway but projects which have completed would not be eligible information re Applications
Website www.benefacttrust.co.uk	Online application form
Contact lain Hearn (info@benefectrust.co.uk): Brockworth, Gloucester, GL3 4AW	01452 873189 Benefact House, 2000 Pionoer Ave, Gloucester Business Park,
iffa Award	2000 Pioneer Ave, Gloucester Business to d

Landfill Tax Credits: Bristol/Portishead

Projects that provide or improve community spaces, cultural facilities and places for outdoor recreation. They have four

How to Apply: Complete an Expression of Interest online Form, and then apply via the website. Advise contacting the Grants Officer before applying. No deadlines.

Exclusions: Your church must be within 5 miles of a Biffa operation and have public access for 104 days a year. They You will need to find a third-party contributor(s) to provide 10% of the grant you are applying for. Total project cost is

Websie- T	5,000 Average grant £32,829	Information re Applications
The second second	TWW.Diffa-award our	Expressions of interest
CONTRACT 18	Iffta Award Banks	Expressions of interest may be submitted at any time sts, The Kiln, Waterside, Mather Road, Newark, Notts, NG24 1WT, biffa- Visit the website for regional grants manager contact disease.
	ward@wildlifetrusts one for Wildlife Tru	sts, The Kiln, Waterside, Mather Road, Newark, Notts, NG24 IWT, biffa- Visit the website for regional grants manager contact details.
	osci. org. 01636 670000	Visit the waterside, Mather Road, Newark More, Alexandria

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### Get in touch!

Natalie Wainwright Lead Giving and Funding Adviser

Kate Mayo Local Giving Adviser (Bath)

Jonathan Philpott Local Giving Adviser

(Taunton and Wells)

E: givingteam@bathwells.anglican.org

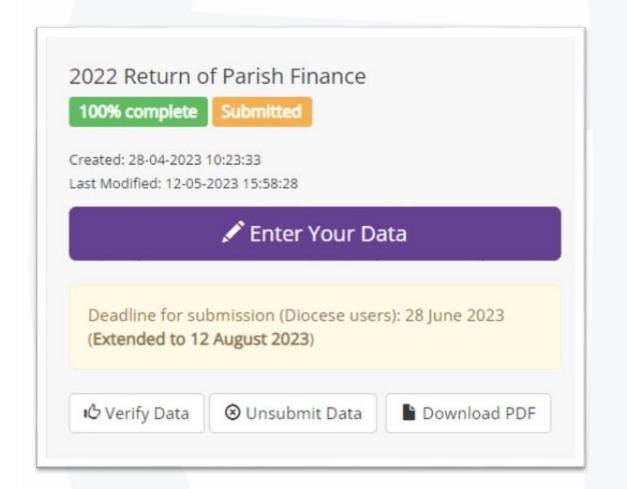
T: 01749 685270

### Statistics for Mission

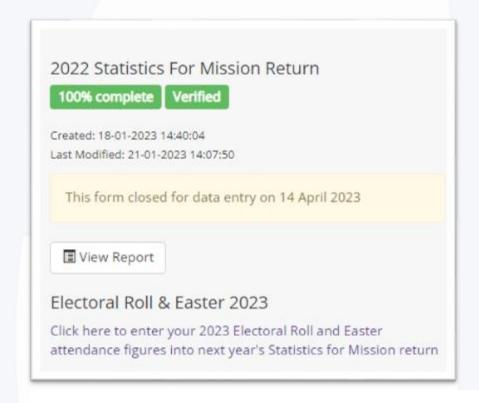
 Parish Returns System https://parishreturns.churchofengland.org/



- Parish Finance returns
- Statistics for Mission returns
- Energy Footprint tool

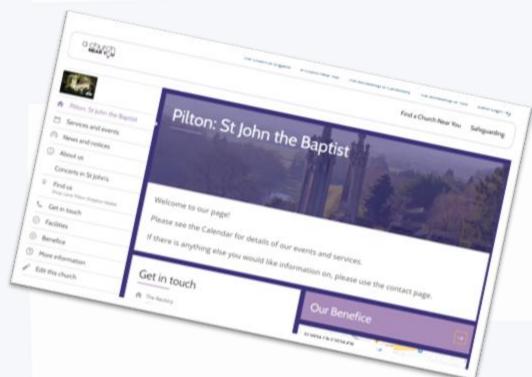






a church THE CHURCH OF ENGLAND

For support or a chance to explore: Sedgemoor Room over lunchtime



A Church Near You <a href="https://www.achurchnearyou.com/">https://www.achurchnearyou.com/</a>

All Saints, Halcon

Churches and Benefices

Service Register will now feed across to Statistics for Mission return

## Ways to give

Explore the different ways you can give to support your church



Scan the QR code or visit the website <a href="https://www.waystogive.org.uk">www.waystogive.org.uk</a> to see if this could help your church







A convenient and secure way for regular givers to support their church. Find out more about using Parish Giving Scheme in your church at <a href="https://www.bathandwells.org.uk">www.bathandwells.org.uk</a> /pgs-for-churches







### Save the date



Join us at Bagley Baptist Church with keynote speaker Jo Neary, register for this free event using the QR code with your smart device

> Monday 21 October

2024

# Session 5

Masonry and mishaps

## An introduction to DAC

Jacqui Carreira-White
Diocesan Advisory Committee (DAC)
Secretary

Alison Cruickshank
Taunton Archdeaconry Assistant

## About the DAC

- The DAC (The Diocesan Advisory Committee for the Care of Churches) advises the Bishop, the Chancellor, The Archdeacons, PCC's and petitioners on applications for permissions to carry out works to church buildings and churchyards.
- The DAC meets 6 times a year as a full committee with standing committee meetings held in between. The standing committee has delegated authority to make recommendations.

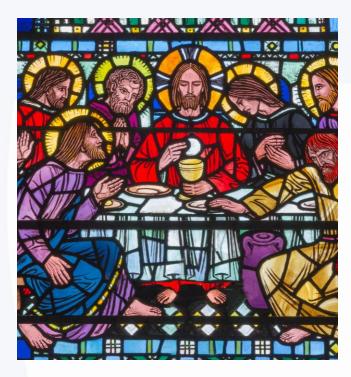
# DAC meeting dates

#### For the remainder of 2024

- 7 August standing committee
- 25 September full committee
- 9 October standing committee
- 13 November full committee
- 11 December standing committee
- Please note deadline for applications from parishes are five weeks before the intended meeting.

2025 dates will be displayed on the Diocesan Website

# What is the Faculty System?



The Ecclesiastical Exemption Faculty Jurisdiction

### A system which:

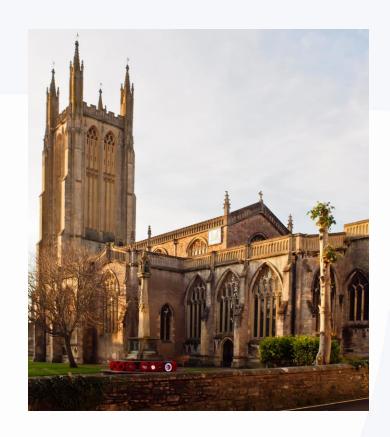
- applies to all Anglican churches
- regulates how we manage change to our church buildings
- helps us strike the right balance between:
  - worship, mission and wider community use
  - care for, and conservation of, historic buildings

# List A, List B or Faculty?

### The three categories:

- List A matters
- List B matters
- Matters requiring a faculty

There is a link on the website to List A and List B matters. If your proposed works match exactly with a List B item then you can apply for the written approval from your Archdeacon.



## List A matters



- Mainly routine maintenance that does not affect fabric or historical material
- Some common examples:
  - Introduction/disposal of fire extinguishers
  - Tuning of a pipe organ
  - Introduction/disposal of kneelers
  - Maintenance of fences
  - Removal of dead branches from a living tree
- No permission required but works should be recorded on the Online Faculty System

## List B matters

- Works that are to be considered like for like.
- Some common examples:
  - Installation of CCTV
  - Installation of broadband equipment
  - Introduction of a candle stand
  - Disposal of altar frontals
  - Introduction of a bench in the churchyard
  - Cycle racks
  - Electric vehicle charging points.



## List B turn-around time

- Does not require full consultations with the DAC and statutory bodies.
- Archdeacon's permission
- Does not require statements of significance and statements of need.
- Requires schedule of works, images and PCC minutes.

# Matters requiring a Faculty



 Works which result in a change to the character of a building/its furnishings, or involve substantial replacement of historic material

### An example:

- A reordering project comprising the removal of pews and the installation of a new kitchen and toilets.
- Apply through the Online Faculty System
- Applications considered by the DAC as informal proposals in the first instance
- The DAC will make a recommendation for approval to the Chancellor.

# Emergencies – interim faculty

In cases of a genuine emergency - i.e. damage causing significant ingress of water, structural instability or threat of physical injury where the remedial works would normally require a faculty, the Chancellor may authorise urgent works under an Interim Faculty (an 'emergency' faculty). Please consult your DAC Secretary, the Diocesan Registry, or your Archdeacon office for advice as to the procedure to be followed. The grant of an Interim Faculty must always be followed up by a full confirmatory petition in the usual way, including the display of Public Notices. This emergency procedure cannot be used to circumvent the usual faculty process.

# Statement of Significance

A Statement of Significance is a document that describes:

- The nature and age of the building and how it has evolved over time.
- The context of the building: in the churchyard; the community generally
- Should focus of the area of the church the proposals relate to
- When notable additions were made to the interior (e.g. pews, pulpit, organ, stained glass etc.) and who made them.

# Statement of Significance

A Statement of Significance should:

- provide a summary of why they are important and the contributions they make to the character of the building
- describe the impact on the existing fabric of the changes you are proposing.

## Statement of Needs

This document allows you to explain your proposal having regard to your statement of significance and the impact of your proposed changes.

It should contain a clear vision for what is desired and evidence that the proposed changes will achieve this.

It should set out the reasons:

- Why you think your needs cannot be met without making changes to your church building
- Why you think the proposed changes are necessary to assist you in your worship and mission

It is a statement of needs not a statement of wants!

# Balancing change and preservation

- The presumption is that any listed building will stay and be maintained as it is
- Any changes or alterations are likely to do "harm" to the building
- You must demonstrate that the good that will be achieved (in terms of mission, worship and community life) will outweigh any harm done
- Church buildings are part of our common heritage and other parties have an interest and a say – statutory
- To get the best result consult your architect!

## National amenity societies

You may need to consult national amenity societies if your project involves any form of demolition to your listed church. This includes:

- Making new openings in the walls
- Removing historic fixtures and fittings.

The process of consultation can be done by the parish (with the assistance of the church architect) alternatively your DAC Secretary will can do so to alleviate the pressure,

### so please don't worry!

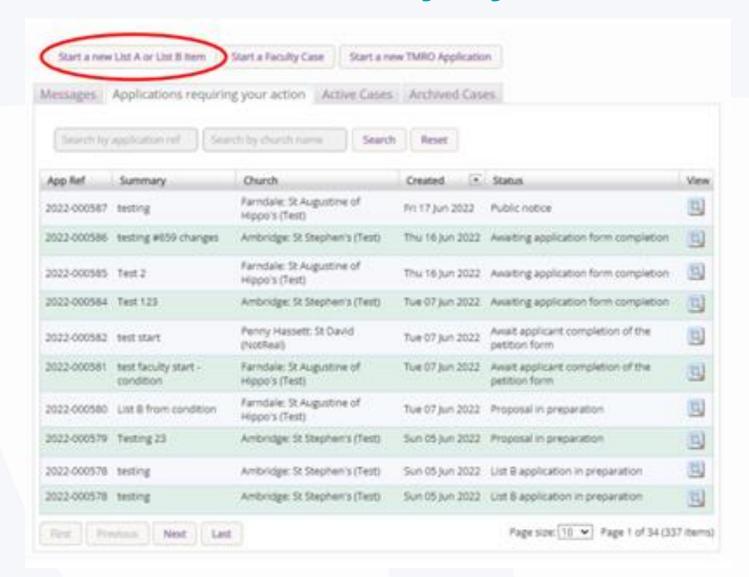
It is best to engage with your community and amenity societies (if necessary) to anticipate any possible objections at the public notice stage.

# Key websites

- ChurchCare on the Church of England website
- Diocesan website for Lists A and B
- The Online Faculty System
- Historic England

Links in your Churchwardens' Handbook!

# The online Faculty system



# Who can help?

- The Diocesan Church Buildings Adviser
- The Diocesan Advisory Committee (DAC) and DAC Secretary
- Your Archdeacon/Archdeaconry Assistant
- Your Architect

Seek advice early on!

## Insurance matters

Marcus Booth

Church Underwriting Manager, Ecclesiastical Insurance

Karl Scott

Client Relationship Manager Ecclesiastical Insurance



### Diocese of Bath & Wells – Churchwarden Essentials

Marcus Booth BA FCII, Chartered Insurer
Church Underwriting Manager
Karl Scott, BA DIP CII Chartered Insurer
Client Relationship Manager

#### Who we are

- > 137 years insuring and rebuilding churches
- Leading UK insurer of churches and heritage buildings
- Owned by a charitable trust Benefact Trust Ltd
- Specialist Church team:
  - Underwriters
  - Surveyors
  - Risk Management Consultants
  - Claims









### Examples of how we can help

- We provide support, guidance and assistance with your church insurance, risk management and health & safety responsibilities
- We offer practical help and a friendly listening ear
- We work with Dioceses to develop training and information on a wide variety of topics to support churches
- These are just some of the topics covered on our website
- Always happy to take suggestions for other topics!



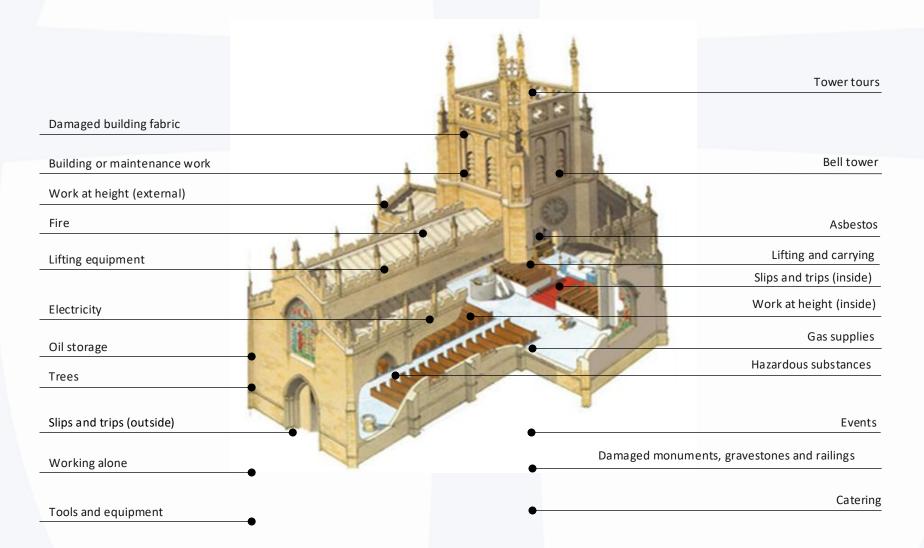
### Insurance policy conditions

- Insuring Clause
  - Insurance against loss, damage, injury or liability occurring or arising in connection with your usual activities
- Policy Conditions
  - Maintain the premises, works, machinery and plant in sound condition
  - Take all reasonable precautions to prevent damage, accident, illness and disease
  - Exercise reasonable care in seeing that all statutory and other obligations and regulations are observed and complied with

### Things we need to know

- ► Building works / Scaffolding
- ► Large scale events and 'high risk' activities
- ► Closing buildings
- ► Accidents where someone has needed medical attention
- ► Changes to Parish name / Setting up a Joint Council
- ► Change of correspondent

### Typical church hazards



### Testing to protect your church

## It is important that the following items are maintained or tested on a regular basis to ensure your church is best protected.

Item	Frequency	Helpful guidance
Electrical Installation	5 years	https://www.ecclesiastical.com/risk-management/church-electrical-wiring/
Lightning Conductor	4 years	https://www.ecclesiastical.com/risk-management/church-lightning-advice/
Smartwater	5 years	https://www.ecclesiastical.com/risk-management/smartwater/
Alarm Systems	Annually	https://www.ecclesiastical.com/documents/church-security-alarms.pdf
Fire extinguishers	Annually	https://www.ecclesiastical.com/documents/church-firefighting-equipment-guidance.pdf
Fixed heating systems	Annually	https://www.ecclesiastical.com/risk-management/church-heating-systems/

- ▶ Any electrical installation checks and works must only be undertaken by an electrician/electrical engineer.
- ▶ Work must be carried out by a qualified electrician with full scope registration or membership to work on commercial installations and certified with the National Inspection Council for Electrical Installation Contracting (NICEIC), The Electrical Contractors Association (ECA), The National Association of Professional Inspectors and Testers (NAPIT) or The Electrical Contractors' Association of Scotland (SELECT).
- ▶ There is no statutory frequency for inspection and testing of portable appliances.
- ▶ Find the full guidance on our website: <u>www.ecclesiastical.com/risk-management</u>

#### Download our risk calendar

The <u>risk calendar</u> marks key risks throughout the year to help you protect your church and those who use it.

#### It has:

- Monthly hints and tips for considering the operational risks at your church.
- Different topics featured throughout the year and included in the e-News we send to parish contacts.
- Website page links to the relevant guidance for each topic.

You can <u>sign up</u> to receive our monthly e-news containing helpful guidance and information.



### Summary of our fundraising resources



#### **Fundraising Hub**

www.ecclesiastical.com/c hurch/fundraising

Top Tips
List of Funders
Researching possible donors & funders
Checklist for grant applications
Case for support guidance
Outputs and outcomes
guidance
Fundraising guidance for Rural
Churches



#### **Webinars**

www.ecclesiastical.com/church/fundraising/fundraising-webinar/

#### Seven webinars:

- 1. Top tips
- Digital fundraising and crowdfunding
- 3. Keeping your congregation, and donors informed
- 4. Successful grant applications
- 5. Measuring the success of your project

#### Our latest sessions run in 2022:

- 6. Fundraising for your everyday costs
- 7. Fundraising for capital projects



#### **Fundraising in a Box**

Planning
Researching donors
Making the ask
Saying thank you
Thank you poster
Research template

Toolkits were sent out to correspondents 3 years ago. If you require one and are our customer just send your name and address and confirm the church policy number to; <a href="mailto:tina.hanks@ecclesiastical.com">tina.hanks@ecclesiastical.com</a>

#### Movement for Good Awards

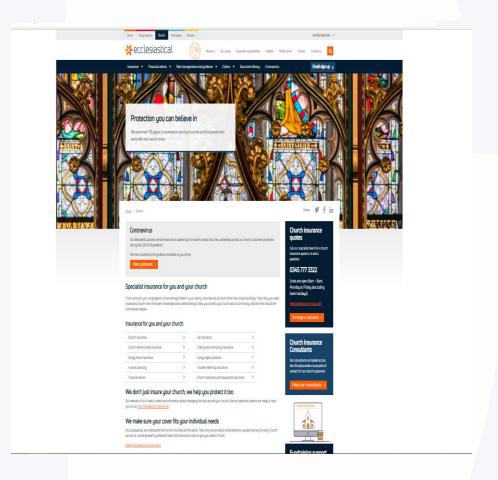
- Giving over £1million in 2024
  - Anyone can nominate a charity to win one of the £1,000 awards
  - The more nominations a charity receives the greater their chance of winning - one nomination per email address
  - Five special themed draws giving 10 awards of £5,000 throughout the year
  - £500,000 awards through large grants from 8<sup>th</sup> July to 2<sup>nd</sup> August
  - 12 Days of giving, 120 charities with a share of £120,000





### **Support for Churches**

- https://www.ecclesiastical.com/church
  - Church Queries0345 777 3322
  - Church Claims0345 603 8381 (24/7)
  - Risk Advice Line0345 600 7531



# Any questions?

Who we are - Parish support - Faith & action - Ministries - Schools - Documents

Home > Parish support > Churchwardens

#### Churchwardens

The office of Churchwarden is a vital and ancient part of the Church of England. Churchwardens have served the Church since its beginnings and are directly responsible to the Bishop. Very often they liaise with the Archdeacon over matters to do with church life, governance, buildings and worship.

This page provides links to areas of the website of most use to churchwardens. If you have a suggestion of a page that should be featured please let us know.



#### Visitations 2022

Churchwardens and licensed clergy are required to attend one of the visitations in June 2022.



### Church buildings and land

Find all our resources to help you manage your church buildings



### Christian Giving and Funding

A host of resources to help you raise funds for your church are

## Parish support

Safeguarding

Coronavirus guidance and resources

Treasurers

Christian Giving and Funding

Churchwardens

Visitations

**PCCs** 

Deaneries Hub

Church buildings and churchyards

Communication