



DIOCESE OF
Bath & Wells

Living and telling the story of Jesus

Churchwardens' Day **Welcome**

Saturday 27 September 2025

Programme for the day

10.00 Welcome and housekeeping

10.05 Dwelling in the Word

10.15 Why is the role of Churchwarden so pivotal?

10.25 Legal matters

10.45 Valuing and cherishing God's people

11.15 Coffee Break

11.35 Nuts and bolts

12.30 Lunch

1.15 Workshops - session 1

2.15 Workshops - session 2

3.15 Sending out in prayer

Dwelling in the Word

Isaiah 55: 1-9

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.

⁵⁵Ho, everyone who thirsts,
come to the waters;
and you that have no money,
come, buy and eat!

Come, buy wine and milk
without money and without price.

² Why do you spend your money for that which is
not bread,

and your labour for that which does not satisfy?
Listen carefully to me, and eat what is good,
and delight yourselves in rich food.



- ³ Incline your ear, and come to me;
listen, so that you may live.
I will make with you an everlasting covenant,
my steadfast, sure love for David.
- ⁴ See, I made him a witness to the peoples,
a leader and commander for the peoples.
- ⁵ See, you shall call nations that you do not know,
and nations that do not know you shall run to you,
because of the Lord your God, the Holy One of
Israel,
for he has glorified you.
- ⁶ Seek the Lord while he may be found,
call upon him while he is near;



⁷ let the wicked forsake their way,
and the unrighteous their thoughts;
let them return to the Lord, that he may have mercy
on them,
and to our God, for he will abundantly pardon.
⁸ For my thoughts are not your thoughts,
nor are your ways my ways, says the Lord.
⁹ For as the heavens are higher than the earth,
so are my ways higher than your ways
and my thoughts than your thoughts.



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?

Session 2

Legal matters



THE DIOCESAN REGISTRY

Diocese of Bath and Wells

The Registry Team



Christopher Jones

Diocesan Registrar

ChristopherDJones@stoneking.co.uk

cdj@stoneking.co.uk

T: 01225 485723



Sarah Williams

Registry Manager

SarahWilliams@stoneking.co.uk

T: 01225 324406



The work of the Diocesan Registry

Legal Matters

- Legal advice relating to the roles of clergy, other church officers, Churchwardens, and PCCs
- Safeguarding
- Clergy Discipline

Church Buildings

- Licensing, management and use of churches, churchyards and church property

Faculties

- The Consistory Court
- Faculties (permissions for work on churches, churchyards, alterations and memorials)
- Memorials, grave space reservations and exhumations

Licensing

- Legalities in relation to the ordination, appointment, and licensing of clergy
- Licensing of readers and lay officers

Property Matters

- Advice in relation to property matters
- Title queries
- Questions about:
 - ownership and responsibility for boundary walls/maintenance
 - closed churchyards
- Property transactions

Marriage Law

- Issuing Common Marriage licences in circumstances where wedding banns cannot be called
- Questions about marriage law, documents/schedules, marriage of foreign nationals, relevant nationals, same sex marriages, and marriages of people of an acquired gender.



A cautionary tale

Emmanuel Church Leckhampton (2014 – Gloucester Consistory Court)



Local Auction House guesstimate:

£1,000

Pre-Auction Valuation:

£3,000 to £4,000

Hammer Price:

£20,000.00

Value following restoration by buyer:

£40,000.00

Similar paintings sold at auction worldwide for:

€27,500.00, €43,750.00 and \$64,000.00

Session 3

Valuing and cherishing God's people

Churchwardens and safeguarding

Ben Goodhind, Head of Safeguarding

Diocesan Safeguarding team



Ben Goodhind
Head of Safeguarding



Leonie Jones
Safeguarding Coordinator



Enita Andrews
Safeguarding Trainer



Jo Austin
Safeguarding Caseworker



Jake Lent
Safeguarding Coordinator



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

dbb.safeguarding@bathwells.anglican.org

For general safeguarding enquiries

safeguarding@bathwells.anglican.org

For training enquiries

training.safeguarding@bathwells.anglican.org



Churchwarden safeguarding responsibilities

Work with the incumbent, PCC and Parish Safeguarding Officer to:

- During a period of a vacancy, that safeguarding responsibilities are fulfilled, in consultation with the PCC, Parish Safeguarding Officer and the Area Dean
- Ensure risk assessments and health and safety matters for new and existing activities pay attention to the specific needs of children and vulnerable adults

Safeguarding training

- Basic Awareness
- Foundation
- Leadership
- Awareness of Domestic Abuse
- Safer Recruitment
- Modern Slavery

We are currently considering our training provision for 2026-2028 with a stronger focus on Dementia, Mental Health and Domestic Abuse.

What would you like to see within our training offer?

2025 Safeguarding Audit outcomes

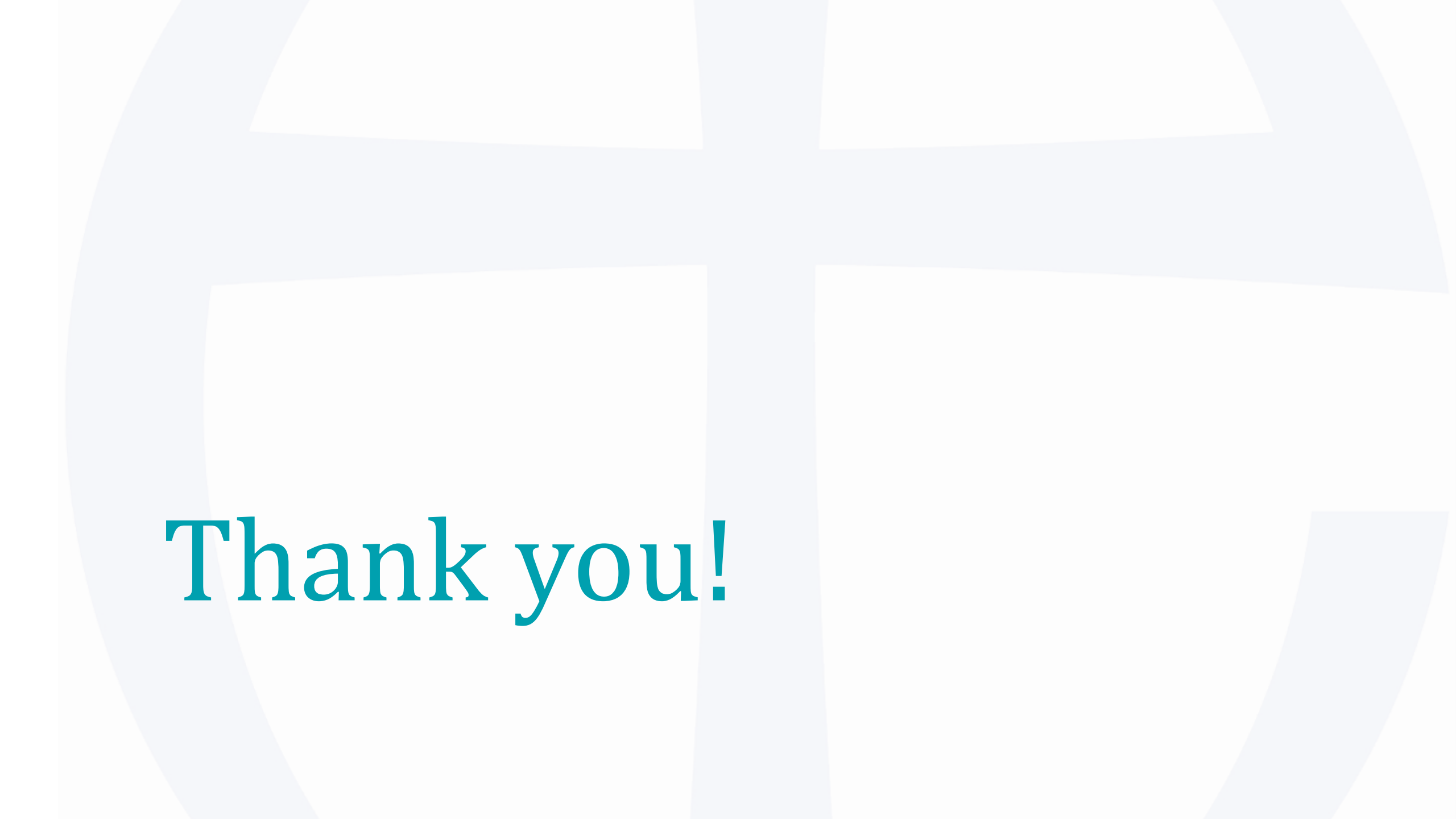
- Culture, Leadership and Capacity
- Prevention
- Managing and assessing risk
- Victims and Survivors
- Learning

2026 to 2028 Safeguarding Strategy

- What do you want to see in it ?
- How do we address some of the key themes such as increasing concerns about Dementia, Mental Health and Domestic Abuse? Are you confident in identifying and managing these issues if presented to you ?

Any questions?





Thank you!

Just before the break...



Refreshments

Session 4 will begin at 11.35am

Session 4

Nuts and bolts

An introduction to DAC

Alison Cruickshank

Taunton Archdeaconry Assistant

About the DAC

- The DAC (The Diocesan Advisory Committee for the Care of Churches) advises on 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 2025

- 8 October - standing committee
- 12 November - full committee
- 10 December - standing committee
- **Please note** new applications to reach the DAC team no later than **five weeks** before the meeting date.

2026 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

Balancing change and preservation

The starting assumption in this process is that any listed building will stay and be maintained as it is

- Any changes or alterations are seen as “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 – including statutory authorities

To get the best understanding of what is possible, consult the Church Buildings Adviser and potentially your Church Architect.

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 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 considered to be 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

- Archdeacon's permission
- Does not require full consultation with the DAC and statutory bodies.
- Does not require Statements of Significance and Statements of Need.
- Supporting documents should include a clear specification of works and materials, images and an extract from the PCC minutes approving the work.

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.

Emergency Faculty

In cases of a genuine emergency the Chancellor may authorise urgent works under an Emergency Faculty where the remedial works would normally require a faculty

- e.g. damage causing significant ingress of water, structural instability or threat of physical injury
- Please consult your DAC Secretary, the Diocesan Registry, or your Archdeacon office for advice.

Interim licence

In cases such like a health and safety issue, an Interim Licence can be used:

- e.g. replacement of water pipes
- Please consult your DAC Secretary, the Diocesan Registry, or your Archdeacon office for advice.
- The grant of an Interim Licence must always be converted and finalised to a full faculty. The Interim Licence 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
- When notable additions were made to the interior (e.g. pews, pulpit, organ, stained glass etc.) and who made them.
- In greater detail, the particular area of the church to which proposals relate.

Statement of Needs

This document allows you to explain why your proposed changes are justified.

- 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!

National amenity societies

You may need to consult national amenity societies, such as the Victorian Society or Historic England, if your project involves any form of significant change 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 and/or DAC Secretary)

It is best to engage with your community and amenity societies (if necessary) to pre-empt 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!

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

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

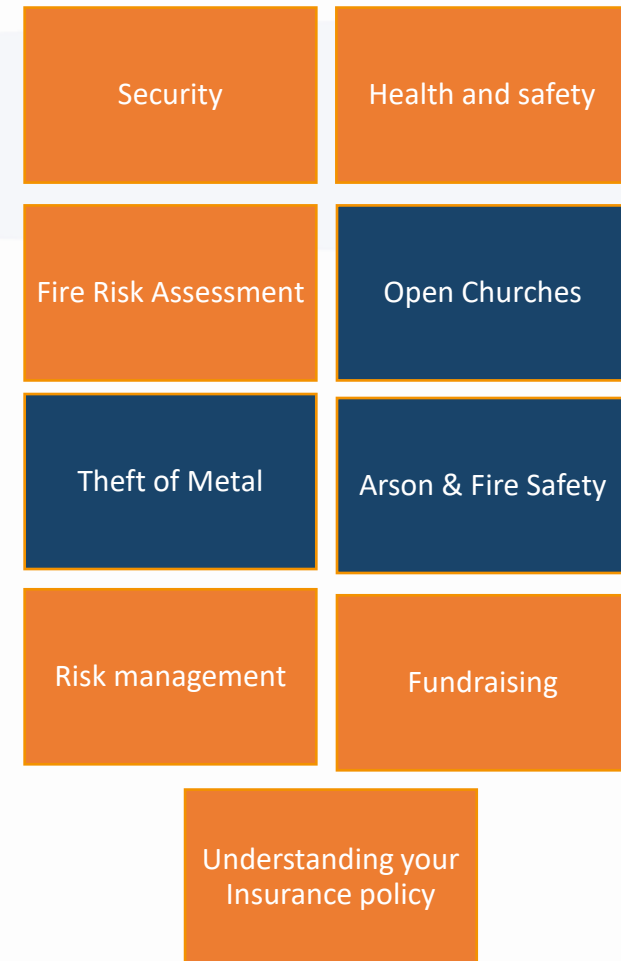


Proudly part of the BENEFACT GROUP 



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!



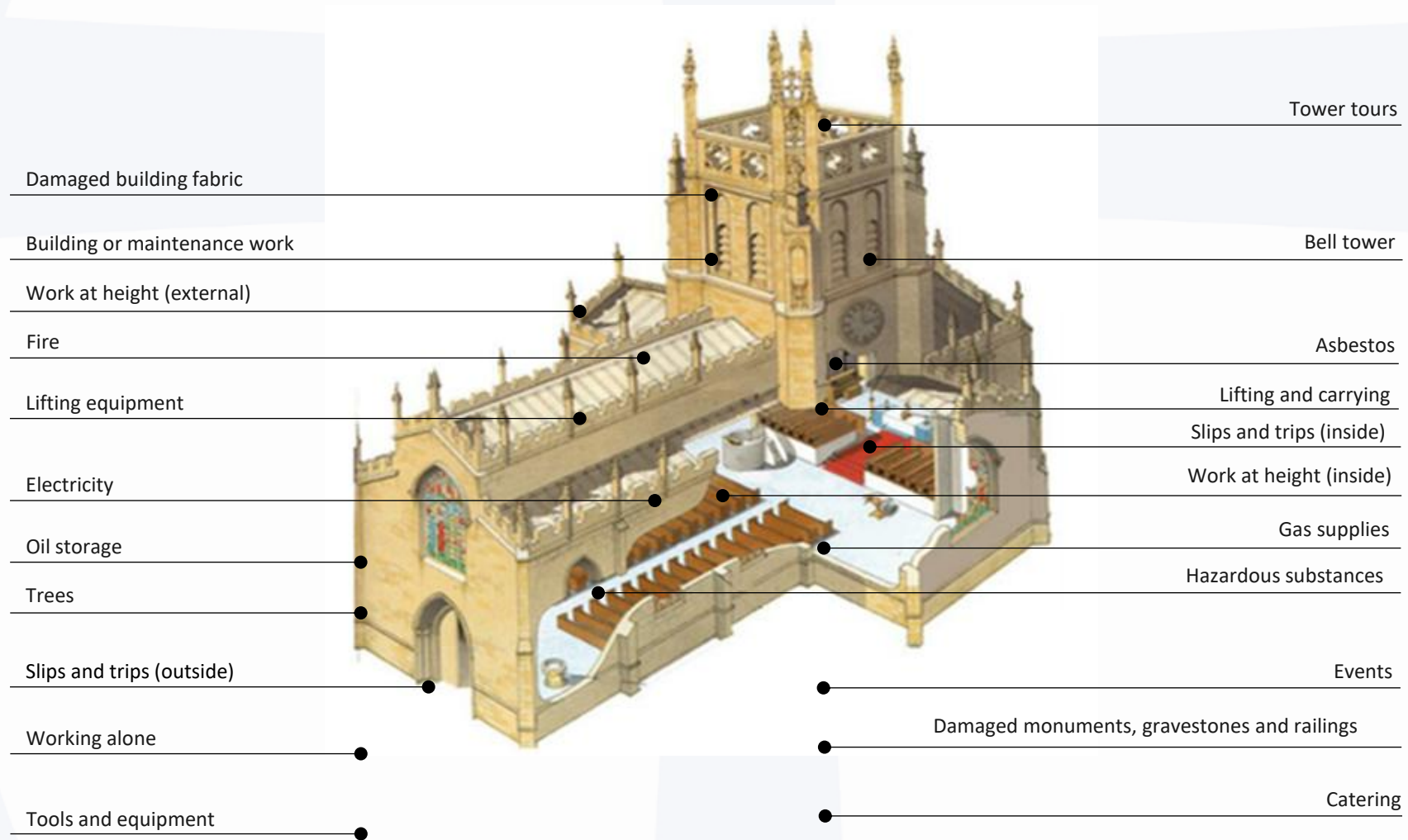
Insurance policy conditions

- 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: www.ecclesiastical.com/risk-management

Download our risk calendar

The [risk calendar](#) 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 [sign up](#) to receive our monthly e-news containing helpful guidance and information.



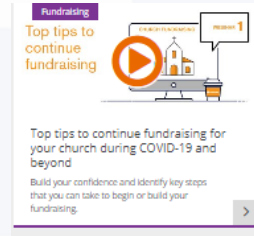
Summary of our fundraising resources



Fundraising Hub

www.ecclesiastical.com/church/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
2. 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; tina.hanks@ecclesiastical.com

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 8th July to 2nd August**
 - **12 Days of giving, 120 charities with a share of £120,000**



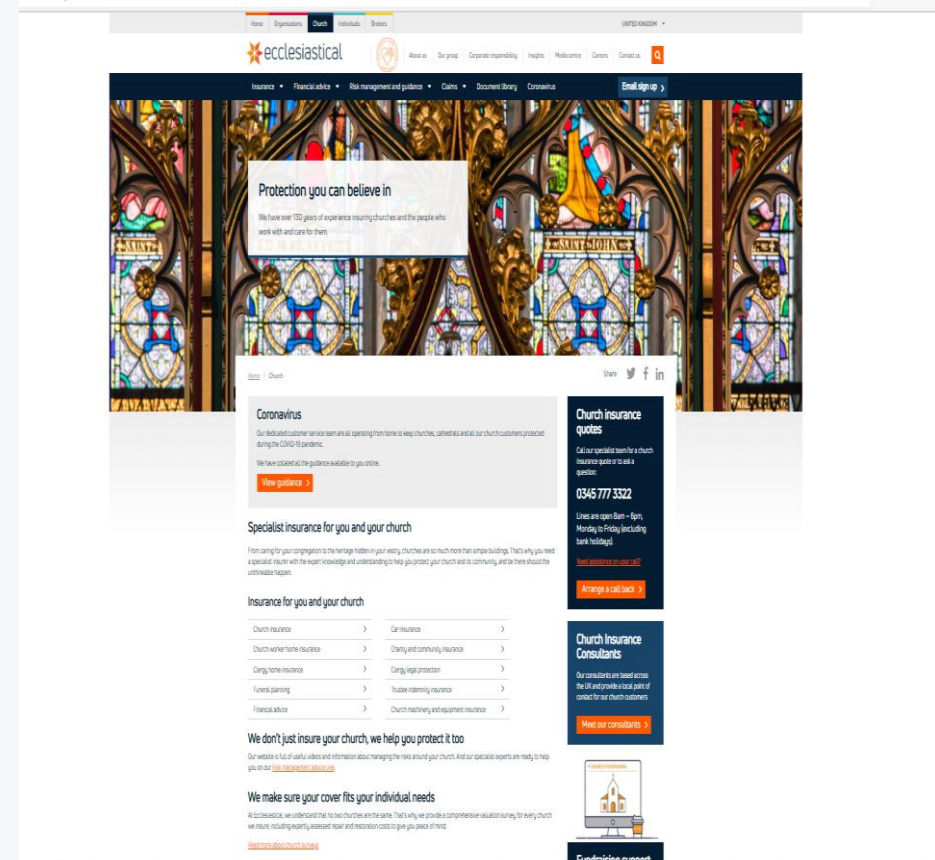
Support for Churches

- <https://www.ecclesiastical.com/church>

- Church Queries
0345 777 3322

- Church Claims
0345 603 8381 (24/7)

- Risk Advice Line
0345 600 7531



Parish returns system

<https://parishreturns.churchofengland.org/>



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

2022 Return of Parish Finance

100% complete

Submitted

Created: 28-04-2023 10:23:33

Last Modified: 12-05-2023 15:58:28

 Enter Your Data

Deadline for submission (Diocese users): 28 June 2023
(Extended to 12 August 2023)

 Verify Data

 Unsubmit Data

 Download PDF

Energy Footprint Tool 2022

B

100% complete

Submitted

Created: 12-05-2023 16:00:12

Last Modified: 28-06-2023 11:45:19

 Enter Your Data

The EFT deadline has been extended until 31st August 2023. However, for this year the system will remain open beyond this date to help churches complete their energy audits. Any returns received after the 31st August 2023 will not be included in the national statistics

 View Report / Submit Data

2022 Statistics For Mission Return

100% complete

Verified

Created: 18-01-2023 14:40:04

Last Modified: 21-01-2023 14:07:50

This form closed for data entry on 14 April 2023

 View Report

Electoral Roll & Easter 2023

Click [here](#) to enter your 2023 Electoral Roll and Easter attendance figures into next year's Statistics for Mission return

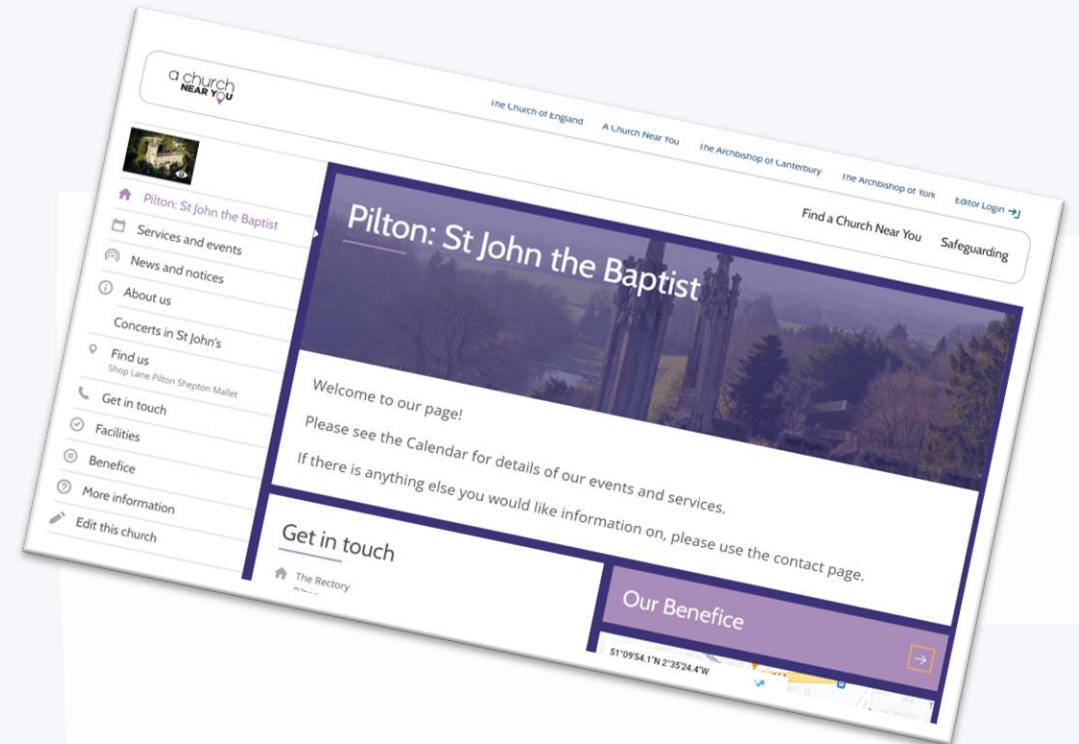
a church
NEAR YOU



THE CHURCH
OF ENGLAND



Churches and Benefices
All Saints, Halcon



A Church Near You <https://www.achurchnearyou.com/>

ACNY Service Register now feeds across to Statistics for Mission return

Churchwardens

Parish support

[Safeguarding](#)

[Church Buildings and Churchyards](#)

[Giving and Funding](#)

[Treasurers](#)

[Benefice Share & Common Fund](#)

[Churchwardens](#)

[Visitations](#)

[PCCs](#)

[Deaneries Hub](#)

[Communication](#)

[Legal support](#)

[Employing & managing staff](#)

[Renewal Group](#)

[Peacebuilding](#)

[Healing ministry](#)

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 churchwardens liaise with the Archdeacon over matters to do with church life, governance, buildings and worship.

[No churchwarden?](#)

Should your church have no churchwarden please download our [guide to the responsibilities where there are no churchwardens](#).

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 [email: comms@bathwells.anglican.org](mailto:comms@bathwells.anglican.org).

Another useful site for Churchwardens is the [Parish Resources website](#).



Visitations 2025

This year, the Archdeacons' Visitations take place in June. Attendance is mandatory for all churchwardens and licensed clergy.



Churchwardens' Handbook

A helpful guide, updated for July 2024, packed full of useful information for churchwardens.



Church buildings and land

Find all our resources to help you manage your church buildings and land.



Lunch

Please be ready to join your workshop at 1.15pm

Workshop sessions 1 and 2

Please be ready to join at 1.15pm

Mission..... Quantock (Room 3)

Worship..... Chapel

Buildings Exmoor (Room 2)

Church finances..... Somerset (Room 1)

Enabling culturalBlackdown (across corridor)
change



Thank you!