



DIOCESE OF  
**Bath & Wells**

Living and telling the story of Jesus

# Churchwardens' Day **Welcome**

Saturday 12 July 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.

<sup>55</sup>Ho, 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.

<sup>2</sup> 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.





- <sup>3</sup> 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.
- <sup>4</sup> See, I made him a witness to the peoples,  
a leader and commander for the peoples.
- <sup>5</sup> 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.
- <sup>6</sup> Seek the Lord while he may be found,  
call upon him while he is near;



<sup>7</sup> 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.  
<sup>8</sup> For my thoughts are not your thoughts,  
nor are your ways my ways, says the Lord.  
<sup>9</sup> 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](mailto:ChristopherDJones@stoneking.co.uk)**

[cdj@stoneking.co.uk](mailto:cdj@stoneking.co.uk)

**T: 01225 485723**



**Sarah Williams**

*Registry Manager*

**[SarahWilliams@stoneking.co.uk](mailto: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

Enita Andrews, Safeguarding Trainer

Jacqui Keir-Bucknall, Safeguarding Trainer

# Diocesan Safeguarding team



**Ben Goodhind**  
Safeguarding Manager



**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](mailto:Ben.Goodhind@bathwells.anglican.org)

[Joanne.Austin@bathwells.anglican.org](mailto:Joanne.Austin@bathwells.anglican.org)

01749 588917

## **For DBS enquiries**

[db.safeguarding@bathwells.anglican.org](mailto:db.safeguarding@bathwells.anglican.org)

## **For general safeguarding enquiries**

[safeguarding@bathwells.anglican.org](mailto:safeguarding@bathwells.anglican.org)

## **For training enquiries**

[training.safeguarding@bathwells.anglican.org](mailto: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

Jacqui Carreira-White

Diocesan Advisory Committee (DAC) Secretary

Joanne Finneran

DAC Officer

# 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

- 6 August - standing committee
- 17 September - full committee
- 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!

# The new online Faculty system

- 23, 24, 25 September parish-focused webinar training
- 9 October current OFS site shuts down
- 10-13 October data transfer to new OFS site
- 14 October expected new OFS launch

# 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

Joseph Davies

Church Support Manager  
Ecclesiastical Insurance

## 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



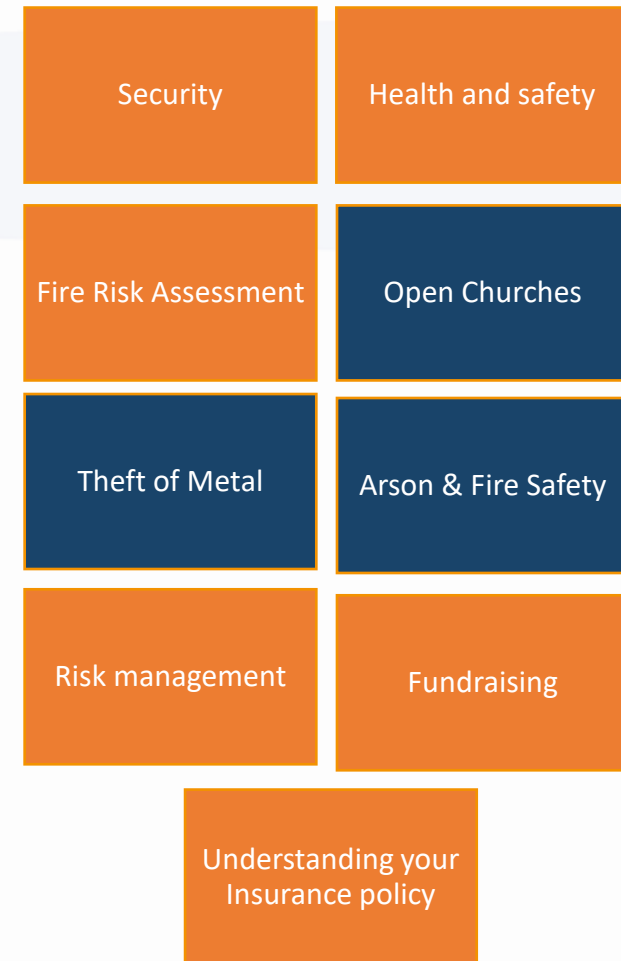
Proudly part of the BENEFACT GROUP 





## 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!



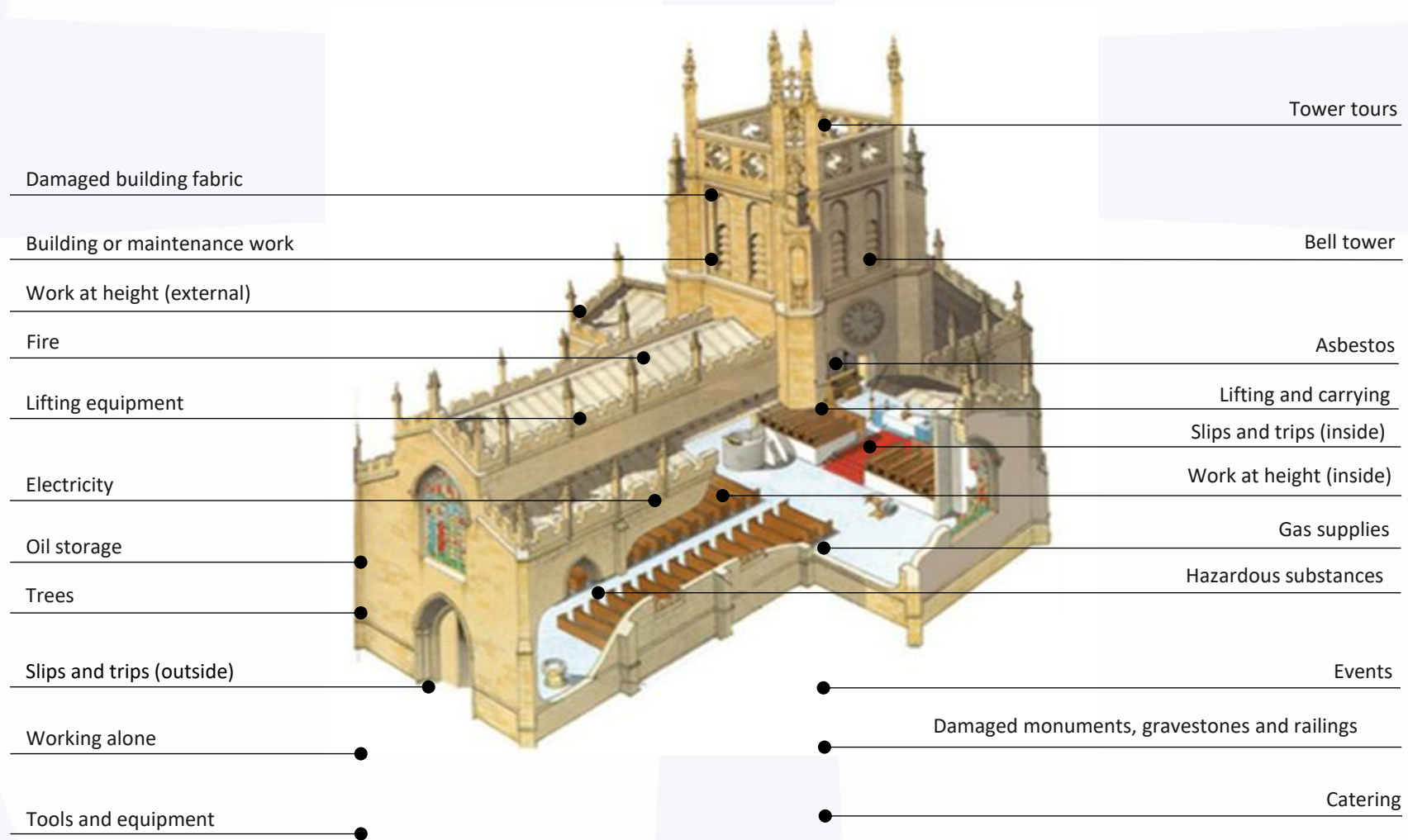
## Insurance policy conditions

- 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	<a href="https://www.ecclesiastical.com/risk-management/church-electrical-wiring/">https://www.ecclesiastical.com/risk-management/church-electrical-wiring/</a>
Lightning Conductor	4 years	<a href="https://www.ecclesiastical.com/risk-management/church-lightning-advice/">https://www.ecclesiastical.com/risk-management/church-lightning-advice/</a>
Smartwater	5 years	<a href="https://www.ecclesiastical.com/risk-management/smartwater/">https://www.ecclesiastical.com/risk-management/smartwater/</a>
Alarm Systems	Annually	<a href="https://www.ecclesiastical.com/documents/church-security-alarms.pdf">https://www.ecclesiastical.com/documents/church-security-alarms.pdf</a>
Fire extinguishers	Annually	<a href="https://www.ecclesiastical.com/documents/church-firefighting-equipment-guidance.pdf">https://www.ecclesiastical.com/documents/church-firefighting-equipment-guidance.pdf</a>
Fixed heating systems	Annually	<a href="https://www.ecclesiastical.com/risk-management/church-heating-systems/">https://www.ecclesiastical.com/risk-management/church-heating-systems/</a>

- ▶ 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](https://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.



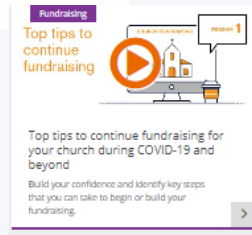
# Summary of our fundraising resources



## Fundraising Hub

[www.ecclesiastical.com/church/fundraising](http://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/](http://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](mailto: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 8<sup>th</sup> July to 2<sup>nd</sup> August**
  - **12 Days of giving, 120 charities with a share of £120,000**



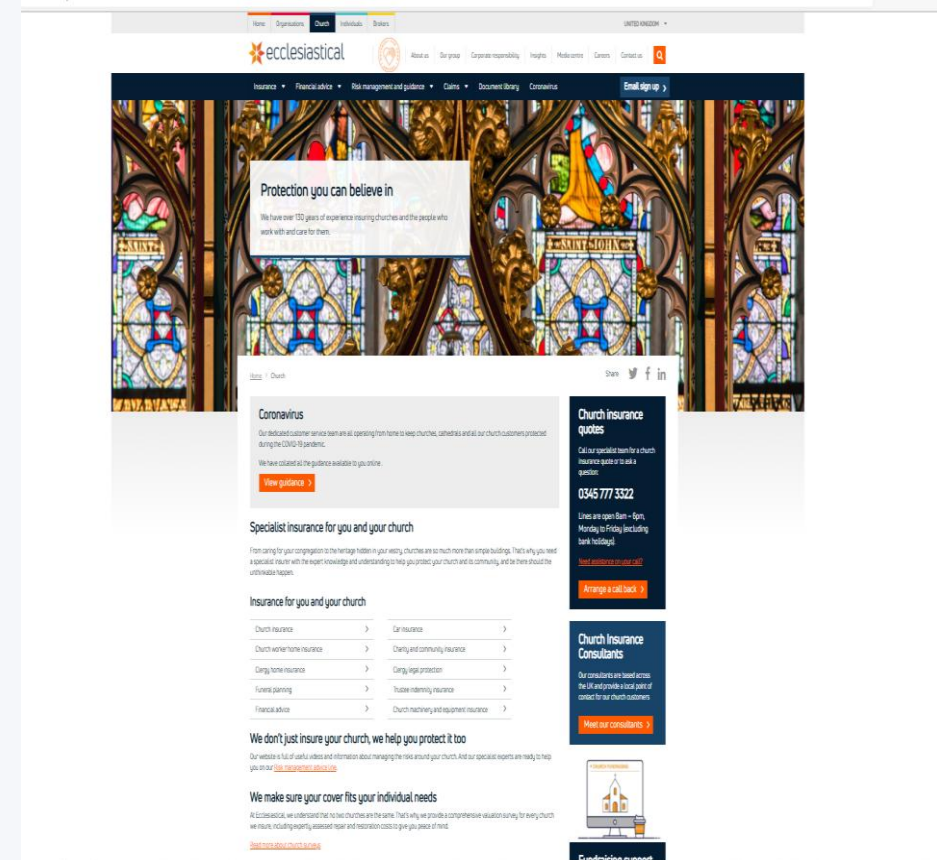
# Support for Churches

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

- Church 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

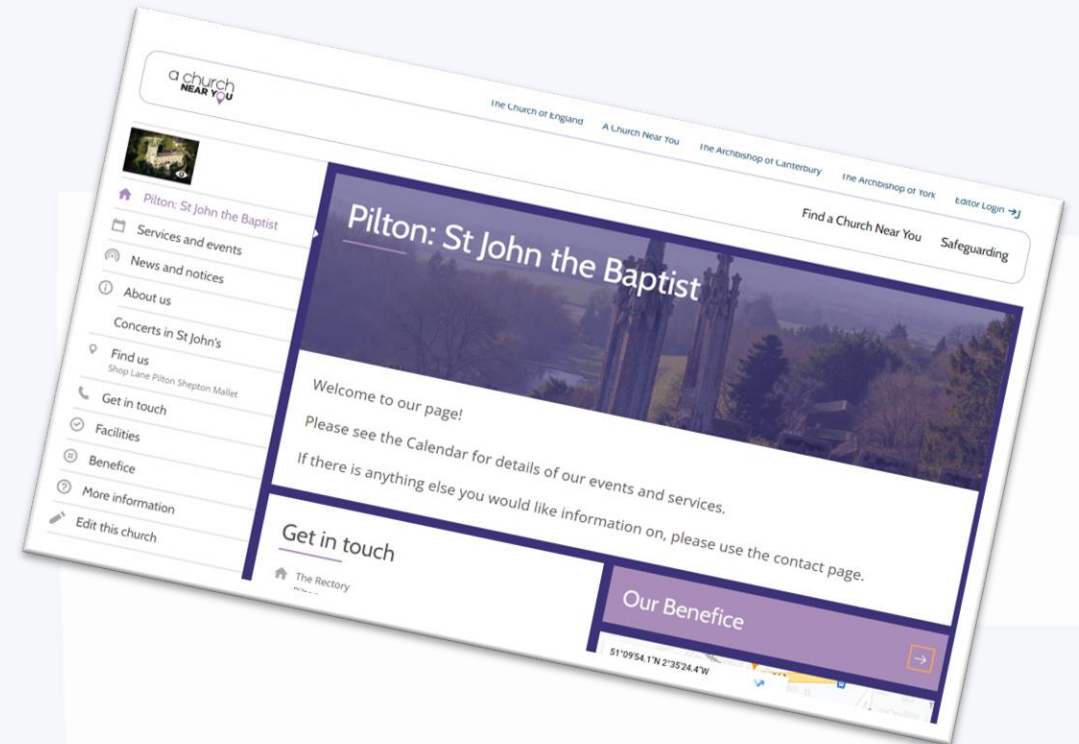
a church  
NEAR YOU



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..... Somerset (main room)

Worship..... Quantock (lunch room)

Buildings ..... Exmoor (main room)

Church finances..... Blackdown (across corridor)

Teams..... Foyer





Thank you!