

Managing your church buildings project:

How-to guide and parish checklist

Taking on a church building project can seem a daunting task. However, as is so often the case, breaking the whole thing down into bite-sized chunks can help it to feel more achievable.

This how to guide and project checklist sets out the steps that you will need to take to move your project from vision to reality, providing links to further tools and resources, as well as connecting you with diocesan staff who are here to help you succeed. It is important that you receive the right advice at the right time, so it is recommended that the five steps in this guide be followed in the order in which they appear.



We hope that the checklist will help you to track your progress and, where possible, share the load with others! You may like to think about the skills that will be needed along the way and begin to identify individuals who can form part of the project team. These individuals may be drawn from the PCC, congregation or wider community. For example, you will benefit from having someone who:

- Can take a lead in driving forward the project on behalf of the PCC
- Has an interest in historic buildings and/or technical expertise in completing buildings projects
- Is an effective communicator and can engage local people and the media
- Can lead on local fundraising efforts
- Is prepared to track project income and expenditure
- Can succinctly summarise the aims of and need for the project.

If you have multiple church buildings projects running concurrently (e.g. repairs and maintenance alongside a proposed reordering scheme) we recommend completing a checklist for each element. You can add your church name and project name at the top of each page to differentiate between these activities.

Remember, it is not unusual for church buildings projects to take several years to deliver, so don't be disheartened if things take longer than you would like to move forwards. Be prepared for the long-haul and know that we will be walking alongside you throughout the journey!

Managing your church buildings project:

How-to guide and parish checklist

Church:

Project:



Step	Key questions and tasks	Who will do this?	Who can help?	Date Completed
1	Develop your vision - have you established a clear and compelling project vision that is owned by the Parochial Church Council (PCC) and developed with input from the congregation and wider community? <i>Being clear about, and sharing, your vision right from the start will help with every other stage of project development and delivery. Getting support, permission and funding all depend on this.</i>			
	a. The PCC meet to confirm any building repairs required, as identified in the most recent Quinquennial Inspection, or to develop a draft vision confirming proposed changes and improvements to the building			
	b. Define the purpose, identifying the specific needs your project will address and its long-term benefits to the church and community		Deanery and Parish Development Adviser	
	c. Engage stakeholders - If a change or improvement, the draft vision is shared with the congregation and feedback invited to refine it		Deanery and Parish Development Adviser	
	d. Engage stakeholders - If a change or improvement, the community are consulted, providing essential evidence of support for the proposed changes and improvements, e.g. letters of support, survey responses		Deanery and Parish Development Adviser	
	e. Prepare a Statement of Need , explaining why the repairs/changes to your building are necessary and how this will assist you in your worship and mission. This is the so called 'sales pitch', so please don't be tempted to skip this part, even if it does seem obvious. The key is to assume the reader knows nothing of your church.		Diocesan Advisory Committee (DAC)	
	Parish Notes/Next Steps (use this space to record any progress or outstanding actions):			

Managing your church buildings project:

How-to guide and parish checklist

Church:

Project:



Step	Key questions and tasks	Who will do this?	Who can help?	Date Completed
2	Seek advice - have you obtained professional advice and guidance? Getting the right advice, at the right time and at the right price can make all the difference, reducing wasted time and money and ensuring that planned works are appropriate and therefore more likely to be obtain DAC and Planning approval.			
	a. Obtain free, impartial advice from the diocesan Church Buildings Adviser		Church Buildings Adviser	
	b. With support from the Church Buildings Adviser, identify other professionals/specialists who can help you better understand your building and any works required. If you need funding to pay for such advice, including advice from your Church Architect, you may benefit from early support from the Lead Giving and Funding Adviser (skip ahead to Step 4).		Church Buildings Adviser	
	c. Prepare a Statement of Significance , explaining how the building has evolved over time and describe the impact of the proposed works on the significance of the building.		Church Buildings Adviser and Diocesan Advisory Committee (DAC)	
	d. If appropriate, explore what measures could be taken to increase the energy efficiency of your building, reduce your carbon footprint or increase biodiversity?		NetZero Enabler	
	e. If a heating or renewable energy project, complete the Energy Footprint Tool		NetZero Enabler	
	f. Establish whether your proposed works fall under List A, List B, or Full Faculty application		Diocesan Advisory Committee (DAC)	
	g. Obtain written pre-application advice from your Local Planning Authority		Church Buildings Adviser	
	h. Obtain quotes and undertake due diligence on potential contractors		Church Buildings Adviser	
Parish Notes/Next Steps (use this space to record any progress or outstanding actions):				

Managing your church buildings project:

How-to guide and parish checklist

Church:

Project:



Step	Key questions and tasks	Who will do this?	Who can help?	Date Completed
3	Apply for permission - have you understood and secured all necessary permissions for your project? Without the necessary permissions, you won't be able to go ahead. This can slow your project down and make it hard to spend funding, even if you have it.			
	a. If not already registered, contact the Diocesan Advisory Committee (DAC) for access to the Online Faculty System (OFS)		DAC	
	b. Assuming you have clarified the nature of the permission required, i.e. List A/List B/Full Faculty , complete initial application for the works required on the OFS, remembering to press submit!		DAC	
	c. If the work is going to change the visual character of the building, request a delegation visit for pre-formal advice from the DAC. The visit will include all statutory consultees, where needed, invited by the DAC		DAC	
	d. Apply for permission using the guidance and advice offered from the above visit, providing all supporting documents, architects drawings and photographs (<i>you can expect this to take 9 months+, unless an emergency faculty is approved</i>)		DAC	
	e. Apply for Local Planning Authority approval (<i>you can expect this to take around 3 months</i>)		Church Buildings Adviser	
	f. Respond to requests from the DAC for additional information, as required		DAC	
Parish Notes/Next Steps (use this space to record any progress or outstanding actions):				

Managing your church buildings project:

How-to guide and parish checklist

Church:

Project:



Step	Key questions and tasks	Who will do this?	Who can help?	Date Completed
4	Identify sources of funding - have you developed a robust funding plan to finance the project? Knowing how much funding you require and ensuring that you have identified a variety of sources from which to raise this, will allow your project to progress, without risking your church's long term financial health.			
	a. Confirm any professional fees/total project costs, based on written quotations		Church Buildings Adviser	
	b. Confirm any church funding available for the project and any shortfall between this and the total project cost, as the basis of your funding plan. Use this to establish fundraising goals for the congregation, community and from grant funders. This might include contributions from insurers		Lead Giving and Funding Adviser	
	c. Consider the general financial health of your Church, to ensure that it is financially sustainable beyond the lifetime of the project. If you have not already done so, complete the Generous Church Check-up (link) to identify possible actions to be taken to increase generous giving now and in the future		Local Giving Adviser	
	d. Discuss the outcomes of the Check-up with your Local Giving Adviser and, where these are not already in place, explore the adoption of new mechanisms to make giving easy for your congregation and community, e.g. Contactless, the Parish Giving Scheme, easyfundraising		Local Giving Adviser	
	e. Communicate the financial needs of your project to your congregation. Pray together and inspire generosity, through relevant preaching and teaching		Local Giving Adviser	
	f. Request access to the Cornerstone Grants Database and shortlist funders that align with your project aims		Giving and Funding Team	
	g. Inform, Inspire and Invite the wider community to financially support your project through local fundraising events and updates		Communications Team	
	h. Draft, seek feedback on, and submit grant funding applications		Lead Giving and Funding Adviser	
Parish Notes/Next Steps (use this space to record any progress or outstanding actions):				

Managing your church buildings project:

How-to guide and parish checklist

Church:

Project:



Step	Key questions and tasks	Who will do this?	Who can help?	Date Completed
5	Delivery - execute the project efficiently and keep stakeholders engaged Keeping your project on track will reduce disruption to your congregation and community, and the chance of costs spiralling due to delays. Thanking supporters and keeping them up to date with progress will help strengthen community ties and develop a greater sense of ownership of the project and local church.			
	a. Seek advice from Church Buildings Adviser regarding procurement and contract management		Church Buildings Adviser	
	b. Assuming you now have clear costs, quotes, permission and funding to proceed, you can instruct your Building Professional/Contractors to commence work			
	c. Take lots of photos!			
	d. Keep all stakeholders, congregation, community, grant funders informed of your progress		Communications Team	
	e. Engage local and national media as appropriate		Communications Team	
	f. Celebrate your success!		Deanery and Parish Development Adviser	
	Parish Notes/Next Steps (use this space to record any progress or outstanding actions): 			