



DIOCESE OF  
**Bath & Wells**

Living and telling the story of Jesus

# Churchwardens' Day **Welcome**

Saturday 28 September 2024

# 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>46</sup> And Mary said,

‘My soul magnifies the Lord,

<sup>47</sup> and my spirit rejoices in God my Saviour,

<sup>48</sup> 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.



<sup>51</sup> 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;

<sup>53</sup> he has filled the hungry with good things,  
and sent the rich away empty.

<sup>54</sup> He has helped his servant Israel,  
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.

# Diocesan Safeguarding team



**Ben Goodhind**  
Safeguarding Manager



**Jake Lent**  
Safeguarding Coordinator



**Enita Andrews**  
Safeguarding Trainer



**Jo Austin**  
Safeguarding Caseworker



**Jacqui Keir-Bucknall**  
Safeguarding Trainer

# Safeguarding responsibilities

- Managing a vacancy
- Managing Risk
- Oversight of Event Management
- Procedures for Complaints and Grievances
- Responding to Archdeacon Visitations

# Safeguarding training

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



# Safeguarding dashboard

 **Little Wallbottle** 

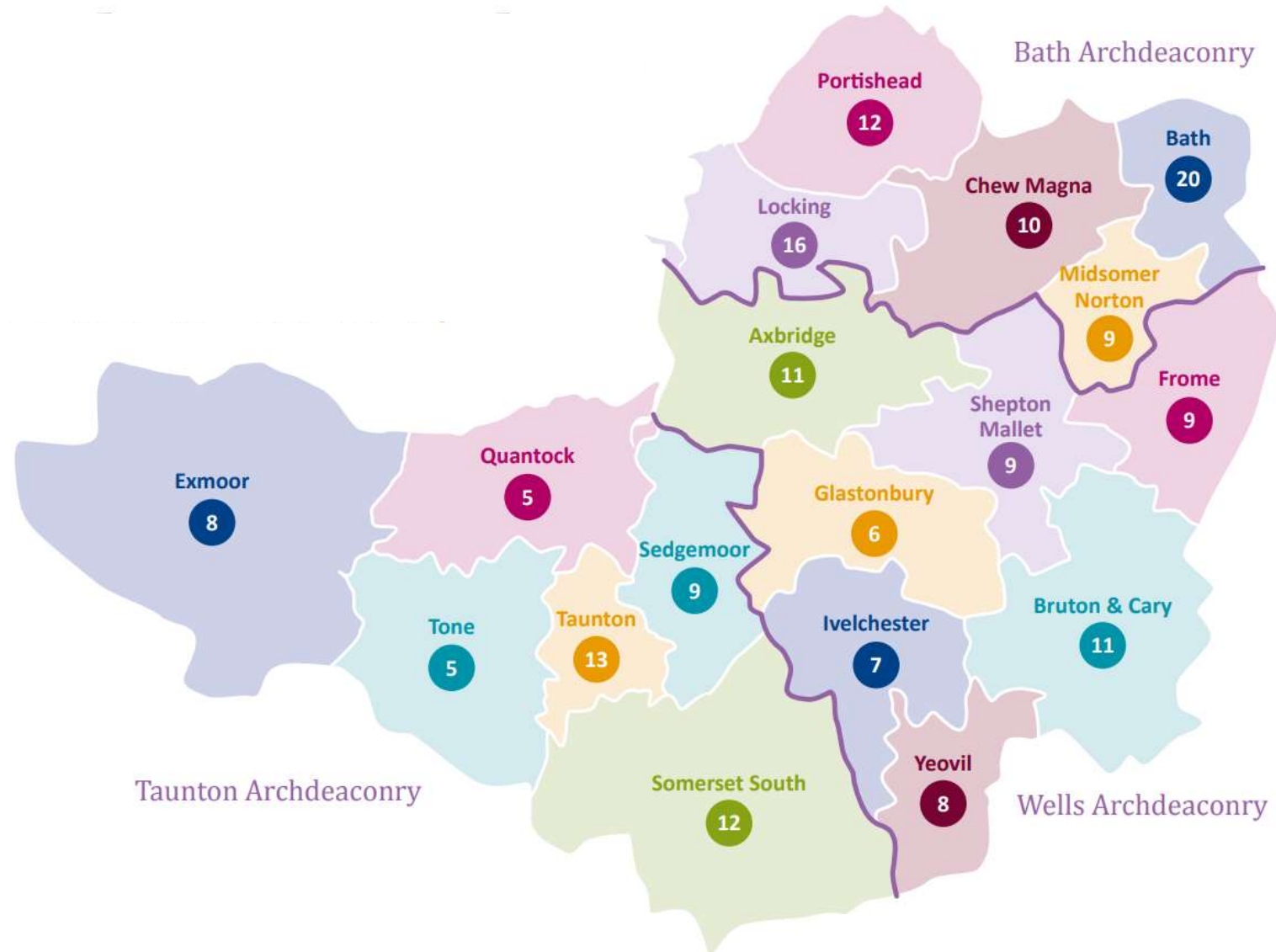
Parish Safeguarding - Level 1

### Dashboard Overview

Green is good - Amber for action - Red means urgent  
Select any statement for more information

	<b>Safeguarding Policy</b> The PCC has approved a safeguarding policy and
	<b>Safeguarding Procedures</b> The PCC has a procedure to deal promptly with any safeguarding allegations or concerns.
	<b>Safeguarding Roles</b> 2 actions need to be completed, 1 of which is urgent.
	<b>Safeguarding Training</b> One action needs to be completed.
	<b>Displayed Information</b> Each church building is displaying important safeguarding information.
	<b>Reviews and Reports</b> Safeguarding is regularly reviewed and reported upon.

# Just before the break...

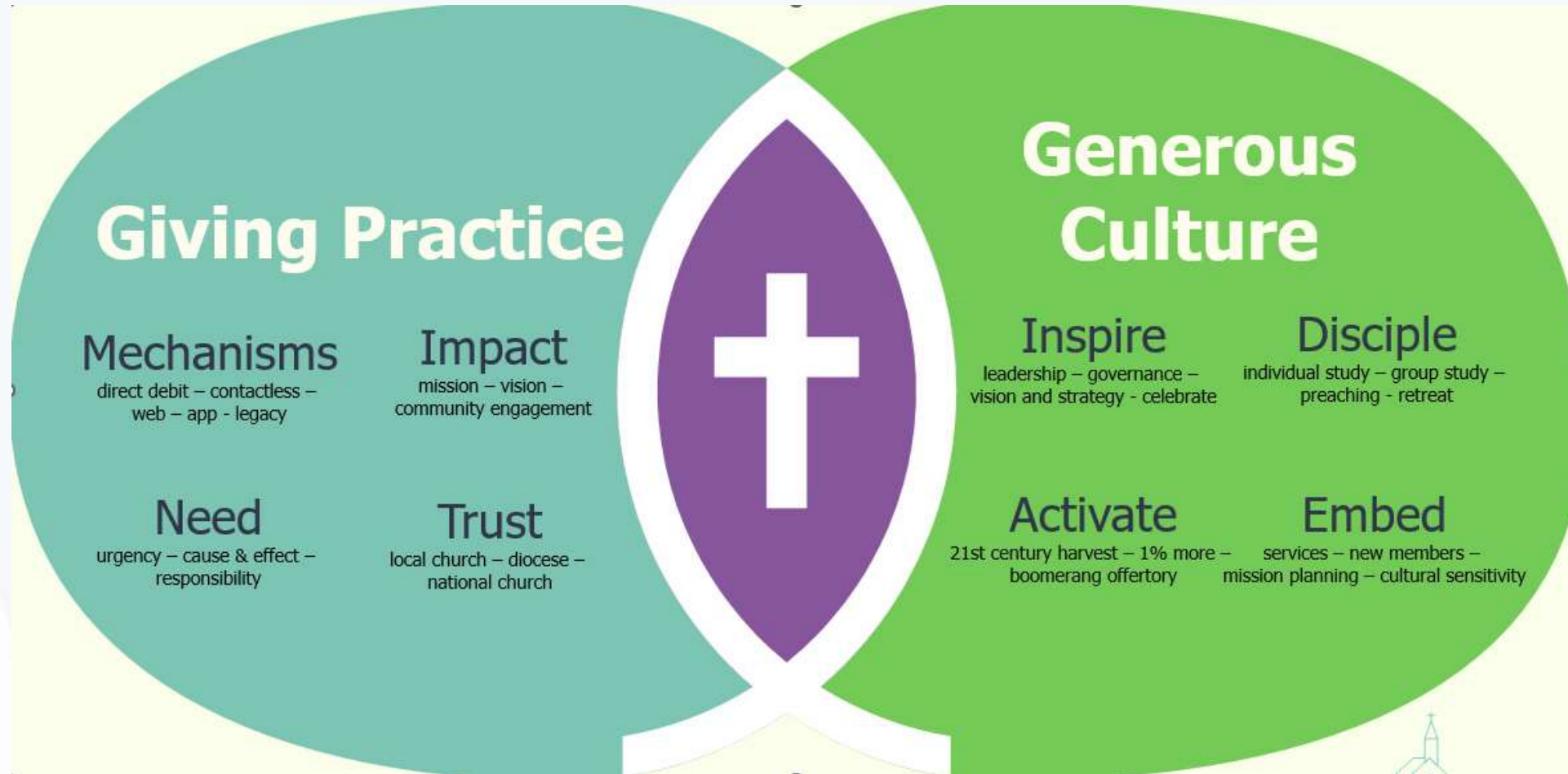


# Giving and Funding support

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



The screenshot shows a website page titled "Ways to give to your church". The page has a teal header with the title and a navigation menu with links for "Home", "Select my church", "About", and "Contact". Below the header is a large orange banner with the text "Ways to give to your church" in white. The main content area is white and features a section titled "Legacy giving" with a sub-heading "Legacy giving". The text below explains that legacy gifts provide key support for churches to help grow their ministries, support their communities, and care for their beautiful historic buildings. It mentions that these gifts can be used for general or specific purposes as chosen by the donor. A button labeled "Register my details" is provided. Below this is a section titled "Free Will Writing Service" which explains that the Church of England has partnered with an online will-writing company, "farewill", to help create a will. It states that a limited number of new wills are being offered for free, taking under 30 minutes to complete. It also notes that there is no obligation to do so, but it encourages donors to consider how a gift could help their church. A final line of text says: "For more information on using farewill, please visit the Church of England's free wills webpage. Alternatively use the button below to use farewill to start making your will."

# Funding for mission

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

# Grant funding for churches

## Grant funding for churches

If your church needs to source grant funding to help pay for building repairs/improvements or missional revenue costs (such as staff salaries, materials, room hire or equipment.) this tool will help provide you with a list of potential grant funders suitable for your project.

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.

### Parish support

[Safeguarding](#)

[Coronavirus guidance and resources](#)

[Treasurers](#)

[Christian Giving and Funding](#)

[Giving latest](#)

[Contact Us](#)

# Grant funding for churches

## Grant Making Sources

**RLMS0 - 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.

The trust funds:

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

- Mission and ministry
- Church halls
- 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.

Grant potential	Small Grants up to £15k	Information re Applications
Website	<a href="http://www.benefacttrust.co.uk">www.benefacttrust.co.uk</a>	Online application form.
Contact	Ian Hearn (info@benefacttrust.co.uk) 01452 873189 Benefact House, 2000 Pioneer Ave, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW	

### Biffa Award

Landfill Tax Credits: Bristol/Portishead

Projects that provide or improve community spaces, cultural facilities and places for outdoor recreation. They have four themes: Rebuilding Biodiversity, Community Buildings, Recreation and Partnership.

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 cannot help by providing facilities for the disabled. You will need to find a third-party contributor(s) to provide 10% of the grant you are applying for. Total project cost is less than £200,000.

Grant potential	£10,000-£75,000 Average grant £32,829	Information re Applications
Website	<a href="http://www.biffa-award.org">www.biffa-award.org</a>	Expressions of interest may be submitted at any time
Contact	Biffa Award, Royal Society of Wildlife Trusts, The Kiln, Waterside, Mather Road, Newark, Notts, NG24 1WT, biffa-award@wildlifetrusts.org, 01636 670000. Visit the website for regional grants manager contact details.	

# 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](mailto: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


## 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

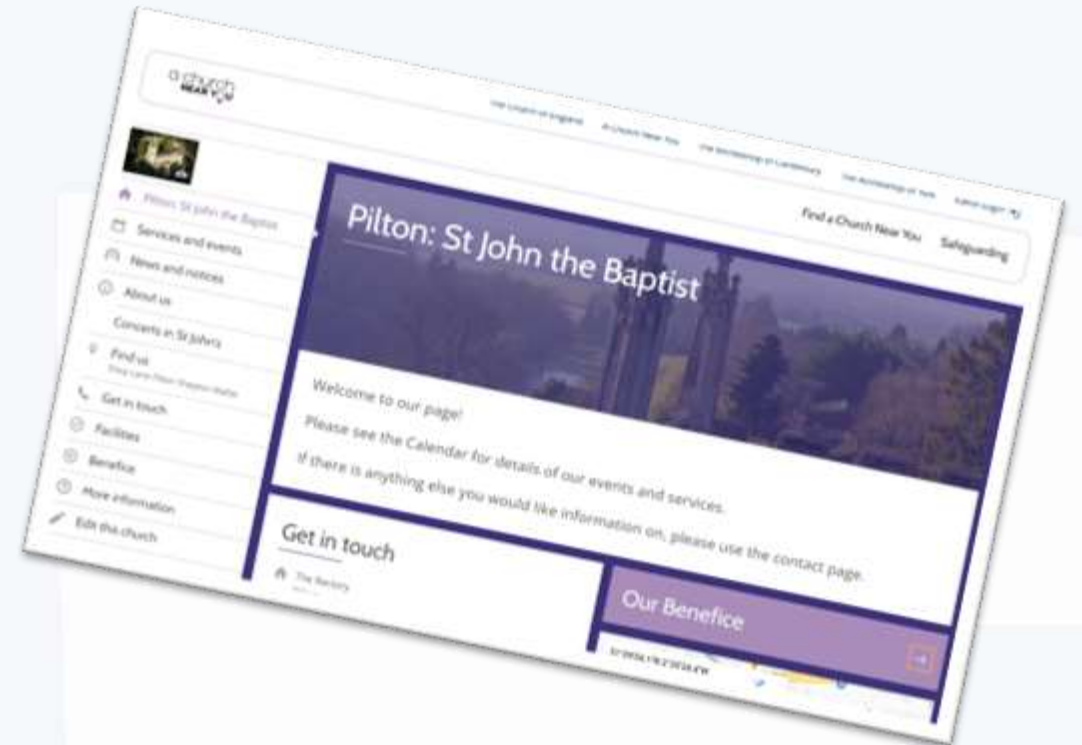
Click here to enter your 2023 Electoral Roll and Easter attendance figures into next year's Statistics for Mission return

a church  
NEAR YOU



Churches and Benefices  
All Saints, Halcon

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



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

Service Register will now feed across to Statistics for  
Mission return



# An introduction to DAC

Alison Cruickshank

Taunton Archdeaconry Assistant

Mark Lidster

Church Buildings Adviser

Jacqui Carreira-White

Diocesan Advisory Committee (DAC) Secretary

# 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

- 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.

# 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.

# 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 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.

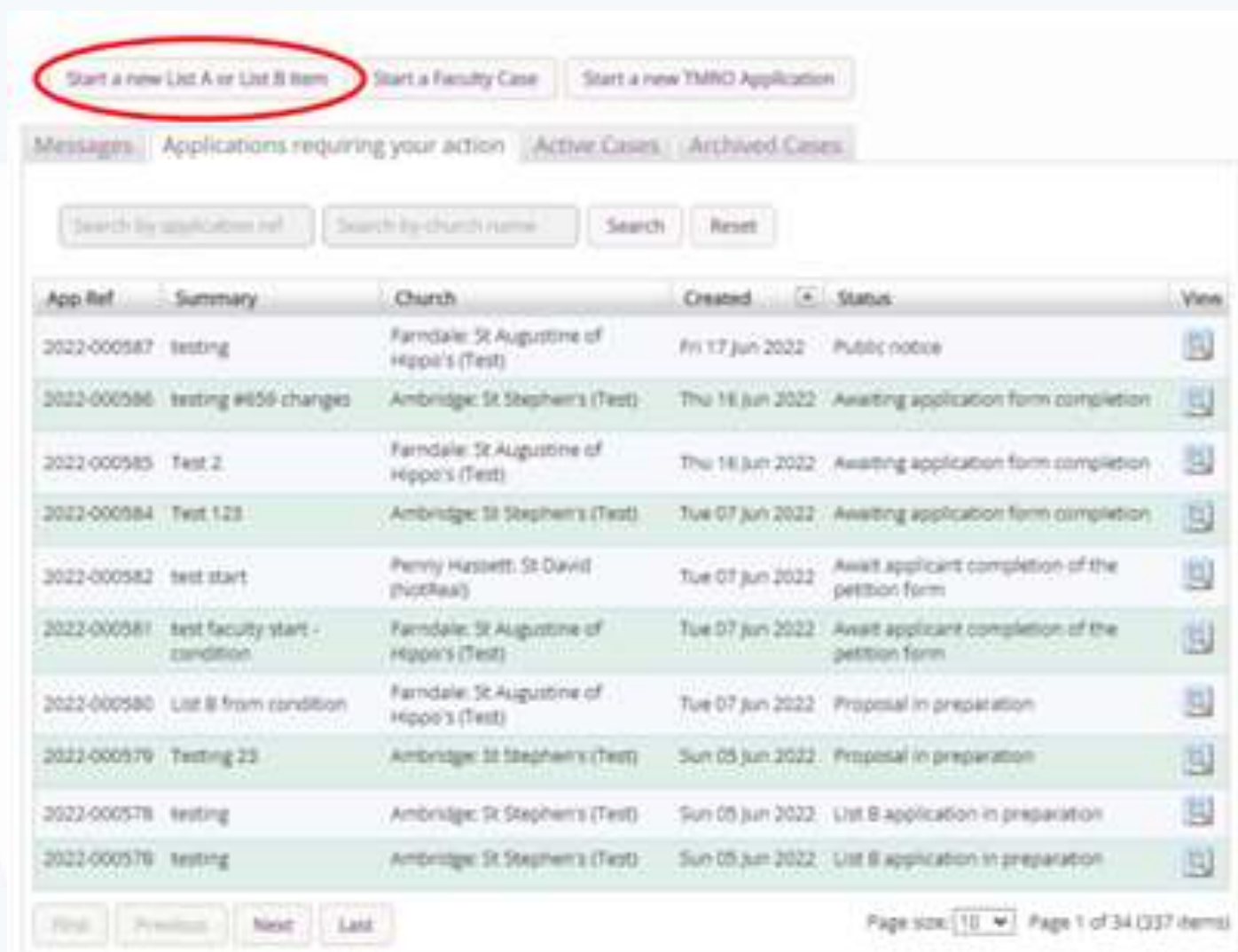
# Key websites

- 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



Start a new List A or List B Item Start a Faculty Case Start a new YMO Application

Messages Applications requiring your action Active Cases Archived Cases

Search by application ref Search by church name Search Reset

App Ref	Summary	Church	Created	Status	View
2022-000587	testing	Farndale: St Augustine of Hippo's (Test)	Fri 17 Jun 2022	Public notice	
2022-000586	testing #659 changed	Ambridge: St Stephen's (Test)	Thu 16 Jun 2022	Awaiting application form completion	
2022-000585	Test 2	Farndale: St Augustine of Hippo's (Test)	Thu 16 Jun 2022	Awaiting application form completion	
2022-000584	Test 123	Ambridge: St Stephen's (Test)	Tue 07 Jun 2022	Awaiting application form completion	
2022-000582	test start	Penny Haselett: St David (NotReal)	Tue 07 Jun 2022	Await applicant completion of the petition form	
2022-000581	test faculty start - condition	Farndale: St Augustine of Hippo's (Test)	Tue 07 Jun 2022	Await applicant completion of the petition form	
2022-000580	List B from condition	Farndale: St Augustine of Hippo's (Test)	Tue 07 Jun 2022	Proposal in preparation	
2022-000579	Testing 23	Ambridge: St Stephen's (Test)	Sun 05 Jun 2022	Proposal in preparation	
2022-000578	testing	Ambridge: St Stephen's (Test)	Sun 05 Jun 2022	List B application in preparation	
2022-000576	testing	Ambridge: St Stephen's (Test)	Sun 05 Jun 2022	List B application in preparation	

First Previous Next Last Page size: 10 Page 1 of 34 (337 items)

# 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!

## Diocese of Bath & Wells – Churchwarden Essentials

Karl Scott, BA DIP CII Chartered Insurer

Client Relationship Manager

28 September 2024

## 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

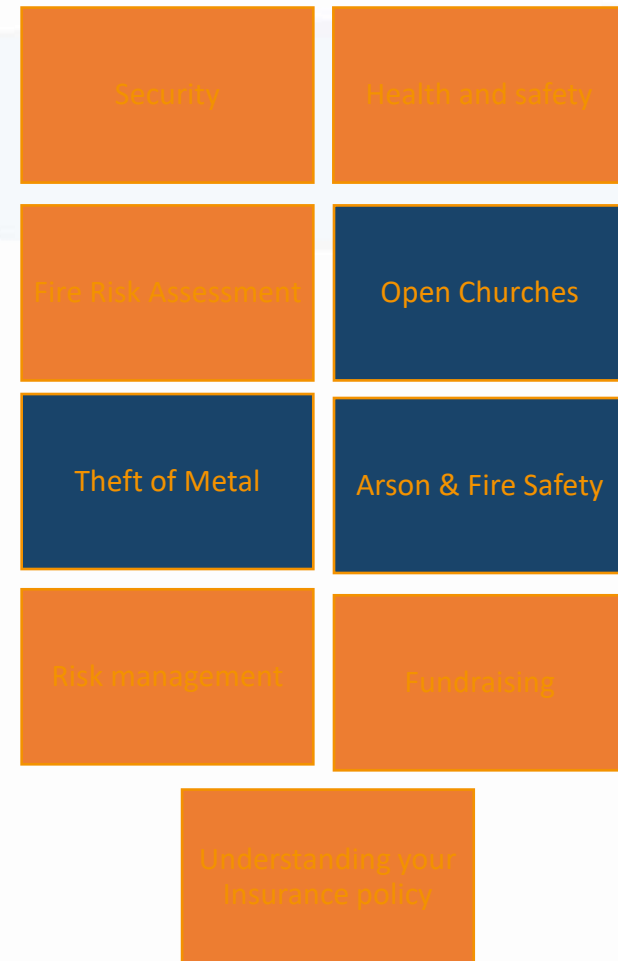


Proudly part of the BENEFACT GROUP 



## 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!



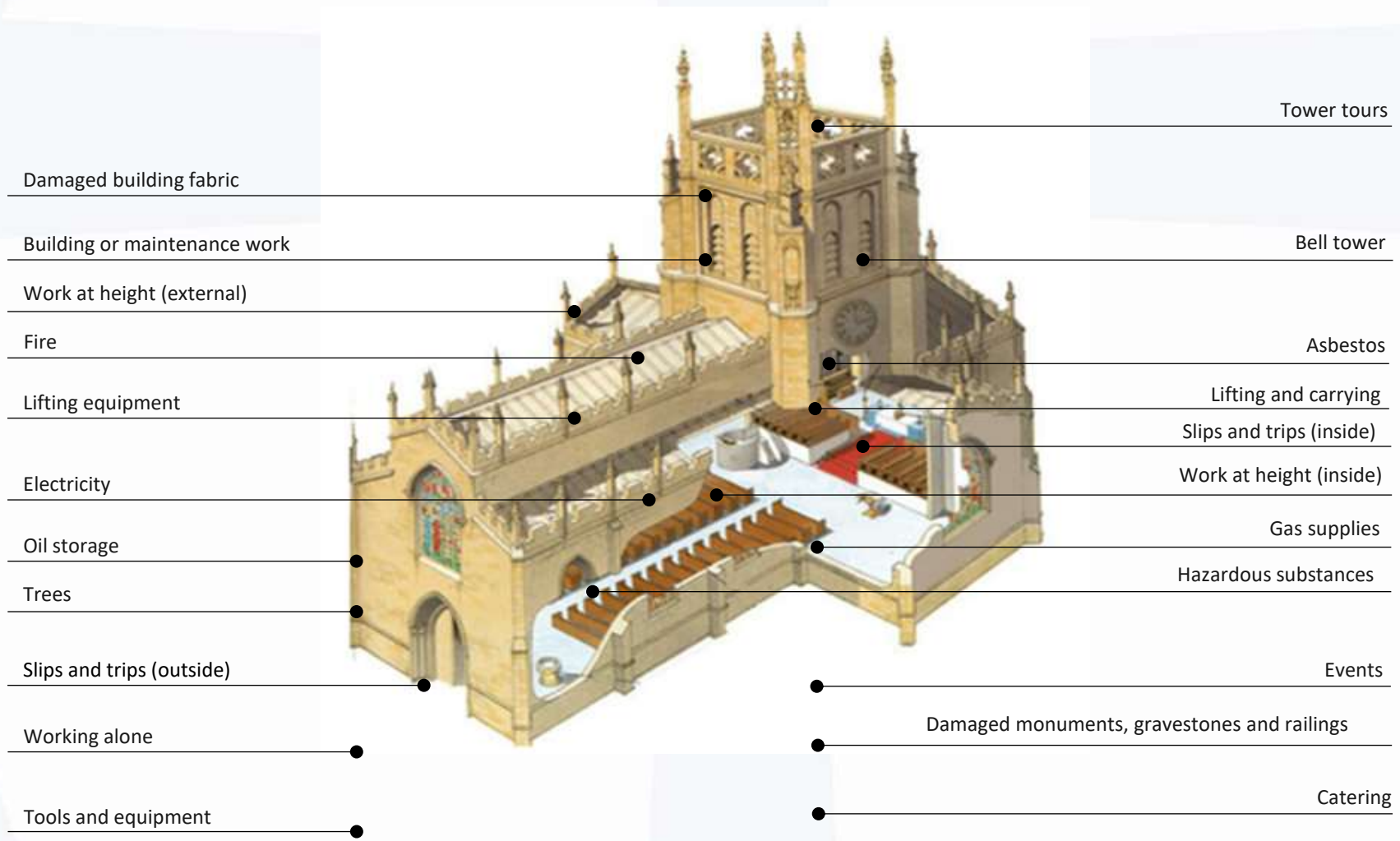
## Insurance policy conditions

- 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](http://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**

