

# PCC News

The newspaper for all PCC members to help support your church

## Welcome

By GEOFF FREEMAN

Welcome to this first edition of *PCC News*, a publication specifically for all members of your PCC, three times a year.

**Our aim is to provide practical help and advice on the widest possible range of matters that are your responsibility** – funding from all sources for the mission and ministry of the church, and the care and maintenance of the building.

This publication incorporates *Churchwarden* magazine which used to be distributed twice a year.

As the **Parish Funding Support Officer**, since the beginning of this year I have had the privilege of meeting many of you to offer help and advice on stewardship, fundraising and legacies to name just a few.

With the size of our Diocese and the number of parishes (many of them in rural situations) people often tell me that they feel isolated and need help - and it is our aim to provide:

- practical step-by-step tips on funding;
- feature examples from parishes of ideas/projects that have worked for them;
- bring up-to-date information of resources, legislation (in respect to Gift Aid), funding and workshops;
- highlight projects that are being hosted across our area;
- and to share information.

It is important to remember that with so many parishes across the diocese there is a wealth of experience and knowledge that we can share, so please do let us know of your success stories: how you have been able to obtain funding or of a really successful



fundraising project.

We do live in the age of technology and perhaps we do at times forget that not everybody is able or happy (for whatever reason) to access websites to get information. If this is the case please do give us a call about any of the items in this newspaper and we will either help you on the phone or print a copy of what you require and send it to you.

If I am not available to speak to on the phone when you call please do either speak to reception or leave me a message and I will be in touch.

And finally, we need your feedback as to what you find helpful or maybe not. Any constructive comments please will be gratefully received and remember by sharing your good news and success you are helping other parishes that may not be as fortunate as yours.

With best wishes,  
Geoff Freeman

Parish Funding Support Officer  
Tel: 01603 882328 or 07552 277147 or email: [geoff.freeman@dioceseofnorwich.org](mailto:geoff.freeman@dioceseofnorwich.org)

## Could your church use a giving programme?

A giving programme is being offered nationally which is particularly designed for smaller, rural/village churches.

In these churches a greater percentage of the community are likely to be committed to the church than in other contexts.

The programme encourages the church to consider whether it should approach the wider community and also whether to hold a presentation event to communicate the financial needs of the parish.

Other churches may also find this useful, although without a clearly defined and supportive community they are likely to find trying to approach the wider community for support less successful. Resources include:

### 1. A Guide

First download the outline of the Rural Giving Programme, to gain an overview of what you will need to do. Then there are a number of templates to make your job easier:

### 2. Use the Supporting Resources...

Preparing to run your programme

- A template for writing your case statement
- The 'Footfall' tool to uncover your church's reach into your community
- Case Statement examples
- Planned Giving analysis tool (a Microsoft Excel spreadsheet)

Running the launch event

- A guide to organising the launch event
- A template letter to invite your congregation to your event
- A template letter to invite your community to your event
- A template invitation card and response form

Prayer and teaching resources

- Prayer resources
- Link to 'Giving for Life' reflections leaflet

The pack

- A brochure template
- Examples of brochures:

*A series of downloadable templates to make your job easier*

A4 and A5 folded leaflet templates

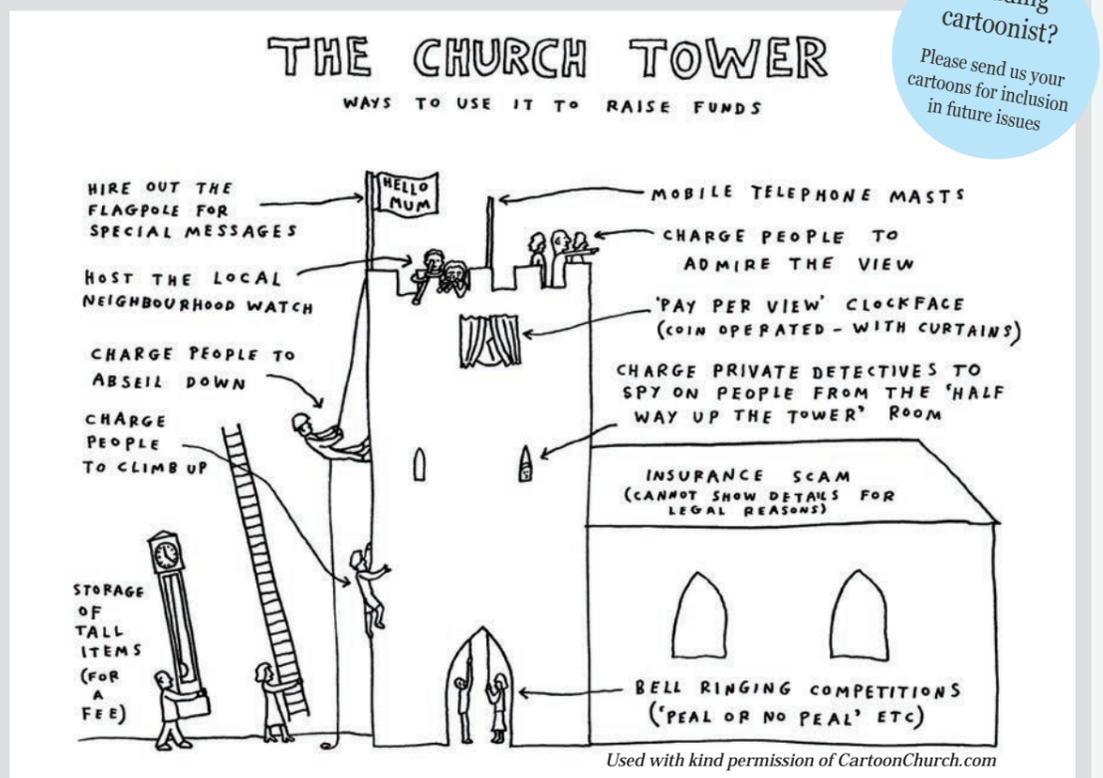
- A template letter to accompany brochure for the congregation
- A template letter to accompany the brochure for the wider community
- Forms for setting up a Standing Orders and Gift Aid Declarations

Afterwards

- A template thank you letter

You can download all of the resources online at: [www.parishresources.org.uk/rural](http://www.parishresources.org.uk/rural) Alternatively, contact Geoff Freeman on 01603 882328 or email [geoff.freeman@dioceseofnorwich.org](mailto:geoff.freeman@dioceseofnorwich.org) to ask for a printed copy to be sent to you.

## Cartoon



Budding cartoonist?  
Please send us your cartoons for inclusion in future issues

## What ideas would you suggest to other PCC members?

We'd love to hear from you and promote good practice across the Diocese.

# Legacy & Funding Workshops

A series of new workshops will be taking place across the Diocese

We are delighted to let you know that Eleanor Gill, National Legacy & Funding Officer, will be visiting the diocese to facilitate three very interesting and informative two-hour workshops, highlighting the financial, theological and practical reasons as to why parishes should encourage legacies and external funding.

She will offer practical steps parishes can take to encourage legacy gifts, introduce supportive literature and offer space for discussion.

The workshops will be split into two halves - one looking specifically

at parish funding, from major repairs to minor improvements, and one looking at encouraging legacies.

Everyone is welcome to attend any of the three workshops:

#### Tuesday 18 November

- 2 - 4pm  
Fakenham High School & College
- 7.30 - 9.30pm  
Diocesan House, Easton

#### Wednesday 19 November

- 2 - 4pm  
Connaught Hall,  
Attleborough

*The workshops are free to attend, but booking is essential to reserve your place*

The workshops are free to attend and include light refreshments.

To attend, please register in advance (as spaces are limited) through the website at [www.dioceseofnorwich.org/shop](http://www.dioceseofnorwich.org/shop) or by telephone on 01603 882328.



Encouraging people to leave a gift in their will to your church



A starter-pack for churches

## Give a card this Christmas

A recent survey produced some interesting (but not unexpected) information.

Sales of greeting cards of all types were showing a rapid decrease particularly with the under 30's age group, and this is mostly attributed to the digital age where an email, text or a WhatsApp (ask your children about that one) is sent instead of a card.

In the 'senior' age group there was also a similar decline in sales and this was put down to the cost of postage stamps. It was noted however that within that age group the number of people with laptops, tablets and iPhones had increased year on year. So for whatever reason we are still communicating but in different ways.

Personally I still like the enjoyment of opening the post on my birthday and other occasions! As part of your Christian mission how do you communicate with those who do not come to church? A parish magazine, newsletter, or a notice in the church porch? What works for one parish may well not work for another.

One parish I know decided many years ago that it would deliver a Christmas card to every house in the locality detailing the times of services along with a Christmas greeting and an assurance of a warm welcome if they attended church. It was not an easy task but one that they managed.



The results were quite amazing and this has now been extended to sending an Easter card as well. Sometimes we just assume that people will know when the services are and you may already be letting people know what's going on, but if you are keen to try sending a card we are looking in future at producing in bulk such an item - this would be printed and personalised with your times of church services and contact details etc.

The next edition of PCC news will be with you early January and in that will be details of design and costs for an Easter card; if you would like details before then please contact me.

Remember it is often just a small thing that makes someone walk through the church door for the first time.

Geoff Freeman

## Making a difference in Ormesby St Margaret

"We have records showing the last time money was discussed in St Margaret's was back in 1983, so a review was well overdue!

"St Margaret's has had a proud record of paying its parish share in full, recently however with rising costs and little in the way of reserves we were starting to struggle financially.

"With the support of our incumbent, The Revd Mandy Bishop, we produced a booklet that simply set out the annual running costs, the expected income and the gap in between that we needed to fill.

"A stewardship Sunday was held with a sermon on '10 points for Godly Giving' and a booklet, envelopes and an example standing order form was available for all church members. Five months later we are starting to see the fruits of our labours.

"Stewardship is not just about asking or even coercing people to give money. It is the way we respond to God's love and all that he gives us in giving of our time, our talents and our finances. We have seen more people coming forward to serve as Wardens, PCC members, sides persons, fundraisers etc -

and yes the number of envelopes in the collection has increased along with additional standing orders.

"Stewardship is not a quick fix - a sticking plaster for a hole in the finances - it is about the way we as Christians respond to what we receive from God.

"Importantly as a parish we are now more open about the finances of our church; I can assure you that 'Stewardship Sunday' will be an annual event from now on."

A better understanding of the finances needed will often be the key to regular giving.  
Geoff

## Gift Aid Small Donations Scheme – a reminder

The Gift Aid Small Donations Scheme (GASDS) allows parishes to claim a Gift-Aid style repayment to be received on small cash donations of £20 or less up to a threshold of £5,000 of donated income per year per church.

The scheme began on 6 April 2013. Archbishop's Council have issued some useful guidance which can be found at [www.parishresources.org.uk/giftaid/smalldonations/](http://www.parishresources.org.uk/giftaid/smalldonations/)

This contains information about the scheme and what you need to do as well as some example Vestry

forms which can be used.

Alternatively, you can use your own records, as long as they separate out loose cash from that given in envelopes, and can exclude donations where you know that an individual gave more than £20.

All of the downloadable information sheets can also be printed and posted to you from Diocesan House.

If you have any questions please contact Susan Bunting on 01603 882377 or [susan.bunting@dioceseofnorwich.org](mailto:susan.bunting@dioceseofnorwich.org)



# Attract tourists and visitors to your church

More and more churches in the Diocese are discovering how opening their doors to visitors is enhancing their mission and also their finances.

Visitors from far and wide are writing in visitors books and local people who wouldn't consider coming to services are exploring spiritual heritage in their area and also encountering the church of today.

## Send the team examples of how you've made your church more welcoming

The Tourism and Open Churches Team, headed by the Revd Nicholas Garrard, wants to help support parishes by encouraging and promoting good practice in welcoming visitors to our wonderful churches and using the church buildings for mission.

The group is keen to encourage the ministry of open churches within the area of the diocese as places of exploration, contemplation and prayer, and can advise PCC's on best practice and risk management when opening their church to visitors.

The group works with a range of bodies including national, regional and local tourist agencies, Christian tourism and pilgrimage associations and networks, the Cathedral and other dioceses in the East of England.

One of the main areas the group has been working on recently is helping parishes mark the hundredth anniversary of the First World War, and throughout the centenary period up to 2018 the group will help to promote your parish events and highlight resources on the Open Churches section of the Diocesan website.

If you would like more information please speak to Caroline Rawlings on 01603 882351 or email: [caroline.rawlings@dioceseofnorwich.org](mailto:caroline.rawlings@dioceseofnorwich.org)



## Just a thought...

It is often the simplest things that help to encourage people who visit the church to leave a donation to assist us in our work.

Many of you will I am certain use donation envelopes with the Gift Aid information on the front, always ensure these are easily accessible and there is a safe place where donations can be left.

If you have a visitor's book ensure that there are plenty of envelopes handy and a supply of pens - really basic but often people do not have a pen with them.

It is a proven fact that approximately 1 in 8 signs the visitor's book - so the numbers coming into church are far higher

than we may think. This is an opportunity to politely request a donation for the upkeep of the building.

I have seen some really good examples of letters that can be printed and laminated to go near the book or in the porch; please call us if you would like some examples for your own church.

Sadly church wall boxes/safes can be a target for those who may be dishonest, do please check the security of your wall safe.

Police advise that a note to say that the box is emptied daily (not always practical I know) does help to deter theft.

# Top tips in applying for a Heritage Lottery Fund grant



Are you thinking of applying for an HLF grant in the near future? If so, follow our top tips for success

- 1) Give yourself time. Applying for a grant can take up many hours and you need to devote sufficient time and energy to the task. Don't rush it!
- 2) If you know another parish which has already been successful in being awarded a grant, then ask them for help and advice. Perhaps they will look over your form for you. Most

importantly, share the work with someone else – don't shoulder the responsibility alone.

- 3) Before you even apply, register your interest with the HLF and obtain their advice. They are always happy to speak to parishes in the very early stages of developing a project and will be able to give you an indication of whether you are on the right track for success.
- 4) Don't apply for more funds than you need. The HLF will go through your application in great

detail and will scrutinize carefully what you propose to spend the money on.

- 5) Make sure that you include in your application how the project will benefit your local community. HLF sets great store by projects to benefit communities and you will need to demonstrate how you intend to fulfil this outcome by the completion of your project.

## News in brief...

### A big thank you!

We would like to offer a big thank you to all those that have completed and submitted the Statement of Significance and Form 1A to the DAC.

This has been a great help in implementing the changes being introduced by the simplification of the faculty system, and we are

very grateful for all your help and support.

For those still hoping to complete the documents it is not too late, and these can still be found at [www.dioceseofnorwich.org/churches/buildings/faculty-applications](http://www.dioceseofnorwich.org/churches/buildings/faculty-applications) or posted to you - contact Caroline: 01603 882351

## New Executive Officer for DAC appointed



We are pleased to announce that the post of Executive Officer for the Care of Churches (and DAC Secretary) has been filled by the appointment of Matthew McDade.

Matthew will be joining us from the Diocese of Ely where he has been the Church Building Advisor after working in both the Diocese of St Edmundsbury and Ipswich and the Diocese of Lincoln over a number of years.

Matthew writes: "I am really looking forward to working with you as you care for your church buildings. In partnership with the DAC we'll work well together and I hope to meet many of you as I visit parishes and offer advice on your wonderful churches."

Matthew can be contacted on 01603 882350 or [matthew.mcdade@dioceseofnorwich.org](mailto:matthew.mcdade@dioceseofnorwich.org)

We wish Matthew's predecessor, Jean Gosling, a long and happy retirement and thank her for her dedication and commitment in supporting the DAC and parishes.

## Listed Places of Worship Grants VAT Reclaims for building work on churches

The Department of Culture, Media and Sports has appointed a new provider to administer the Listed Places of Worship Grant Scheme: Topmark (LPOW), 160 Bath Street, Glasgow, G2 4TB Tel: 0845 013 6601 Web: [www.lpowscheme.org.uk](http://www.lpowscheme.org.uk)

It is now also possible to download an electronic version of the application form, type your

responses and then email the form directly to them, together with electronic copies or scans of the supporting documentation. You can also submit the form by email and the invoices separately by post if you are unable to send electronic copies or scans.

You can continue to request a paper version of the form from them and return by post.

## Faculty Jurisdiction Rules

With the new Faculty Jurisdiction Rules which came into force in January, one welcome change is that all of the procedural rules can now be found in the same place. The new Rules replace the Faculty Jurisdiction Rules 2000, the Faculty Jurisdiction (Care of Places of Worship) Rules 2000 and the Faculty Jurisdiction

(Injunctions and Restoration Orders) Rules 1992. This should make the rules more easily navigable than has been the case to date. Visit [www.legislation.gov.uk/ukxi/2013/1916/contents/made](http://www.legislation.gov.uk/ukxi/2013/1916/contents/made) to download or contact Caroline on 01603 882351 to request a printed copy (the document is 96 pages!).

## Grants for Places of Worship Programme

This HLF programme is for projects that involve urgent structural repairs to public places of worship or to fund work which encourages greater community use and engagement.

Under certain circumstances the HLF are able to fund utility work under the programme.

The works would be considered new capital work and should not be more than 15% of the overall project cost. Outcomes must demonstrate the work makes your church more useable for a wider community engagement.

Contact Caroline on 01603 882351 for more information.

## A helping hand

By GEOFF FREEMAN

As Parish Funding Support Officer my role is to help parishes.

I can offer practical help through:

- Facilitating parishes seeking to embrace and encourage their stewardship of time, talents and money.
- Facilitating parish 'Vision Days' as a mechanism for helping parishes better discern God's way forward for them and as a means of releasing resources for growth.
- Preaching and teaching Christian Stewardship particularly in relation to giving.
- Presentations and talks on Christian Stewardship that offer interaction and discussion with opportunities for people to reflect upon this aspect of their discipleship.
- Training and on-going support for Benefice Stewardship Promoters.
- Help and advice in relation to the promotion of Gift Aid.

I can also offer specific help for:

- Parishes wishing to engage in some form of capital fundraising project.
- Using initiatives such as Giving in Grace, Giving for Life, The Money Revolution,
- The Stewardship Toolkit for Rural Churches (see front page article), and/or helping a parish to develop an approach that fits specifically with their circumstances.
- Legacy advice for parishes wishing to encourage members of their church family to consider leaving a gift in their will to their church.

## Open Churches: are they secure?



Many PCCs are concerned that opening their church doors for visitors during daylight hours means leaving the building at risk. However, these fears can be overcome, provided that they have carried out the appropriate risk assessments and acted on the results. Indeed, keeping the church open can have very positive effects on security.

This is because attracting more people to visit the church and

encouraging greater interest from the community in general means that more 'eyes and ears' are present in the vicinity of the church to notice any untoward activity and deter theft and vandalism.

The presence of an increased number of people in and around the church gives the benefit of natural surveillance and outweighs the perceived risk generated by leaving the door

unlocked and open for visitors.

The secret is to find the right balance between accessibility and security. Opening the doors means that a church has taken seriously its responsibility to review its security arrangements by ensuring that the following points have been addressed:

- A full risk assessment has been carried out
- Local residents have been informed that the church is operating an open door policy so that they can observe activity
- Local people are encouraged to pop into the church when they are passing
- A rota of volunteer stewards is drawn up to be present in church whenever possible
- A secure storage area has been created in which valuables can be locked

Churches which have had a theft in the past can be particularly uneasy about opening their doors, especially if this is targeted theft of religious objects which occasionally happens, and which has happened recently in Essex and Suffolk where a number of items including a statute of the Virgin Mary and Jesus, and engraved wooden crucifix and bible stand and even a four foot wooden angel. But these are rare occurrences, and if reported quickly, churches can be alerted and extra precautions can be taken.

Those which still have concerns can talk the matter over with their insurance company or with Caroline Rawlings at the Diocese. There is no impact on the insurance premium in opening the church, and talking over any worries should put minds at ease.

## Here to help...

To speak to the most appropriate person at Diocesan House contact:

01603 880853  
info@dioceseofnorwich.org



## Useful websites

### Diocese of Norwich

For local information and updates  
[www.dioceseofnorwich.org](http://www.dioceseofnorwich.org)

### Diocesan Registry

For advice on registry matters  
[www.dioceseofnorwich.org/registry](http://www.dioceseofnorwich.org/registry)

### Caring for God's Acre

Conservation charity for churchyards and burial grounds  
[www.caringforgodsacre.org.uk](http://www.caringforgodsacre.org.uk)

### Church of England Churchcare

Lots of information on caring for church building, contents, churchyards and developing your church building  
[www.churchcare.co.uk](http://www.churchcare.co.uk)

### Parish Resources

Information from the Church of England's National Stewardship & Resources team and offers over 400 pages of resources (web & pdf) to support all aspects of stewardship, administration and management in the local church  
[www.parishresources.org.uk](http://www.parishresources.org.uk)

### Church Legacy

Quick and easy access to essential information for individuals considering leaving a gift in their Will to their local church  
[www.churchlegacy.org.uk](http://www.churchlegacy.org.uk)

### Heritage Gateway

Contains listing guides on all listed churches within this Diocese  
[www.heritagegateway.org.uk/gateway](http://www.heritagegateway.org.uk/gateway)

### Historical Maps of Norfolk

Norfolk Heritage Explorer and Norfolk County Council's Map Explorer are both useful sites for researching the history of your church and community  
[www.heritage.norfolk.gov.uk](http://www.heritage.norfolk.gov.uk)  
[www.historic-maps.norfolk.gov.uk](http://www.historic-maps.norfolk.gov.uk)

## A Short Guide to Encouraging Generous Giving

Each week hundreds of thousands of Church of England members give their time, their skills and their money to support the work of the Church. Without them, the Church's ministry and its participation in mission would be far less significant.

Parish Resources have produced a booklet which provides a range of simple tasks that churches can do to make a difference including:

- Preach and teach
- Link with Mission & Ministry
- Say Thank you
- Giving Programmes
- Legacies and
- Maximising Gift Aid

This short guide seeks to equip parishes to nurture generosity. It's not just about the giving of money – the giving of time, of skills, of hospitality and of compassion is vital too; but financial giving can be hugely challenging. Martin Luther said that 'there are three conversions necessary: the conversion of the heart, mind, and the purse. 'Where we spend our money reveals our priorities in life and shows the challenge of discipleship'.

Generosity needs to be encouraged – whole-hearted, open generosity that responds to need, as Jesus teaches that the Good Samaritan showed when he

responded to the needs he found on the road to Jericho. Generosity is not primarily about meeting the financial and volunteering needs of the church.

Download at:  
[www.parishresources.org.uk/news/a-short-guide-to-encouraging-generous-giving/](http://www.parishresources.org.uk/news/a-short-guide-to-encouraging-generous-giving/)

Or contact Geoff Freeman on 01603 882328 or [geoff.freeman@dioceseofnorwich.org](mailto:geoff.freeman@dioceseofnorwich.org) to request a printed copy.

"I think this is a really good short guide and it's worth getting a copy for your PCC - call us if you cannot download a copy.  
Geoff

