

PCC News

The newspaper for all PCC members to help support your church



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Welcome from Bishop Graham Usher



The Rt Revd Graham Usher
Bishop of Norwich

It's good to be here! Rachel and I are grateful for the warm welcome that we have already received and we hope to meet many of you at the various services of welcome around the Diocese (see right-hand column for details).

As I have tried to respond to Jesus' call, "Come, follow me", I have found that each new chapter has been to a new place. That was true for the call to Middlesbrough, to Hexham in Northumberland, and to Dudley and Worcestershire. I'm grateful to the people in each of those places for shaping me as a deacon, priest and bishop, but most of all for continuing to shape me as a Christian. The Diocese of Norwich is equally a new place and it is a privilege to be called to serve among you.

In these early months I am particularly looking forward to visiting every deanery and being in conversation with as many of you as possible. This is, for me, very much a time of listening as I discover how our churches are being generators of light in their communities. Being a follower of Jesus Christ involves us allowing that light to shine into us, and be reflected outwards into the world. The light of Christ always brings hope, and that is particularly needed in the uncertainty of these days.

I'm looking forward to leading a diocese that seeks to inspire the imagination of more people to live their lives within the light-filled hope of Jesus. With 650 church buildings, many of them architectural and heritage gems, and all of them treasure troves of memory, this Diocese has an incredible local Christian

presence. Wouldn't it be wonderful if each was seen by all living in its wider community as a place of light-filled hope?

Yet, in some places maintaining this presence is under considerable strain. I want us to be honest about these challenges, as well as seeking to be imaginative in our response to best support our communities. In my experience, it's often from the cracks in our lives, and the vulnerabilities of our communities, that the light of Christ shines through.

We encounter this light as we read the Scriptures, as we receive the gifts given to us in the Eucharist, and as we root our lives in prayer for one another, for our neighbours, and the whole world. I am grateful for the hundreds of you who look after your local church and for all who, in the name of Christ, seek to serve the lost, the least and the lonely – thank you.

Meet the Bishop

Bishop Graham's enthronement as the seventy-second Bishop of Norwich is a symbolic ceremony in which the bishop is formally seated for the first time on the ancient throne at the east end of the Cathedral, marking the beginning of his public ministry in the Diocese.

The service is on Saturday 9 November in Norwich Cathedral but is invite only. To ensure as many people as possible can welcome the new bishop, there are additional services of welcome at four venues around the Diocese with no need to book. These

will include elements from the Cathedral service as well as locally-organised worship.

The dates of the services are:

■ **Great Yarmouth Minster**
Monday 18 November, 7pm

■ **St Peter & St Paul's, Cromer**
Sunday 24 November, 4pm

■ **St Cuthbert's, Thetford**
Monday 25 November, 7pm

■ **King's Lynn Minster**
Wednesday 27 November, 7pm

At long last

Great News! We have finally had confirmation that The Listed Places of Worship (LPW) Grant Scheme is to be continued until at least the end of March 2021. LPW gives grants that cover the VAT incurred in making repairs to listed buildings in use as places of worship. The scheme covers repairs to the fabric of the building, along with associated professional fees, plus repairs to items such as turret clocks, pews, bells and pipe organs.

The fund repays the VAT element of building repairs but also on professional fees such as:

- Architects
- Architectural technologists
- Surveyors
- Conservation advisors
- Structural engineers
- Bat inspectors
- Archaeologists for work necessary for eligible building projects (current or planned)
- Planning supervisors
- Health and safety advisors
- Maintenance plans
- Accredited conservationists

Have a good look at everything that is eligible and what is not



eligible at www.lpwscheme.org.uk/eligibility_checklist.html

If you have not claimed VAT you have twelve months from the date of invoice. This is extra money for for your church so have a look at the list and see what claims you can make.

- You can claim the VAT on invoices received over the past twelve months
- No need to register for the scheme
- There is no limit to the number of claims
- Some church hall repairs are valid

For more information look at their website www.lpwscheme.org.uk (N.B. The scheme is administered by a company called Topmark!) or telephone **0800 500 3009**.

Editorial

Robert Culyer
Parish Funding Support Officer
01603 882326
robert.culyer@dioceseofnorwich.org



Fake news seems to be everywhere and we don't seem to be short of it when journalists are discussing the Church. Headlines such as "Empty Churches" are a misrepresentation, especially in Norfolk. Quite often wealthy landowners would build a church in a village where there was a low population so the church would never have been full. In some villages in Norfolk we even have two churches in the same churchyard. If we look back through the records of the numbers of communicants at services we can see the numbers have not dropped much. One thing that has changed is that the Lord of the Manor no longer 'expects' villagers to attend church. This is a very positive step for our congregations. At least now everyone in church is there because of their Christian beliefs. All we need to do now is make the most of this fact, embrace the situation and work together in a positive manner.

With the grouping of many of our churches into benefices we need to consider working together more as a group. Small congregations of three or four are never going to attract more people and will never grow. Just imagine attending a service with a congregation of four people. You would be frightened to death that by the end of the service you will be church warden, treasurer and in charge of the flower rota. Seriously, any visitors coming over the threshold

are far more likely to return if they experience a real sense of community and vibrancy.

I am not saying that working with other parishes will be easy but by discussing any likely issues, problems can be avoided at a later date. Like any family there is likely to be a fallout over money, so there needs to be clear guidelines from the start. Some parishes in our Diocese do not wish to take part in fund raising events (although I prefer to see these as a great opportunity for outreach) and feel that their congregation should provide financially for their church. This is fine as long as this is the case. Occasionally we need to take a reality check and if the giving does not meet the required level it has to be addressed.

We all have our favourite style of worship but as a family we need to try and cater for everybody's taste and support each other by attending even if it is not to our taste this week.

The benefits of working as a group mean that we have more manpower to do certain jobs such as treasurer, safeguarding officer or even legacy officer.

Back to the news and every time you turn the television on people are protesting in the streets about this or the other. I am hoping that our church members will take to the streets to demand bigger congregations. I don't mean in protest but by encouraging others to join us and feel the warmth of the love of God.

If not a helter-skelter then what will you do?



The Revd Canon Andy Bryant
Canon for Mission & Pastor Care,
Norwich Cathedral

What was the most important part of Seeing it Differently at Norwich Cathedral this August? Given the way the story went global it might be tempting to think that it was the presence of a helter-skelter in the Nave of an English Cathedral. But behind the headlines, the heart of this event was the presence each day of fourteen volunteers, drawn from parishes across the Diocese, who had been trained to engage visitors in talking about the faith.

The helter-skelter, and the other installations, were there to encourage conversations about

faith. Most parish churches could not accommodate a helter-skelter but what might you do in your community that would both engage people and provide opportunities for faith conversations?

So often suggestions about new events start from a place of anxiety with worries about attendance numbers or paying the parish share. But what if we start our thinking from a different place? What would you enjoy offering to your community? What would energise and excite you? If what we are planning does not energise and excite us how can we expect it to enthuse others.

Many parishes are already being very imaginative in their community engagement, using

star gazing or quilting, sport or wood craft. These ideas work precisely because they are not what people expected from a church and because they are led by someone with an enthusiasm for that activity. Be big, be brave in your thinking – truly dare to think outside the box.

A helter-skelter in a cathedral may at first have seemed like a strange decision but it caught the imagination and brought the crowds flooding in. But more importantly it opened up so many conversations. As one visitor put it: I saw the smiles and the laughter, and I knew God was in this place.

ps If you would like to borrow the Bible Box contact Canon Andy on **01603 218331**.

RESOURCING YOUR PARISH

The team from Diocesan House were really looking forward to meeting you all at the Resourcing Your Parish Events in order to support you in your parishes. Sadly not enough of you wanted to meet us! I am concerned why this is, so I would really appreciate it if you took a moment and

dropped me a line (**robert.culyer@dioceseofnorwich.org**) to say why the event did not appeal to you. Was it the type of workshops, venue, time of year or just generally too much on? I really do look forward to hearing from you so that we can address any issues that there might have been.

Want to keep abreast of Diocesan news and receive regular information updates?

Then sign up now for eNews. Register by going to **www.DofN.org/eNews**

eNews

Important changes ahead

Karen Hall
Pastoral Secretary

The new Church Representation and Ministers Measure 2019, which will introduce new Church Representation Rules (CRR), will come into force on 1 January 2020. It will introduce a number of changes to the existing CRR 2017. A new version of the CRR will be published in the Autumn, incorporating these changes. These will include:

- Putting back the deadline for the Annual Parish Church Meeting from 30 April to 31 May
- Allowing Parochial Church Councils (PCCs) to make their own rules of business, adopting a scheme to suit their own circumstances.

■ Allowing a number of PCCs to form a Joint Council, which will be a legal entity (unlike the present arrangements) able to hold bank accounts, employ people etc. This may suit multi-parish benefices who want to try working together without the formality of a pastoral scheme to turn the benefice into a single parish.

■ Reducing the minimum number of PCC meetings from 4 per year to 'enough to manage the business of the PCC'

■ Various other changes to allow greater use of electronic communications, eg in elections to Diocesan and General Synod.

Also, to note are the Faculty Jurisdiction (Amendment) Rules 2019, which include widening the scope of List A, amending List B

and inspection of proposals online. These are due to come into effect 1 April next year.

To help parishes navigate their way through these, seminars conducted by the Diocesan Registrar, are being held at :-

Attleborough, Church Hall
Tuesday 11 February, 7pm

North Walsham, Church Hall
Thursday 13 February, 7pm

Fakenham, Sports Centre
Tuesday 3 March, 7pm

Norwich, Diocesan House
Saturday 7 March, 10am

To book your place please visit **www.DofN.org/changes** or contact Angela George on **01603 881724**.

Getting started with legacies – book now!

CHURCH LEGACY

A lasting gift to your church

THE CHURCH
OF ENGLAND
Diocese of Norwich



Legacy Workshop to encourage legacies in your parish Diocesan House

Wednesday 27 November 2019
2.30pm - 4.30pm or 7pm - 9pm

Book now. Limited space available.
visit www.DofN.org/legacy
or telephone Robert Culyer on 01603 882326
There will be cake!

I understand with limited manpower on many of our PCCs the thought of another task does not fill many of us with joy. I hope faced with the opportunity of appointing a legacy officer you might feel differently, and my logic behind this is as follows:

■ A legacy officer can encourage legacies and every penny left to your church in a will comes directly to your church rather than directly into Diocesan House

■ It does not involve a massive amount of work; ensuring that literature is available at the back of the church

■ The legacy policy is already written for you and only needs adopting by your PCC

■ You are not only asking your congregation to consider leaving you a legacy but the wider community

■ There is free promotional literature

■ Legacies left to a church are usually the catalyst for some great mission or outreach activity

Ideally we would like to have a legacy officer on every PCC but failing that at least one in every benefice. To support you in this we are running two

support sessions on Wednesday 27 November 2019. One in the afternoon between 2.30pm and 4.30pm and one in the evening between 7pm and 9pm.

We will provide you with a plethora of resources to make your life easier such as suggested articles for your Parish Magazine and other ways of approaching your local community, because these people in your community will be leaving legacies to other charities so why not ask them to remember their local church.

Church is not about money but we need to be able to support its growth with financial support. I believe that we all have the common aim of growing The Kingdom, and legacies are just a small part of our stewardship. To the outside world many people will want to support your church by leaving a legacy to maintain its work or the building in their local community so we have to be proactive about encouraging this.

So please register with us today to be the special person, a legacy officer on your PCC or persuade someone else to take up this role and come along to our support session. There will be cake!

Kind gifts do great things



St James's Church Southrepps

St James's Church was left a legacy of £750,000 which enabled them to build a well-designed extension. The ground floor includes a kitchen and small hall which is large enough to seat approximately 25 people sat around tables. There are also toilets and a store room and upstairs there is a useful meeting room and office. This is the sort of development

which would help so many of our churches become community buildings for their local village, but it is dependent upon us being proactive about encouraging legacies in our own parishes. With these sorts of facilities you can hold toddler groups and coffee mornings very comfortably as well as run several other much needed groups. Legacies like this help to make our churches sustainable for the future.



Christ Church Eaton

Christ Church Eaton were able to develop a welcome area in their church thanks to the generosity of a legacy. It has a fully accessible WC and kitchen facilities which are proving helpful for hosting concerts, weddings and major services and is also ideal for community events, exhibitions, lunches and school visits. Legacy money has also meant that they can restore their pipe organ. Christ Church

were very clever as they did not use every penny of their legacy money to pay for their projects but also applied for grants from grant-making bodies, which meant that their legacies went so much further.

A legacy, however small, can be that important catalyst to get a project off the ground, and that is why each and every one of us in our church congregations as well as those living in our local communities should consider leaving a legacy to their church.



St Mary and St Botolph Church Hevingham

St Mary and St Botolph Church had a prayer answered in the form of a legacy. They needed to replace the lead on the church roof which had been stolen. They decided to go ahead with the work in the summer because they were very fortunate that they had been offered two interest-free loans to settle the account for the repairs which was due the following

January. The problem with loans is that they have to be paid back, but just as the invoice arrived they received notification to say that they had been left a legacy. This was such a timely occurrence and we can only imagine the joy that the legacy brought to that parish. It is a lovely thought that we too can bring so much joy after we have gone.

What value do you put on God's love?



As Christians, we acknowledge that what God has generously offered us is nothing short of life through Jesus Christ. Whenever we gather we are presented with the opportunity to support others in recognition of God's offerings. This support takes shape in many forms with financial gifts being the backbone that builds our church community and generates opportunities to offer our lives in our parishes. We are all encouraged to participate in giving money for the ministries of our parishes as a sign of our share in God's work.

Having read this far hopefully you realise that I am talking about stewardship. There are lots of misconceptions about stewardship, but please don't stop reading at this point. Give me the benefit of the doubt and keep reading.

Initially, I would like to address why we give. Over time, local misinformation has transformed why we give, from it being in response to God's love for us to raising money to pay parish share.

So, we have established that we are responding to God's generosity to us in that he gave us his only Son, but I now ask you to consider is the money that you joyfully give a true reflection of the value that you put on that generosity?

Our giving must be in proportion to what we can afford

and should be sacrificial rather than from the spare money that we have left at the end of the week. That is why we should really plan what we are going to give and set up a standing order, or at least budget for it. We all know that our budgets at home would soon come unstuck if we suddenly did not receive our salary or pension yet the treasurers in our churches are expected to second guess how much income they will receive in the course of a year because members of our congregations miss some weeks and forgo their giving.

So, we know that we should give in response to God's love for us but why? In the Bible it is quite clear. In the letter from St Paul to the Ephesians they are told to equip the saints for the ministry, for building up the body of Christ.

Again, we see in Corinthians in The Collection for the Lord's people we are told how the Macedonian churches, despite extreme poverty, welled up in extreme generosity.

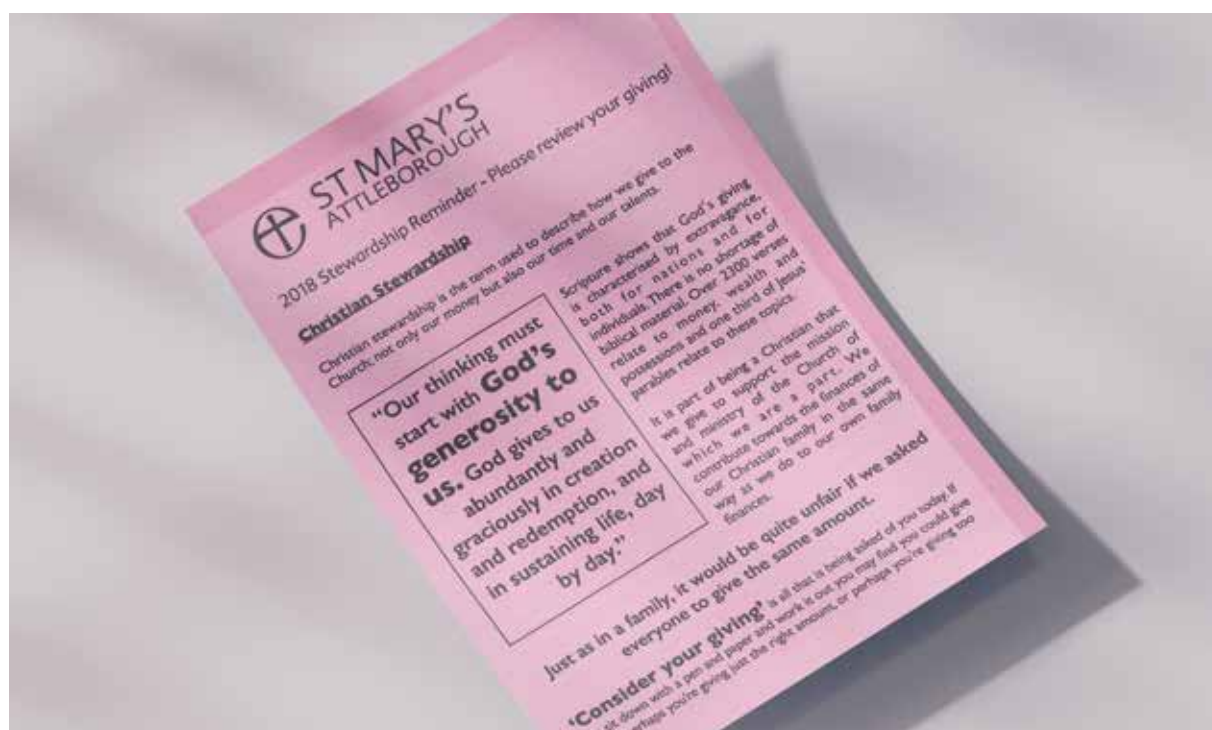
What we give is between us and God and nothing to do with anyone else. More and more parishes now have an annual review of giving but as individuals we have a responsibility to review our giving on a regular basis. So why not review your giving now? Realistically look at what you feel is the true value you put on your faith.

Worry less about money

Isn't it strange in life how we sometimes forget the basics? How often do we actively promote that our churches are a place of sanctuary? With mental illness being on the rise and people needing somewhere quiet and peaceful to get away from the stresses for a moment's solitude, our churches are very well placed to fulfil this need. Why not include a small box in a village newsletter or magazine telling your local community that their church is always there for that moment of solitude and peace.

The Revd Mathew Jackson
St Mary's, Attleborough

A wise friend of mine who is also a priest, when I was expressing my distaste for stewardship campaigns, said, "but have you noticed that by and large the Churches which talk about money don't seem to need to worry about it?" That phrase has stuck with me for the last twenty years and is behind the way we think about our financial giving in Attleborough.



Before I go further, I need to acknowledge that people give to the Church in many ways. The word 'stewardship' is often seen as just being about money but it is also time and talents. Of course we need people's volunteering skills in our churches and, by and large, we're not bad at asking people to donate those. "Would you be able to...?" or "Would you mind...?" are phrases

that are often used in ministry but we've too often been embarrassed to talk about money or think there is something too worldly or dirty about it.

The truth is simple: The Church needs money to function at both a local and national level. Acknowledging this truth has been part of our stewardship process in Attleborough over the

last few years. We have gone for the 'little and often' approach. The PCC decided that once a year we would have a sermon dedicated to talking about the finances of our Church. We settled on Lent as there seems something appropriate about that time of year to talk about money, it is also when the last year's accounts have been finalised for the APCM. Each

year the sermon is accompanied by a leaflet or a letter to everyone in the Church as an aid memoire for what was said.

While we reflect on the financial situation of the Parish it is always stressed that the most important thing is for people to consider their giving seriously, taking 5% of income after tax as a target. When people reflect prayerfully on their giving some many realise they're giving too much while others may realise they could give a bit more. Members of the congregation are asked to return a form or amend their standing order through their bank.

As incumbent I feel it is important not to know who gives what so that I can't be accused of favouring the generous givers. I never see the forms people return and whenever I see a bank statement the figures of who gives what have been obscured with permanent marker first.

Does it work? In honesty I don't know but in Attleborough we were £10,000 a year short of breaking even in 2013 when we started doing this. Last year we made a small surplus. Maybe it is right that churches which talk about money do need to worry less about it.

God is good, God is great



The Revd Canon Simon Ward Great Yarmouth Minster

In summer 2018 the Parish of Great Yarmouth embarked upon a Stewardship Campaign for the first time for several years. The PCC were supportive of the idea and acknowledged it was about time stewardship was revisited and so a small team of clergy and laity began to meet and start planning. We had a meeting with Robert Culyer who shared useful insights and also some helpful examples from other parishes. So what useful lessons did we discover? Here are a few suggestions:

Start planning early. We started our planning early in the year to run the campaign in June 2017. It takes time to develop good publicity and literature. It takes time to think with the PCC about how and why you are doing this and it is vital that the whole process is supported with prayer. Ask for help from the diocesan team.

Be clear about why we give. It's all because God is good and God is generous. We gladly respond to God's goodness.

Personal touches matter. It really doesn't take that long for a vicar to top and tail appeal letters. A personal salutation or sign off definitely increases engagement.

Thank people well. Again, be personal with the thank you letters and acknowledge all the good that has shone through in the course of your stewardship campaign.

Stewardship is forever. When the campaign is over it doesn't end there. All Christians should ever be challenged to think about this important dimension of our faith and so think about how follow up happens.

Be encouraged. The result was significant growth in our regular income but it was more than that. Many people found huge encouragement and fortified faith. In everything we do we should ever look to increase our faith and trust in God.

And finally, don't forget to enjoy it. All of those who were part of the PCC working party were pleased they got involved. So don't delay that campaign you've talked about: get some friends and get talking and praying. We're glad we did.

What about the "M" word?

The Revd Margaret McPhee Hosford Benefice

What a gift the Lloyds Bank advert is to us. It addresses head on the reticence many people have talking about money. As incumbents, PCCs and congregation members, so often we don't want to go there! Yet the only way we'll remain sustainable people of God in a place is by prayer, thanksgiving for God's provision and offering of our best, including money, for His purposes.

Arriving at Hosford Benefice three years ago, I discovered a heavily subsidised parish share wasn't paid and giving was reducing. All three parishes were running at a deficit. Time for the "M" word to be talked about!

I invited one of the Parish Funding Support Officers to a joint PCC meeting, who was able to put God into context, His mission and our personal and parish response of thanks giving. Attitudes towards parish share changed that evening as the Diocese big picture and our role was discussed.

Inviting someone to talk doesn't change the situation but it did

give openness of the 'M' word situation and helped kick start a broader plan with a mix of community and congregational response opportunities. The parishes developed a budget/annual planning from 2018. Transparency increased in PCC meetings of our finances with parish share discussions changing from "if we should pay it" to "what will we give". 2019 has seen all three parishes contributing monthly to the Parish Share by direct debit.

Sending Christmas cards to every household in the benefice started in 2017, with an Easter card introduced in 2018. They're an investment, part of our mission to build relationship. There've been higher offerings at these festive services alongside the message "we're here, we're open and God loves you".

Parish gift days started in 2018. Our mission strategy includes offering hospitality and these days gave us opportunity to do so. This year, alongside leaflets in every door in two of the parishes with the third parish as many as possible, social media activity and poster advertising is being used.

The Ministry Team explicitly integrate stewardship in our worship, our PCC meetings have open discussions about the reality of our deficits, the value of legacy giving has been experienced by one parish and so an example is used across the benefice. Robert Culyer, Parish Funding Support Officer, preached in 2018, movingly using the story of the widow giving all she had in thankfulness to God. At life event services I'm specific where donations will be used so releasing congregational giving to keeping our churches open. We're on the contactless pilot scheme, we started to give thanks for the offering of our best and/or first fruits verbally for all to hear in each service as well as praying for our finances; our weekly news sheet has prayer items around our finances. January 2020 sees the introduction of weekly giving envelopes as well as asking people to give regularly by standing order.

The finances still aren't on track; we're still struggling with our subsidised parish share. Culture change is slow but with prayer and thanksgiving I am encouraged God will work His purposes out.



Photo credit: Lloyds Bank 'The M-Word' advertising campaign.

Streamline your administration



Angela George Events Co-ordinator

The Life Events Diary is free custom-built online software from the Church of England Life Events Team which streamlines

administration for baptisms, weddings, banns and funerals. This day will take you step-by-step through the website showing how it works and all of its functionality.

The day is open to all and especially useful for clergy, Readers and parish/benefice administrators.

The Church of England has partnered with iKnow Church to provide the Life Events Diary for free to every Church of England church.

The Life Events Diary is custom-built online software which can streamline administration for baptisms, weddings, banns and funerals. The Life Events Diary helps churches build and develop lasting relationships with new contacts through life events

The iKnow team will be taking you through the Life Events Diary and showing you how it works,

along with all of its functionality.

iKnow want to help churches in the Diocese of Norwich to benefit fully from this software and the team will be visiting to deliver a day for clergy, lay leaders, and administrators to find out more about the Life Events Diary, iKnow Church, and how software can help the ministry and mission of the Church.

You do not require a laptop or tablet for this event as it is a Demo Presentation. Be prepared to take notes and there is designated time for Q&A as well as time to

connect with the team during the lunch break.

There will be refreshments on arrival and a complimentary lunch will be provided by the Diocese.

The training session is free of charge but please book in advance.

**Wednesday 13 November 2019
10.30am - 3pm
St Thomas Church, Earlham Road,
Norwich, NR2 3HF**

To book your place visit
www.DofN.org/streamline or
01603 881724.

The Care of Churches Team

Matthew McDade
Executive Officer (DAC Secretary)
for Church Buildings

When considering repairs or alterations to churches it is always a good idea to have initial conversations with the Care of Churches Team. The Care of Churches Team (formerly the DAC Office) has a brief to be proactive in offering advice to parishes before an application for permission is made. The Care of Churches Team is here to help in any way we can, whether it is to offer advice on quinquennial inspections, choosing a professional advisor, practical church maintenance or church re-orderings, amongst other things. We can also guide parishes through the process of applying for a faculty online and how to approach the Archdeacon for what is called a List B permission (usually like-for-like repairs to churches which used to require a faculty).

We maintain an exceptionally close working relationship with

the Diocesan Advisory Committee (DAC). The DAC legally must be involved before a faculty is obtained and therefore involving them at the earliest possible stage can be extremely beneficial. The parish will get a professional steer from the Committee about what may (or may not) be appropriate and fresh ideas will arise out of the initial discussion. The Care of Churches Team/DAC will also give you advice on which other, if any, bodies should be consulted (such as Historic England, Church Buildings Council or the local planning authority).

PCCs sometimes embark on what can (and should) be a large and exciting project for their church building. Whether it is the installation of lavatories and servery or a radical re-ordering of the church's interior to allow for greater flexibility of use, the Care of Churches Team and the DAC are here to help parishes reach the best possible solution.

The DAC may suggest getting in contact with parishes that have

already successfully undertaken such projects in the past. Therefore, it is always of use to visit other churches and to learn from the experience of neighbouring parishes about how they found the experience of undertaking a project. They may also be able to say where they found the pitfalls to be.

If you have not already done so, start by writing a Statement of Significance and a Statement of Need. These two documents can be exceptionally helpful not only for the DAC but also for funding bodies who often require a concise statement outlining exactly why there is a need to do what you want to do but also how it will affect the historic significance of the church itself. Guidance on how to produce these can be found on www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need

Talk to your parish's professional advisor (an architect or surveyor) as they will usually have to create the detailed documentation that the Diocesan Chancellor will need



to see before he grants a Faculty.

Above all, see the project as an opportunity to enter into a discussion with your local community and view it as a possible means to review what you do as a parish and how it might change/be done better. Will having a lavatory enable groups to meet inside the church that wouldn't otherwise do so? Does this have implications for mission? The future can be exciting and we are here to help you!



For further information please contact Matthew McDade, Executive Officer (DAC Secretary) for the Care and Development of Church Buildings. Email: matthew.mcdade@dioceseofnorwich.org Tel: **01603 882350**

Caroline Rawlings, Church Development Officer (Assistant DAC Secretary). Email: caroline.rawlings@dioceseofnorwich.org Tel: **01603 882351**.

Let's get rid of the pews!



Matthew McDade
Executive Officer (DAC Secretary)
for Church Buildings

One idea which always elicits much debate is a proposal to remove pews and introduce chairs. Comfortable or not, heavily-pewed churches have mostly only been a feature of churches in England since the 19th century, when the Victorians were keen to introduce greater capacity for seating, given the rise of both the population and Nonconformism.

Should a parish wish to remove its pews and replace them with chairs,

there are a number of questions that first must be answered before permission is sought:

- How important are the pews, historically and aesthetically?
- Were the pews made for this church building or have they been imported from elsewhere?
- Are all the pews of one set or are they mix and match?
- Why do the pews need to be removed? Is it for comfort reasons, flexibility or another reason? In effect, what are the needs and how will the removal of pews answer the needs?
- Do all of the pews need to be removed or will losing a portion

meet the needs of the parish?

- What type of chairs will replace the pews and what colour will they be?
- Where will the chairs be stored when not in use?
- Who will move the chairs and how heavy will they be?

Whilst many churches have been given permission to remove some or all of their pews it can be controversial, both with the local population and some National Amenity Societies. Advice is always available from the Care of Churches Team and we'd be happy to discuss any seating issues with you.

The Gospel of MARC

Matthew McDade
Executive Officer (DAC Secretary)
for Church Buildings

A frequently asked question is: what form of permission (if any) do I require to do X, Y or Z? Whilst the law governing maintaining, repairing and changing churches is fairly complex the basic principles are very simple. Forgiving the slightly facetious analogy, a general rule of thumb for faculty law can be summed up as the Gospel of MARC.

MA = maintenance. General maintenance can be undertaken without any formal permission. This can include such things as having the gutters and downpipes cleaned, the introduction, removal or disposal of fire extinguishers and the repair of paths and other hard-surfaced areas on a like-for-like basis, amongst many others.

R = repair. Repairs to the church which involve more than general maintenance may be authorised by the Archdeacon. This includes such items as a like-for-like replacement of the roof,

stonework repairs, replacement of a boiler in the same location and works of adaptation (not including substantial addition or replacement) to heating, gas and water systems and electrical installations.

C = change. This is the easiest to understand yet requires the most robust process. Change involves any alteration to church buildings, such as removal of pews, installation of a lavatory and/or servery, extensions and demolitions. It also, however, covers such (non-exhaustive) items as repairs to historic glass/silverware and archaeological excavations.

Although almost all repairs no longer require a faculty the detail and type of information that the Archdeacon needs to see remains the same. Full details are set out in the Faculty Jurisdiction Rules 2018 (Schedule 1). The route by which one applies for Archdeacon's permission (List B items) is via the Online Faculty System:

<https://facultyonline.churchofengland.org>

If in doubt, consult with your Archdeacon or the Care of Churches Team.



It's good to talk!

Matthew McDade
Executive Officer (DAC Secretary)
for Church Buildings

When applying for a faculty there is often a need to send details of the proposals to bodies over and above the DAC. Historic England is a statutory consultee on a wide variety of alterations but there may be more interested parties, such as the Church Buildings Council, The Society for the Protection of Ancient Buildings, The Victorian Society and/or the local planning authority, amongst others. Their views will often, but not always, be supportive of improving church buildings and the Diocesan Chancellor will need to take their opinions into account before a faculty is granted.

From 1 April 2020 the way that parishes consult with interested parties will change. Whilst historically it has always been useful to obtain the views of the relevant bodies before the DAC gives a recommendation it was not a legal requirement. The situation

from January will be that advice must be sought before the DAC can give a final recommendation and this will be mirrored by a change in the law. It will, therefore, be crucial to send copies of what is proposed to the specific societies in order not to delay any application for faculty.

The Faculty Jurisdiction (Amendment) Rules 2019 set out exactly what is required to be sent and in addition to a covering letter or email includes all of the following:

- (a) the standard information in Form 1A or Form 1B;
- (b) a summary of the works or other proposals being consulted on;
- (c) any relevant designs, plans and photographs;
- (d) any other documents giving particulars of the works or other proposals; and
- (e) the statement of significance and the statement of needs

Advice on whom should be consulted and how they can be contacted can be obtained from the Care of Churches Office.

To all the residents of Northrepps: welcome to your church

Church can be a scary place. if you have not been before and there are loads of myths about what you should and should not do in church, so a reader has kindly sent in this letter that they are sending out to everyone in their village. Perhaps you could do something similar?

Michael Gurney
St Mary's, Northrepps

First of all, a very big thank you to everyone who lives in Northrepps for your help and support in getting our roof fixed – you have been amazing. We wanted to say thank you but also to put out a very big 'welcome mat' to everyone in the village.

An Open Door - You are really welcome to come to Northrepps church at any time – either to one of our church services on a Sunday morning or simply to seek beauty and peace during the week. The church is normally open every day. This is your church.

We believe that there are a number of misperceptions about the church so hopefully this short guide may help but please do let us know if you have any questions or comments.

Can I go into the church at any time? - Sadly because of vandalism the church does need to be locked up at night but whenever the church is open please do feel free to use it to pray or simply to find true peace.

When are the times of the church services? - They are at the front of Land & Strand and up at the church gate. Normally Northrepps has a service at 10am on Sunday mornings but please do check. In addition you can receive a weekly email bulletin which not only has the service times but also lets you know about all the things going on in the local area. Simply email poppyland.rector@gmail.com

I would feel nervous about walking into the church - You would get a warm welcome – you don't have to say anything and you can simply sit and watch if you want.

I would be embarrassed not knowing what to do - It is really easy to simply follow what others do. All the services are either from a service book or a service paper and the words we say are printed in bold.



I need to be a committed Christian - Far from it – the whole purpose of the church is to explain about Christ's love for us all. Everyone is welcome. Come and find out for yourself.

I need to dress up - The days of having to come to church in a smart suit or dress are long gone. Please wear whatever you feel comfortable in but you should bring a jersey or coat as the church, particularly in winter can be a bit chilly.

What do I need to bring with me? - An open mind.

Won't the regulars be stand-offish? - We believe the opposite – whether you come every Sunday or once a year we hope and believe that you will be made truly welcome and part of our wider family here.

My children will make a noise or play loudly - It is lovely having children of all ages in the church. Please do bring your children and they can play at the back of the church if they want to.

We aren't baptised or confirmed - Please do not feel that this in any way excludes you – everyone is really welcome.

Will it take a long time? - Most Sunday services are about half an hour and a communion service will be about one hour. You can of course feel free to leave at any time.

I can't sing - There are hymns (and lovely music from Geoff who plays the piano for us) but you shouldn't worry about whether you can sing. If you don't want to sing, simply listen.

I don't know how to take communion - Simply take a prayer book up to the altar for a blessing or, if you are confirmed have a quiet word with one of the regular church goers.

I don't know what to pay - You don't need to pay anything and there is no entry fee or mandatory cost. A plate or bag is passed round and a voluntary contribution, which goes towards the running of this church, would be very welcome, but you are under no obligation whatsoever.

I am not a member of the Church of England - If you are a Christian, or simply want to find out more about Christianity, please feel completely welcome to our services.

I find it difficult to move and cannot get to church - Please call us and we can help you with transport.

Church is only for old people - Certainly not – it is for all ages from 1 to 100.

I will be committing myself to do lots of different things - No, you won't! Of course we love getting volunteers to help in different ways but some people simply come to services on an occasional or regular basis. Simply come to church and see for yourself.

What will I get out of coming? - Find out for yourself – we believe that at the least you will find peace, love, new friends, and ultimately a much deeper, richer and more fulfilled life.

We would love to see you at any time of the year.

Lent Appeal 2020



Joanna Fisher
Communications Officer

The mission in Dogura, Papua New Guinea has a history that spans back almost 130 years; to the day when two Anglican missionaries convinced the warriors in Milne Bay Province not to kill them. The warriors were so moved by the missionaries' message of peace and love that they gave the area of land on which they held their battles, a plateau 1,000 feet above the sea, to the missionaries.

On this land, the missionaries built a chapel of bush materials. A tree then grew from a post of that chapel and became the Modawa tree; a symbol for growth and hope for the Church of England in Papua New Guinea. The area is soaked in symbolism for the 1,000 people who now live there, and the story of the missionaries and the tree inspires them to speak the gospel in Papua New Guinea.

The 2020 Lent Appeal

is directed at getting the community of Dogura a car to reach neighbouring villages for evangelism; or get to main towns for training and access to key medical supplies. Transport currently involves descending from the plateau to a boat ride across the sea and then up to a two-hour wait for the "bus" – a truck from Awaiama – which may not arrive at all.

Your generosity will mean that the community of Dogura can remain on the site of their heritage and continue their good work throughout their Diocese as well as reach essential supplies for themselves. Your money will go towards buying a car, a Landcruiser or similar, for use by hospital staff, school teachers, and diocesan staff. More details and free resources for churches will be available from Diocesan House and on our online shop at the beginning of January 2019. Lent 2019 begins on Ash Wednesday 26 February and ends on Saturday 11 April.

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Signed

Date

Please return your form to: Church Homeless Trust, Can Mezzanine, 49-51 East Road, London N1 6AH

RCN 802801

PNW19

Antique Valuation Days: fundraising for churches

Advertorial by Keys of Aylsham

With the popularity and profile of TV programmes such as the Antiques Roadshow and Bargain Hunt holding an Antiques valuation day at the church or

church hall can be a fun way of raising money for the church. Here at Keys auctioneers we are often asked to provide experts to offer opinion and information on antiques as well as current value which can often come as a pleasant surprise. As well as charging

a set price per item valued, in our experience some items are consigned for sale with the proceeds earmarked for the church. If you would like to know more please contact David Broom at Keys on **01263 733195** or by email **david.broom@keysauctions.co.uk**

Save the date! All are called



Bishop Graham invites you to join him at the cathedral for a day of worship, reflection, workshops, and activities for all age groups as we think together about our call as Christians in God's world.

Saturday 16 May 2020 from 10am – 4pm

More details to follow next year

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Image from a valuation day at St. Andrews Church, Deopham

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It's child's play

Anna Main
Children, Youth and Families
Project Advisor

Looking for some fresh ideas or items to resource a regular ministry or one-off event such as Messy Church, a fête or holiday club? The Diocese of Norwich Resource Centres are the place to go!

The Children, Youth and Families team operate three resource centres based at: Diocesan House, Easton; St John's Church, Loddon; and newly launched earlier this year, St Faith's Church Office, Gaywood.

Each centre offers a range of items and materials to help enhance and resource work with children, young people and families including:

- a wide variety of open-ended resources for creating prayer stations and reflective activities
- RE resources and Christian artefacts
- Collective Worship resources
- Godly Play sets
- puppets
- games.

Borrowing items is a great way for churches to be able to share resources and avoid the financial outlays and storage implications for large items or materials that are only used once in a while.

Anne Dring a member of St Ethelbert's, Thurton and volunteer at the Easton Resource Centre says, "The resource centre has a variety of Holiday Club materials and this year we borrowed The Starship Discovery resource to plan this summer's Thurton Holiday Club led by a team from the benefice. Over 40 children joined us in the village hall throughout the week for Bible stories, crafts and songs and plenty of afternoon games facilitated by the loan of games equipment from the Loddon and Easton Resource Centres. A great week was had by all!"

The full library catalogue is available to view online so you can view and select before reserving items and we are always willing to discuss your needs or make a time to show you what we have to offer.

Lesley Chatwin from Badgersfield Community Church helps to lead a monthly Messy Church. She explains, "Once we have decided on a Messy Church theme, we frequently spend time exploring the Diocesan House Resource Centre. It rarely fails to provide us with ideas and/or equipment which would otherwise be unavailable to our group. In our most recent session on David and Goliath we loaned the amazing collection of drums, providing access to enough

instruments so that each child had the opportunity to join in creating battle chants for Philistines/Israelites in the whole group drama, noisy but fun!

The Church also used the centre when it began to search for material to introduce God and Jesus to non-believers who had begun to ask questions – something that would suit our community which is mostly young families. We borrowed and examined a good range of parenting material available at the centre; in the end we decided the 'start' course material – which we had researched ourselves – better suited our needs. The Resource Centre was able to purchase the material for our use which we have been able to trial for them this summer with a positive response. We would certainly recommend this material and it is now available for others to borrow via the resource centre along with many other gems."

Schools, churches and organisations can register to borrow an unlimited number of resources for an annual fee of £25. For further information about the resource centres and how to register please contact: **liz.dawes@dioceseofnorwich.org** **01603 882335.**



Church planting & revitalisation



Church Revitalisation Training taking place at the Training Hub at St Barnabas Church, Norwich on Monday afternoons

Jonathan Richardson
Children, Youth & Families
Development Officer

The Diocese has embarked on a programme of church planting and revitalisation, assisted by a grant from the national Church of England.

The project aims to grow over five years, creating 10 new or revitalised churches across Norfolk and Waveney.

Teams of church and worship leaders, sports ministers and others will be used to help churches in both rural and urban areas, engaging with young people and families by focusing on areas of population around secondary school catchment areas.

Sports ministries form an important part of the programme, taking inspiration from STN's Sports Factory which has been highly successful in running holiday clubs, community events, sports coaching academies, social sport and work with disengaged young people. Mobile skate parks and mobile football cages will form part of the programme to bridge the church and community through sport.

A new church training hub is being formed, based at St Barnabas Church in Norwich,

to attract and develop future leaders – both ordained and lay. The vision is that the training hub will be an ongoing legacy of this programme to equip future church planting initiatives and support wider church revitalisation projects.

Speaking about the announcement, the Venerable Ian Bentley, Archdeacon of Lynn, who is chair of the programme board, said: "This is an exciting and fresh opportunity to develop new areas of work and help people in sharing faith with our communities. It builds upon the successful experience of STN's work in growing a disciple making church and is targeted to help communities where there is need.

"Churches are at the heart of community life and a growing church means we can offer more support to local communities. We want to empower churches to exist for their local community, and so each church may have a different focus, style or support depending on local needs."

Two church ministers, a head of sports ministry, three trainee sports ministers and a trainee youth minister have recently been appointed to work as part of the programme.

The first of the areas the programme will work have

already been identified with engagement meetings taking place in preparation for developing plans for each area. Experience from these areas will help guide and shape future growth and locations.

The first Church Planting & Revitalisation Training course is already under way at St Barnabas Church in Norwich, with over 40 people from across the diocese attending.

The long-term plan is that the revitalisation programme will grow to include other areas and last well beyond the five years. There is plenty that can be done now to start preparing the ground:

Use the 'Reimagining Church' resource to run some bible studies with the churches in your area.

Pray - you could use the 'Pray for 5' resource to get everyone praying for 5 friends (make sure everyone prays for at least 3 young people).

Use 'Life on the Frontline' to challenge people to see church differently and start talking about their faith during the week.

There are plenty of other resources to help you get started enabling people to share their faith and grow as disciples on **www.disciplekit.org**

Keep an eye out for future opportunities to join the church planting and revitalisation training courses.



A trail or a trial, children's activities in our churches

Michele O'Keefe
Parish Funding Support Officer

Inviting children into our churches is an important part of growing the Kingdom, not only during services but as importantly at other times when families may visit the church for moments of peace or as a Sunday afternoon out to explore our magnificent buildings and the treasures they contain.

Many churches have guides for adults to use to learn the history of the church, but fewer have child-friendly versions to keep the younger visitors entertained whilst the adults look around or find the peace they seek. Why not think about pulling together some things to keep young visitors busy and introduce them to God's house in ways relevant to their age?

It may take a few hours work to pull together the photographs and information needed to create a range of child-friendly resources, and it will certainly need a person with the computer skills to put

everything together onto printable pages. Maybe a small focus group of people from the church or the wider community will be needed, but once the resources are created, only the ability to print them when required to re-stock the church is needed either by a professional printer (if sponsorship can be found) or via a good quality home printer.

Alternatively, to make resources re-useable, a laminated or hardbacked version can be provided.

Whilst reducing the need for printed copies this method does not allow the young person to take away their work to reflect upon when they leave and so limits the chance to take messages of the church home.

Your group will come up with a range of resources inspired by your own church features, but some ideas to use or adapt are:

- Church Treasures – picture trail
- A Question of Church – quiz sheet
- Stained Glass Window – colouring sheets (to complete in

church if coloured pencils are provided)

■ Nature Trail – A guide to exploring your outside spaces.

When creating a child trail or other resources, why not talk to the churches in your benefice or other local churches to make the process less of a trial by pooling ideas and skills and sharing the workload.

Also have a look on the parish funding pages of our website for some helpful resources to adapt for your church, including a photo trail template, an example quiz sheet and some colouring pages.

Do you have a children's trail in your church? We would love to share examples of these in future editions of PCC News and on the Diocesan website to share good practice and encourage one another. Send yours to Caroline Rawlings on caroline.rawlings@dioceseofnorwich.org or 01603 882351.

Use your church building to tell the story of the Bible

Liz Dawes
Children, Youth & Families
Administrator

This trail uses pictures in church windows, carvings and decorations around the church to help visitors explore the story of Christianity through the Bible. It has been developed by the Children, Youth & Families team using seven concepts

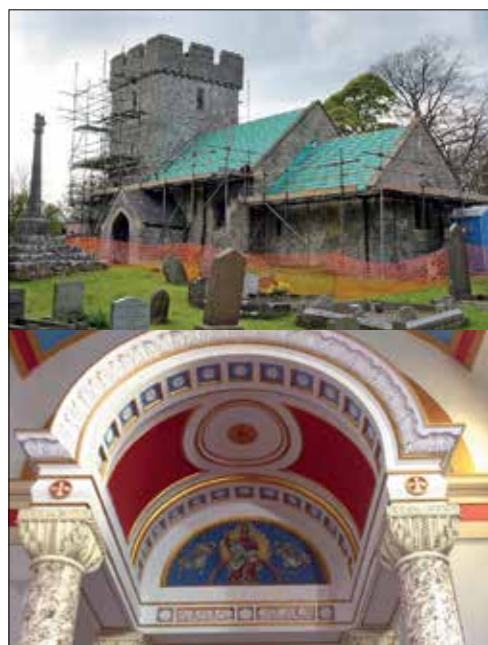
which encapsulate the Christian story. The CYF team are offering a free design service to churches for you to use it in your own church.

All you need to do is take seven photos around your church which fit the themes of

- Creation
- Fall
- People of God
- Incarnation
- Gospel

- Salvation
- The Kingdom of God.

As illustrated in the template, along with the name of your church and a logo if you have one. We will then design the trail using your photos and logo and send you six laminated copies for you to have in your church for visitors. Please send your images to Liz Dawes liz.dawes@dioceseofnorwich.org



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Funding from the Church of England

Michele O'Keefe
Parish Funding Support Officer

The last two editions of the PCC News have featured articles on grant funders that may help when taking on a large-scale project, but who is there to help with the myriad of smaller projects that arise in our churches every day?

Churchcare is the grant-making stream of the Church of England and this article looks at some of the ways Churchcare can help, giving grants for the conservation of historic church interiors and churchyard structures. However, applications for routine maintenance or cleaning will not be accepted. There are three levels of funding available for application:

Up to £5,000:

Surveys – the first step in many projects is to conduct a survey, funding is available for conservation reports, building performance reports, environmental surveys and technical analysis.

Up to £8,000:

Textiles – for the conservation of textiles of historic or artistic significance.

Up to £10,000:

Bells and Bell Frames – this does not include bell ropes and the bells must be of some significance.

Books and Manuscripts – for the conservation of items of historical or artistic significance.

Churchyard Structures – for projects including tombs, monuments, grave markers, walls, railing and gates, but the structure must be listed separately from the church building.

Clocks – for works on turret clocks that include conservation of the movement and/or dial motion works on clocks with artistic, historic, archaeological or architectural significance.

Monumental Brasses and Decorative Metalwork – for conservation of items including screens, internal railings, plaques



and memorials of historic, artistic or archaeological significance. This includes remounting brasses where the original slab is missing.

Organs – for organs of over 70 years of age or significant instruments of a later date to conserve the organ or restore it to a clearly established historic state.

Wall Paintings – for the conservation of wall paintings of significance but funding is not available to rediscover lost paintings.

Stained Glass – for the conservation of stained or painted glass of historic and artistic significance and in exceptional cases historic clear glazing. Funding is also available for environmental protective glazing if part of a coherent conservation scheme.

Wooden Objects – for conservation of woodwork and wooden objects

including reredoses, screens, crosses, pulpits and pews.

With all applications to Churchcare, the assessment panel look at the significance, need, urgency and appropriateness of the request and the following information must accompany all applications:

- conservation report (including images of the object)
- advice from the DAC
- statement of significance
- last quinquennial inspection report
- latest financial accounts
- a letter from the Archdeacon supporting the project.

Hopefully this information will give you the confidence to address a small project, gain support from other members of the church or wider community, and maybe act as a catalyst to take on a bigger project.

If you want further help, please do contact Robert Culyer robert.culyer@dioceseofnorwich.org, 01603 882326 or me,

micheleokeefe@dioceseofnorwich.org, 01603 882325 or me in the Parish Funding Support Office.

Visit the Churchcare website for more information and online the application process:

www.DofN.org/churchcare

PCC News is sent to all PCC members in the Diocese. In addition to stories and top tips from parishes, it highlights information you need to be aware of in your role as a church charity trustee. To unsubscribe contact data@dioceseofnorwich.org or 01603 882322.

ADVANCED NOTICE OF
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Easter 2020 is the tenth anniversary of The Real Easter Egg. There will be a special edition of the Easter story inside every box along with special competitions and resources.

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