

PCC News

The newspaper for all PCC members to help support your church



Photo: Simon Knott / norfolkchurches.co.uk

£15,000 per year pledged in a day

St Mark's and St Luke's, Oulton Broad are engaged in fundraising for an exciting new project to appoint an Associate Minister to take charge of their work amongst children, youth and young families.

The Revd Canon Ian Bentley, Vicar, writes: "This will be a lay person who will come straight onto their leadership team. We prayed, discussed and planned over two years and then presented the project to the congregation in July 2014. On a Saturday in October, I spent a whole day in St Mark's for our pledge day receiving people's gifts, chatting about the project and praying.

"As a result the £15,000 per year over a three year period that we had asked for was given.

"People either pledging monthly contributions, one off gifts, and annual contribution. In fact, whatever way people were able to contribute was okay with us! We have, of course, encouraged use of the Gift Aid system.

"We are now engaged in bringing in grants to cover the other half of the project and have already received grants from funds within the diocese and outside. We still have a little way to go with this but had enough money pledged and given to be able to start this project in faith.

"We advertise in March and are looking to appoint somebody to start in the summer. If you would like more information about how we planned and communicated the project, or see the job advert you will be



able to find it on our website (www.stmarksob.org) and on the diocesan site in March (www.dioceseofnorwich.org/jobs) or you can contact me direct at canonbentley@stmarksob.org

"Please pray for us and if you know anybody who may wish to contribute a grant or a gift as we continue to fund this exciting new project, please contact me."

A Parish Stewardship Health Checklist

Have you prepared a budget showing your expected income and expenditure for the coming year, and communicated it to the PCC, congregation(s) and wider church family/parishioners?

Here are some top tips:

- Keep a copy on the noticeboard and for the parish magazine
- Confirm dates in the parish diary for the annual Parish Gift Day
- Plan your annual Parish Stewardship Sunday
- At the year-end write to your regular planned givers thanking them for their donations and if applicable confirming the amount on which you will be reclaiming tax (helpful when filling in your personal tax return)
- Check Gift Aid envelopes are available with pens for occasional donations not eligible under the Gift Aid Small Donations Scheme (GASDS)
- Ensure that at each PCC Meeting there is a full finance report on the progress for the year to date
- Encourage the involvement of others other than the PCC to take an interest in the finances of the church
- Organise a time for the whole church family to see how they feel they are responding to what God Gives them in the giving back of their time, talents abilities and possessions
- Does your leadership team preach on Christian giving and encourage people to review what they give and make their giving regular?

Please go through the above and if you can tick them all then that's great - you are already doing a good job; if only a few less then maybe it's time to discuss stewardship within the parish; if not many then let's get together and see how I can help. My contact details are to the left.

Geoff Freeman

Thank you!

By GEOFF FREEMAN

The best seal of approval... came from you, and a result we have grown to 8 pages this issue.

The editorial team love receiving your feedback so that we can make improvements, add value and provide PCC members with a very worthwhile, informative and easy to read newspaper. Your kind comments and suggestions have been very helpful - thank you.

Since the first issue we have received over 160 positive and encouraging comments by email, letter, text and telephone, and yes there have been a small number of concerns mainly about distribution and postage costs. Therefore I felt it only correct that I address the areas of concern:

Distribution

We decided to post a copy directly to each PCC member (instead of sending to the PCC Secretary for distribution)

because every PCC meets on a different date, and some meet more often than others; it's likely therefore that copies reached PCC members after a meeting or take a number of weeks for some to receive their copy.

As a member of a PCC you are also a charity trustee, as all PCCs are charities, and we feel keeping the trustees informed and up-to-date is important.

Printing and Postage

PCC news is printed on recycled paper by a specialist printing firm, and each copy is then sent directly to the individual using a fully automated system. Distributing this way gives massive cost savings and a much reduced charge of postage. I can assure you that we produce, print and mail directly for less than the cost of a second class stamp.

Why did I not get a copy?

In order to distribute directly we had to compile a mailing list of PCC members using the only source of data available to

Income from advertising almost entirely covers the cost of posting PCC News to every PCC member.

us, which is the Annual Parish Persons Form sent in after your APCM. If you did not get a copy of the last issue there is a high chance that you were not listed on your PCC's form. Having spoken to many PCC's and Synods I'm happy to report that the majority of people received a copy, and where they did not extra copies have been delivered to parishes.

Advertising

Having received such positive feedback from the first issue we have been able to approach potential advertisers asking if they would like to feature in future issues. We're very pleased to say that many said yes.

We also received feedback that parishes who may already have firms which do routine work

(such as maintenance of the building or servicing the boiler) were looking for additional contractors whom they could call for assistance or advice. We hope the advertisements will therefore also be of value in highlighting potential contractors you may wish to contact.

I trust this Editorial has helped to answer some of the queries, and if you wish to email or call me I am happy to respond.

With best wishes,
Geoff Freeman

Parish Funding Support Officer
Tel: 01603 882328 or 07552 277147 or email: geoff.freeman@dioceseofnorwich.org



“How we enhanced regular giving in the benefice”

The Revd Paul Thomas writes:

“At the beginning of last year I took up the post of Priest in Charge of Scarrowbeck Benefice, a group of seven parishes and six churches. At a newcomers day at the Diocese I met Geoff Freeman who outlined how he might help parishes tackle funding issues.

“Not to look a gift horse in the mouth, I rang him some time later and we met up to discuss both how to enhance regular giving in the Benefice, and how to get the wider community to contribute to the maintenance and improvement of the church buildings.

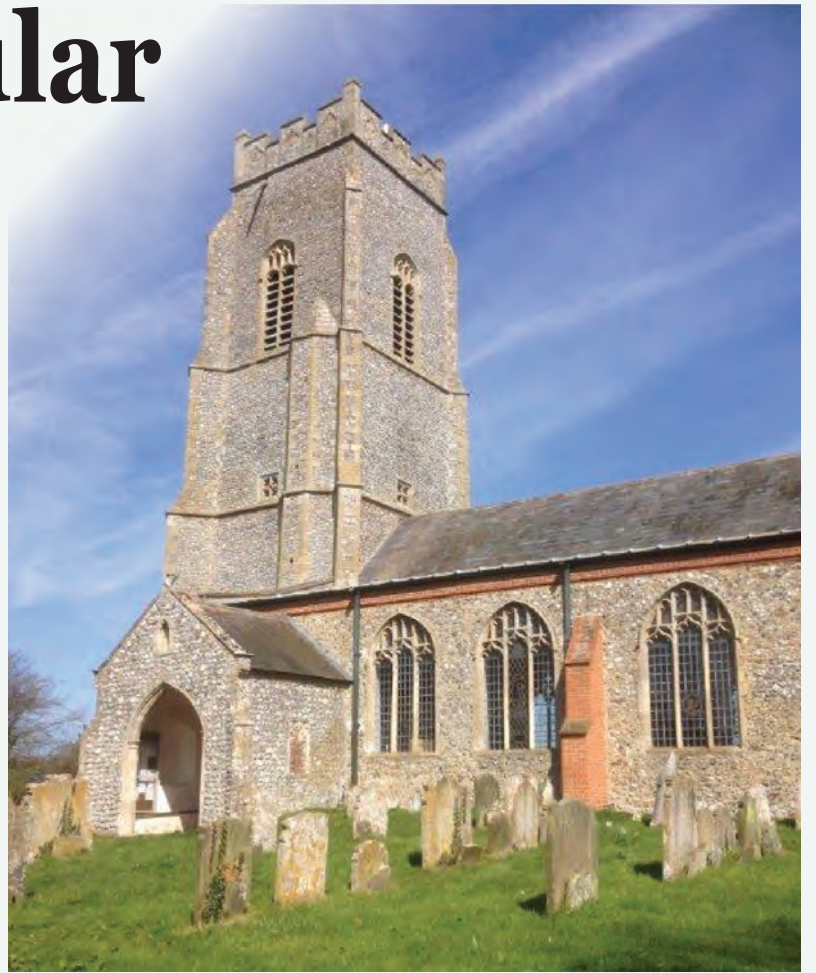
“On Geoff’s excellent advice and guidance we planned carefully for a Gift Day and a Stewardship Sunday, the latter with an emphasis on encouraging the congregation to review the level of giving and the means of doing so.

“The results confounded even the most cautious of our people, with increases in giving and many more subscribing via standing orders. The Gift Day brought in many cheques and standing orders from non church affiliated members of the community, supporting the fabric of their local church. It also has broken an unspoken

taboo on raising the issue of money in church circles. A totally worthwhile project, well worth the effort, thanks to Geoff.

“I hope we shall now be regarding a Gift Day and a Stewardship Sunday as regular annual slots in our church calendar.”

“The results confounded even the most cautious of our people”



The future’s bright – the future’s yours!

PCCs sometimes embark on what can (and should) be an exciting project for their church building.

Whether the installation of lavatories and servery or a radical re-ordering of the church’s interior to allow for greater flexibility of use, there are some golden rules that should be followed that will make the process easier to navigate.

It is always a good idea to have initial conversations with your Archdeacon and the Care of Churches Team. The Care of Churches Team (formerly the DAC Office) now has an expanded brief to be more proactive than before in its ability to offer advice to parishes before an application is made to the DAC.

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 DAC will also give you advice on what other, if any, bodies should be consulted (such as English Heritage or the local planning authority).

The Care of Churches Team/DAC 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.

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 or contact me directly on 01603 882350 and we can post a guide to you.

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 she grants a Faculty.

Start by writing a Statement of Significance and a Statement of Need. These two documents can be exceptionally helpful.

Above all, view 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!



Matthew McDade
Call me for help - 01603 882350

Why legacies?

Every year charities receive many millions of pounds in legacies, indeed many of them could not function without this vital source of income, so why legacies?

We all have so much to be thankful for every day and that remains true at the end of our lives.

Your Parish Church is there for so many people at different points in their lives and plays a significant and important part in the community it serves. We all want that to continue and as Christians we look for the church to be there for both those who attend and those who do not now and in the future.

Leaving a gift in your Will to your local church can make a huge difference and enable some fantastic mission and outreach projects to be launched which can make a massive difference to a community. For you to facilitate a credible worthwhile activity is something very special.

Remember it is not just about ‘the lead on the roof’ of the church; ‘people’ are the church.

Many kind benefactors have given money for projects that help numerous people within the parish under the church umbrella, it might seem a small things but for example funding with a legacy a luncheon club for the elderly or perhaps a youth worker are two alternatives to consider.

Our Diocesan Legacy Strategy for 2015 is to:

1. Raise awareness and relevance of legacies
2. Work with deaneries and parishes to promote legacy giving
3. Offer training, resources and support

In November we held three Legacy & Funding Workshops at Fakenham, Easton and Attleborough, and across the three venues we had 100 people attend.

Feedback has been good and it’s our intention to hold further workshops later this year. Copies of the presentations can be downloaded at www.dioceseofnorwich.org/churches/stewardship or we can post you a copy on request.

Geoff Freeman is very happy to come and give a presentation on legacies at your church if required - contact him on 01603 882328 to arrange a visit.

4. Inspire and prompt individuals to leave a gift in their will

Ideally it would be very good if there was at least one individual within a benefice who had an interest and understanding of the benefit and difference a legacy can make.

Many legacies received are from people who are not regular churchgoers; it is important therefore that the information is freely available to the wider community perhaps by an article in the local paper or the parish newsletter.

Emphasising the benefits of a legacy is good practise. Perhaps if in your parish a legacy enabled you to undertake a project that would not have been otherwise possible you would be kind enough to let us know so that we can share as to how the legacy benefited the church or the community? Contact Geoff on the details given above.

A crisis often brings out the best in people

When All Saints’ Church in Kings Lynn was burgled in October 2014, it was a blow to the congregation who had striven to open up the church to visitors.

The Revd Adrian Ling, Rector of All Saints’ South Lynn, writes:

“Even when the church was locked the west door was open to allow visitors to view the church interior from the glazed porch.

“The loss of the sound system (including the hearing aid loop equipment) was bad enough, but what was most distressing was that items loaned to the church for an exhibition on the First World War Memorial had been stolen, chiefly a medal awarded to Private Edwin Lambert, killed by a gas explosion on the Western Front. Edwin’s sister had loaned the medal to the church, it was the only reminder of a brother she had never met.

“The burglary took place within the space of 40 minutes at about 4.30pm, in daylight, and with people passing by. It was a desperate robbery that took items that looked shiny and expensive but actually had little monetary value.

“The perpetrators of the theft hurled a block of stone through the security toughened glass in the porch to gain entry. They had pulled the loose block of stone from the west front, underlining the parlous state of the external masonry which the church seeks to restore.

“The response of the police was immediate and effective. Forensic tests and examination of CCTV footage identified the thieves and led to the return of some of the sound equipment and, almost miraculously, the war medal.

“The police arranged for the medal to be restored and re-ribboned and returned to Mrs Richards. It was worn for the first time by her son, Dr Paul Richards, the Lynn historian, in honour of his uncle on Remembrance Day.

“The robbery had caused outrage in the London Porterhouse Pub which has close links with All Saints’ Church. They held a quiz night which raised £200 for the church, which together with donations from other well-wishers enabled repairs be carried out without recourse to an insurance claim and a £500 excess charge.

“Geoff Freeman from the Diocese arranged for a local firm Audio Electronic Design Ltd to assess the sound system and advise on what was needed. They very generously provided a sound deck and re-installed the system free of charge.

Audio Electronic Design Ltd very generously provided a sound deck and re-installed the system free of charge

“Darren Butler, MD of the company, said they were pleased to be of help and ensure the sound system was up and running for the Christmas services. He is a Lynn boy himself so his kindness has been very much appreciated.

“The burglars were given custodial sentences in January. We pray that they will accept the treatment they need to get off drugs, which was the underlying cause of the crime. Only one item has not been returned, The Soldier’s Small Book of Private Fred Giles, who died in Basra in 1916, which we would dearly like to return to his family.

“The doors of All Saints, ‘the hidden pearl’ of Kings Lynn have not been clasped shut but remain open following the burglary. We are very grateful for all the help and kindness we have received in the wake of the robbery.”

How we advertise our churches as open

Opening your church during the week to worshippers and visitors alike is important, but don’t forget to advertise that your church is open.

Below are some tips:

1. Are you in the *Exploring Norfolk Churches* booklet (previously called the *Open Churches Booklet*)? This booklet is widely circulated throughout Norfolk and North East Suffolk and is widely used by those visiting. The booklet is also available as a download on the diocesan website.
2. Is the information on your website up to date? Does your website give times when your church is open not just for visitors but also for people wishing to attend services, special events and concerts? Is there information on

the buildings history, important associations and location? Are you easy to find on Google maps? Is your website linked to from other local websites?

3. Put up signs outside the church (e.g. an A-board saying ‘Welcome’) and on major routes into the area directing visitors to the church and showing that it’s open.
4. Hold events in your church, these can include concerts, art workshops, exhibitions and talks - and include in publicity that your church is open every day.
5. Work with other tourist attractions, pubs, restaurants, footpaths, trails and cycle routes, and other churches to find places to advertise your church.



Practical winter maintenance of churches

With winter now upon us there are some useful steps that we can undertake to minimise the risk of cold-weather related incidents.

- **Rainwater goods, gullies and drains**
Make sure that gutters, gullies and downpipes are clear of detritus (such as leaves) and clean out any drains to ensure they do not become clogged.
- **Pathways**
Keep pathways clear of snow and use grit/salt on the main approach to the church if freezing weather is expected.
- **Pipes**
Lag any pipes to lessen the risk of fracture and service the boiler/heating system regularly. If you have a frost thermostat make sure it is working. Should a pipe become frozen turn off the water at the mains and gently unfreeze the affected pipe by using some gentle heating machine (such as a hairdryer or hot water bottle). Should a pipe burst make sure the mains water is disconnected, drain the liquid into an

appropriate holder and repair the breakage as soon as possible.

- **Temporary heating**
Sometimes heating systems fail during the winter months. Should you require temporary heating you could introduce electric heaters but liquid petroleum gas versions should be avoided at all cost. This is due to them producing lots of water vapour, which can be extremely damaging to the church building.
- **Candles**
Simple precautions can avoid the risk of fires, should candles be used during services. Make sure that candles are kept away from flammable objects and are never left unattended.
- **Roofs**
A once-weekly visual inspection of the roofs can identify issues (such as slipped slates) before they become a major issue. Should repairs be minimal and be on a like-for-like basis these should be undertaken immediately.

‘First Church Website’ package launched

If you are interested in creating a new church website, a large number of churches within the Diocese have found Church Edit to be an excellent tool.

Church Edit is a web design company offering support to churches wanting to build their own websites.

A church website is the key way many people find out about a church. Every church has a presence on the national ‘A Church Near You’ system but many don’t have their own website where much more can be added to promote the church.

The ‘First Church Website’ package is priced at just £100 including VAT for the first year; in year two the price reverts to their standard £175.

“A great resource for parishes looking to create an effective website. As well as being cost effective, their websites are clear, flexible and easy to manage - with support included.

To find out more and to see some examples visit their website: www.churchedit.co.uk



IT training for church members

The Diocesan IT Officer, Andy Smith, is running training sessions specifically for PCC members to help improve IT skills across the Diocese.

If you're looking to update or create a church or benefice website, or would like a basic introduction to using Microsoft

Word or Excel, then these sessions are designed for you. Many are 2 hour introductions, so you don't need to come with any prior knowledge and they'll be plenty of time to ask questions. Each place costs between £10-£20 depending on the course and you can book online or by phone today.

Book now!

Online at
shop.dioceseofnorwich.org/collections/it
or **01603 882370**



Visual Liturgy: Hands-on training

Learn how to use the popular Visual Liturgy software to plan your services; everything from regular services to special services. Laptops and software will be supplied at the course - it's a hands-on day - and if you don't have the software at home this is an excellent opportunity to see what the package can do before you decide to purchase it or not. *Maximum of 6 people for this 2.5 hour training session. £20 per person.*

- Monday 16 February, 7pm, Diocesan House, Easton



A Church Near You

Learn how to use, promote and update your church on the national 'A Church Near You' website. Encourage people to visit you using this national website. *Maximum of 10 people for this 2 hour course. £10 per person.*

- Monday 23 March, 7pm, Swaffham Community Centre
- Monday 20 April, 7pm, Diocesan House, Easton



A Beginner's Guide to Websites

Everything you wanted to know about websites, but were afraid to ask. What is a domain, hosting, WordPress or blogging? The course will include how to receive donations online and security for your own site and what would be the best option for your church. *Maximum of 10 people/churches represented for this 2 hour course. £10 per person.*

- Monday 9 March, 7pm, Diocesan House, Easton
- Wednesday 15 April, 7pm, All Saints Parish Hall, Scratby
- Monday 27 April, 7pm, Swaffham Community Centre



Introducing Word

Microsoft word is an extremely powerful word processing software package that can appear quite daunting to start with. This course is to help remove the worry and start using this software with confidence. *Maximum of 6 people for this 2.5 hour course. Laptops provided. £20 per person.*

- Monday 23 February, 7pm, Swaffham Community Centre
- Tuesday 24 February, 7pm, Diocesan House, Easton
- Monday 16 March, 7pm, All Saints Parish Hall, Scratby



Introducing Excel

Microsoft Excel has the ability to worry any first time user, it can be confusing when initially used. This course will help explain the beginnings of excel, what is formula or autosum? What are cells and how do you format them? Create spreadsheets and graphs and help control accounts. *Maximum of 6 people for this 2.5 hour course. Laptops provided. £20 per person.*

- Monday 2 March, 7pm, Diocesan House, Easton
- Tuesday 3 March, 7pm, Swaffham Community Centre
- Tuesday 31 March, 7pm, All Saints Parish Hall, Scratby

Beginning with the bank holidays

St Mary's, Earlham was originally a village church on the outskirts of Norwich, but now serves a growing suburb of Norwich with the UEA campus within the parish.

Closed during the week to visitors, a couple of years ago with encouragement from the previous vicar, The Revd Clare Dowding, one of the congregation, Colin Websdell, began opening the church on bank holidays throughout the year. Colin contacted us because he wanted to encourage other churches to do the same since each opening has brought new people in and all it takes is a few hours and a smile.

On New Year's Day this year



Could you do this too?

eighteen people visited the church, and BBC Radio Norfolk recently highlighted to listeners that visitors were welcome. Colin also used A4 posters available from the Diocese to promote their church as open.

From the layman's pew

"A Happy New Year; Christmas is over. I trust that it was a good one for you and your parish church.

"Christmas is a long and often time consuming and tiring period for the priest as well as those who support and keep our churches up and running for the festive period.

"Starting from Advent Sunday right through to Epiphany it seems to be a constant stream of events and services, it is also usually the period when people who are not regular attenders come through our doors

"Did we really welcome them I ask? Was there a smiling face with a carol sheet and an order of service and someone to show them to a seat?

"After the service did we go and talk to anyone other than the people we know?

"This is not a criticism just an observation but we are often judged by people on their first visit to church and we the PCC's need to make certain it a good one.

"The first rule of marketing is to get your customer the second is

to keep them!

"At St Margaret's we always send out a Christmas and Easter card with a greeting, an invitation to church and the times of the services-no this is not the time to ask for a donation to keep the lead on the roof!

"I have always been an advocate of communicating with ALL the parishioners, and once again we saw more people through the doors than in any previous year.

"Easter will soon be upon us so please do consider producing a card for this the most important of the Christian festivals. Professional cards can be produced for as little as 12p, and it is also possible to produce your own card and print very easily and economically, and many parishes are doing this already.

"And finally... it never seems to amaze me that very late on a cold dark winters night people who would normally never come to church come to celebrate the birth of our saviour.

– Both a miracle indeed"

Join the Easter Egg Hunt

After the success of previous years Easter Egg hunts we are pleased to announce its return for 2015!

As in previous year's, we would like churches throughout the Diocese to 'hide' an egg somewhere in the church for

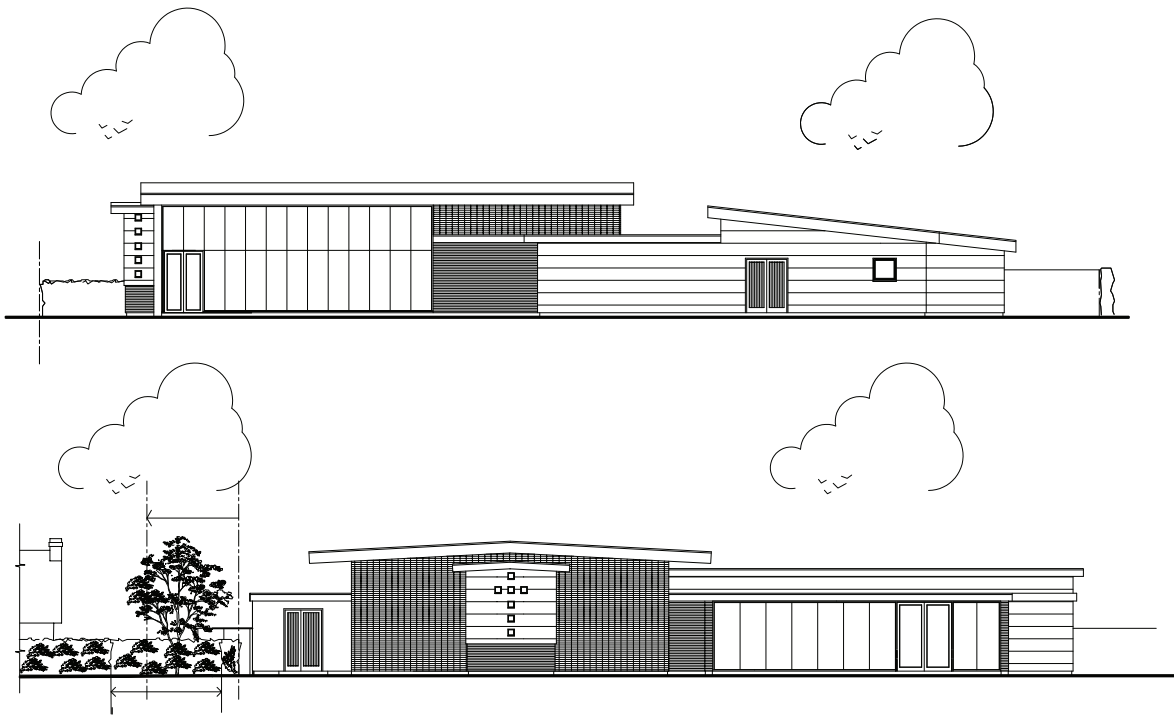
participants to come and find. This year however we want to offer visitors a little more when they arrive at each church. We will be providing each church with an Easter Egg 'kit', which contains a 'Real Easter Egg' from the Meaningful Chocolate company; a number

of foil-wrapped mini eggs that participants can take home and enjoy; posters; Exploring Norfolk Churches booklets and an ideas sheet of things you could do to encourage visitors to either stay longer or come back again. The kit costs £10 per church.

The hunt starts on Saturday 28 March and finish on Sunday 12 April to coincide with the school holidays.

To register your participation order your kit through our online shop (<http://shop.dioceseofnorwich.org/products/easter>) by Sunday 1 March, or contact Emma Craig on 01603 882355 or emma.craig@dioceseofnorwich.org





Building for the future in Poringland

The Revd Robert Parsonage, Rector, writes:

"The Rector and two Churchwardens of All Saints Church Poringland, by virtue of their office, are the trustees of Poringland Village Hall with overall responsibility for its management. The building is nearly 100 years old, in poor condition and increasingly a challenge to maintain. But despite this, it continues to be heavily used by the community, including various church groups.

"In 2009 the heating system had to be completely replaced, and at the time, we were anxious about further major costs being incurred, on what is always a limited church budget.

"We prayerfully reflected on what our options were moving forward, especially in the light of a newly built community hall in Poringland being available from 2007. However, as trustees, we concluded it was right to explore a replacement building.

"This vision was supported by All Saints PCC, following an away day which was centred on prayer. Since then, some very generous, individual donations have allowed us to move forward to verify and consolidate this vision.

"We commissioned an architect to design a replacement for Poringland Village Hall. However, a second architect was eventually approached as we were not fully satisfied with the initial plans. In 2011, as part of this process, we negotiated the purchase of an adjacent strip of land to allow scope to offer more car-parking spaces.

"Our vision was to offer the same facilities as presently used by the community, but to make them fit for the 21st century, as a multi-usage, multi-purpose facility.

"The first of our public

consultations took place in 2012 and continued into 2013. We took a stand at the 2013 bi-annual village fête, and invited the hundreds of village folk present to examine and comment on our plans. As a result, these plans were refined, clarified and any concerns raised were addressed.

"The revised drawings were then submitted for planning approval in 2013, but had to be withdrawn as we were required to submit more detailed wildlife reports. This delayed things for a further six months until, in October 2014, South Norfolk District Council, with the full backing of our local District Councillor, gave their unanimous approval to the plans for the development of a new All Saints Centre, Poringland.

"We met Geoff Freeman, the Parish Funding Support Officer, in November 2014 at a Funding and Legacy workshop in Attleborough. Geoff's infectious and enthusiastic outlook is matched equally by his informed approach to funding and a track record of success.

"In Poringland we always felt confident that we could somehow raise the capital required (current estimates put the amount well over a million pounds, but we still await the formal report), though we weren't quite sure how we should go about it. Meeting Geoff was a case of meeting exactly the right person, at exactly the right time.

"Since then a group of us from Poringland have visited Scraby Parish Hall, including the Chair of Poringland Parish Council, the architect, the churchwardens and I, as well as several others. Geoff showed us around the recently built and similar facility.

"We were very impressed with the new build, and also with Geoff's grasp and level of detail,

as he informed us of the sorts of questions we now needed to be asking. We are currently working alongside Geoff to develop our Business Plan, to establish a Project Management Group, and to move forward in the whole area of funding capital projects.

"We know there is still some way to go, but we look forward to working with Geoff for the successful completion of the All Saints Centre Poringland.

"Just to mention in closing: I am very much aware that I am not called to be a fund-raiser; neither am I called to be a builder of new buildings. But the vision God has given us in Poringland is exactly the place He wants each of us to be - and my overall calling is to follow God wherever that might lead. It's only then that we learn to more fully depend on Him."



Management of church records – what you need to know

We are often asked by parishes what they should do with various church records. In short, it depends on what they are! There are certain documents that we must keep. These items would normally be kept in a secure location (such as the parish safe):

Must keep

- Registers of baptisms, marriages, burials, banns, confirmations and services
- Terriers, inventories, logbooks and faculties
- Signed copies of PCC minutes and sub committees
- Annual accounts of the PCC

Some items should not be kept and these include:

- baptism and marriage certificate counterfoils
- copies of burial and banns certificates
- applications for banns or baptisms.

Originals may be deposited with the Diocesan Record Office (at Norfolk Record Office) if photocopies are kept for use in the parish.

We all need to be aware that paper documents do not cope well with cold and damp conditions. Ideally they should be stored in a stable climate.

If your church is cold/damp or both (!) then your original documents may be better deposited in the Diocesan Record Office.

Full guidance can be found in the Church of England publication 'Keep or Bin?'.

Download at:
www.churchofengland.org/media/35791/keeporbindocument.rtf

Or contact Matthew McDade on 01603 882350 or matthew.mcdade@dioceseofnorwich.org to request a printed copy in the post.

Cartoon



To pass the bag, or not?

Offertory collections developed in the days when people were paid weekly in notes and coins.

These days most people's income comes through bank accounts, including pensions and social security benefits.

It is generally far easier to give by bank standing order, as it saves finding the right change each week. It also helps people

gradually to increase their regular giving from year to year in line with inflation, without everyone having to find odd amounts of cash every week.

Switching to standing orders:

- improves the regularity and consistency of church income
- cuts the time opening and checking the envelopes after the service

- minimises the risks involved in weekly cash banking
- cuts stationery costs — dated envelope sets are fairly expensive
- helps the church to budget and manage its finances more effectively, and
- bank statements provide an independent audit trail for the Inland Revenue

However, there is something very significant about money representing us — what we do with our money defines us and our priorities. The offering of money within the context of worship provides an opportunity for a symbolic offering of ourselves and our resources. Sadly, in many places, there is little sense of this and the offering has become a collection.

Passing the bag during the service

Benefits

- Everyone involved physically in liturgical action
- Visible symbol of gratitude to God
- Better described as "receiving an offering" rather than "taking an collection"

Drawbacks

- Can be intimidating or coercive for visitors, particularly if many regulars put nothing in the bag as they give by standing order.
- Consequently, those who give by standing orders or direct debits can feel embarrassed at passing the bag
- Some people finds it interrupts their worship or singing
- Need to organise a rota of sidespeople collectors

Having a plate at the back

Benefits

- Less obtrusive within worship liturgy
- No need to organise sidespeople or collectors
- It can still be brought forwards during the service for an offering.

Drawbacks

- Visitors can miss the plate on the way in, or wonder why it appears
- Regular attenders (eg choir) may use other entrances
- Security risk if the plate is unattended
- Reduces the importance of money as a key part of personal discipleship

Your Diocesan Team

In this edition of PCC News you will find a number of articles from parishes on a wide range of topics, explaining in their own words where we have been able to assist them in achieving a good outcome.

As I am the main contact for Parish Support my name does appear a number of times as I have been involved with the parishes on their project and also responsible with an editorial team for producing PCC News.

Do please bear in mind that this is a team effort by all of the support staff at Diocesan House and I could not do my job without the help, advice and support from all departments.

This includes the Finance team, the Communications & IT team, the Care of Churches team, the Ministry team, and many others.

We are here to help and it is our pleasure to do so.

Geoff Freeman
01603 882328

The sweet smell of success!

By GEOFF FREEMAN

Many of you will know that in my working life horticulture has been my occupation for 50 years. Working with plant breeding and production I was often asked as to what was my favourite flower.

I have to admit that my favourite is the Sweet Pea.

Why? Well it's easy to grow, reliable, comes in many colours and has the most wonderful scent; it ticks all the boxes.

A few years ago as a way of encouraging people to think about Parish Share, I gave everybody in the deanery a packets of Sweet Pea seeds that we called Parish Share Pink, asking them to grow them in the garden to help them keep Parish Share in mind.

I can't prove that a packet of seeds actually made a huge difference in payments of Parish Share, but what it did was to keep it in their minds - a very visual reminder of the importance of it.

To this day people still talk to me about the year we all grew our Sweet Peas, so this year



I am pleased to offer free of charge (apart from the postage) two packs of sweet pea seeds.

- One called 'Sweet Pea Stewardship' - a lovely mixture of 12 colours
- One called 'Sweet Pea Legacy' - a mix of blues, purple, lavender white and cream.

If you would like to grow some please send a stamp addressed envelope, A5 in size, with two 2nd class stamps on it to me at Diocesan House.

Seed will go out in rotation from the end of February in good time for sowing in the spring.

I very much hope you are successful, enjoy the results and keep in mind stewardship and legacies within your parish.

Sowing a packet of seeds requires a lot of faith; but as they grow so too can our faith.

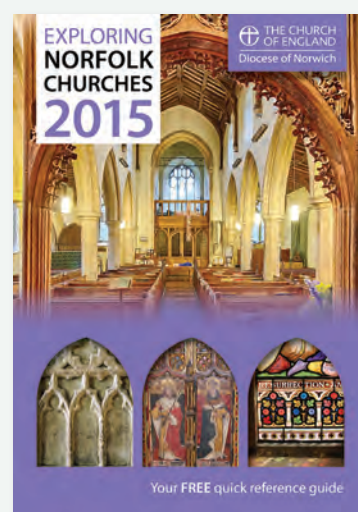
Encouraging tourists to visit our beautiful churches

Thank you for all your help in providing the brief descriptions for your churches and for submitting the most amazing photographs for the 2015 booklet. The revised format has proved an overwhelming success and will be continued again this year.

The Tourism & Open Churches Mission Action Team now wishes to build upon this success and to this end we have sought the advice of professionals working within the Tourism Sector.

One of the main points they raised was the confusion between open churches, the Open Churches Booklet and the Open Churches Week.

We have listened to their advice and have taken steps to change the name of the booklet to Exploring Norfolk Churches. For those in North-East Suffolk we haven't forgotten you and the cover of the booklet refers visitors specifically to your beautiful part of the diocese. Our dilemma is that many visitors do not recognise the concept of diocese etc, and therefore if we want to continue attracting visitors we must use



secular terms already in use within the tourism sector.

We have also had several requests from parishes who felt that the way the booklet was

divided into sections did not fully reflect the area they were in and therefore this year we are also changing these in line with those Visit Norfolk and other tourist information uses.

The booklet will be available by the end of February and we would encourage you to request copies, at no cost, from Diocesan House.

Open Churches Week will continue as previously, and starts with the Open Churches Car Rally on Saturday 1st August and runs through to Sunday 9th August 2015.

Caroline Rawlings
Church Development Officer
01603 882351 or caroline.rawlings@dioceseofnorwich.org

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An invitation to Treasurers Workshops

An opportunity to meet and learn from other treasurers and share good practice and ideas

In April and May the Diocese is running workshops designed specifically for treasurers:

1. to discuss relevant subjects such as Gift Aid, Gift Aid Small Donations Scheme (GASDS), record-keeping, PAYE, pensions etc.
2. to help treasurers produce a set of accounts that are

clear, complete and meet the requirements of the Charities Act and the Charities Statement of Recommended Practice (SORP);

3. to give you an opportunity to raise questions and issues that are important to you;
4. to discuss the resources of the Diocese that are available to you;

We offer the workshops as an opportunity to learn and meet other treasurers and not to check on individual abilities.

We would like to encourage all treasurers to attend, including

experienced treasurers who might wish to review their current accounting practices, offer words of wisdom and meet face to face with the Diocesan staff team. It is hoped that any issues you have can be voiced in a relaxed atmosphere.

The dates and locations are:

- Fakenham College Conference Centre: Tues **28 April**, 6 - 9pm
- Harleston Archbishop Sancroft: Tues **5 May**, 6 - 9pm
- Norwich Cathedral, Weston Room: Sat **9 May**, 10am - 1pm

- All Saints Parish Hall, Scratby: Tues **12 May**, 6 - 9pm
- Saham Toney Village Hall: Tues **19 May**, 6 - 9pm

Refreshments will be provided on arrival from 6pm and the Workshops will start at 6.30pm (or from 10am at Norwich Cathedral with a 10.30am start).

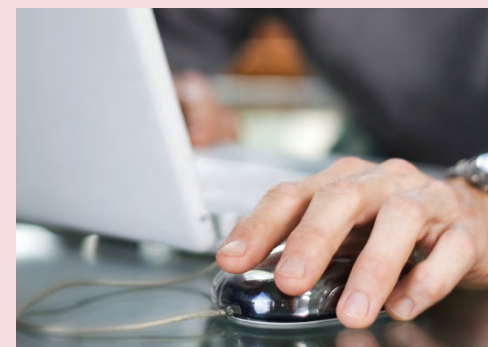
You can book places now at: www.dioceseofnorwich.org/churches/finance

Or to book by phone contact Michael Hibbin on 01603 882343 or email: michael.hibbin@dioceseofnorwich.org

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

Diocesan Registry

For advice on registry matters
www.dioceseofnorwich.org/registry

Caring for God's Acre

Conservation charity for churchyards and burial grounds
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

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

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

Heritage Gateway

Contains listing guides on all listed churches within this Diocese
www.heritagegateway.org.uk/gateway

THE ARCHDEACON'S CHARGE and PICNIC



BANK HOLIDAY MONDAY 4 MAY

HOUGHTON HALL

Fun run/walk to raise money

Get sponsored to run, walk or stroll the 2.5 mile course as many times as you like. Half the money goes to your local church and half to the East Anglian Air Ambulance.
Register in advance: £10

Picnic & enjoy the location

Have a relaxing day & join the big bring-your-own picnic. They'll be refreshments, cake stall, live band, seats(!) and more in our Picnic Village overlooking the house.
Just turn up on the day

www.dioceseofnorwich.org/charge



Health & Safety – what you need to know

We all need to comply with Health and Safety legislation. Not only does this minimise the risk of accidents but by doing so we comply with the law. There are some simple steps that we can all take:

- Appoint a person to be responsible for health and safety within your church.
- A health and safety policy should be written for each church and a downloadable template can be obtained from Ecclesiastical's website.
- Your health and safety policy should be reviewed annually and agreed by the PCC.
- Complete the relevant risk assessments (such as an Access Audit and Fire Safety Audit).
- Undertake any measures identified in the risk assessments as required.
- An annual inspection of the churchyard should be undertaken. This

will identify potential risks posed by trees or headstones. Pathways should also be inspected to identify trip/slip hazards.

- Test portable electrical equipment and fire extinguishers annually. Ensure that your church has at least two fire extinguishers (one water, one carbon dioxide).
- Lightning conductors should be tested once every five years.

There is no reason why being compliant with health and safety legislation should be onerous: if you have any questions please do contact us for information!

Matthew McDade

PCC News is your newspaper - designed to be a place to share good practice between churches. Please contact us with any ideas or suggestions which others may benefit from.
Thank you!



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