

# PCC News

The newspaper for all PCC members to help support your church



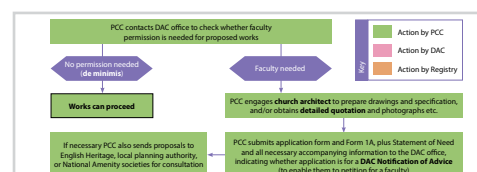
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*Grant Finder* enables parishes to easily identify funding sources for their parish

## Find relevant grants and funding for your parish

As part of the continuing development of support for parishes, the Diocese has invested in computer software to enable parishes to find comprehensive funding information.

The website enables parishes and community groups to access comprehensive funding information. It is also a valuable tool in identifying support and advice available to develop their services.

Visit the website at [www.dioceseofnorwich.org/grantfinder](http://www.dioceseofnorwich.org/grantfinder)

### What is it?

The Diocese of Norwich Grant Finder empowers parishes to search for Government, Lottery and charitable trust funding in a way that was until recently time consuming, difficult and required good IT skills.

Advanced yet simple – this intuitive but easy-to-use funding search tool allows organisations and individuals to find out what funding is available to them by simply selecting from handy drop-

down lists, such as what they want funding for or what type of group they are.

The website provides comprehensive coverage of all available funding opportunities, including European Union, national Government programmes, regional schemes and local initiatives, and is kept fully up to date.

It also includes a number of proactive features that offer users additional value. Users can set up

*“Grant Finder will make a real difference. For the first time parishes can easily search for and find all the information about funds available at just the touch of a button.”*

automatic email alerts so they are first to know when relevant new or updated funds are added, as well as signing up to weekly newsletters packed with the latest funding announcements.

Funding search results and even specific schemes can be saved to a personal profile to set up email alerts that automatically inform users when similar schemes are added or updated.

[dioceseofnorwich.org/grantfinder](http://dioceseofnorwich.org/grantfinder)

## Important changes to Gift Aid

HM Revenue and Customs (HMRC) have introduced some new changes to Gift Aid declarations and the small donations scheme which will require action by parishes

### Changes to the wording of Gift Aid Declarations

The new Gift Aid declaration wording is to be used from April 6 2016. You will need to amend your declaration for planned givers and also buy new one-off Gift Aid envelopes. The good news is that HMRC have agreed that parishes can use their current stock of pre-printed Gift Aid envelopes beyond April 2016. The new declaration will apply to all new donations; declarations that are already in place do not need to be updated. A Guide to Declarations and Envelopes has been produced and full guidance and a checklist of actions needed can be found at: [www.parishresources.org.uk/giftaid](http://www.parishresources.org.uk/giftaid)

### Gift Aid Small Donations Scheme

The Gift Aid Small Donations Scheme (GASDS) allows parishes to claim a Gift-Aid style repayment to be received on small cash donations of £20 or less up to a threshold of £5,000 of donated income per year per church. (The threshold will rise to £8,000 from April 2016).

There are improvements as to how many parishes can use the Small Donations Scheme following HMRC's agreement that parishes are not connected under the scheme - and there are different implications for single church parishes and parishes with multiple churches. PCCs with a single church can now claim on the top-up element of the scheme,

Read more inside on page 3...



**“We were given £500 for a new path to church”**

*“Grant Finder was able to identify a trust who gave us funding for the restoration of some woodland in our parish. Church members will be able to easily walk to church on a new path and cleared walkway.”*

Geoff Freeman



**“We found small grants we never knew existed”**

*“This is the final piece in the jigsaw of TRiO. It will enable us to search for funding on every conceivable project from major repairs to a luncheon club for the elderly, and at a time and a place to suit us.”*

The Revd Robert Parsonage



# Editorial

By Geoff Freeman  
Parish Funding Support Officer



I have been advised to give up weather forecasting! In our last issue I asked had summer arrived.

Knowing that so many events take place during these months, many of them outdoors and we all hoped (and prayed) for fine weather, not with great success but there is always next year, the C of E is very resilient where the weather is concerned.

I do hope whatever events you held were well attended and successful. Volunteers spend many months in preparing and planning for an event and it is really pleasing when things go well. Please do let us know so that we can share your success with others in the church family across the Diocese.

*We do appreciate your thoughts and comments positive or negative and do please get in touch.*

Feedback about *PCC News* continues to be very positive. I would however like to make a couple of comments for the sake of clarity. *PCC News* is for the PCC to help advise, support and to keep parishes up-to-date with changes in legislation or regulation. It is also there to share and give thanks in the success of others.

Thankfully people do respond to my pleas and send articles about events or projects within their parishes and for this I am always grateful. The editorial team tries to check for accuracy but does not exercise censorship unless we feel there is a specific need to do so.

Last edition two articles on the front cover prompted people to get in touch.

The first was the front page article on Cley church detailing the recent works. The writer had likened the church building to a person a bit down on their luck but with the works done was now

back in fine fettle. Unfortunately the terminology was not seen by one lady as being correct in the age in which we live. I certainly believe it was not intended in any way to be offensive but to the person who contacted me did and for this we apologise.

The other article gave tips on running a major project and again the terminology has prompted a couple of people to write to me. It talked about a major project and suggested that coffee mornings and jumble sales were not worth holding as they only raise a relatively small amounts of money. I do believe that what the writer was trying to get over that if you need to raise £500,000 for a project then you needs to aim higher looking at large grants from the Lottery and other funders. Having run two major projects of similar values I see the reasoning. However, as it was very well pointed out to me, coffee mornings raise many thousands of pounds each year for churches and we must not lose sight of the fact that it is not just about money, it is the mission of the church to meet and talk with people.

I sincerely hope this helps to answer any questions people had.

This edition has some really interesting articles. Please do look at the cover piece on *Grant Finder* - this is a major forward step in engaging modern technology to help assist with funding for projects across the Diocese. On the back page there is a suggestion for communicating with parishioners with a Christmas card – many parishes do and it's effective.

Following the article of running raffles draws etc there is an article on the sale of alcoholic beverage at events and future editions will cover any changes that we consider might be of help or interest to you.

As always we do appreciate your thoughts and comments positive or negative and do please get in touch to tell us the type of information that would be helpful.

## From little acorns grow mighty Oaks...



Many of you who visited the Diocesan stand at the Royal Norfolk Show this year will no doubt remember the large number of children busy sowing different seeds and taking away a pack of wildflower seeds to sow at home, school or a flower pot.

The Revd Nigel Tuffnell decided that it would be a good idea to do a similar project at the local town festival. He writes:

"The Harleston and Waveney Festival provides an exciting end to August, concluding with a Fun Day on the Bank Holiday Monday.

"Each year St John's and St Mary's put on a stall to show off all

that we are doing in and for our community. In the stall are games for the children and activities taken from our Messy Church and Prayer Spaces to engage people. However, all of this completely dependent on people coming in.

"We make the stall bright and engaging but more is needed. This year we decided to give something away to people as they passed and chose to hand out little packets of wild flower seeds, inspired by the success of giving out seeds at the Royal Norfolk Show.

"The rain poured for the Fun Day but people still turned out, especially families. I was amazed at the success. People stopped to

see what they were being offered and their faces lit up when they saw what we were offering them. We squelched up to people who were genuinely taken aback by being offered something for nothing, and from the Church too! Almost all stopped for a chat.

"The children enjoyed the games and activities and adults talked. The seeds appealed to parents and grandparents as much as to the children, and many families went off to plant them together (no need to water them in!).

"We had hoped to reach out with the Good News and that soggy Monday we did, with a massive help from tiny wild flower seeds."

## If you fail to plan, you plan to fail

As the saying goes "If you fail to plan, you plan to fail!" however some PCCs still do not operate with a budget because of the perceived time required to prepare and monitor it. With this in mind this article aims to encourage PCCs to create or improve their budget process.

Preparing a budget carefully and prayerfully demonstrates good stewardship of the funds that God entrusts to us by being a coherent plan of the PCC's activity borne out of prayer, vision, prioritisation and discussion. It is most important that the budget is "owned" by the PCC and once approved provides a framework for mission and ministry within which the PCC Treasurer can monitor actual income and expenditure during the year.

### Some benefits of setting and monitoring a budget are:

- the realisation of your PCC's mission and goals by ensuring that financial resources are allocated to them
- regular budget monitoring will identify variances which can either be explained or require corrective action
- the budget can be used to support applications for external funding by providing potential supporters with a good understanding of where financial resources have been allocated and what the PCC's needs are

- budgeting improves communication throughout your PCC and congregation because everyone can fully understand what the needs and priorities are and what financial resources are required to pay for them

- as a consequence, a budget can also have a positive impact on stewardship due to the improved understanding of the church's finances within the PCC and the church community.

### Budgeting methods

There are two budgeting methods commonly used to construct a budget, namely incremental budgeting and zero-based budgeting.

Incremental budgeting is based on the previous year's actual expenditure and adjusted accordingly for the budget period.

Zero-based budgeting makes no reference to the previous level of expenditure and must be calculated "from scratch". This is more time consuming, however your investment in time may be well spent if you consider the potential financial advantages which could result from:

- considering alternative suppliers of good and services
- seeking better value for money
- identifying and eliminating inflated, wasteful, obsolete or duplicate activities.

In addition to this, the zero-based budget approach requires greater communication and coordination within the PCC to think creatively about its mission and goals free from the restraints of past practices.

The Parish Share contribution is one of the most essential parts of the parish budget as this enables the Diocese to provide and support the provision of mission and ministry within the parish. The full Parish Share allocation must always be entered into the budget as it is this figure that the parish should expect to pay and the Diocese needs to receive in order to cover its costs. More detailed information about exactly how Parish Share is calculated is available from the Diocesan website at [www.dioceseofnorwich.org/churches/finance/parish/parish-share](http://www.dioceseofnorwich.org/churches/finance/parish/parish-share)

### Budget Format and Structure

Designing your budget to fit in with your existing accounts will make monitoring much easier as your budget will be in a format that you are familiar with. If, however, you are willing to start from scratch, a pro-forma budget template is provided in the Treasurers Handbook, a copy of which is available on the Diocesan website at [www.dioceseofnorwich.org/churches/finance/resources/handbook](http://www.dioceseofnorwich.org/churches/finance/resources/handbook)

### Budget Monitoring

Once your PCC has approved its budget the PCC treasurer then has a framework to which income and expenditure can be monitored during the year.

## A guide to Fun Ways to Fundraise for your community, church or charity

By Penny Hallett  
ISBN-13: 978-1502924223

"This book crackles with ideas, sound advice and hot tips for making the vital task of fundraising both effective and fun. A top tool for all good causes."

*The Rt Revd Mike Hill, Bishop of Bristol*

Why not purchase a copy for your PCC?





How WiFi access in Alysham Parish Church is enabling engagement with new audiences

# Rediscovering the church's place in the local community

The Revd Canon Andrew Beane writes:

On visiting a cathedral in the north of England (no names mentioned but it began with a D) this summer I was told in no uncertain terms by a steward that I was not allowed to take photos in the cathedral.

There was no reason given other than it was a place for worship, fairly obvious to anyone I would have thought! What a great pity they were so short sighted not to see and embrace the technology that our world is now so reliant on.

You could, of course, argue that using a smart-phone or a camera to take a photo is unnecessary and an intrusion, but we would not say the same about someone sitting with a note pad and pencil.

I doubt the steward at the northern cathedral would approve of my new 'Tweet Us' notices! They are all part of us embracing the endless possibilities that our WiSpire internet connection has made possible. At Aylsham Parish Church we are encouraging visitors and congregations to take photos and make comments using social media.

Our free internet portal (access point) has been running for a few months now and has already proved to have been a talking point of many visitors. "Can we really check our emails here?", "A church with WiFi, that's cool" are just two of the remarks.

There are many different reasons for having WiSpire connect your church into their ever growing network. It may be to offer to your community a faster broadband connection in a rural part of Norfolk; it may be to protect your church roof from lead theft by installing a CCTV camera. For us in Aylsham it was



Image © www.mike-page.co.uk

more by accident as our location enables other more rural churches to connect into the wider network. However, I thought if we have this facility why not explore its wider potential.

So here are, just a few ways that we've started to explore what the future might hold.

We've an interactive Church Trail using QR Code (those odd square boxes that look a bit like bar codes). You can read about different aspects of the Church, but if you scan the QR code you are taken online. For example at the Font you are taken to a video of a baptism taking place.

We installed a camera so we can stream services live over the web.

*Imagine residents at the local nursing home being able to join in services or family members watching a wedding on the other side of the world.*

We've run an internet cafe and tablet workshop for older people who want to learn how to get the most out of new technology.

The WiFi also allowed us to stream Pop, Corn & Grace, a community radio project that we ran at the beginning of the summer over the internet, as well as broadcasting to the local area on 87.7FM.

We've plans for a church app - not sure what it might be used for yet but in a way that's part of the journey of exploration as technology moves so quickly. We want to invite our local high school to help design the app and allow young people to drive the project forward in a way that gets them involved in heritage, culture and technology.

There are costs involved but this is pioneering ministry; this is about using a different kind of 'net' to fish

with. We are called to proclaim the Gospel afresh to each generation. It's our calling as a church to reach out and connect with our community: both the physical close by and the virtual.

For me it's all about rediscovering the church's place in community; not just a place of worship but a place of hospitality, welcome, support, commerce, and entertainment. Church is not just somewhere you go on a Sunday, but a living place reaching out to the wider community.

**Editor: WiSpire are growing their team so they can enable more churches to have WiFi access. Please contact them on 01603 904040 to find out more.**

## Important changes to Gift Aid

...continued from page 1

they will not need to worry about numbers attending and can also include wall safe donations.

PCCs with multiple churches will continue to use the Community Buildings rules unless they are small and the aggregate of their eligible donations is less than £5,000 rising to £8,000 when they can also use the top-up element.

If you are a PCC with a single church, you should now use the Top Up element of the scheme – use the guidance for single church

parishes (this will also apply if you have more than one church in the parish, but your eligible donations in total are not more than the £5,000 limit).

If your PCC has more than one church, you should continue to use the Community Buildings element of the scheme and use the guidance for multi-church parishes. If you have a church plant, or run services in other buildings, there is an additional guide to GASDS and Church Plants.

GASDS is claimed alongside Gift Aid using the same processes. These changed in 2013, and there is guidance on each of the three possible routes to claim on the Parish Resources website.

Full details on the new GASDS guidance can be found at: [www.parishresources.org.uk/giftaid/small donations](http://www.parishresources.org.uk/giftaid/small donations)

*giftaid it*

## Central Visitations 2016

The Central Visitations in 2016 (at which Churchwardens are sworn in for their year of office) will be attended by the Bishops and members of the Diocesan staff as well as the Archdeacons, and will include the launch of the Diocesan Mission Strategy.

Clergy and Churchwardens are expected to attend but the invitation is extended to Readers, PCC Secretaries and Treasurers – and indeed anyone who is interested! Further details will follow, but please make a note of the dates and venues below:

- |           |                      |                        |
|-----------|----------------------|------------------------|
| • 16 May  | Lynn Archdeaconry    | King's Lynn Minster    |
| • 6 June  | Lynn Archdeaconry    | Aylsham Parish Church  |
| • 13 June | Norfolk Archdeaconry | Great Yarmouth Minster |
| • 20 June | Norfolk Archdeaconry | Diss Parish Church     |
| • 27 June | Norwich Archdeaconry | Norwich Cathedral      |





Image © Nick Ford www.flickr.com/photos/nickpix2008

# Top tips for winter church maintenance

It's that time of year again when the weather sets in and we need to be extra vigilant in looking after our churches. There are a number of very simple and practical ways that we can help stave off deterioration of the fabric of the building:

- check to see if there is any evidence of leaks or damage to roofs during heavy rain
- ensure that exposed water/heating pipes and water tanks are protected from frost
- clear leaves and other debris from rainwater pipes and gutters
- clear away any plant growth from walls and/or rainwater goods, as these will create blockages and cause water damage if left untreated. It should be noted, however, that some plants are very rare so

advice should be taken from the Care of Churches Office before these are removed

- if possible try and make any gaps in the tower bird-proof before the nesting season begins
- check masonry for signs of water or frost damage and report any serious deterioration
- should there be a heavy snow fall make sure that parapet and valley gutters are cleared of blockages as melt water can cause internal damage
- if your church has snow boards and/or access walkways check to see that they are in a good state of repair
- check airbricks and ventilation systems to make sure that they are free from obstructions
- any flagpoles or weathervanes

should be monitored for stability, especially if high winds are expected

- see that external lighting is in good working order.

Prevention rather than cure is an appropriate motto when it comes to church buildings and by following these basic checks we make it much less likely that damage will occur to our wonderful churches.



## Practical advice from Norfolk & Suffolk Police for churches

# Security inside your church

1. Lock your church at night
2. Store small valuable items in a locked vestry, cupboard or safe when not in use during the week
3. Altar ware – wooden or base metal substitutes should be displayed and the originals locked away. They can be returned for services and events
4. Consideration should be given to discreetly chaining antique furniture and other valuables to floors or walls. This may not deter the determined thief but may be sufficient to prevent the opportunist criminal
5. Wall hangings and paintings should be secured to the

walls, ideally using non return security screws. This removes the ability for offenders to just lift off or unscrew items to steal

6. Valuables should be kept in a safe or a strong room when not being used for a service. Valuables, including communion plates, which are not in regular use should be deposited in the bank or kept off-site
7. Keys should be kept by a responsible person or in a secure place away from the church
8. The vestry should be secured by at least two good quality locks, fitted 1/3rd up and 1/3rd down on the door, this

will increase the resistance of the door to leverage. All locks should conform to BS 3621, or higher, specification. Windows should have robust bars fitted

9. All property should be photographed and an inventory kept. This needs to be stored in a safe place away from the church. All photographs must have a ruler or 50p coin in the picture to indicate size
10. The offertory box should ideally be emptied daily. A notice should be displayed on the box indicating this
11. Vulnerable stained glass windows can be protected externally by black powder coated stainless steel window guards

## Major milestone in Wretham church history



Sunday 13 September saw a major milestone in the history of the church building of St Ethelbert at East Wretham.

The third church to be built on the site – the other two were early English and then Norman – it celebrated the 150th anniversary of its consecration, with a special service where local people welcomed the Bishop of Norwich.

He joined members of the congregation and guests, the choir of St Cuthbert, Thetford and worshippers from the local benefice, at a specially written

rededication service led by the Rector (the Revd Canon Bob Baker). One of the hymns sung in 1865 was used again.

After the service, those attending enjoyed a glass of wine and a celebration cup cake topped by a picture of the church, before regular Wretham congregation members and special guests were invited to lunch at the former rectory, now Wretham Lodge.

The church, rebuilt because the former Norman building proved too small for the local congregation, was designed by London architect William Armstrong and built by Robert Bartram of Aylsham.

The nave was paid for by the Wyrley Birch family, then living at Wretham Hall, and the chancel by their son in law, the Rector (the Revd James Park Whalley).

## Keeping the right side of the law when holding events

Last edition we covered the regulations as to the running of tombolas and raffles at parish events. A number of people have asked if we can clarify the law on holding occasional events in church, a parish hall or open air.

I am certain that you will have either attended or held an event where alcohol is available.

Wishing to keep within the law, it is often a practise to sell a ticket for perhaps a play or performance stating that the price of the ticket includes the cost of a glass of wine or that the wine is free but a donation would be gratefully received...

Unfortunately in both these cases you are subject to the Licensing Act 2003 that would interpret the above that you are intent on supplying alcohol in return for payment, no matter how well it is disguised!

### How to keep legal

If this is a one off event you can apply to your local council for a Temporary Events Notice (TEN), which you need for a:

- performance of a play or dance
- exhibition of a film
- indoor sporting event
- live and recorded music
- event where alcohol is sold or supplied
- event where late night refreshment (hot food or drink) is provided after 11pm

You won't need a TEN for a

performance of a play or dance held between the hours of 8am and 11pm (provided the audience is less than 500) if this is the only licensable activity.

If you wish to have live music you must comply with the conditions of the Live Music Act.

### How do I apply?

Apply to your local council and submit your application not more than 9 days or less than 5 before the event. Once received they will process your application and return to you your copy of the TEN which must be available for inspection on the premises.

### How much will it cost?

The fee is £21.00 so perhaps that extra cost needs to be built into what you charge for the alcoholic drink. The good news is that the TEN can last over say a weekend of events such as a social event on the Friday, a performance on the Saturday and a concert on the Sunday. As I mentioned last edition, this is a good opportunity for possibly a benefice or a maybe a group of neighbouring parishes to work together on an event and share both the cost and the proceeds based on the number of tickets sold.

In summary, it may look rather complicated but I personally have applied for many such notices and find it a very easy and straightforward.

Geoff Freeman, 01603 882328



# What the DAC can do for you

The Care of Churches team and DAC are 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 deal with a variety of questions relating to churches on a daily basis and if we don't know the answer we may well know someone who does!

If you are considering undertaking a project within your church then the DAC may suggest getting in contact with parishes that have already successfully undertaken such projects in the past.

It is always helpful to visit other churches and neighbouring parishes to learn from their experience of undertaking a project. They may also be able to highlight where they found pitfalls.

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](http://www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need)

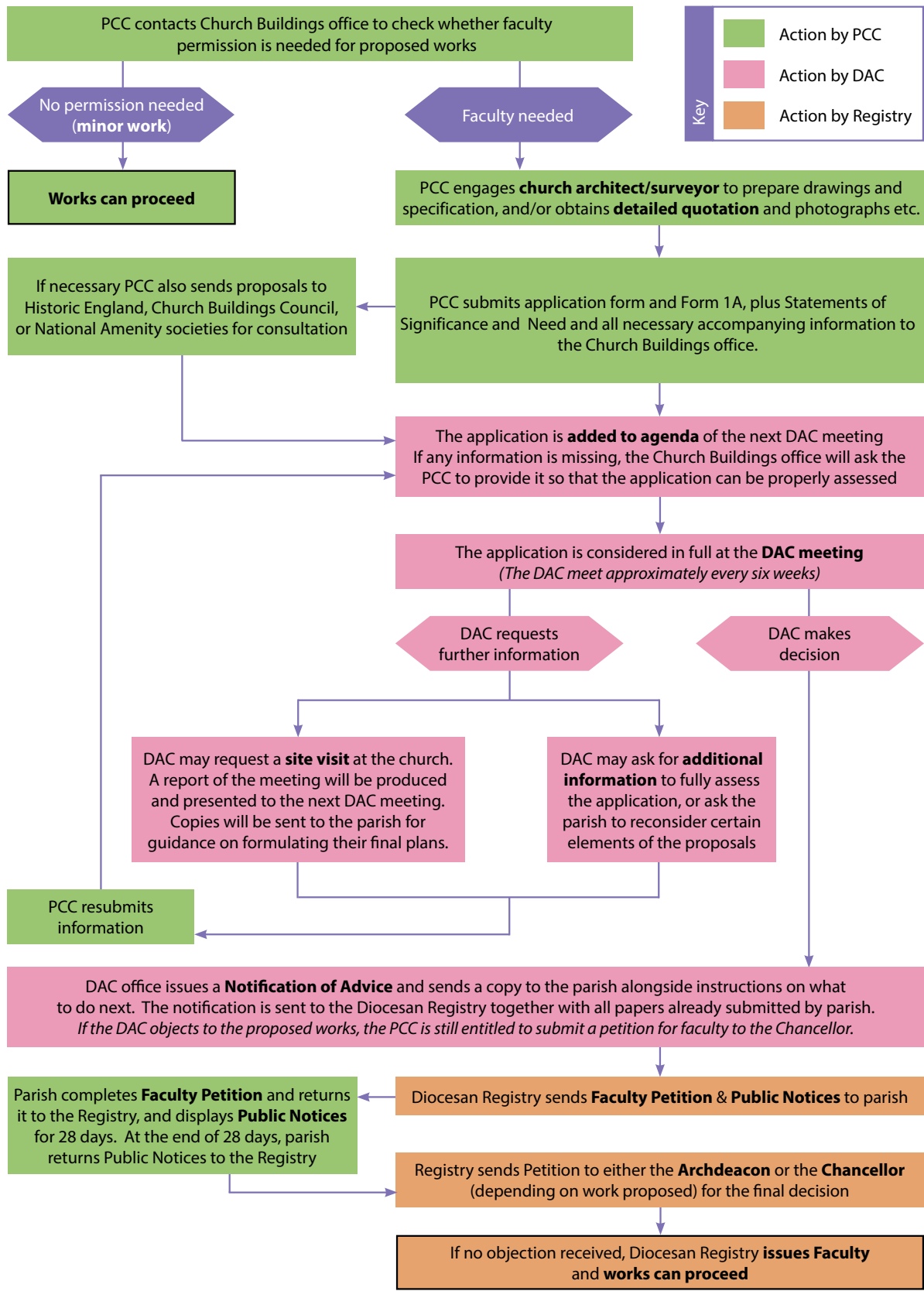
Talk to your parish's professional advisor (an architect or surveyor) as they will usually have to create the detailed documentation that the Diocesan Chancellor will need to see before she grants a faculty.

Consultation with members of the congregation and the wider local community are encouraged; these can foster goodwill and allow other people to be involved with the mechanics of the proposal, either by offering ideas or their time.

## Helping you improve your parish magazine

- We want to let church magazine editors know about the benefits of belonging to the Association for Church Editors.
- In summary, the Association sets out to provide inspiration, motivation and practical help for editors of church magazines and newsletters, many of whom work on their own and are always working to deadlines.
- The principal benefits which go towards achieving this aim are:
1. annual membership fee of only £10, renewable on 1st January. The fee also covers the following year for anyone joining after 1st September
  2. sharing of ideas by means of a monthly distribution by email of an Ideas Forum with items suitable for church magazines, including articles, humour, fillers, tips, straplines and events
  3. periodic emails on matters of general interest
  4. where there is enough interest in a local area, there are workshops covering all aspects of magazine production, including the use of software packages
  5. a magazine review service for members who wish to submit their magazine for constructive comment
  6. a lively website and access to those parts of the website which are restricted to members
  7. local group meetings where editors meet periodically to compare their magazines and pick up ideas
  8. direct personal access by telephone or email to staff with queries and problems
  9. an Annual Meeting held in the Spring, with a keynote speaker
  10. Magazine Awards programme held regularly, with a winner's trophy and Certificates of Excellence/Achievement presented at the Annual Meeting.
- Find out more at [www.churchmag.uk](http://www.churchmag.uk) or contact Alan Rickards, Treasurer / Membership Officer on 01477 534193.
- Editor: Why not also take a look at Parish Pump who offer illustrations, cartoons, children's pages, book reviews and more for parish magazines:** [www.parishpump.co.uk](http://www.parishpump.co.uk)

# Flow chart: How to obtain faculty approval



## Changes to the faculty system in 2016

From the 1 January 2016 a new piece of legislation, the Faculty Jurisdiction Rules (2015) will come into force. This will change which pieces of work will or won't require a faculty.

A big change will be the introduction of what's called lists A, B and C. Simply put, list A includes everything that can be undertaken without permission. Many items are included, such as repairs and replacement of fittings in existing kitchens, lavatories and office accommodation.

List B introduces a new concept of 'archdeacon's permission'. These items can, under specific circumstances, be undertaken without the need for a formal faculty. They will, however, require the written permission of your archdeacon before any works are carried out and, although the faculty process may not be required, the standard information (such as a specification, schedule of works, relevant drawings) will still need to be submitted. Some illustrative items included are:

- works of routine maintenance and repair affecting the fabric of a church or historic material
- works of adaptation (not amounting to substantial addition or replacement) to heating systems and gas, water and other services
- the felling of a tree that is dying or dead or has become dangerous (as long as the tree in question does not have a Tree Preservation Order on it)

List C items (in effect, anything not specifically mentioned in lists A and B) will require a faculty. A full list of all items on lists A, B and C can be downloaded from the diocesan website under the title New Faculty Rules: [www.dioceseofnorwich.org/churches/buildings/faculty-applications/](http://www.dioceseofnorwich.org/churches/buildings/faculty-applications/)

Should you have any question, please contact either Matthew McDade on 01603 882350 or Caroline Rawlings on 01603 882351. Alternatively, an email can be sent to [dac@dioceseofnorwich.org](mailto:dac@dioceseofnorwich.org)

# Authorised Lay Ministry: Volunteer's & Employer's Liability Insurance

While it is important that PCCs are aware of insurance liability issues in relation to lay ministry, addressing this topic helps us reflect on the nature of lay ministry as publically authorised, supported and accountable, and the role of the PCC.

## Distinguishing discipleship and ministry

The Faith and Order Advisory Group of the Church of England explain that it is valuable to distinguish between Christian discipleship and lay ministry.

Discipleship refers to the participation of all who are baptised in God's mission – whether at home or among friends, in voluntary organizations or in employed work. However, lay ministry is best understood as referring more specifically to that ministry which is called forth to fulfil the strategic aims and planning of the church and which has been mandated by the church.

I would add here that such oversight includes the need for such ministry to be supported, with mentoring and learning opportunities to enable to lay minister not only to confidently fulfil the role they have been called to, but to grow in their own faith too as they do so.

## How does the church mandate lay ministry?

Some lay ministers are **authorised by the national Church** and licenced by a diocese [Readers; Church Army Evangelists]. Some are **authorised by a diocese** [this includes Churchwardens; Eucharistic Administrators; some Lay Workers; and in the Diocese of Norwich, Authorised Worship Assistants (AWA)]. However, most lay ministers will be **authorised by a local Church Council** (an Annual Meeting, or a PCC or Benefice Council, for example). These include PCC members and others involved in such areas as:

- church administrations (treasurer, parish clerk, sexton, vergers (Canon E3))
- worship (organist / Director of Music (Canon B20), sidespersons (Canon E2))
- education (school foundation governors, small group facilitators)
- pastoral ministry (Lay Pastoral Assistants, Street Pastors, Community Worker)
- youth and children's work (e.g., Messy Church Leaders, Godly Play Leaders, Open the Book leaders).

This is not an exclusive list, but shows that much lay ministry is mandated or authorised by the local church.

The Parochial Church Councils (Powers) Measure 1956 (amended) defines the principal function, or purpose, of the PCC as 'promoting in the parish the whole mission of the Church'. Working with the Incumbent, or Priest-in-Charge, the Church Council's role includes identifying strategic areas of mission and ministry and calling, authorising and supporting people to do this. It is a great privilege that a local church community is called to discern God's will and opportunities for sharing in God's mission, but it is also a responsibility, which involves caring for those they call to ministry.

What is a PCC's responsibility in relation to insurance liability?

This background regarding the authorisation of lay ministry is helpful, when considering a PCC's insurance liability. If a Parish Church or Benefice Council is appointing volunteers to ministry, it will need an Employer's Liability Insurance Policy, such as Ecclesiastical Parishguard Policy. To comply with the terms of this, it is important that they:

- Discern both the needs of the church and the gifts of potential of possible volunteers, before recruiting and authorising. This should follow the good practice of the Church of England, including health and safety, risk assessments and safeguarding (which may involve making DBS checks). **(Selection)**
- Are clear on the role, and have a 'working agreement', defining the expectations and boundaries of the role, while protecting the lay minister from an ill-defined and therefore ever-growing commitment. Appointments should be recorded in the minutes by the Church Council and authorised lay ministers should know that they are accountable to the church. **(Appointment)**
- Provide regular mentoring / supervision by a licenced minister (a priest or Reader), whose role should be supportive (providing a safe a place to 'offload' in relation to ministry), formative (supporting learning and identifying appropriate training opportunities), and normative (good practice and accountability to the Church Council). This should include a regular review to reconsider

the role (in the light of changing needs of the church) and the lay minister's other commitments (changing family life) and may periodically involve a more extensive review of ministry, once every year or every few years. **(Supervision)**

A booklet of good practice can be found on the Diocesan website at [www.dioceseofnorwich.org/training/lay/learning-for-lay-ministry/supervision-for-authorised-lay-ministry](http://www.dioceseofnorwich.org/training/lay/learning-for-lay-ministry/supervision-for-authorised-lay-ministry)

I am also very happy to speak with clergy and with Church Councils as they consider organizing their existing lay ministry or reimagining lay ministry for their churches.

*The Revd Dr Paul Overend, Lay Development Officer*

For further guidelines on good practice in the Church of England, please see [www.churchofengland.org/media/408740/insurance%20and%20legalities%20\(sept%202011\).doc](http://www.churchofengland.org/media/408740/insurance%20and%20legalities%20(sept%202011).doc) or contact Paul at Diocesan House on 01603 882336 and we can send you a printed copy of the document.

## 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 in *PCC News*, as I have been involved with parishes on their projects and am 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.

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

Geoff Freeman, 01603 882328

## Employees, PAYE and Auto-Enrolment

The term honorarium is commonly used when referring to payments to people for performance of duties. However, regardless of name, a payment for services rendered, whether classed as salary or honorarium is still income which is assessable for income tax purposes. This should not be confused with reimbursement of out of pocket expenses, which, if properly documented (with receipts etc.) would not be assessable for income tax purposes.

Whilst there are more comprehensive resources available on the Parish Resources website [www.parishresources.org.uk/people/payee](http://www.parishresources.org.uk/people/payee), it is important to be aware of situations whereby a Parish may be required by law to operate PAYE on payments made in exchange for services rendered. In order to ensure that you comply with legislation, you should first identify whether an employer/employee relationship exists.

As a general rule, if somebody works a set number of hours on a regular basis and receives payment for this, it is likely that an employment relationship arises.

However, due to the numerous arrangements in place, it is best to use the HMRC Employment Status Indicator, [www.gov.uk/guidance/employment-status-indicator](http://www.gov.uk/guidance/employment-status-indicator), which will give an indication of whether an employment relationship exists. For more technical queries on employment status, it may also be beneficial to call HMRC directly on 03000 527450.

If an employment relationship exists, you should then check whether you are required to operate PAYE. The simplest way to do this is to answer the following questions:

- do you pay anyone at or above the Lower Earnings Limit (£112 per week for tax year 2015/16)?
- do you pay anyone above the PAYE threshold?
- do any of your employees have another job?
- are any of your employees in receipt of a pension?
- are you providing employee benefits?

If you have answered no to all of the above, then you will not need to run a payroll, but you must keep a record of each person's name, address and National Insurance Number as well as the amount paid to them each year from 6th April to 5th April. These records should be kept for three years.

If you have answered yes to any of the above, then you will need to enrol all of your employees on your payroll.

If this is the case, then you should:

- register as an employer, this can be done online at [www.gov.uk/register-employer](http://www.gov.uk/register-employer)
- set up a payroll. Details can be found on the government website [www.gov.uk/payee-for-employers/setting-up-payroll](http://www.gov.uk/payee-for-employers/setting-up-payroll) if you have less than ten employees, then HMRC offers links to free software [www.gov.uk/payroll-software/free-software](http://www.gov.uk/payroll-software/free-software), which can be used to administer this, or, they offer a free basic payroll tool, [www.gov.uk/basic-payee-tools](http://www.gov.uk/basic-payee-tools) which you can use instead. You can of course consider using a payroll

provider if preferred. However, you will most likely need to pay for this service

- ensure you are able to submit real time information returns to HMRC (the software available at the above websites should be able to do this).

## Pensions and auto-enrolment

You should also consider the implications of auto-enrolment, whereby employees will by law be required to be enrolled into a pension scheme if they meet certain qualifying criteria.

The Church of England pensions department produced a guidance note in July 2015 which can be downloaded at [churchofengland.org/media/2265597/automatic%20enrolment%20faq.pdf](http://churchofengland.org/media/2265597/automatic%20enrolment%20faq.pdf)

Further information can also be found on the Church of England website, [churchofengland.org/about-us/structure/cepb/pensions/automatic-enrolment-for-employers.aspx](http://churchofengland.org/about-us/structure/cepb/pensions/automatic-enrolment-for-employers.aspx) and the pension regulator website, [www.thepensionsregulator.gov.uk/employers.aspx](http://www.thepensionsregulator.gov.uk/employers.aspx)



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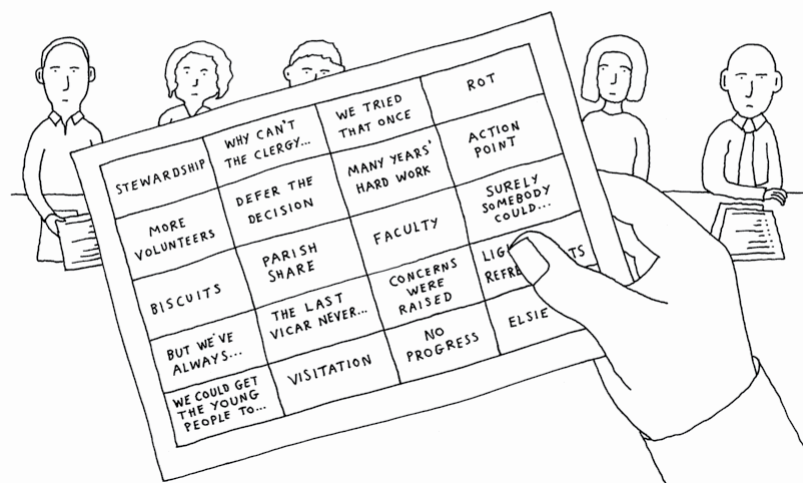
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## Cartoon

### P.C.C. BINGO

WORDS AND PHRASES OFTEN USED DURING MEETINGS  
OF THE PAROCHIAL CHURCH COUNCIL



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Legacies can make a vital difference to a parish's mission and ministry

# Where there's a Will...

Every year many thousands of people die without leaving a Will. This means that a court will decide how to divide their estate and who should look after any dependants, often causing additional upset and expense for loved ones left behind. Making a Will and keeping it up to date is the only way church members can make provision for people and causes they love. This is simply good stewardship – and it may be easier and less expensive than people imagine.

## Why a PCC should consider Wills and Legacies

Each year around 5,000 parishes across England benefit from a legacy. For many people, leaving a gift in their Will is a final opportunity to say thank you to God for his blessings to them. It is also a way to make a lasting difference to the future of their church and community.

Many churches have not considered this topic at all. They have not thought through the connection between Christian stewardship and gifts in Wills, nor developed a policy on how to use money donated through legacies. The new leaflet (pictured right) aims to help your PCC consider these issues.

Encouraging church members to leave a gift in their Will is important, but encouraging them to write a Will is even more so. Ever since the first edition of the Book of Common Prayer, the Church has highlighted the

importance of making Wills and keeping them up-to-date.

## A Policy on legacies

The policy might be something like:

We welcome gifts in Wills and our policy is to use them to fund significant development projects in the parish, whether buildings, equipment or staff.

As circumstances change over the years, it may not be possible to fulfil specific donor requests, so church members are encouraged to leave gifts in their Wills for the general purposes of the parish. The PCC will discuss with executors the most appropriate use of the gift in the light of current projects and the donor's known areas of interest in the church (eg children & youth, music, buildings).

## Promoting Legacies

Legacies can make a vital difference to a parish's local mission and ministry, whether used for additional staffing or to improve church buildings and facilities.

The aim should be to help people see writing a Will and reviewing it regularly as part of their everyday Christian discipleship.

Gifts in Wills should be seen as a natural part of Christian giving, but promote them in a sensitive, low-key manner, drip-feeding messages in different ways across the year.



“No matter how large or small, every gift in every will makes a difference”

### A Lasting Gift to your Church

For further information visit [www.churchlegacy.org.uk](http://www.churchlegacy.org.uk)

You can also discuss gifts in wills in confidence with the Treasurer or Incumbent.

THE CHURCH OF ENGLAND  
[www.churchlegacy.org.uk](http://www.churchlegacy.org.uk)

**A new leaflet 'A Short Guide to Encouraging Giving through Legacies' may help you.**

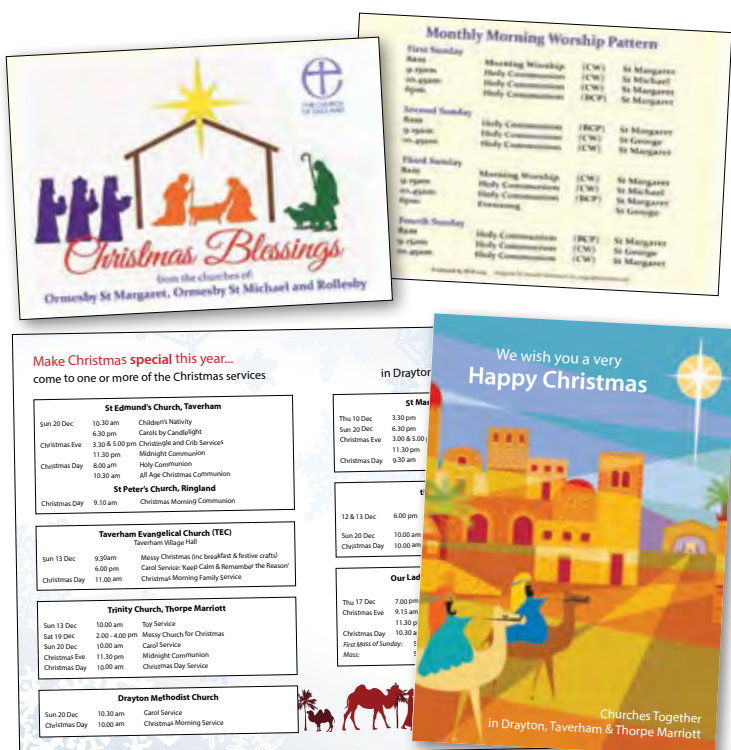
**It can be downloaded from our website or contact Geoff Freeman on 01603 882328.**

Remember many legacies received are from people who do not attend or have any connection with the church.

Perhaps at some time in their life they have had contact with the church, possibly a wedding or baptism or maybe special memories-we will never know.

Making a will is good stewardship and gives the donor peace of mind knowing that their personal affairs are in order and their wishes after their death will be followed.

# Send a card this Christmas



**Christmas Blessings**  
from the churches of Ormesby St Margaret, Ormesby St Michael and Rollesby

**Make Christmas special this year...**  
come to one or more of the Christmas services

**St Edmund's Church, Taverham**  
Sun 20 Dec 10.30 am Christmas Nativity  
Christmas Eve 4.30 pm Carols by Candlelight  
Christmas Eve 5.30 & 8.00 pm Christmas and Carols Service  
Christmas Eve 11.30 pm Midnight Compline  
Christmas Day 8.00 am Holy Communion  
Christmas Day 10.30 am All Age Christmas Communion  
Christmas Day 9.10 am Christmas Morning Family Service

**St Peter's Church, Rollesby**  
Christmas Day 9.10 am Christmas Morning Family Service

**Taverham Evangelical Church (TEC)**  
Taverham Village Hall  
Sun 13 Dec 9.30 am Merry Christmas (inc. Song & Festive Carol)  
Sun 20 Dec 6.00 pm Carol Service: 'Keep Calm & Remember the Reason'  
Christmas Day 11.00 am Christmas Morning Family Service

**Thorpe Marriott Church**  
Sun 13 Dec 10.00 am 1st Service  
Sat 19 Dec 2.00 - 4.00 pm Merry Christmas for Christmas  
Sun 20 Dec 10.00 am Carol Service  
Christmas Eve 11.30 pm Midnight Compline  
Christmas Day 10.00 am Christmas Day Service

**Drayton Methodist Church**  
Sun 20 Dec 10.30 am Carol Service  
Christmas Day 10.00 am Christmas Morning Service

**Monthly Morning Worship Pattern**

**First Sunday**  
10.30 am Morning Worship (CW) St Margaret  
11.00 am Holy Communion (CW) St Margaret  
11.30 am Holy Communion (BCP) St Margaret

**Second Sunday**  
10.30 am Morning Worship (CW) St Margaret  
11.00 am Holy Communion (CW) St Margaret  
11.30 am Holy Communion (BCP) St Margaret

**Third Sunday**  
10.30 am Morning Worship (CW) St Margaret  
11.00 am Holy Communion (CW) St Margaret  
11.30 am Holy Communion (BCP) St Margaret

**Fourth Sunday**  
10.30 am Morning Worship (CW) St Margaret  
11.00 am Holy Communion (CW) St Margaret  
11.30 am Holy Communion (BCP) St Margaret

**Our Lady**  
Thu 17 Dec 7.00 pm Christmas Eve 8.15 am  
Sun 20 Dec 11.30 am Christmas Day 10.30 am  
First Mass of Sunday: 11.30 am

**Churches Together**  
in Drayton, Taverham & Thorpe Marriott

Sales of greeting cards of all types have shown a rapid decline in recent years, this is due to a number of factors; the cost of the card, the postage and also that we now live in a digital age and many people will email or text greetings.

Many parishes do send Christmas greetings in one form or another - either as a card or a special edition of the parish magazine.

In the example shown (top right) Ormesby have combined a card and greeting with a list of the Christmas services along with information and promotion of the churches in the group.

In Drayton, Taverham and Thorpe Marriott Churches Together produce an A5 card (bottom right) which promotes all

of the Christmas services in the area and is posted by volunteers to 8,000 homes.

We often talk of the mission of the Church and it is good that, as Christians, we try and let all who live in our parishes know that they are welcome.

Sometimes we just assume people will know when the services are. You may well be doing this already, and if so that's fine, but if not do please consider making a real effort this Christmas. It is not that difficult and we can offer help and practical advice.

Christmas is often the only time in the year when people visit their parish church; perhaps more would come if they had that invitation to share with us in the joy of celebrating Christ's birth.

Here to help...

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

01603 880853  
[info@dioceseofnorwich.org](mailto:info@dioceseofnorwich.org)



## Useful websites

### Diocese of Norwich

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

### Diocesan Registry

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

### Caring for God's Acre

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

### Church of England Churchcare

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

### Parish Resources

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

### Church Legacy

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

### Heritage Gateway

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

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