

# PCC News


The newspaper for all PCC members to help support your church



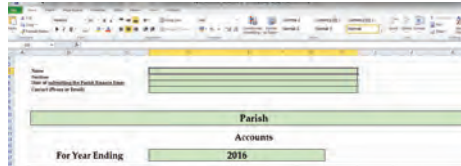
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## Spring into action and help record churchyard wildlife

Do you like wildlife? Would you be interested in learning more about wildflowers? Could you spare a day or two in 2016 to help Norfolk Wildlife Trust (NWT) with an exciting new wildlife project?

This spring NWT is launching a new Heritage Lottery Funded project called Norfolk County Wildlife Action which aims to encourage people to record the wildlife they see in churchyards.

Did you know Norfolk has more medieval churches than any comparable land area in Western Europe? Churchyards often predate the church, making them some of the most ancient manmade features in the landscape. Many retain exceptional areas of wildflower-rich grasslands which have never been ploughed or subjected to chemical treatment, and because of this churchyards are now strongholds for a number of key wildflower species which are declining in the wider countryside.

Six species of the old meadow wildflowers are especially associated with churchyards – pignut, meadow saxifrage, ox-eye daisy, burnet saxifrage, cowslip and lady's bedstraw. Three scarce ferns have about 75% of their Norfolk populations on stonework in churchyards and half of Norfolk's 500 lichen species are found mainly in churchyards.

It has been estimated that 98% of our wildflower meadows once widespread in the countryside have now vanished since 1945. Churchyards can form the only remaining fragments of old unimproved wildlife-rich meadowland in a parish or town.



*"Churchyards are vital green spaces for wildflowers to flourish and wildlife to thrive"*

'Norfolk County Wildlife Action' will work with local people and communities encouraging more people to get involved in churchyard recording and conservation across the county. If you would be interested in finding out more about recording wild flowers in churchyards or would like to know more about the NWT project please get in touch with Emily Nobbs (NWT Conservation Officer) by email - [churchyards@norfolkwildlifetrust.org.uk](mailto:churchyards@norfolkwildlifetrust.org.uk) – or on 01603 625540.

It's not just wildflowers NWT is interested in recording. We want to know about any wildlife you see in your churchyard, whether



it be the resident blackbird, the red admiral butterflies that bask in the churchyard sunshine or the hedgehog that scuttles around at night.

Whatever wildlife you see NWT would love to hear about it. From March 2016 you can record your churchyard sightings on our online churchyard wildlife recording page at [www.norfolkwildlifetrust.org.uk](http://www.norfolkwildlifetrust.org.uk)

Remember you don't have to be an expert to record the wildlife you see in a churchyard, any wildlife you spot, common or rare, is of interest to us.



## Village cinema brings community & church together

'Movies at St Mary's' is a village cinema organised by St Mary's Church, Banham and The Friends of Banham Church.

Started three years ago, their film screenings have proved very popular and attendance is now around 35 to 40 people each evening. They are also members of Village Screen which is part of Creative Arts East.

The film screenings are a mixture of fundraising and outreach work in a community. The use of the church in this way is also part of a wider outreach project with their successful Youth Café's (up to 50 high school aged young people each week) and Café Church which monthly attracts 40-50 older residents. Alongside

the films is also the chance to socialise with others over a hot meal.

The evenings are usually held between September and April each year and 5 - 6 films are shown (on a full size screen) each year during the darker evenings.

In January they screened '45 years' which was filmed entirely in Norfolk. The film features Tom Courtney and Charlotte Rampling who have both received great reviews for their performances.

The film nights start at 7pm with a meal, or people can come along at 7.30pm for just the film.

For more information or to book please call 01953 887575 or visit Banham Post Office.

### “Could you do this?”

We hope this story inspires you to think about what activities you might be able to do in your parish - working with and for the local community.

Worried about copyright? Take a look on page 2 at our article about getting the right licenses for your church.



# Editorial

By Geoff Freeman

Parish Funding Support Officer

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Is it spring already?

Welcome to the Spring edition of PCC News - as I write this article the winter aconites and snowdrops are in flower and the daffodils are starting to bloom (the photograph below was taken in the Bishop's Garden on 17 Dec).



I always enjoy spring, the lighter nights and the looking forward to the many varied and interesting events in the coming months. It might even feel a bit warmer in church soon!

And it's welcome to my new colleague Robert Culyer who joined the team in January, Robert like myself has spent many years running a successful business, retired and then felt that he wanted an interest; a chance talk with him earlier in the year encouraged him to apply for the post. His introduction is below.

So this is really good news as it means we will be able to follow up requests for help, advice and visits

over the vast range of topics that our remit covers in a more timely fashion. Over the coming months, Robert will be working with me to respond to the many parishes who requested help at the benefice support meetings.

PCC News is now in its 5th edition and as always we are really grateful for your comments good or otherwise. Please let us know of any special events you are planning; if you have applied for and been successful (or not) for a grant or funding perhaps? It helps to encourage others to try.

Some will recall that last spring we offered free Sweet Peas seeds; the response was staggering and the result was numerous letters and emails. One parish sowed the seeds sold plants and grew the rest and then sold the cut flowers making over £50 in the process.

This edition has some really interesting articles. We continue with our series on keeping the right side of the law (right) and on conservation (front page). Do take a look at the article on celebrations for HM The Queen's 90<sup>th</sup> birthday (p4), and don't forget the Archdeacon's Charge (p4) – a great opportunity to raise money for your parish.

Whatever you are planning we wish you well.

## Introducing Robert...

By Robert Culyer

Parish Funding Support Officer

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It is quite daunting starting a new job, especially as I started my last 28 years ago. It has been quite a challenge trying to remember peoples' names and checking that you are in the right place at the right time. Fortunately I already knew quite a lot of faces.

I have no wish to bore you, but some of you might like to know a little bit more about me! I was born in Swardeston and went to Sunday School at Intwood Church. I started my school life at Cringleford CofE School, and then Little Plumstead CofE School. I passed my 11 plus and attended Thorpe Grammar School for a year before transferring to Langley School in Loddon. After this I moved to Huddersfield to do a degree in Hotel and Catering Administration.

On my return to Norfolk I ran my own restaurant for 25 years, so I am not afraid of hard work, but retired 3 years ago. Sadly retirement has not suited me one hundred percent, so I jumped at the chance of being part-time Parish Funding Support Officer.

Over the past few years I have been involved in the parish of Wymondham with their £2.85 million development project, fundraising and stewardship campaign. This has helped me appreciate all the hard work the bands of volunteers put in.

PCC members are an amazing group of people who work tirelessly for the good of their parish and I hope over the next few years I will get the privilege of meeting many of you.

Keeping on the right side of the law:

# Copyright: reproducing hymn & song words, music and audio/video



Following on from previous articles on understanding the law in terms of running lotteries (raffles), sale of alcohol, etc., we now move onto the area of copyright and the law.

With the ability to copy or reproduce written matter not only easily but very cheaply comes the responsibility on the individual or the PCC to ensure that they are not infringing copyright and that they are complying with the law.

So, if you do any of the above you need to check that your parish holds the correct license to do these acts, pays the fee and more importantly report annually the works used.

Sounds complicated? Don't worry Christian Copyright Licensing International Ltd (CCLI) are a specialist organisation who take care of matters for you.

Most churches will have already signed with CCLI who will take care of the legal stuff and issue your parish with a licence.

### The CCL permits your church to do the following:

- Reproduce, by means of projecting, typing, printing or hand-writing, the words of authorised hymns and worship songs onto screens, service sheets, handouts and OHP acetates etc. for your congregation
- Under the words of each song reproduced you must include the following: [author], © [year, owner], [your licence number] e.g. Fred Smiley, © 2013 Happy Music Ltd., CCL No. 123456
- Make customised instrumental arrangements of authorised music compositions, where no published arrangement is available. All aspects of the music, apart from the instrumentation, must remain unchanged.
- Recording audio/video of your services, including any live music, for non-commercial purposes. You may charge up

to £2.50 for cassettes/CDs and £5.00 for videos/DVDs to defray expenses incurred. The number of copies must not exceed 25% of your licence size category, for example, for Category B you may make a maximum of 24 copies.

Seems complicated but they do have very good and experienced people in their call centre who will advise and help you.

### The CCL does not permit you to record:

- Copyrighted service words, for example readings from the Book of Common Prayer.
- Sound recordings played during Acts of Worship (e.g. regular Sunday services) since this equates to dubbing.

There are other licenses that may apply to you so it pays to look and check what you may require.

For the most up to date information look at the link below:

<http://churches.uk.ccli.com/licences/>

## Easily identify funding sources using Grant Finder

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.

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 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.

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



# The egg that shares the Easter story

This year The Real Easter Egg range has had a makeover and each single boxed egg includes a unique copy of the Easter story in the shape of a pull out 37 cm high cross illustrated by Helen Cann.

The Original milk chocolate egg includes images of spring and three crosses on the box with Mark's resurrection text under the lid. It also includes a Fairtrade milk chocolate Yummy Bar.

The Special Edition egg comes with an olive wood holding cross key ring from Bethlehem and an orange milk chocolate bar.

## Not enough space for Easter eggs

Every year, 80 million Easter eggs are sold in the UK. But with Easter day falling on 26 March this

year, it means there is not enough shelf space available in shops or enough time for online retailers to post them all out leading to shortages. So if you normally buy your Real Easter Eggs online, from supermarkets or a local shop, then act now.

## Tastes good and does good

The Real Easter Egg remains the only Fairtrade chocolate Easter egg to have an Easter story booklet in the box and to make a charitable donation from sales.

Since its launch in 2010, the number of Real Easter Eggs sold has been rising. The volume of sales means that production of Fairtrade chocolate has had to be moved from Europe to the UK. This is a great success story which churches



and schools have played a part in making happen. In addition more than £200,000 has been donated to charitable and educational causes.

## Where to buy

Please note that the Dark egg and

Special Edition are not being sold in supermarkets but can be bought from independent stores or ordered online.

This year, you can buy from [www.realeasteregg.co.uk](http://www.realeasteregg.co.uk), Tesco, Waitrose, Morrisons, independent stores, bookshops and Cathedral shops.

# An introduction to Spire Support Services

Spire Support Services Ltd is a wholly-owned subsidiary of Diocese of Norwich and was set up to provide much-needed surveying support for church schools and parishes.

Since its inception three years ago, it has worked on many projects such as extending and refurbishing church school buildings, commissioning new stained glass panels from local craftsmen and supporting PCCs in their Heritage Lottery bids for urgent repair works to their churches.

Spire's staff includes Rachael Lamb, a Building Surveyor of 20+ years' experience with an MSc in Building Conservation and Les Bailey, a Chartered Architectural Technician with project management experience of projects in excess of £1 million. They are supported by Paul Greenizan, Assistant Surveyor, who also manages the Spire Maintenance Scheme for schools and Nigel Best, the Office Manager.

Spire's portfolio is varied and increasing, offering services such as condition surveys, defects diagnosis, project management, day-to-day maintenance management, applications for faculties, support with grant applications and bid writing including help with fulfilling the 'community engagement' requirements of grant applications and providing general advice on building projects and building issues.

The team is always happy to visit parishes free of charge to discuss issues or potential projects and go through the processes and requirements that PCCs need to be aware of such as building regulations approval and faculties.

Spire is also able to offer services such as regular maintenance on churches and church buildings which is so important and which can potentially prevent the need for many thousands of pounds worth of repairs in the future.



Examples of projects Spire is involved with:

- Extension to St Michael's CE VA Junior School
- Support with HLF application for Reepham Church PCC
- Repairs to St John's Church, Coltishall including funding applications
- Provision of toilets to St Alban's Church, Lakenham including faculty application
- New 'stand-alone' classroom in conservation area, Happisburgh Primary
- Tree survey and remedial works to trees, Keswick Hall
- Planning application and project management for major school development
- Renewal of leaking water main to St Augustine's Church Hall
- Classroom extensions to Bishop's CE VA Primary and Harleston CE VA Primary
- Condition surveys for 17 schools – both church and non-church

- Planning application for development of Oulton Church Rooms for alternative use

If any PCC would like to contact the Spire team to discuss any projects or building-related issues, please phone Nigel Best in the first instance on 01603 882333 or email [nigel.best@spiresupport.co.uk](mailto:nigel.best@spiresupport.co.uk)



# Health and Safety in churchyards – practical guidance

A Parochial Church Council is responsible legally for the care and maintenance of their churchyard(s) and this requirement extends to the safety of the churchyard and, in particular, memorials. This responsibility also relates to the wider churchyard, including paths and all other areas, often including boundary walls. Closed churchyards will sometimes come under the remit of the PCC, even if the relevant local authority has taken over maintenance ultimate liability in law remains with the PCC.

There are some simple ways to make sure that risks are minimised:

- Appoint someone to be the PCC's Health and Safety Officer
- Draw up a regular inspection and maintenance programme for the churchyard
- Check headstones to see if they move when pushed. Only minimum pressure should be applied and the use of mechanical 'topple testers' should not be entertained. If a headstone moves when pushed, ascertain the level of risk. Is it in danger of falling over? If so, and it has become a risk to the public, it should either be cordoned off or made safe by laying it flat

(if possible). Any permanent change to a memorial will require a faculty and the consent, if possible, of the heirs at law (the family who own the memorial)

- Kerbstones around graves can be a trip hazard but should not be removed unless there is clear evidence that they are dangerous
- Make sure that pathways are clear of trip and slip hazards. This relates mainly to clumps of foliage that may grow through gravel paths, an accumulation of wet leaves and/or the removal of moss/algae on stone paths
- Boundary walls, like all fabric, deteriorate over time. Any maintenance programme for the churchyard should take this into account and regular inspections should take place
- Identify rabbit warrens, fox holes and badger sets, as these animals often tunnel into the churchyard and create holes that can be dangerous
- If in doubt, consult your Archdeacon/DAC Secretary/church insurer.

Being aware of health and safety need not be a chore and is usually common sense.



Every parish church in England is being encouraged to organise a festival on 10-12 June

# The Queen's 90<sup>th</sup> birthday celebrations: an excellent opportunity to engage with the local community

This year sees Her Majesty the Queen celebrates her 90<sup>th</sup> birthday. Since 1952 the Queen has been the Supreme Governor of the Church of England, and as an organisation surely it is fitting that we celebrate such a terrific landmark.

The Church is one of the few things in your parish that has been constantly there throughout her 90 years, and therefore should we not lead the way forward in organising celebrations in the local community?

This is a marvellous opportunity to show your local community that you are still very much alive and welcome all local people, not only those who worship regularly, but everyone in your local community.

#### Ways to mark the occasion:

- Long serving residents in your community might have photographs of your local

community which help to show how your local environment has evolved. Local schools are likely to have their own project, but if you can also involve them in your event it not only helps you but helps your local school to integrate with its local community.

- Why not organise a choral music event, organ recital, bell ringing, photography or even baking event.
- You might even consider hosting a 1920s themed tea party. I think this is a lovely idea as it would involve the whole parish.

When organising an event it always seems to involve the same poor souls doing all the work because they couldn't run quick enough when you were looking for

volunteers!

The secret is to look to the wider community. Again, they might not be regular worshippers but quite often they enjoy being involved.

If nothing else comes from an event, the most important result is that you have started to build a bit of community spirit in your area. No doubt you will be aware of the tea party that is being held on The Mall. I fear that in rural Norfolk there won't be many tea parties charging £150 a ticket and getting away with it!

Alongside these celebrations, if you have bell ringers in your church they might like to sign up to the bell ringing being organised by the CCCBR on 12 June 2016.

If organising an event do not forget to publicise it. This may involve a leaflet drop through the letterboxes



of houses in your parish, a piece in your parish magazine, an article in the local paper or you might even be able to get local radio to promote your event.

Whatever you do, don't forget to add your event to the Diocesan website at [www.dioceseofnorwich.org/news/addevent](http://www.dioceseofnorwich.org/news/addevent)

Once added we will look to include it in The Magazine and on social media. Don't forget to take photographs (with permission) and send them in; we would love to hear details of any events that you stage to mark this fantastic event.

Please email details to [robert.culyer@dioceseofnorwich.org](mailto:robert.culyer@dioceseofnorwich.org)

## An invitation to Sandringham and an easy way to raise money for your church



### THE ARCHDEACON'S CHARGE and PICNIC

*Held by kind permission of Her Majesty The Queen in her 90th birthday year at*

## SANDRINGHAM

**BANK HOLIDAY MONDAY 2 MAY 2016**

#### Fun run/walk

Get sponsored and raise money for your church and the East Anglian Air Ambulance




#### Family picnic

Bring a picnic and enjoy refreshments, a live band, children's play area, classic cars, craft market and more




£10 entry per person or family

**Book your place now**

01603 880853 [www.dioceseofnorwich.org/charge](http://www.dioceseofnorwich.org/charge)



The Archdeacon's Charge is an annual sponsored fun run or walk, founded by the Ven John Ashe, Archdeacon of Lynn, designed to be an easy way for parishes to raise money for their church and the East Anglian Air Ambulance.

This year the event takes place on Bank Holiday Monday 2 May and is held by gracious permission of Her Majesty The Queen in her 90th birth year at Sandringham.

#### The fun run/walk

Everyone is invited to run, walk or stroll around the 2.5 mile course as many times as they like. Get sponsored to take part and half the money you raise goes to your local church and half to the East Anglian Air Ambulance. Register in advance to receive your starter pack in the post, and why not bring your dog (on a lead) and get them sponsored too?!

The challenge to the fittest is to complete the 10 mile distance (4 laps) and they'll be awards for 1st, 2nd and 3rd places.

#### The big picnic & refreshments

Now in its seventh year, the event has grown each year and now

includes much more than just the run. There will be a live band, children's games and play area, classic cars, BBQ, refreshments, craft market, cake competitions and more.

It is a great opportunity to come as a church group or individually; support friends taking part; or have a cuppa with the Bishops and Archdeacons (more tea, vicar?!).

#### Calling all crafters!

One of the new innovations this year is the craft marquee. If you are a crafter and would like to take the opportunity to show-case your skill and sell your wares then this is a great opportunity. Book your place for the day online and in the registration process is the opportunity to request a spot.

#### Show off your classic car

We've invited a number of classic car clubs to join us for the day with an opportunity for car owner's to exhibit their pride and joys.

Everyone is welcome to exhibit their classic car, whether you're a member of a local club or not, and there is no charge to do so other than the standard day entry fee.

Book your car's place by simply registering for the day in advance, and within the booking process there's space to tell us a little more about your car.

#### House and gardens

The event is taking place in a private part of the Sandringham Estate (the fields in front of the church) not usually open to visitors. The house and gardens will be open as usual to the public and the visitor entrance is close to the area we will be in. You are welcome at any time during the day to visit the house (open 11am - 4.45pm) and gardens (open 10.30am - 4.30pm) but the usual admission prices apply.

#### Book your place now

Entry to the day costs £10 per person or family. The event runs from 10am until 4pm and the fun run/walk will start at 11am.


This year whether you're coming to run, walk or stroll or just enjoy a picnic we're asking everyone to book their place in advance so we have a good idea of numbers and to reduce long queues on the gate. To book your place or find out more visit [www.dioceseofnorwich.org/charge](http://www.dioceseofnorwich.org/charge) or telephone 01603 880853.



# The key to opening your church building

Churches can be a benefit for the whole community and not just for those who attend worship on a Sunday. One issue that is often raised by parishes is the fear that, if the church is open, it is more vulnerable to vandalism or theft. Statistically the reverse is true: an open church is less likely to be seen as a ‘treasure trove’ for opportunistic thieves, as an open church appears to be more cared-for and will attract more visitors.

Should your church be open, four options present themselves for how long it is accessible.

- Dawn to dusk. This is the simplest solution and involves the least person-time to maintain.
  - Set-time opening. Advertising when the church is open and shut allows people to plan their visit more effectively.
  - Key-holder notice. A clear sign on the church noticeboard of where a key is available from helps provide people with more information should a church be locked.
- 
  - An electronic lock. Having an automatic, timed lock fitted can make the need for a person to open and close the church negligible. Electronic locks can be programmed to lock and unlock the church and are a really effective solution. There are a number of churches using this option and in our next edition we will be exploring the types of lock, the cost of installation and exploring the benefits of having the church open during daylight hours.
  - This may not be appropriate for every church, especially if the door on which the lock is to be placed is historic. However, consideration should be given to this if it is seen to be a viable option.



# Take another look at your energy tariff

In recent months, the price of crude oil has fallen from the heady heights of \$130 a barrel to less than \$30. Although this will have negative short term effects (and possible long term effects) on the world economy, one of the positives is that energy prices, especially heating oil but also electricity, are dropping.

EDF Energy, for example, recently offered our parish church a very improved and reduced tariff.

Energy suppliers work in a very competitive market, and in recent times there has been much confusion over the range of tariffs. Fortunately the energy regulator

has made suppliers more transparent with the range of tariffs and contracts that they offer.

Do therefore take time to look at the tariff you are on, and make certain that you are in contract, as some companies do not warn you that you are out of contract, reverting you to a very expensive ‘standard’ tariff.

If your church is nearing the end of its contract, do research the offers from various companies. If your church is not, it is often still worth contacting your supplier to ask if there are any deals on offer.

Energy is a very competitive market and nothing concentrates the

supplier more than thinking they might lose a customer.

Remember: read the meter yourself on a regular basis and tell your supplier to avoid nasty surprises!

Use this link to Parish Buying for further helpful information:  
[www.parishbuying.org.uk/categories/energy](http://www.parishbuying.org.uk/categories/energy)



# Heads-up...

## Training for school governors

The Diocese of Norwich Board of Education is pleased to introduce a new suite of governor training for all governors of our church schools and academies.

The courses are:

1. An introduction to church school governance.
2. An introduction to monitoring in a church school
3. Adding value through monitoring distinctiveness
4. Distinctively outstanding: becoming outstanding

through using distinctiveness to celebrate and value the whole child and raise attainment

Full details of the courses are available at [www.dioceseofnorwich.org/schools/governance/governance-training/](http://www.dioceseofnorwich.org/schools/governance/governance-training/)

For further information please contact Louise Reeves, Education Support Officer, on 01603 882344 or email [louise.reeves@dioceseofnorwich.org](mailto:louise.reeves@dioceseofnorwich.org)

## Gift Aid Small Donations Scheme

Claim submission deadlines – 5 April 2016

Remember, you must claim on small cash donations within 2 years from the end of the tax year that you collected them.

Therefore, if you were able to claim eligible donations from the tax year 6th April 2013 to the 5th April 2014, you will need to do this before the end of this current tax year (5th April 2016).

## Exploring Vocation & Ministry

Do you know someone or are you interested in exploring vocation and ministry? ‘LifeCalling’ is on Saturday 5 March from 10.00-15.30 (lunch included) at St Andrew’s Church, Holt.

It’s a day for anyone in your parish who’s at a crossroad or ready to explore the next step in vocation and ministry – including ordained or Reader ministry, AWA etc.

Limited places: please book ahead.

Contact Liz Dawes on 01603 882335 or email [liz.dawes@dioceseofnorwich.org](mailto:liz.dawes@dioceseofnorwich.org)

## Lent Appeal: Bible Study Guides

It’s still not too late to order your free Lent Appeal resources. Printed resources including posters, giving envelopes and a prayer calendar are all available to order.

There is also a free Bible study guide available to download. The Diocesan Lent Appeal for 2016 is supporting a school in Papua New Guinea to build a new classroom, and provide teaching materials.

To order free resources visit [www.dioceseofnorwich.org/lent](http://www.dioceseofnorwich.org/lent) or call 01603 880853.

## Accommodating disabled people

Disability Sunday is on 3 July 2016.

What does your church do to accommodate disabled people? Do you go that extra mile to help the blind, deaf and infirm?

If so we want to hear from you. Email me with your experiences. [robert.culyer@dioceseofnorwich.org](mailto:robert.culyer@dioceseofnorwich.org)

## 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



Improving facilities to accommodate new groups

# Building for the future in Gorleston



Those who live in the east of the Diocese and travel through Gorleston have seen the magnificent church of St Andrew's towering above the other buildings.

In the churchyard is the much loved and well used iconic building, the Chapter House, built in the 1970s. It has served both the community and the church well, with both buildings connected; it is an independent and integral part of the church as well as a stand-alone function centre.

The Chapter House has been used for numerous events, concerts, worship and by the wider community. However the PCC feels moved to look at improving the functionality of the building by improving the kitchen and toilet facilities as well as the addition of extra meeting rooms and storage space.

The Chapter House was built to the

standards of the time. Forty-five years later it is in need of updating and modernisation. Thankfully building standards are now more stringent with insulation and energy standards saving either on heating and lighting being vastly improved.

The PCC also sees that additional facilities are required to accommodate those groups who use the building.

During 2016, the PCC will be exploring ways to turn these ideas and requirements into firm plans to enable them to fund what will be an important and worth-while project.

Geoff Freeman writes:

*"I feel lucky to have been involved with the PCC and the fabric group since the start of the project."*

*"Much thought and hard work has gone into getting a clear understanding of what is required of the new building but having to*

*work with the constraints of the present structure.*

*"In many ways a project like this requires a well thought out brief. Adapting/renovating a building is far harder than starting from scratch with a plain canvas."*

*"The parish has now I feel a clear idea of the project and shortly they will be inviting architects to look at the brief and also ask them for their suggestions on how to achieve the desired outcome. All too often we do not allow the architect to use their extensive understanding of design to make suggestions on how we best achieve this."*

*"The parish is currently in interregnum (many of you will know the work and commitment that brings for the Churchwardens and PCC) – a new priest arrives in March and with their help they now look to take this project forward."*

## From the layman's pew

Forget the post-Christmas gloom; spring is on its way which means longer days and hopefully warmer weather

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

Did we really welcome them I ask? Was there a smiling face with a carol sheet, 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 already 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, need to make certain it is a good one.

Easter will soon of course be upon us. Have a think about how you publicise and promote both your Easter services and those aimed more widely at the local community.

People who are not regular attenders often visit church during the major Festivals. Let's ensure that this Easter they leave with a desire to return more often.

## Cartoon

### RECRUITING VOLUNTEERS



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# Parish Accounts Workbook in Excel

In January 2016, the Parish Accounts Workbook was launched.

The workbook is an Excel file produced by the Finance Department at Diocesan House, which assists treasurers in maintaining receipts and payment accounts. It can also produce financial statements which comply with the charities SORP, along with automatic completion of the Return of Parish Finance form which is required by the Archbishop's Council.

Please note that the workbook has been tested to ensure compatibility with Microsoft Excel 2003 onwards for PC and Microsoft Excel 2011 onwards for MAC. Unfortunately, it is not compatible with free office software, but it is possible to purchase a copy of Microsoft Office with a substantial discount from [www.parishbuying.org.uk](http://www.parishbuying.org.uk)

The Parish Accounts Workbook and detailed guidance notes are available as a free download from the Diocesan website at [www.dioceseofnorwich.org/paw](http://www.dioceseofnorwich.org/paw)

## Annual Forms: a recap

Further to the mail out sent in December 2015, please note the deadlines for the submission for the forms in relation to 2015 are:

- Annual PCC accounts, approved by the PCC, along with the Independent Examiners Certificate with the required wording (template available) – 31 May 2016
- Statistics for Mission – 31 January 2016\*
- Return of Parish Finance form – 31 May 2016\*

All finance forms can be sent by post to Diocesan House or to [annual.forms@dioceseofnorwich.org](mailto:annual.forms@dioceseofnorwich.org)

- Annual Parish Persons form – 31 May 2016.

Please return the Persons form to: [sally.finn@dioceseofnorwich.org](mailto:sally.finn@dioceseofnorwich.org) or Diocesan House by post.

\* - These forms can be submitted directly to the Archbishop's Council via the Parish Returns website ([www.parishreturns.churchofengland.org](http://www.parishreturns.churchofengland.org))

# Church insurance: is there a better way?

Parishes will be well aware that the cost of insurance is often one of the highest areas of expenditure and in recent years the increasing cost has become a source of concern for many.

There are a number of actions that parishes can take to help reduce the cost and there is a very helpful buying guide on the Diocesan website at <http://www.dioceseofnorwich.org/files/8514/3946/4077/2015-insurance-guide.pdf>

Six years ago, aware of mounting concerns about costs, the Diocese looked at the costs and other options and as part of this a review of claims and premiums was conducted which many parishes participated in.

A major Lloyds broker was asked to evaluate the results and the findings were shared at national level which eventually stimulated the buying guide above.

The guide is a very helpful resource but there may be more that can be done and using a local broker, we have decided to test the market again.

*The buying power of 50 parishes would put us in a strong position to negotiate a group church insurance policy.*

To help us to do this we need around 50 parishes, preferably those who may be renewing their policy this year or next, to participate in an information gathering exercise involving details about their current coverage, premium, and claims history over the last five years.



If you would like to take part please contact David Broom on 01603 882367 or by email at [david.broom@dioceseofnorwich.org](mailto:david.broom@dioceseofnorwich.org)

**Do you have a restricted fabric fund?**

If you do, it may be worthwhile investigating if you can use it to pay the insurance premium for your church, as this covers the fabric of your church.

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# PCC Heroes: The Parish Treasurer

By Geoff Freeman

Parish Funding  
Support Officer  
01603 882328  
geoff.freeman@  
dioceseofnorwich.org



When visiting parishes I am always so appreciative of the volunteers I meet who help keep our churches up and running; from the responsibilities of the Churchwardens right through to the vital job of who makes the coffee after church.

As a treasurer myself, I understand the great responsibility of ensuring that the finances of the church are kept in good order. It is not always the easiest of jobs as it is often the treasurer who is the bearer of bad news - a large and unexpected bill or the fact that parish share needs to be paid.

Last year, I visited a treasurer at Saxlingham Nethergate, who requested some help with claiming Gift Aid back online.

Margaret and Roy Downes have been both parish treasurer and

book keepers for the past 34 years and were keen to show me the ledgers dating back to when they started in 1981, and it was Roy's proud claim that the books always balanced to the penny every year end - no surprise really as he had worked as sub-postmaster in Norwich for 38 years.

Margaret and Roy have given many years of faithful service to the PCC and the wider church in their work but have decided that it is now time for them to hand onto another person. They will always be on hand to help and advise.

The Revd Dawn Davidson writes:

*Margaret and Roy have worked as a team, carrying out their duties over the years with the utmost care, integrity and attention to detail.*

*They brought to the table a wealth of experience from their time in the Post Office and have offered valuable support to the PCC and a number of incumbents for over three decades. They are a very gracious couple who share a*



*gentle sense of humour and are held in much affection among us - thankfully their retirement does not mean they will be leaving the village or*

*the church community!*

Margaret and Roy we wish you well in your retirement and again thank you both for the many years of service.

## “Do you know a parish hero?”

If so, we would really like to hear from you. Contact Geoff Freeman on 01630 882328 or geoff.freeman@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](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)

# My view: Benefice Support Meetings

By Robert Culyer

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Each year Benefice Support Meetings take place which are an opportunity for benefices to meet with the Diocese and discuss their financial position. It is a good opportunity to express problems which they are experiencing on the ground and look at long-term solutions.

Before starting as Parish Funding Support Officer I had the pleasure of helping with the Benefice Support Meetings with reference to paying parish share.

Although the actual payment of parish share has nothing to do with the role of Parish Funding Support Officer, there is a small overlap in that we can sometimes help with looking at ways to

facilitate the benefice into helping pay their parish share.

For example, in some cases Geoff and I can help you apply for grants to build a toilet/kitchen to make your church more user friendly and therefore of more benefit to your local community.

It became apparent at a few of the meetings I attended that the Incumbent does not agree with TRIO, and also that some people still did not understand what TRIO meant.

Fortunately many do appreciate that the money goes towards paying their stipend, pensions, National Insurance, housing costs and training. I must admit that I do feel for the priest. I can imagine that when they joined the church they signed up to provide ministry, and not, quite frankly, the running of a small business!

It became quite apparent that the meetings were quite therapeutic

for some of the benefices. It gave them the chance to come to Diocesan House and explain some of the problems that they were experiencing at ground level.

I got the sense that some benefices were under the misconception that the Diocese did not appreciate how much hard work was being put in each and every parish.

Sue Bunting, with whom I was partnered for the meetings, could not have explained more to them that this was not the case and emphasised how much the Diocese appreciated all the hard work and effort that they were all putting in. Sue also explained how the Diocese took on board the problems that they were experiencing.

It also gave the Diocese a chance to explain and clear up some misconceptions. A lack of a Diocesan bulk insurance policy was a reoccurring issue, but at the

moment despite efforts on the part of the Diocese and the National Church there is not a short-term solution (see article on page 7).

From my point of view I did glean some 'good practise' ideas, which I hope to use in the course of my work. Parish magazines can earn good money for some benefices and also seemed to be a good method to spread the word of the church. Computer classes for the retired - although not earning money for the church - were integrating the church into the community, which I feel is the most important way forward.

And finally a continual theme was that the faithful few in each benefice are doing all the work. No surprise there! The Diocesan staff team are well aware that this is the case, and that is why they are so appreciative of all that is done in the parishes.

## Are you a PCC member and don't receive PCC News through your door?

PCC News is posted directly to every PCC member in the Diocese, and the cost is funded entirely through advertising. If you don't receive PCC News directly we are not aware of your postal address. In most cases this is because you have not been included as a PCC member on your Annual Parish Persons Form which all parishes are required to complete each year. Nevertheless, simply let Sally Finn know your postal address and we will include you on the mailing list at no cost to the Diocese or your parish. 01603 882322 or sally.finn@dioceseofnorwich.org

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