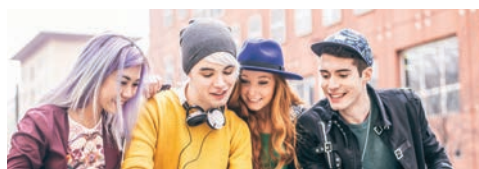


PCC News

The newspaper for all PCC members to help support your church



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Planning ahead for Summer

As many of you know, a successful event requires advance planning. Summer is a busy time for church events, so you really need to be in the planning stage now. On this page are reports of successful events held across the Diocese last summer. Hopefully they will inspire you.

Church fete and tractor run St Peters, Melton Park



St Peter's in the Park Church, Melton Park, Melton Constable held its annual fete in 2016 and it was very well attended, with some 400 locals and visitors enjoying the great atmosphere.

It was a resounding success raising £2,425 for the church.

The fete is a very traditional one with homemade teas, cake stall, raffle, tombola, BBQ, and much more. The children were kept amused by the

coconut shy, children's games and guessing the sheep's name.

It's also wonderful when the tractors arrive at the fete after their organised run as there are always a large number of vintage tractors on display.

We have live traditional Norfolk folk music playing which creates a wonderful ambiance.

The fete started around 50 years ago and was a garden fete at Melton Hall hosted by Lord Hastings and

subsequent owners. In 1989 a change of ownership at the Hall necessitated the move to the church grounds which sit in Melton Hall Park.

St Peter's Church is a Norman church built almost 1,000 years ago on the Melton Constable estate where the Astley family resided. The church also holds the family crypt and there are many elaborate memorials to the family inside the church.

Susan Gladstone

Top tips to promote and publicise your summer parish event

One of the most important things when planning your event is to let people know it's happening. With that in mind, here are our top tips to help promote your parish event.

1. Decide what your event is

Write a clear description of the event. What is it? When is it? How much does it cost? Who is it for? Why are you doing it?

2. Plan ahead

Using these questions think about how and when you will let people know about the event. For a family event put flyers in school book bags. For a flower festival or plant sale put flyers in local garden centres. Don't forget local shops/takeaways/libraries.

Check submission deadlines for publications e.g. your parish magazine, local papers, The Diocesan Magazine. Add your event to the 'What's On' section of the Diocesan website and individual parish websites in good time.

3. Social Media

Create a Facebook event on your church Facebook page and ask people to share it. Remember to invite your friends!

Tag **@dioceseofnorwich** on Facebook and **@DioceseNorwich** on Twitter so that we can share the event too.

4. Personal invites

Personally invite local businesses, neighbours, friends and family and send invitations to local celebrities, dignitaries and local reporters. If it is a large event contact Radio Norfolk, the EDP or other local press.

5. After the event

Send a write up of the event to **news@dioceseofnorwich.org** with information and photos as soon as possible (preferable 1MB+ in size).

Open gardens at Thorpe End



Thirteen was certainly not an unlucky number for the Great Plumstead Benefice when thirteen Thorpe End homes opened their gardens on a glorious Saturday at the beginning of June 2016.

Frank and Judy Sadler from the congregation arranged the event, advertising in the Parish Magazine early in the year inviting interested gardeners to come to an initial discussion meeting, with further meetings to sort out the detail later on. Gardening tips were discussed

and shared in gardens ranging from bijou to extensive, every garden offering something different but all having beautiful flower and vegetable displays. Maps of the village cost £5 which included tea and homemade cake in the church hall and we raised £725 for our funds. One of joys of the event was the number of people who visited our church and village for the first time, many commenting how enjoyable it had been and wanting to know when we would do it again.

The Revd Darleen Plattin

Cream teas at Caistor St Edmund



Sometimes a regular event can lose its appeal. This is not so with Cream Teas at St Edmund's Church at Caistor St Edmund (part of the Venta Group).

2016 was our seventh year, held on Saturday and Sunday afternoons in August and early September we welcome old and new friends, regulars coming often more than once in the same year.

To be successful this needs many volunteers, which fortunately we have, as scones are cooked fresh for each afternoon, served at the table with freshly made cream and jam.

There are also homemade cakes,

jams, together with seasonal local fruit and vegetables on sale.

Good weather is important for visitors to come, many who have walked round the Roman Town and then stop at the church for a cream tea. A dull rainy afternoon is not good.

To maintain the ministry at the church, its maintenance and day to day running costs, cream teas are an important part of fundraising and we appreciate and thank all visitors for their support. We pray that they will have received a spiritual experience during their visit to St Edmund's, which is open daily and for regular Sunday worship. **Graham Ford**

PCC News



Thank you

Dear Friends,

Over £7 million was collected in parish share in 2016 – a huge achievement and a sign both of the vitality of the life of the parishes in this Diocese and the generosity of all of you who worship in them.

The collection of parish share is now more than £1 million greater than it was just four years ago. This increase has only happened because the lay people of this Diocese value the ministry of their clergy and want to see the mission of the Church blessed. Our much improved financial position enables us to address the challenges of the increases in population

we are likely to see in Norfolk and north east Suffolk in the next decade, although it continues to be a challenge to attract clergy to this part of the world. I have noticed, however, that once they arrive here, most clergy love it and prove to be our best ambassadors. So to all of you who have contributed to this great achievement, thank you – to clergy and laity alike, staff

at Diocesan House, treasurers, churchwardens and other lay leaders. In a diocese with a population of less than 900,000 and with 640 church buildings, it is a massive feat for which I thank God and pray for his blessing on all that we seek to do with the resources he gives us.

Blessings and gratitude, +Graham

Editorial

By Robert Culyer

Parish Funding Support Officer

01603 882326

robert.culyer@dioceseofnorwich.org



Spring is here and we seem to be motoring through 2017 at great speed. At the moment we see the summer as a long way off, but if you are intending to stage events during the summer, you most definitely need to be in the planning stage now. In this edition, I have included some stories from the parishes, highlighting events that they successfully held last summer, to give you all some ideas. Quite often these events have started as small acorns and over a few years have grown to highly successful events.

Some people would call them fundraising ideas, but life is all down to interpretation. If we were to view these events as community events, ie. events laid on for the local community as part of our service, they take on a whole new dimension. They give us a chance to integrate with the local community, and quite often they show our churches as fun places, where normal people are to be found! Man power to run these events, is a recurring problem, but can be solved by roping in non-church people, who then have a vested interest in the event that you are staging. Of course a by-product will be funds for your church.

Whilst talking about interpretation, I feel that many of us have moved away from the meaning of stewardship. Some people have got it into their head that stewardship is

about putting money onto the plate to pay parish share. This is most definitely NOT the correct interpretation. We must see stewardship as a gift to God in thankfulness, for all that he has given us. It is a statement about our relationship with God; the value that we as individuals put on God's work. If you feel that £2 a week is right, then that is between you and The Lord. No one else is here to judge you.

Looking through the Diocesan directory I am always interested to look at the numbers on different parish's electoral rolls. For many years some parishes tried to keep this figure down, because it pushed up their parish share. A very sad outcome of this is that we are underestimating the numbers of people who attend our churches. The press are keen to say that the Church is dying, but in many churches we are seeing numbers grow. People always want to join something that is popular, and growing and not something that is dying. Also, once people put their name down as being a member of a particular church, we are getting them to make that little bit more of a commitment, and giving them a much greater sense of belonging to their church. So why not make an effort to get those extra names on your electoral roll? And, I don't mean lots of Mini Mouses, and Santa Clauses!!

FAQ's and myths!

In November 2016 60 Benefice support meetings took place across the Diocese to discuss the Benefice requests for 2017 Parish Share, as well as issues people within our Benefice's are facing and to offer support. These were very positive and successful and we would like to thank all of the people who attended.

We discovered that there were some recurring questions, so we thought it might be helpful to share these and the answers with you.

1. Does the Norwich Diocesan Board of Finance (NDBF) own Norwich Cathedral and the Close?

No. The finances of the Cathedral and the Houses in the Close are run and managed by the Dean and Chapter.

2. Does the Government pay for our Clergy?

No. The NDBF receives no government funding. All of the stipendiary clergy are funded by NDBF and the payroll is administered by the Church of England payroll team. The Diocesan Bishop and Suffragan Bishops are not paid by NDBF.

3. Does the Central Church pay for Curates?

No. Stipendiary curates are funded by NDBF and the payroll is administered by the Church of England payroll team.

4. Are Trustees of NDBF paid for their work or when helping at the support meetings?

No. Out of pocket expenses only. Our non-ordained trustees consist of professionals or retired professionals who give up their time and expertise on a voluntary basis. This is also true for internal boards such as the Property Committee, Glebe Committee and Investment Policy Group etc.

5. Can I claim VAT back on PCC expenses?

In some circumstances. PCCs can claim back VAT on works carried under the Listed Places of Worship grant scheme. For more information visit www.lpwsceme.org.uk

Handy Hint – charities should be charged 5% VAT on utility bills covering charitable buildings – check your bill and ask to amend if this is 20% VAT, also ask for a refund of overcharges on previous bills.

6. Now that we use the Gift Aid Small Donations Scheme (GASDS) we don't use envelopes

No! In order to use GASDS you must have a history of claims using the envelope system. This is also important to maximise the amount that can be claimed under both schemes. GASDS is not a replacement for the envelope scheme but should run alongside it. For information, claims can be made on

cash donations of £20 or less up to £8,000 per church per annum.

7. What is the difference between Designated and Restricted funds?

Restricted funds are given for a particular purpose from the outset. These are generally restricted by the donor(s) when they give a gift/legacy or if a fundraising event is held for a particular purpose. The PCC cannot choose to restrict unrestricted funds. These funds may include endowment funds with the stipulation that the capital must be retained and only the interest can be spent (permanent endowment). In some circumstances the capital could become expendable (expendable endowment).

Designated funds are unrestricted funds, set aside by the PCC for a particular purpose. These can be undesignated at a later date if the purpose is fulfilled or no longer exists.

Handy Hint – the majority of the insurance premium covers the building and therefore you may be able to pay this from Fabric funds.

The above are just a snapshot of the questions and the answers to them. If you would like to explore any of these further or have some more questions of your own, please contact the Finance Team.

Susan Bunting,
Director of Finance

Correction

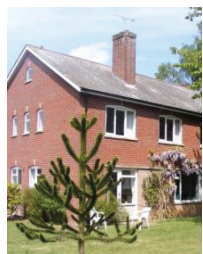
Owing to a type setting error in the last edition it said that Peter Reeder was Churchwarden at Clippeby Parish Church, but he is in fact a former Churchwarden at South Lopham. We apologise for any confusion caused.

Guesthouse & Retreat accommodation



We are an Anglican Religious Community offering guest accommodation for retreat, rest, reflection and renewal.

Guided retreats, spiritual direction or a listening ear are available services during your stay. Visit us at our Ditchingham Convent or in Norwich, adjacent to the Shrine of Mother Julian.



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darren@churchsoundengineer.co.uk

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The Institute of Sound and Communications Engineers

Going Long - Developing long term ministry with young people

Having a desire to see young people in your church and having a desire to see young people grow in their faith are very different – so the first question is 'what is your motivation?' Your heart must be first and foremost for the young people – you may never see them in your church – but you will be investing in God's Kingdom.

Think what your church will be like in 18 years time - you may see several changes in clergy, PCC members and congregation over that time. Imagine a baby today in a church toddler group – what will be their experience of the church over those 18 years? Will the church support them consistently throughout that time? Or will they experience short term projects that fizzle out when the initial excitement fades, when key individuals leave, or when the young people get too old for the group that has no follow on provision?

When funding is tight there is a tendency to fund work through short term grants – this does not enable long term sustainability and does not serve young people well who may be living in the area for the full 18 years. You should look to build long term work that enables the church to have lifelong relationships that survive the years and changes in the church – building a plan that can connect to



young people at every stage of their growth. This does not mean you have to do everything – are there other churches and groups you can link with? Though do make sure you have intentionally thought about how you stay involved though (e.g. by volunteering) and how you pass young people between groups so they don't get lost in the transitions.

It is a recognised fact that churches are struggling to hold on to, or disciple young people who have had early

connections through baptism, toddler groups and Messy Church. Research undertaken by the Church of England ('Rooted in the Church') has identified that bringing young people into the life of the church by giving them real input and responsibility is essential to their long term discipleship. So how could your church provide meaningful roles for young people with true responsibility – remember there is no such thing as 'junior faith'. A young person's faith and under-

standing of God is just as real as yours (see Matthew 18:3-4).

It is inevitable that as young people grow they will change the times, places and way that they interact with you both as individuals and as the wider church. The challenge is to 'follow the money' – by which we mean make sure you are where the youth are. Refocus efforts on the places where young people are e.g. schools, and the times they are available – young people don't generally like mornings! How can you and others in your church get involved in the local school – both primary and secondary? It could be as simple as going in to read or helping with an after school club.

Think about how you can form new connections with each age group. Think about how you can maintain those connections over a long period. Think about how you can adapt what you do to meet the young people's needs.

The Children, Youth & Families Team are available to help you think through these questions and are happy to come and visit. They will also be running workshops as part of the 'Resourcing Your Parish' roadshows.

For more information contact
jonathan.richardson@dioceseof
norwich.org or 01603 882354

Church members working for Tesco/Barclays?

Did you know that they can register with Tesco's as being involved with your next event and Tesco's will up what you raise by 20%. Email charity.enquiries@uk.tesco.com

Did you know that if you have a Barclays employee involved with your community event, Barclays bank will match what you raise at an event?

God Parents' Sunday 30 April 2017

On the Church Support hub website there is everything that you need to help you stage a special service. It is a great way to keep in touch with families who have held Baptisms in your Church. Why not send every Godparent from baptisms over the past three years a special invitation to the service. Also from now on start building up a database for the forthcoming year in preparation for next year's God Parents Sunday. churchsupporthub.org/baptisms

"We found out when the war was on what we owed to sailors... All honour to these men! Their acts constitute the outstanding triumph of the war."

The Bishop of London
The Mission to Seafarers' AGM 1921



Photo: Row Around Singapore Island
@MissionRASI Endurance Challenge Singapore 2015

Today's Mission to Seafarers works tirelessly to help merchant seafarers and their families in need in 50 countries worldwide.

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We all rely on Seafarers. Seafarers rely on the Mission.

Bid writing made clear



It is not as scary as you think. Once you have prepared all the ground work, the actual filling in of the form is quite straight forward. I would just mention that not all trusts require you to fill in a form, so it is important to check how they wish you to apply. Some trusts ask just for a letter, but in some cases it is seen as an initiative test to see whether or not you can follow a simple instruction!

The next stage is to check that you fulfil the criteria of that particular trust. There is no point in spending time filling in a form if the trust that you are applying to only lends to one legged lion tamers, over the age of 75 with both sets of grand-parents living!

Job 1: Evidence of Need/Demand

This might require you doing a survey in your local area to prove that the public want what you are hoping to offer. What you are hoping to provide may be part of the strategy for your local authority and they are looking for organisations to provide this. You could also consult the Indices of Deprivation, Public Health Outcome

Figures and reports from The Joseph Rowntree Foundation to see if any of them help you prove need.

If it is church repairs it will be a case of producing your Quinquennial report.

Job 2: Prove that you can deliver what is needed

If the project is a social group or say a post office in your church, you need to show that you have a plan to deliver this project. Part of the proof maybe that you or someone involved have run a similar project in another area. Basically this bit is your business plan. For example, expected turnover/expenses, number of employees/helpers, governance etc. Also trusts are quite often looking for you to be working in partnership with another organisation: if you are running a silver surfers club, you might be working with a local computer shop.

If it is church repairs, you will need to show who is going to project manage the development and what specialists you will be employing to carry out the work.

Job 3: To show the expected outcomes

This will include showing what positive impact you will be making to people's lives, ie

- What difference
- To Whom
- Why it has made a difference

Job 4: Outputs of the project

This means how many people are expected to benefit from your project. It is important to think wider than your local parish. If you are setting up a dementia café, it is likely that you will not only help the people in your local area, but it is likely to be from a much larger catchment area. On top of the sufferers you will also be helping their carers and families. Measurement of outputs should be SMART (no, I don't mean clever!) Specific, Measurable, Achievable, Realistic, Timebound.

Once you have completed your application, I would suggest that you have someone else read it. One of the Diocesan Ambassadors will willingly have a look at it or failing that get someone else in your parish to proof read it.

Bidding for a new roof at Holy Cross, Caston



Holy Cross is a rural church situated in the Breckland Deanery. Our HLF bid journey started with the dreaded quinquennial inspection by the architect who said we needed a new thatched roof. A thatcher confirmed this. The PCC then approached three architects to quote for managing the project. At the same time the PCC set up a sub-committee to manage the bid process.

After meeting the architect, a plan of action was agreed and they recommended approaching the HLF because their grant allowed for improvements such as a disabled access. We, with the assistance of the architect, completed the paperwork

and explained what improvements we would like to have.

We also contacted people who had been through the process to learn from their experience. This focused our minds and assisted in planning the number and type of activities, which would satisfy HLF and our community.

We then set up fortnightly meetings to work on different aspects of the project and update our timescales. We have also sought to obtain 'budget' quotations to assist us on what is feasible. Above all, we adopted perseverance realising that it will take time.

Alistair Skipper

Got your number?

In the finance team, we regularly receive queries from parishes asking what their charity number is, this is a question that is normally asked when they are opening a new bank account or applying for a grant.

It is worth noting that less than 5% of the parishes in this Diocese are registered with the charity commission and only these parishes will have a charity number.

The majority of PCC's are "excepted from registration". This is due to legislation which exempts PCC's with regular income of less than £100,000* to register with the charity commission.

If the PCC is an excepted charity, we suggest using one, or both, of the following pieces of information when applying, either on the form itself or a covering letter:

■ The HMRC charities number which is used for gift aid claims (this is different from a charity commission number) and normally begin with an "X".

■ Note the parish is excepted from registration and quote "SI 1996 No. 180". This refers to the charities ex-



emption from registration regulations which can be viewed at www.legislation.gov.uk/1996/180

*As with any legislation, the £100,000 threshold could be reduced, so please do monitor the usual Diocesan communication channels (website, e-news, PCC News) for updates.

If a PCC exceeds income of £100,000 in a particular year and this is deemed to be a one-off, you must send the charity commission a letter of dispensation and templates are available from the finance team at Diocesan House.

James South,
Senior Finance Officer

The rewarding journey at Barton Turf

A few months ago you probably noticed in the press, and on local radio that Barton Turf Church was awarded an HLF grant. Although this is great news, I felt that you, the PCC member, might be interested to know how they went about getting the grant.

I met with Barbara Pilcher and Michael Brandon-Jones at the church, and started by asking them how did this journey start? They told me that like most projects it started with the quinquennial report, that identified the fact that the roof needed repairing on the north aisle. Barbara had fortunately attended a workshop run by the Diocese, on grant applications, three years ago. They also enlisted the help of one of the Diocese's ambassadors, Ken Grapes, who helped them with their application.

They found that the application came in two parts:

- Development
- Delivery

With the application being with the Heritage Lottery Fund (HLF), the application needed a heritage element. Barton Turf church has a magnificent rood screen, and their application has involved them planning to write a children's guide (to involve local schools), a guide



explaining the history of the screen, and the production of informative displays throughout the church.

HLF give quite clear criteria that you have to fulfil:

- Quotes from three separate architects
- DAC approval before delivery of project
- Minutes from PCC showing agreement
- Detailed activity plan and costs
- Display/log of development as project proceeds

On top of the grant from HLF, the church has had to apply to other trusts to raise the final tranche of money. HLF have supported them throughout the application. A case worker was appointed at Stage 1, and they were invited, with their very supportive architect, to HLF's Cambridge office. I asked Barbara if anything had been

difficult, and she told me that filling the forms in was not particularly difficult, but for the second stage very repetitive. She also said that their architect had been very good at supplying information to help her fill in the forms, so however daunting they were, she never felt on her own. Another problem has been the fact that no work could take place between March 30 and September 15, because of the bats.

I fear that there are a lot of Quinquennial reports across the Diocese that we should be sorting out, so please be bold, take the bull by the horns, and do something about it today. Both Geoff and I are here to help you, and we have ambassadors to help as well.

Find grants & funding for your church

Don't forget if you are looking for funding for Church repairs, or funds to start a new club or community project, take a look

at the Diocese of Norwich Grant Finder. It is a free service/website provided by the Diocese www.dioceseofnorwich.org/grantfinder

Failing organ given new life in Upton



A successful bid to the Heritage Lottery Fund is financing the complete restoration of a fine Victorian church organ in Norfolk and an exciting community project.

St Margaret's Church at Upton, near Acle, was awarded £72,800 to repair and restore its Holdich organ, built in 1865. Work started in September last year and should be finished by Autumn 2017.

The project was inspired by organist Jeanette Monument, who has played the instrument for more than 60 years. She knew it was deteriorating and needed rescuing for future generations. Around £10,000 was raised locally but a large cash injection was also needed.

To succeed, an HLF bid must include significant community involvement and an element of future-proofing; so a programme

of workshops for school children and local people was launched in July 2016. It was not simply a question of restoring the organ but of documenting the history of the instrument, the church and its music, and sharing this with the community.

The project includes the appointment of a researcher to locate and interpret archive material relating to the organ and to present the findings in a meaningful way. And once the restoration is complete, three organ scholarships will be offered to encourage more people to take up the instrument.

The HLF process often seemed long and hard and the first application was rejected for lack of community involvement. But perseverance and hard work paid off and has ensured the future of this fine instrument. **Chris Bond**

Ideas for family fun in the sun!

Summer offers plenty of chances to do things together which seem less appealing in the cold winter months and can be a prime time for engaging with the community with local fetes, flower festivals, events and summer visitors milling around.

Think how your church could use this time as an opportunity to provide a friendly, welcoming and engaging experience to those you know locally and those you don't!

■ Get to know people by getting involved at an existing event. Offer simple, free activities and use it as a starting point to have a conversation. If people show an interest have something to give them which offers them an open invite to other services/activities the church runs.

■ Consciously involve families in church events, such as making a collective 'creation garden' or running a flower arranging activity based on a bible story as part of a flower festival.

■ Plan an event that attracts all ages. Organise a bike ride or village treasure hunt starting and ending at



the church, with prizes for different age groups, and refreshments, afternoon tea or a picnic to join in with at the end.

■ Serve a need. Summer holidays can be a long, tiring and expensive time for families looking to occupy children for six weeks. Organise a series of 'mini-holiday' sessions which offer a place for families to meet, play and have fun. Plan these around a bible theme or story.

■ Use your expertise. Build relationships with young people by sharing what you love and growing their skill set. Offer short practical sessions or workshops such as photography, art, sport, writing,

wood-work, bike repair, knitting etc.

Whatever you do remember to plan well to ensure that it is:

■ Intentional – Who are you reaching? What is your message?

■ Specific – Is it achievable and relevant?

■ Missional – Are you actively 'Going out' to meet people in their context rather than expecting them to 'come in' and understand yours?

Anna Walker, Children, Youth & Families Co-ordinator, 01603 881374 or anna.walker@dioceseofnorwich.org

Annual Forms

Further to the mail out which was sent at the end of December 2016, please note the deadlines for the submission of the forms are:

31 May 2017

- Annual PCC accounts
- Return of Parish Finance form*
- Annual Parish Persons form

Statistics for Mission* should have been submitted by 31 January 2017

Forms can be sent by post or email (annual.forms@dioceseofnorwich.org) to Diocesan House.

* These forms can be submitted directly to the Archbishop's Council via the Parish Returns website.

Introducing...

Spire

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Spire Support Services Ltd is a company wholly owned by the Diocese of Norwich

Spire is run as a commercial profit-making entity whilst being very competitive compared to other providers of surveying and architectural services. The advantage of our business model is that any profits made are channelled back into the Diocese of Norwich, which in turn uses them to support our mission and ministry aims.

We strive to offer a high quality surveying and architectural service, providing advice and guidance to assist PCCs in developing and delivering ideas around building projects and providing project management services to bring them to fruition.

Our office is based at Diocesan House and as such we have very close links and working relationships with the Care of Church Buildings and Parish

Funding Support teams. This enables projects to be developed in conjunction with the right consultees and assistance at an early stage and all through the process to ensure that projects are realistic and achievable.

Spire has experienced surveyors providing expertise in historic building conservation and development of churches as well as contemporary design and technology.

The services Spire offers include:

- Development of brief
- Budgets, costing and pricing
- Assistance with grant applications
- Planning, faculties and building regulations applications
- Compliance with CDM Regulations 2015
- Specifications and schedules

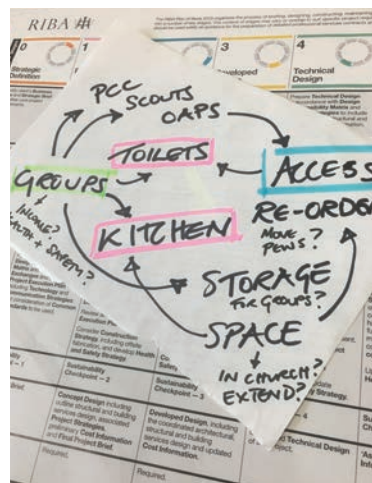
of work

- Tendering and procurement services
- Supervision of works on site

We give clear information about the level of fees we charge and what they cover. This enables the PCC to compare costs with other providers and demonstrate value for money.

We have developed a helpful guide to approaching a building project which is available free of charge through the Spire office.

We are always happy to discuss with PCCs free of charge how best to turn your church's needs, aims and ideas into reality. Why not give us a ring to discuss your project? Contact 01603 882340, office@spiresupport.co.uk, or www.spiresupport.co.uk



Don't miss this:

RESOURCING YOUR PARISH

An exhibition and workshops
for all involved in parish ministry

These events are an opportunity to speak to Diocesan staff and officers as well as local and national organisations to gain advice and resources in a whole range of areas including church finance, children's and youth work, lay and ordained ministry, marketing and communications, grants and funding and more.

It is highly recommended that several people attend from each church, ensuring maximum benefit to your parish.

An exhibition area will be open throughout the event and workshops in many areas of parish ministry are available to book. Details of workshops are available online.

It is repeated in different locations across the Diocese to enable as many people to attend as possible:

■ **Wednesday 10 May**
7pm - 9.30pm (arrive from 6.30pm)
Fakenham Academy, Field Lane,
Fakenham, NR21 9QT

■ **Saturday 20 May**
10am - 12.30pm (arrive from 9.30am)
Open Academy, Salhouse Road,
Norwich, NR7 9DL

The event is free to attend but please register in advance to let us know that you will be coming – it only takes a minute. Light refreshments will be provided by one of the sponsors and booking enables you to choose the workshop sessions that you would find most helpful.

Please book online via www.dioceseofnorwich.org/exhibition or by contacting Angela George on 01603 881724 or angela.george@dioceseofnorwich.org



Fun Day Out!

**Monday 1 May 2017 –
Wolterton Hall, NR11 7LY**

It is all too easy to get bogged down with the day to day running of our churches and it's important to remember to have fun as well. Have you considered arranging a fun day away for you and your church community? Well, here's a suggestion:

Each year the Archdeacon's Charge, founded by the Ven John Ashe, (Archdeacon of Lynn) takes place on the May Day Bank Holiday. This year it is at Wolterton Hall near Aylsham. Parishes have the opportunity to raise money for their church, and the East Anglian Air Ambulance by taking part in a sponsored walk or run. It is easy to register on the Diocesan website (www.dioceseofnorwich.org/charge), and sponsor forms are prepared for you. Registration is £10



per family. The day starts at 10am. There are loads of events going on and this year we have a Royal Patron, Princess Michael of Kent. There will also be a children's play area, activities for teenagers (including kayaking on the lake), classic cars, a helicopter rally with a visit from the Air Ambulance itself, a craft market, plant stall and much more. You are welcome to bring along a picnic, although there will be a plethora of refreshments available.

Good things about this event are:
■ You can ask people from outside your church community to sponsor you (and invite them to support you)

■ It shows that you have an active church that is engaging with its local community

■ It builds community through the conversations you will have

■ You are also raising money for the Air Ambulance. They have saved so many lives and one day it may be you who need them!

Why not take the initiative and organise it on behalf of your church? Occasionally churches with a small elderly congregation do not feel able to do this, but often there might be a family in your village who would do this on your behalf. So, be bold and ask for help! If you really can't find anyone, you could invite people to sponsor the Archdeacon on behalf of your own parish church; half of the money will be credited to your Parish Share and so help to keep your vicar.

See you there!



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Practical churchyard management

Although the legal ownership of a churchyard, either open or closed, is usually vested in the incumbent, his/her own rights and obligations in respect of it are very limited. Today, responsibility for maintaining the churchyard in good condition and maintaining boundary walls almost always rests with the PCC, except in the case where it has been closed by Order in Council and where the obligation has been passed to the local authority. However, the PCC can seek financial help from local authorities and other public bodies. The PCC, whatever the funds at its disposal, must take appropriate steps to deal with any dangerous situation, such as an unsafe monument. The incumbent and the PCC should be adequately covered by insurance against any damages which may be awarded in the event of an accident, but the insured will still be required to take all reasonable steps to remedy any defect which is discovered.

Individual tombstones remain primarily the responsibility of those who erected them and, after their death, of the heirs-at-law of those commemorated, but the PCC may be liable for injury caused by an unsafe tombstone. It is open to anyone to give money on trust for the upkeep of the churchyard as a whole, though not on trust for the upkeep of a particular grave. Where a monument becomes dangerous or derelict, or where its space is required for a new grave, a faculty may be sought for its removal



or resiting. Reasonable efforts must be made to find the owner who should be given the opportunity to remove the monument. The parish will be aware of those relatives who regularly tend monuments and memorials as it is important that their concerns are taken into account before embarking on any rearrangements. Equal sensitivity is needed to ensure that churchyards are not cluttered with artificial flowers or similar items as these can cause upset for other families visiting their loved ones.

Damaged monuments need to be repaired as soon as possible, especially if they are in a dangerous condition. However, the need for speedy action does not detract from careful conservation. The works may seem to be straightforward but if done with a lack of understanding they can make the problem worse, especially if the monument in question is historically important.

Regular maintenance of the churchyard is the surest way of preventing future difficulties. Such

maintenance includes straightforward repairs, testing the stability of headstones, setting up a mowing/clearance regime and making sure that pathways are clear.

A PCC should endeavour to agree and publish its own policies on maintenance and repair of its churchyard. Parts of a churchyard that have been enclosed for a long time but have never been used for burials may be particularly rich in plant life and should be maintained with minimal mowing. The creation of a churchyard plan, if one does not already exist, is strongly encouraged. This allows for the clear delineation of inhabited graves to be noted whilst also outlining where reserved burial plots exist. Not only does this help family members find graves but it can stop unfortunate incidents of plots being reserved by more than one person.

For more information please contact: matthew.mcdade@dioceseofnorwich.org or caroline.rawlings@dioceseofnorwich.org

Explore your relationship with God further

There's one way to make a difference in your church that doesn't cost a penny: get people thinking about vocation. Vocation isn't just about people becoming vicars or Reader. It's about living the whole of life as a joyful response to God, who knows us, loves us, and has a purpose for each one.

Butcher, baker, candlestick maker, church warden, Messy Church kitchen team, bereavement visitor – as St Paul says, 'whatever you do, do everything in the name of the Lord Jesus' (Colossians 3.17).

There's no age limit on vocation. Samuel was a child when God called him, Mary a teenager, Simeon and Anna in the last years of life.

There are some great

opportunities coming up to get thinking about vocation:

■ **LifeCalling: Exploring Vocation and Ministry** (Saturday 4 March or 10 June) – a day for anyone wanting to hear and act on God's call

■ **Vocation Sunday (7 May)** – it's about getting vocation in the conversation!

■ **East Anglia Ministries Fair** (13 May, Norwich Cathedral) – a wonderful marketplace of ideas to help people find ways to serve God in ways which make them feel truly alive.

Details and resources for your church can be found at www.dioceseofnorwich.org/training/vocation/

Understand the wildlife in your churchyard

Have a look at www.norfolkwildlifetrust.org.uk/a-living-landscape/county-wildlife-action

This is a great way to engage with children and youth in

your local area. Ask in local schools for volunteers to come and do your monitoring for the wildflower surveys, or perhaps somebody in your congregation would like to take part?

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Updates from the Mission Strategy 2021 streams



The group is led by the Diocesan Secretary assisted by the Archdeacon of Norwich, plus designated officers with the aim of addressing the burden of buildings, finance and bureaucracy.

So far the group has met twice and is currently focusing on identifying an architect and recruiting Church Ambassadors to provide training and support for parishes in the best use of their buildings and how to apply for grants. In addition the Fabric Officers are being approached to see what support/training they require and in what form they would like this to take. It is also hoped that The Diocese of Norwich Churches Trust will shortly be able to start vesting some of our churches who have already applied to it.

The group is also looking at why the Statistics for Mission are requested each year, how that information is used at national level but more importantly the interpretation and benefits that can be gained at parish level thereby freeing up time to be used in Mission.

Our task is to celebrate and share the good things which are already happening across the Diocese. Not only is it good to celebrate what God is doing among us; we also hope that, by sharing our stories, we can inspire others in their own expressions of God's love. We have met twice and already a number of plans are coming together.

A travelling exhibition entitled "Mission Is..." will be on display in the Cathedral during Lent and will then be available to travel around churches.

The Communications Team are working on a number of short videos to share ideas and good practice.

Thy Kingdom Come is a national prayer initiative between Ascension Day & Pentecost Sunday calling upon all of us to pray for people to come to faith in Christ.

The Bishop's Day of Celebration & Prayer on Saturday 14 October is a day Bishop Graham hopes the whole Diocese will come together in the Cathedral to discover more about all four work streams as well as bring your ideas to share.

The Imagine Work Stream has taken a little longer to get off the blocks, due to its Chairman taking more time than he had imagined (please excuse the pun) for recovery after his hip operation.

We have established our core concerns in relation to:

- Supporting Fresh Expressions by working with the already established Teams and by encouraging new Fresh Expressions ideas and projects

- Focusing on ideas and projects to enable mission in the many areas of new housing in the Diocese

- Supporting and encouraging new ideas of evangelism.

In addition to these, we will hope to help those churches which are better resourced, to offer their resources more widely within the Diocese, specifically for the growth of other churches. We will be asking 'Resource Churches' to identify what they think they can offer.

We will, during the course of the year, be coming to you with encouragement to bid for support. Our aim is not to 'imagine' what could work better in your context, but to help you do it yourselves.

The Empower work stream is making good progress with the appointment of the Revd Dr Fiona Haworth to her post at St. Peter Mancroft which will involve coordinating the Ministerial Experience Scheme. This is designed to give a group of young people experience of the church's mission and ministry as part of an exploration of their own vocation, as we seek to raise the number of those responding to God's call to serve his church.

We are also well on the way to designing and launching an undergraduate training scheme to equip schools workers to help with the transition from primary to secondary education. There is much good work done across the Diocese in primary schools but we want to strengthen support for young people at secondary level.

These plans and others will be shared more widely at Diocesan Synod in March, and we continue to ask for your prayers as we endeavor to take forward the ideas and vision in our Mission Strategy 2021.

Here to help...

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

01603 880853

info@dioceseofnorwich.org

What's your agenda?

I appreciate that you have limited time at your PCC meeting, but wondered if you might consider adding one of the following to the agenda-

- Events for the summer
- Nominating a representative to take part in the Archdeacons Charge (I find it is usually someone who has not made it to the meeting!)
- Churchyard management ideas

Serving your community

The Big Lunch takes place annually in June – but you can join in and host one whenever you like. This year's Big Lunch is on Sunday 18 June 2017.

The Big Lunch is a very simple idea from the Eden Project. The aim is to get as many people as possible across the whole of the UK to have lunch with their neighbours annually in June in a simple act of community, friendship and fun.

Surely fellow Christians this is what we are about as a Church?

Google the Big Lunch 2017 and their website will provide you with a pack that contains invites, posters, activity and recipe cards, stickers, seeds and lots of useful planning information plus friendly faces! The download pack has posters, invites, an activity sheet and leaflet ready to edit, save and print at home.

This is an ideal way to integrate with our local communities, and as editor I would love to hear how you get on!

Your newspaper

I hope that you have enjoyed this edition of PCC News. Do not forget this is YOUR newspaper to help share good practise across our Diocese. Do please contact me with your stories of what worked in your parish. Thank you for taking the time to read the paper, and thank you all for your kind support.

Email me at robert.culyer@dioceseofnorwich.org, write to me at Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES or telephone me on 01603 882326.

Norfolk Open Churches Week takes place from 5-13 August 2017. If your church is hosting any activities or events please let everyone know by adding them to the Diocese website here: www.dioceseofnorwich.org/news/addevent

A stitch in time saves...



One of the greatest pleasures of our work is having the opportunity to discover hidden histories and connections in frontals and vestments that have previously been repaired or altered, perhaps several times and appreciating the skill and workmanship of generations of embroiderers and makers. Some of those techniques we still use today. Embroidery, in particular, can successfully be cleaned, repaired and remounted onto new fabric continuing links from a church's past into its future.

We are presently repairing an exquisitely beautiful white cope, chasuble and stole set for 'Our Lady of Walsingham' Shrine. A label hidden inside the chasuble tells us that the set was completed by Edith Clint in 1927, given to Father Hope Patten, parish priest of Our Lady of Walsingham, and remounted onto new fabric in 1963 by 'All Saints Sisters of the Poor'. Modern braids and cords are evidence of later repairs and we too are now contributing to its history in our careful approach and sensitive use of materials and techniques. **Helen Jenkins**



Breakfasting in South Creak



Our small village, although it has probably up to 40% holiday/second homes, has an attractive modern building - the Memorial Pavilion. It has all facilities and is central, and visible, on the main Fakenham/Burnham Market Road.

We chose the Saturday of the May Holiday weekend to catch the maximum number of people likely to be in the village, and to attract the passing holiday trade.

We were supported brilliantly by friends in the village with publicity. Every home was leafletted with fliers. A4 posters were dotted around all four villages of our Benefice and beyond. We spread the word via the Diocese, our church and village

websites, the EDP etc. and Julian and Christian Aid with their publicity machinery.

A local butcher donated sausages. We have a retired chef in our congregation. It was, amazingly, a sunny Bank Holiday! We sold cakes, books and plants, and had a raffle.

We didn't sell tickets in advance so had no idea of numbers. Over 70 people came which exceeded our expectations. We raised £684.53 (not including Gift Aid), and we did our second house to house a month or so later, so were able to donate £945.86 to the annual Christian Aid appeal.

It was a good experience; we learned a lot. We would do it again. **Alison Wakeman**