

PCC News

The newspaper for all PCC members to help support your church



**Parish gets
£20,000** 3



**Food Safety Law &
Church Activities** 5



**Church Buildings
Funding Workshop** 6



**Heritage Lottery
Funding success** 6-7

Using our time wisely: exploring ways to spend less time in meetings



Image: © BBC

'God so loved the world that he didn't send a committee!'

The Ven Steven Betts
Archdeacon of Norfolk

Someone once remarked that 'God so loved the world that he didn't send a committee!' It is a humorous reworking of a key verse of the Gospels, but there is clearly a point to the jest. Every minute and hour that we unnecessarily spend in meetings is time when we could be engaged in mission, or care of others, or prayer or even just relaxation. As an Archdeacon I have to spend many hours each week in meetings and I would be the first to admit that there is real value in discussing and debating, and that, as another expression goes, 'two minds are better than one.'

However, there is a quiet revolution in some places where the administrative burden on

both clergy and lay people alike is being gradually eased, by reducing the number of PCC and other meetings. Examples include each PCC meeting on the same evening and in the same place with a common first part and then differing meetings around the building for the separate parishes in the benefice straight afterwards, or a single parish benefice with all the churches in the same parish (only one PCC and one annual meeting), or pairing PCCs to halve the number in a multi-parish benefice.

Of course, whatever we do needs to be effective and assist in our planning for mission and service but freeing up time for all of us is surely worth contemplating to make the best use of our time together in discerning God's will for us as churches and individual Christians.

One Church, ^{Eight} ~~Six~~ Buildings

The Revd Keith Dally
Priest in Charge of the
United Benefice of King's Beck

Five parishes (Banningham, Colby, Felmingham, Suffield and Tuttington) came together in 1969 to form the "Felmingham Group of Parishes", whilst retaining their individual PCCs. In 1993, Skeyton joined the Group. Since 1969, a Group Council had overseen the collection and administration of monies raised for the Parish Share and other central costs of the Group, including the incumbent's expenses.

The Charities Act 1993 meant that this informal arrangement could not continue and so discussions began to formalise the Group and create a Single-Parish Benefice under one PCC. Each existing PCC had to agree to the proposal, which then formed the basis of a draft Pastoral Scheme. The process was delayed for a while when the Group went into interregnum in 1996 but once the Scheme had been agreed by all parties, it was then subject to approval by the Church Commissioners and Privy Council. The United Benefice finally came into being on 1 May 2000. The King's Beck is the stream that runs roughly north/south through the Benefice and the name was agreed after several suggestions were advertised in the Parish Magazine.

The new PCC retained overall governance of the Benefice but set up Church and Churchyard sub-committees for each church building to oversee the general maintenance of the fabric and fundraising for that purpose. Two Churchwardens are nominated

by each village but, at the APCM, they become Churchwardens for the wider Benefice. As well as the Churchwardens, the villages appoint two people to serve on the PCC; thus, the whole Benefice is represented at meetings, which are held bi-monthly.

The key role of the PCC lies in promoting the whole mission of the church across the Benefice and managing its financial affairs, including addressing the needs of the Parish Share. All weekly offerings, fees, etc. are handled centrally and the individual church committees are asked to provide a fixed contribution from their fundraising into PCC funds towards the Share, insurances, etc.

Priest-in-Charge, the Revd Keith Dally, commented, "when I arrived here in 2013, I was the envy of many of my colleagues – one PCC, one Annual Meeting and one Parish Share to deal with! However, like them, we struggle for resources, human

and financial, particularly with six buildings all needing lots of maintenance. As this is a half-time post, we restricted the number of services to one per Sunday on a rota around the Benefice. Festival services are shared between the churches, dependent upon their facilities. A good core of folk will move around but there are still some who only attend when it's 'their' church. A number of fundraising events for PCC funds are held during the year when people from across the Benefice turn out to help. This all helps to maintain the 'one family' feel of the Benefice."

The Benefice is about to become bigger, with the addition of two more parishes – Sloley and Swanton Abbott. The central infrastructure is certainly helping to bed in the changes and provide new resources and gifts that will benefit the whole Parish.

Our strap-line is 'One Church, Eight Buildings'.



Editorial

Robert Culyer
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Isn't it strange in life how messages get muddled or mis-interpreted. For example, in these hi-tech days text messages can be interpreted in the wrong way and the wrong meaning derived from a message.

Working across the Diocese I am surprised how the message about stewardship has become twisted. When I go to speak to a parish about stewardship, with my parish funding support officer hat on, quite often I ask them the reason why they give and quite often the reply will be to pay parish share!

Once we have overcome this mis-understanding and appreciate the fact that the reason we give is in response to God's love, we then need to take this a step further. We need to appreciate that our giving is to help grow The Kingdom of God.

As Christians we worship our God, but we have a duty to develop His kingdom by introducing other people to this joy, but to also help finance its growth. This comes in many forms. We need to pay, to house our current priests, and we need to plan and train priests for the future so that we have a network of people on the ground working towards growing God's kingdom. We also have to pay for our retired priests. I can think of no other profession where people continue to work for nothing almost every Sunday spreading the word of God, after they have retired! We cannot

under estimate the need for clergy, but obviously it is a fine balance between what we would like and what we can afford. Money we invest in our parish outreach projects is all money well spent. It helps the outside world see what we are about, and this can lead to other people wanting to be part of our rich Christian lives. In this edition of PCC News we look at how you can be welcoming and grow the Kingdom. Like our Christian beliefs, our welcoming needs to be genuine and not because we think it is what we should be doing. This thought comes through in great waves in the article that has been submitted by the parish of Hemblington.

I think that we are all agreed that we want to see 'The Church' grow. Unfortunately in life this more often than not means the need for money. What we all give is between us and our God, but it is amazing how some people torture themselves because they know that they are short changing God when they put money into the offertory bag. Recently I was helping a benefice embark on a stewardship campaign and one of the church officers at the meeting explained the euphoric feeling they got after increasing their weekly gift to what it should realistically be. If you don't believe me give it a try next week and see how great you feel. If you don't get that euphoric feeling go back to what you were giving before. There's a challenge!

Thanking Bishop Graham

As editor of YOUR newspaper I was wondering what you might like to do to mark the retirement of Bishop Graham.

I therefore thought that it might be nice if your PCC would produce a sentence of good wishes to Bishop Graham and Julie to mark their new life. Hopefully we can then display them in the next edition.

So at your next PCC meeting make a note to write your one sentence for inclusion, and email it through to me: **robert.culyer@dioceseofnorwich.org**. Don't forget to include your parish name!

Thank you, Robert.



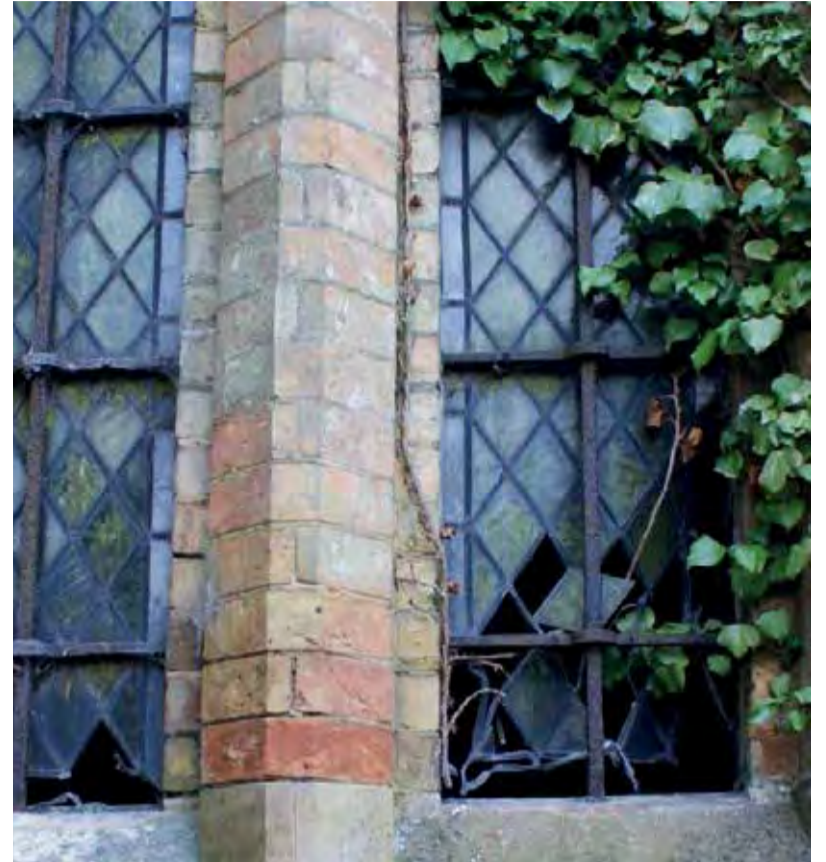
Help is at hand!

Anne Prentis
Churchwarden, St Andrew's,
Great Ryburgh

Roof restoration almost complete – just the guttering to go! Tick. Church lavatory and parking project – started on time but now the inevitable delay for electrical services. So what next? Out with the Quinquennial Report... The next inspection is due in May 2019 and there are still five stained glass windows on the "urgent" list. The glazier's report is on file, the glass will crack further if remedial work is not carried out soon and so some of the issues must be addressed before the architect's next visit.

Grant Finder to the rescue! It came up trumps when looking for funding for the church development project, so Google "Diocese of Norwich Grant Finder" and the site pops up. I am already registered as a user, a straightforward process as I remember, and I log in to start my search for much needed funding.

First, I identified my organisation in the drop down menu: there was no mention of church and so I clicked on registered charity and voluntary and community organisation. Next was our area of work: for this particular project I chose religion and heritage. The focus of the project was Heritage but with some creative thinking



I might find ways of adding community which would help. And then it prompted what do I want to fund? So I ticked the box showing Costs with maintaining buildings. I entered Church Stained Glass Windows under Keyword, clicked on Search and up came a promising list of 44 grant awarding bodies. But I couldn't cope with 44 – time is too short! So I used the filter to narrow down the field and then

clicked on the links of any suitable remaining funds to check whether or not our project was eligible. In this case there were five that I will follow up.

Will the hour or so I have spent on the computer result in restored windows? You will have to come to St. Andrew's, Great Ryburgh in a year's time and have a look. But thanks to Grant Finder, the first bit was easy!

What is Grant Finder?



The Diocese of Norwich Grant Finder is a FREE online funding website developed exclusively for local parishes. It is designed to help you find funding to support a variety of projects.

What can it do for me?

- Helps you to find funding and support for your church and community groups
- Searches through a continually updated database containing thousands of funding opportunities, including those

from Government sources

- Takes advantage of a number of proactive features including tailored email alerts and weekly funding newsletters.

How do I access it?

Access the online funding search tool 24/7 at **www.dofn.org/grantfinder**

Register for free access at the address above; you can then log onto the website as many times as you want and run as many funding searches as you choose.

Please do have a look at Grant Finder.

It is a valuable resource provided by the Diocese. It is easy to use and free. If you need help to use it contact me, Robert Culyer on 01603 882326 or **robert.culyer@dioceseofnorwich.org**

Read the story from Great Ryburgh (above) to see how valuable it was to them.

FREE MONEY! Read on...

Recently I heard of a parish that has just received over £20,000 back in gift aid. This prompted me to ask Susan Bunting, Director of Finance, if she would be kind enough to write an article to motivate those parishes who are not claiming back their gift aid to claim it. Just imagine what your parish could do with this money.

Sue Bunting
Director of Finance

Church of England parishes collectively receive nearly £90 million in Gift Aid tax rebates each year, around £40 million more than the amount collected in the year 2000, and sufficient to fund 1,600 stipendiary clergy! This is a great tribute to the hard work of volunteers running Gift Aid programmes, as well as a testimony to the value of the Gift Aid scheme. It's important to claim it and to get it right.

Action needed

Each year remind your donors to check that they are still taxpayers,

and notify you if they are no longer paying sufficient tax – the personal allowance has risen in recent years, taking a number of people on lower incomes out of the tax bracket.

Gift Aid only applies to gifts of money from individuals who are UK taxpayers

■ 'Gifts' – that is, the donor receives nothing in return for the donation, and the gift is entirely voluntary
 ■ 'Money' – that is, there must be a gift of money from the donor to the church. 'Money' can mean cash, cheque, bank transfer, credit card payment etc, but gifts in kind and gifts of time and talents are not directly eligible.

We have seen that Gift Aid is only payable on gifts of money. For example, someone in the church buys flowers, or pays for travel/ stamps out of his/her own pocket for the church, the church cannot claim Gift Aid on the value of these items. However, if you wanted to maximise your Gift Aid income, you could suggest that your generous buyer submits receipts for the goods, claims the money back from the church, and then separately donates it to the church. The money must be paid to the

buyer, and then given back again. This last donation can be Gift Aided as long as the buyer gives it freely, and is an eligible UK taxpayer and makes a valid Gift Aid Declaration. It is important to have a sound audit trail and receipts for all transactions.

There are no personal tax implications for a volunteer receiving money in this way as long as the money is simply reimbursing expenses incurred on behalf of the charity; the volunteer is not employed and is not receiving remuneration for his/her services.

But, you cannot offer to pay expenses only on condition that the volunteer Gift Aids them back to the church!

All Gift Aid claims must be supported by a sound audit trail so that the church can prove the claim was valid

■ 'Sound audit trail' and 'proving the claim was valid' – that is, complete records for each donation must be kept safely for at least 6 full tax years after the donation, and these records must include valid Gift Aid Declarations covering all donations.

Payments that don't qualify for Gift Aid

As you will have gathered, it is not

necessarily easy to state categorically what church events will and won't be eligible for Gift Aid. Here (paraphrased for the church) are HMRC's examples of payments where you cannot claim Gift Aid:

■ Donations of money from a company

■ Gifts made using 'charity vouchers' or 'charity cheques' provided by another charity e.g. CAF or Stewardship. This is because tax has already been reclaimed on these

■ Gifts made on behalf of other people. For example, Mrs Smith might pay for a Christmas Dinner ticket on behalf of Mrs Jones. This is a gift from Mrs Smith to Mrs Jones, not a gift made to the church

■ Gifts that come with a condition about repayment. Short-term loans (or indeed loans of any type) are not eligible for Gift Aid either

■ Loan waivers or debt conversion. For example, an individual may lend money to your church and then, at a later date, agree that it does not have to be paid back. This is not technically a gift of money; it is the waiver of a loan

■ Gifts with enforceable conditions about how your church should use the money. If, for example, the local florist makes a donation to the church on condition that the church then buys all of its flowers from the florist, the florist's donation could not be Gift Aided

■ Payments received in return

for goods or services, such as payment for admission to a concert, payment for a raffle ticket, an entrance fee for an adventure challenge event etc. These are payments, not gifts

■ A 'minimum donation' where there is no choice about payment. For example, a church might charge a 'minimum donation' for entry to a Quiz Night. This is actually a fee or ticket for goods or services, not a donation.

The simple rules of thumb are:

■ Gift Aid only applies to gifts of money where there is negligible benefit in return
 ■ If in doubt, check before you claim!

You can contact the finance team at Diocesan House on 01603 882347 or james.south@dioceseofnorwich.org



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Making a difference

As you can see from the stories on this page, welcoming is not only about saying hello to people when they are in church. It is about the little touches, which often go unnoticed, but make all the difference.

Could you adopt any of the ideas and use them in your church?

Going that extra mile to welcome

Sue Shillam
Lay Minister, Hemblington Church

You asked us to explain what we feel that we do extremely well to make people feel welcome at Hemblington. Well we don't consciously do anything, we just seem to love people who come to visit our 'out of the way' church. From the lovingly kept churchyard with its prayer walk and conservation areas; there is a 'natural' sense of welcome from the door which is always kept open from Spring to Autumn, to

the flowers and the posters with information on our myriad of events. We make sure that our little hospitality tray with drinks and biscuits is always refreshed.

Because the church is much loved by the church and local community; it shares and gives back that love with all who come for worship or just to visit.

In terms of 'growing the church' well it depends on whether one means the number of people coming to services or the lives we touch with our commitment to Jesus in all sorts of different times and places.

The improved facilities have definitely allowed us to welcome more passing visitors and to organise longer events which need better catering and a disabled friendly WC, especially where children are involved. They have also made the church far more comfortable for baptisms, weddings and funerals which makes such a difference to those involved. Level access is definitely helpful.

However, Hemblington Church is and will always be committed to outreach and we love to be involved in many of the village activities.



A welcome addition at our event

The Revd Ruth Lambert
St Catherine's Church, Mile Cross

Having a 'Temporary Events Notice' (TENs) allows you to legally sell alcohol on your premises ie church hall/rooms. Without a TENs you cannot sell alcohol, only give it away!

At St Catherine's, Mile Cross, Norwich we have applied for a TEN on two occasions and had no problem obtaining them. One occasion was when a family hired the hall for an engagement party. They had purchased the alcohol

but could not withstand the cost of giving it away. A TENs allowed them to legally 'sell' it to their guests.

We also had a TENs for our fund raising 'Black Tie Event' at which we too purchased the alcohol and sold it to our guests at a 'good price' (ensuring it made a bit of profit towards the funds).

TENs are quite straight forward to apply for. Go online (google Temporary Event's Notice). This will take you to the UK GOV site. All you have to do is put in the postcode of the premises for which you want the licence

for. This will give you the details of the council which would be responsible for issuing the licence. From there it is an extremely simple 'path' to follow step by step. You can apply online or request the forms to be sent to you. The details of the responsible council will include the telephone number for the licencing department and I had reason to check one or two things out the first time. My experience was that they were very helpful.

There is a small cost for a TENs which is £21.

Congratulations!

Congratulations to Horsford Church, who won the Most Welcoming Rural Church 2018, and to Cromer Church who won the Most Welcoming Urban Church 2018.

Why not visit them and see for yourself what they are doing so well. Congratulations to all

the other churches who took part and won commendations. The judges reported that since their previous inspections the standard of welcome in our churches had improved across the Diocese. This is down to all you hard working PCC members. Well done!



Licensing law & church activities - a brief guide

David Osborne
Breckland Council

The Licensing Act 2003 may affect some church events, regulating entertainment and the sale of alcohol. Fortunately, it makes exceptions for some occasional activities.

Licensable activities include:

- The sale of alcohol
- Public entertainment including plays, film shows, dances, and live or recorded music, but not when part of:
 - a. Religious services
 - b. Fetes
 - c. Information or educational films
 - d. Incidental music

Also, church and village halls do not usually require permission for:

- Unamplified live music
 - Live or recorded music (if licensed to sell alcohol)
 - Play or dance performances
- The Act provides for four different types of permission, but the most relevant for churches include: -

Premises Licence

These mainly affect church halls used more than 15 times a year for the sale of alcohol, or plays, films, sporting events, music, and dancing.

One person will be required to hold a Personal Licence if alcohol is sold, and act as the "designated premises supervisor".

Temporary Events Notice (TEN)

For up to 15 individual events a year, the organiser is required to notify the Council and Police using a prescribed form, or Temporary Events Notice.

Notice must be given at least ten working days before the event, but if you forget, a 'Late TEN' can be used five to nine working days beforehand.

The Licensing Authority, Police and Environmental Health can object to the Notice.

The licensing authority will check the application will be made in time, while Police and Environmental Health checks consider the potential

for crime and disorder, risk of harm to children, public nuisance and safety.

A hearing may result following an objection, to decide whether the licensable activities will be permitted, but with a 'Late TEN' there is insufficient time and the event will be prohibited.

Temporary Event Notice Limitations:

- Less than 500 people can attend at any one time.
- A person may only make 5 TEN applications a year, with no more than 2 Late TENs
- Premises may only have 15 TENs a year.

Remember, the organiser is liable to prosecution if conditions are breached.

Practical examples

- A free drink included in the entry ticket – TEN required
- Voluntary contributions invited at a free event with free alcohol – No TEN
- Free admission and a free drink – No TEN
- Bring and buy sale selling alcohol – TEN required
- Alcohol as raffle prizes – No TEN

If in doubt, ask the Licensing Team at your local council.

No bullrushes, but a catwalk and basket!

The Revd Mark Capron
Dersingham

Recently I was asked to swap the aisle for the catwalk, I can assure you it was all in a good cause. It was to help raise awareness for the Baby Basics charity which helps vulnerable groups, such as asylum seekers and women fleeing domestic violence and trafficking. They do this by providing Moses baskets packed full of essentials such as nappies, wipes, maternity pads, as well as blankets, towels and baby clothes from newborn to three months.

Sadly there are many babies who arrive into the world where there is so little. The Baby Basics Moses basket

offers a gesture of love and hope to a new and precious life as it begins its journey in this world; a journey's beginning that to some degree echoes Jesus who was born in a humble place, being laid in a manger.

The catwalk offered an opportunity to share the important work of Baby Basics in how it supports local mums and babies in this part of North West Norfolk. I have walked down the aisle in church plenty of times but had not walked down a catwalk; but in doing so, it did bring some laughter in taking part as well as joy because more mums and babies will be blessed through it".

Baby Basics, is a national Christian charity, which aims to

show God's love in action. Baby Basics was founded in 2009 at The King's Centre Church in Sheffield. Jo Eldridge is our Baby Basics Co-ordinator at St. Nicholas Church, Dersingham and she says 'The team at Baby Basics, West Norfolk are constantly overwhelmed by the generosity of local people. Each week when the team meet, we feel that our prayers have yet again been answered. We are also blown away with the amount of businesses that are willing to help us achieve our goals. In addition to the local groups who knit and crochet for us.

Sometimes the Moses basket, full of provisions, from Baby Basics is all these mums have when their babies are born.'



Serious about entertaining



Philip Murrell
St Andrew's Church, Holt

The process starts with a visit to your local council office to register your interest, obtain the necessary forms but most importantly seek their help and advice! They are the experts and the usefulness of their guidance cannot be underestimated.

Having persuaded a member of your congregation to hold the licence, they must be prepared to attend a Licensee course and sit a written multi choice exam, the form filling begins.

However becoming a licensee is an important step as this person is fully responsible for all the legal aspects of selling alcohol on church premises, the purchasing and storage of alcohol and the training of bar staff. Any breaches of the law can result in fines upward of £20,000 and in extreme situations a prison sentence!

Once an application for a licence has been made you will receive a visit from the police and although they will be checking your premises, they will also offer useful advice.

During this period you will be

required to publish your intention to hold a licence, this will usually be a notice in the local press so that members of the public can comment on the application.

Once a licence has been granted you will need to ensure that all glassware has legal measure lines engraved on them, that the licence and appropriate paper work is displayed on the premises and that all the bar staff have been trained!

The final step, the most pleasurable, is to purchase the alcohol – we have decided to restrict this to wine, and enjoy the new amenity!

Whilst there may seem to be 'many hoops to jump through' the benefits of helping to create a social environment as well as raising funds are extremely worthwhile.

Food safety law & church activities - a brief guide

David Osborne
Breckland Council

Food provided by churches is subject to food law and must be safe to eat. It can be difficult to understand, and applies regardless of whether food is provided free or for profit. Fortunately there are exemptions for many church activities - often determined by whether registration is required.

What is food registration?

Registration with the Council as a 'food establishment' is a simple one-off, process and required 28 days before first use. The need to register is based

on 'the frequency' and 'nature' of the activity. This is open to interpretation:

Registration may not be required for:

- Church services, followed by tea and biscuits
- A fete, Lent lunch, or 'quiz & chips'
- Bacon rolls served at Messy Church
- Food bank collections
- Refreshments during concerts or film shows.

Registration may be required for:

- A luncheon club
- A community shop or café
- Hot food regularly served to homeless or vulnerable people.

Do I need to be trained?

Contrary to popular belief, the Law does not require everyone to attend a food safety course every four years. It simply requires training and supervision appropriate to the food handling undertaken. This is not defined.

So churches should take a sensible approach. For low risk activities, one person might take the lead and ensure that everyone knows what they should be doing. With higher risk foods, formal training of some volunteers is sensible, which can be cascaded to others.

Managing food safety

Food law requires an

Welcome to 'OUR' parish



Brian Nash
St Mary's Church, Watton

St Mary's Church likes to give a Welcome Bag to new people moving into the parish of Watton, as a means of introducing the Church and its activities, enclosing other items to welcome the new residents to the community.

We use two types of bag. The first bag, type A, is given on the day we see a removal van outside a house, or a neighbour or church member tells us that somebody is moving in.

The tote linen bag is printed with the Church logo, address and contact details and contains the following items; An RSV New Testament, box of tea bags, jar of coffee, bag of sugar, a pack of biscuits. A kitchen roll, toilet roll, jay cloths, washing up liquid and a sponge. These items are very useful on the day of moving house.

The second bag, type B, contains again a Bible and either a bottle of wine OR a potted plant, and is given during the week/s following a move into the parish, should we not have been able to contact the new resident on their moving in day.

Both types of bag also contain a leaflet, updated monthly, concerning the church activities

with the Vicar's contact details, times of services, details of the other churches in the parish ie Methodist, Pentecostal, Roman Catholic. We also enclose a note book, key ring torch, shopping trolley token, all of which have the church website details printed on them and a town guide, bus timetables, details of Doctor's surgery and Sport's club.

We prefer that people living in the same road make contact with the new resident, as this provides a link and a friendly face. Should that not be possible, any member of the church who feels able to do so, knocks on the door and says "Hello I'm... welcome to Watton please accept this bag as a welcome from St Mary's to our town". If the person receiving is prepared to talk it is great, if not, we give a smile and walk away.

The feedback has been really favourable; they have made a real difference to the welcome of new people to the church and to the community of Watton. If nothing else, it results in the placing of a New Testament in a home and a seed has been sown.

We have instant food for the homeless available at the Church door. We are also a collection point for the foodbank.

understanding and management of risks to ensure the food is safe to eat. So think about:

- What can go wrong?
- How might it go wrong?
- What should I do to keep the food safe?

This can be challenging where facilities are shared with mice, bats or swarms of insects!

It sounds complicated, but often simple steps are enough - sanitising work areas, maintaining correct temperatures and not preparing too far in advance.

Use simple checklists for low risk foods, and for higher risk activities, the Food Standards

Agency has developed 'Safer Food Better Business' for caterers, www.food.gov.uk/business-guidance/safer-food-better-business

What about allergens?

Make sure you know what ingredients have been used, just in case someone with an allergy asks. Never guess, because the consequences can be serious.

Where can I get more help?

If in doubt, ask the Food Safety Team at your District or City Council. Alternatively, contact David Osborne osborne475@gmail.com

Provisions for the local community



Kirsten Remer
St Mary's Church, Newton Flotman

In October 2017 I received a phone call from the Heritage Lottery informing me that our application for urgent repairs and a heritage project focussing on some of the church's key features had been successful. For me the process had started back in February when

God nudged me to offer to help with grant applications for our 'Building for the Future' project, masterminded by our then vicar and her husband. I'd been off the PCC for a few years, so came to the project with fresh eyes. A two phased project was planned and permissions from the Diocese (faculty), among others, had been granted. We had just had lead

stolen from the roof for a second time and spirits were low. The first phase of the project was to carry out urgent repairs to the roof, drainage, attend to cracks in the chancel arch and work in the tower. The second was to convert the back of the church so that we had a warm meeting room and space for a village vending machine; to install underfloor heating and untethering the pews from the Victorian 'stays' to create a more flexible space. We were mindful of the medieval pew ends. The total cost of the project was estimated to be in the region of £400,000.

Some grants had already been applied for to develop the plans for the reordering.

I was allotted the Heritage Lottery application – there is an enormous amount of guidance to help you. First you have to put in a 'project enquiry form' and then you are assigned a project advisor. I was invited to the Heritage Lottery offices for an information session. It was useful in terms of

the process, cutting through the reams of paper guidance, and interesting to hear of the other projects being planned. Our project was for under £100,000 and we were advised to apply, in the end, under the Our Heritage scheme. It really helped that we had permissions, architects reports, photographs, evidence of need, at risk status and costings already. Then it was a question of ensuring that we met the criteria for heritage and that meant planning a project to promote the heritage of the church to the wider community and the film project was 'born'. I found a film company in Norwich who gave me a quote for the equipment and training we

would need to produce short films - all 'fuel' for the form! At all times one needs to consider how the lottery players would benefit from the project we were proposing. We had to put together a timetable. Then there was the wait! We were told eight weeks and I received the call within six weeks, so I wasn't expecting it – it was such a relief. Phase one could commence! The post grant awarding process has been quite straightforward. Progress reports need to be submitted before the next phase of funding is released. We are now galvanising ourselves to resume the process with other grant awarding bodies for the second phase... watch this space!

Anyone who is in the process of applying for funding at the moment only knows too well how difficult it has become.

Grant making bodies are looking for one thing and

that is outcomes. That is to say what are you going to do for the general public. You will see from the two articles that the churches did this and fortunately they got the money.

Church Buildings Funding Workshop - limited spaces so book now

As part of the Diocesan Mission Strategy 2021, the Listen stream have listened to what you would like and are staging funding workshops, at no charge to you, at two locations in the Diocese.

We are really pleased to announce that a speaker from The Allchurches Trust has agreed to come and address the event and explain which types of projects they will fund and give you direction about the type of information that they are looking for on the application forms.

There will also be a grant finding workshop showing you how to find trusts that will help you fund your projects. If you are about to embark on a church project now, or in the not too distant future, this is definitely an event for you.

Please notify us of any dietary requirements when booking.

Book your free place
To book places visit www.dofn.org/funding-workshop or contact Angela George on 01603 881724.

Venue 1
St Luke's Church, New Catton,
61 Aylsham Road,
Norwich, NR3 2HF
Thursday 13 September
2pm – 4.30pm
Includes afternoon tea
Limited free parking.

Venue 2
Fakenham Academy,
Field Lane, Fakenham, NR21 9QT
Monday 24 September
7pm – 9.30pm
Includes cheese and wine.



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School children involved in Church graffiti



Linda Holly
St John the Baptist, Bressingham

With leaking roofs, rusting downpipes and gutters with large holes, St. John the Baptist Parish Church was urgently in need of repair. In late 2013 a few villagers formed an action team to assist Diana Burroughes, Churchwarden/treasurer (who had sole responsibility for the day-to-day running of the church!) to seek funding to protect this large, imposing, Grade I Listed medieval building and help preserve its fine heritage.

The first stage was understanding which building repairs to prioritise: thanks to Ken Grapes (a Diocesan Church Buildings Ambassador) a replacement Quinquennial report was commissioned and St John the Baptist PCC appointed a new architect, Nicholas Warns. The team recognised that the Heritage Lottery Fund was the best source for grants and hence it was essential to understand HLF's requirements, best summarised as ensuring there were positive 'outcomes' that showed improvements both to the building and to its heritage.

In terms of building repair outcomes, that was best left to the experts: our architect and Historic England prioritised which works could be achieved for the £250,000 maximum

award by HLF. Making the building watertight was the key priority: the nave and south aisle roofs were to be re-laid (with minor roof repairs on the tower and north aisle) and all the rainwater goods replaced. The second component, the heritage project, was generated by me, Linda Holly as I have a background in history research: a new history group was to be the fulcrum for delivering heritage activities. A landscape history walk inaugurated the group, and training sessions at Norfolk Archives and the Norfolk Historic Environment Record gave attendees the skills to 'do' history. Primary school children were engaged by taking part in church graffiti workshops; and a report on the pre-Reformation bench ends was commissioned, leading to a booklet written by the history group. The heritage activities project culminated in a 'Medieval Weekend' at the church led by a group of professional history interpreters, De Mowbrays.

Best tip: make the heritage activities appealing to a broader, more diverse demographic than would normally visit. It probably helps if the activities appear thought through and not simply a 'tick box' exercise. Do draw upon the interests and skills of the team and focus on features special to the church – i.e. Bressingham Church's magnificent carved bench ends.

Classifieds

PCC News is published three times a year, has a print run of 5,000 copies, and is posted to every PCC member. We charge just £25 per issue for an advert (minimum 3 placements).

Contact Sally Finn on 01603 882322 or sally.finn@dioceseofnorwich.org to discuss placing your advert.



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Sharing your news

Barbara Bryant
Communications Team

If you're planning an event, received a grant, are celebrating a significant anniversary or simply have a great story about someone in your church community, the Diocesan Communications Team want to hear about it and help you to share your good news. Here's how to help us help you.

A future event – What's On

The 'What's On' page of the Diocese of Norwich website, is the most-visited page, so make sure your event appears on it. Give us as many details as you can about your planned event, for example the date, time, location, cost and a description which encourages interest in your event. Giving advanced notice enables us to promote the event across the Diocese. You can enter the details on a simple form at www.dofn.org/add. From the events added to our website we take a varied selection to then also appear in the listings pages of The Magazine. We can't include them all, but try to give a variety of areas and types of events. Do add them well ahead of The Magazine deadlines, which can be found here: www.dioceseofnorwich.org/magazine. We also use this to profile events in our eNews mailings and on various social media platforms.

Regular groups – Bright Map

Groups that meet regularly (i.e. not one-off events or church services), such as Messy Church, choirs or bell ringing for instance, can be added to Bright Map, our interactive map of activities and groups. This helps people find activities near them - everything from Alpha courses, parent and toddler groups, Messy/Café Church, arts and creative groups and more. Add and update your groups to the website at www.brightmap.org

Other stories

Please send any other stories about individuals or groups, or after a successful event, to news@dioceseofnorwich.org. This is a shared mailbox that everyone in the Communications Team can see, so we can pick up and share the stories in a multitude of ways: on the website, via eNews, on Facebook or Twitter, or in The Magazine or PCC News (Editor: "a quality publication!") A picture tells a thousand words, so send those in too – at least 1MB in size please!

These are just some of the ways in which we can help you to publicise your good news – don't forget your own channels: local newspapers and radio, your own social media platforms, your parish/community newsletter, posters and word of mouth. We're happy to help with any advice, so do please get in touch.



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Classic return of the tea towel!

The Revd Andrew Whitehead
Team Vicar, Aylsham &
District Team Ministry

The Advent and Christmas period in Cawston is a very lively time for the church. As well as the things you might expect in a village church, like carol services and Christingles, we also try to get out into the community when we can.

Walking Nativity

For the last two years we have had a Walking Nativity in place of one of the Sunday morning services in Advent. The event begins in the Primary School, where adults and children are encouraged to dress up as characters from the Nativity story. We provide our own collection of nativity outfits, and people innovate with dressing gowns and tea-towels.



We then begin our pilgrimage through the village, hearing the nativity story as we go.

When we arrive at The Bell Inn, the landlady (who gets into the spirit with her own costume) declares that there is "no room in the Inn", but eventually relents, and welcomes us in for some hospitality. The journey then continues to the church, where the first of our nativity characters are placed in the crib scene as carols are sung.

The event attracts a wide range of people including families connected to the school. We send out flyers through the school to let people know it's happening and we publicise the event through our Facebook page.

Beer and Carols

Also in its second year is our 'Beer and Carols' evening. For the 2017 event, we designed a beermat bearing the date of the event, and

this was put on the tables in the pub in the weeks running up to the event. We also posted them through doors in the village with the parish Christmas card.

It was 'standing room only' in the pub as we worked our way through the Bethlehem Carols backing track CD. No musicians were required, though there was an excellent turn-out from our choir and congregation. Everyone had a

Yes, I know that Christmas seems a long way ahead, but we need to start planning events like the ones on this page. So make a note in your diary to start planning now!

fantastic time and the pub reported an amazing night's takings.

These events are only possible because of the good relationships we have with the school and the local pub, and we look forward to doing it all again this year.



Orienteering and the Nativity



Susanna Wade Martins
Churchwarden, St Mary's,
North Elmham

To mark the season of Advent, Victory Villages and St Mary's Church, North Elmham last year had a nativity trail. At the beginning of November we started composing questions and preparing illustrations. At the beginning of Advent we placed fifteen colourful posters in gardens from one end of the village to the other. Each poster showed a picture connected to the nativity story as told in the gospels, a short explanatory piece and a simple question. There was also a second question suggesting something to think about. (How would YOU bring peace on earth?) There was a letter printed on each poster which could be used to fill in a grid at the end of the quiz sheet to make a phrase associated with Jesus (The Light of the World). With the help of quiz sheets and a map, which had gone home in school bags or could be picked up at the church and the post office, youngsters could follow the trail, find the answers and fill in the quiz. The last poster was in the church where a reward of a chocolate star was waiting alongside the box for completed answers.

All ages were catered for and while the older ones found it easier, they were fascinated by collecting the letters and piecing together the final phrase.

During the four weeks before Christmas, children with parents and grandparents were seen around the village filling in the forms, and the posters created a great deal of interest amongst older people as well.

After Christmas we were delighted to find 21 correct and tidily completed quiz sheets. A winner was drawn out of a hat and received a set of felt-tip pens.

It is clear from the very positive responses, that the event was a success, reminding children of what, beyond the tinsel and fairy lights, Christmas is really about, and there is now an expectancy that we will repeat the event. The only criticism was that the trail was taken down at Christmas, and that is when often children need more things to do. Perhaps we should keep the posters up until Epiphany.



Poster from 2017

Twinkling bright in Sheringham



The Revd Christian Heycocks
St Peter's Church, Sheringham

I'm now in my tenth year of ministry in Sheringham and it was soon after my arrival that I thought a Christmas Tree Festival would look wonderful in the light, wide-open spaces of St Peter's Church. I mentioned this idea at a Sheringham Ministers' meeting to discover that my Methodist colleague had similar plans for his church. We quickly decided that Sheringham didn't need two festivals and that neither church had the necessary number of volunteers needed to put on such a large-scale event alone. So we started an ecumenical partnership with an organising committee of members from both churches.

Friendship, fun, commitment, hard work and a will to make it work has led to eight years of festivals alternating annually between St Peter's and St Andrew's Methodist Church. Organizers and volunteers from both churches offer time and energy to the project no matter where it is being held.

The festival has seen about 3,000 visitors a year including locals and day-trippers from Norfolk and beyond, as well as coach parties travelling from across

the UK. On average between 40 and 50 trees are offered to local, regional and national charities who, paying only for a sourced, delivered and discounted real tree, can decorate the tree in their own colours, badges or symbols as well as making available leaflets and publicity to the general public. Visitors can leave donations in buckets at each tree. Over 70 charities have taken part over the years and thousands of pounds has been raised. Last year the festival was expanded into a 'Christmas Tree, Wreath and Nativity Festival' that provided great variety and the opportunity for expansive new ideas.

The aim of the Festival has always been to remind everybody about 'the reason for the season', to help them explore the story of Christmas in new and exciting ways and see them leave the church knowing that God loves them. We have school visits, teaching sessions, pupils from the local SEN school and charities helping with stewarding as well as 'posh refreshments', hot food and charity stalls. Music plays a big part with choirs, recitals, bands, carols and a special 'Festival Concert' on the Saturday night. A 'Festival Act of Worship' takes

place on the Sunday evening and Holy Communion amongst the trees and festive lights on Sunday morning is always much anticipated. Through hard work and ingenuity St Peter's always manages to make a couple of thousand pounds towards church funds on top of the money raised for the charities.

Planning begins in January; charities are contacted in early summer; publicity in the local press appears at the same time; coach companies are contacted months in advance; musicians are organized and schools invited in early Autumn; trees are then ordered; rotas, stewards, welcomers and money counters are organized; publicity posters are designed and publicity leaflets distributed; in November newspaper articles and radio interviews are broadcast; planning continues through until the day the festival begins, and beyond...

Christmas 2019 is coming... Why not give it a go yourselves!

Why am I receiving PCC News?

PCC News is sent to all PCC members in the Diocese of Norwich. In addition to stories and top tips from parishes, it highlights information you need to be aware of in your role as a church charity trustee. The cost of postage is paid for by advertising revenue. You can unsubscribe at any time by contacting sally.finn@dioceseofnorwich.org or 01603 882322.