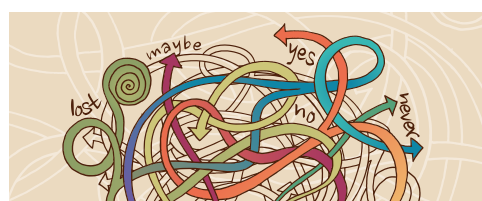


PCC News

The newspaper for all PCC members to help support your church



Could this 'Special Person' be you? 5



Confusion reigns - Is the PCC a Charity? 6



How 'good' can come out of 'bad' 10



A faculty or not a faculty? 11

A mission project that involves a building



Jamie Campbell
A Fabric Officer

During the early part of last summer, I drove over to Blakeney to hear a workshop led by Dr Nigel Walter who, by profession, is not only an architect but also a theologian. The content of the morning looked promising, with the session called "transforming your church building for mission". Sitting in the audience with numerous other PCC members from a variety of parishes I awaited his take on this subject with interest.

He began by looking at the concept of what, actually, is a church building? Various ideas were put forward: was it "an art historical document?", "a machine for worshipping in" or "a shared

story"? Moving through these diverse concepts he never lost sight of the primary purpose of our churches: to be a local centre of mission and ministry which must serve us as the local community. He went on to explain some of the vaguer mysteries of the ecclesiastical exemption and faculty jurisdiction, explaining that whilst all our churches had a primary purpose (to enable mission) most of them (certainly in this Diocese) were also important historical buildings. As we all know, therein lies the paradox: of enabling us as faithful Christians to use our church buildings better whilst understanding that it can feel like walking on a tightrope when changing their layout is being considered.

A particular quote he used, from a certain Mr Winston Churchill, stuck with me: "We shape our buildings, and afterwards our buildings shape us." Nigel's idea that it's a 'conversation' between us and our churches was quite refreshing, not that they are our enemy but most certainly can be sensitively and practically adapted to mirror more clearly where we are as Christians in what sometimes can feel like a nation out of love with its national Church.

After a break and a chance to chat with members of other churches, most of whom face the same questions in how to make their churches work better, we looked at practical examples of adapting the buildings and the considerations that we needed to take into account. I will leave you with a direct quote from Nigel, one that seems to identify quite clearly his approach to dealing with churches: "This is not a building project ... but a mission project that involves a building." Wonderfully refreshing and led by a man with a real understanding of what it's like to care for an historic church, I cannot recommend his approach highly enough.



The next session for Transforming your Church Building for Mission is on Thursday 16 May, 10am – 1pm (with light refreshments) at St Mary's Church, Watton. To book places visit www.DofN.org/transforming or contact Angela George on 01603 881724.

A guiding hand The Church Building Ambassador network



Matthew McDade
Executive Officer (Secretary to DAC) for Church Buildings

As a Diocese, we are committed to growth in discipleship, service and numbers. In this, we recognise the importance of listening to and supporting those responsible for caring for our historic church buildings. Over the last few years a volunteer network has been built up of people with diverse skills and experience who are willing to help other parishes: the Church Building Ambassadors.

The Church Building Ambassadors provide a supportive point-of-contact for parishes seeking to undertake projects to repair/alter their church buildings. This can be a daunting prospect, particularly for PCC members new to the task. A Church Building Ambassador is typically someone who has already undertaken a project in a PCC role, or has direct relevant experience from another context. Whatever their background, they can act as a 'second pair of eyes' and offer independent thought/advice on potential or actual projects.

The support needed will vary between parishes, but might include the following:

- Being a 'critical friend' who may spot opportunities/issues that others miss
- Meeting the PCC/project team and helping them to plan for the key steps needed to develop and take forward their project
- Responding to queries and requests for advice as projects progress
- Reading and commenting on non-technical project documentation, including Statements of Need and Significance and funding applications.

The Church Building Ambassadors can be contacted directly through Diocesan House. When a request for help is submitted the Network is informed and an Ambassador will make contact. The role of the Ambassador is agreed mutually with the parish. Whilst Ambassadors are able to help with a great many questions they cannot fill the role of the parish's professional architect or surveyor!

To contact the Network, send an email to DAC@dioceseofnorwich.org stating where you're from and what you need help with. The office will then send the request direct to the network. Alternatively, you can telephone Margaret Mallett or Caroline Rawlings at Diocesan House on 01603 882359 or 01603 882351.

Editorial

Robert Culyer
Parish Funding Support Officer
01603 882326
robert.culyer@dioceseofnorwich.org



Christmas now seems a distant memory, but the feeling of hope and expectation, I trust still lingers. I believe that we all have the same vision of seeing our own churches grow, and more importantly the whole Kingdom.

Part of my role as a Parish Funding Support Officer is to support churches to review their giving. Quarterly we meet up with stewardship officers from across the south east of England to discuss what we are achieving in our diocese. The most recent meeting took place at Diocesan House, Ely.

It was quite an uplifting experience to hear that the other dioceses were just embarking or had not even started supporting their parishes with legacies and family and youth support. I felt really proud that our diocese was well ahead of the other dioceses with regard to the support that we offer.

The team at Diocesan House is totally dedicated to supporting you in the parishes. As a PCC member you might not utilise the services on offer on a weekly basis but be assured a lot of parishes are using these services on a regular basis. Whether it be financial or accounts help from the finance team, communications support (social media/web site design, press releases, diocesan publications) from the comms team, building support from the care of church buildings team, maintenance of our vicarages from the property team, youth and family development from our children, youth and family team or finally, and much more importantly, help

from the parish funding support team who are here to support you with church buildings grants, outreach grants, stewardship/legacies and gift aid days. We are all here to support you and to help you work effectively in your parishes to grow the Kingdom.

I appreciate that as time-pressured PCC members it is difficult to set time aside to strategically plan for the future. I know, as a school governor, that quite often we get bogged down with the day-to-day business and have little time to check that we are moving in the right direction. That is why we have set up meetings aside from the usual meetings to discuss where we want to be in five year's time. Could your PCC do this?

Continuing the planning theme, in this edition of PCC News I have included articles to make you think about summer events, including Norfolk Day, and we have an article from Caroline Rawlings about always having your church prepared for visitors. It is so easy to turn a blind eye to boxes piled up at the back of the church, vases with dried up oasis in them and out of date notices and leaflets. I recently attended a church where the noticeboard said that the Archdeacon of Norwich was Jan McFarlane!

On an even more exciting note you will see that I have been joined by Mrs Michele O'Keefe in the parish funding support office. Please do not hesitate to contact us as we look forward to working with you in the future. We are all one family with the same aims and that needs to be the focus of everything that we do.

Introducing Michele O'Keefe, Parish Funding Support Officer



Michele O'Keefe
Parish Funding Support Officer
01603 882325
michele.okeefe@dioceseofnorwich.org

Changing jobs after working for one employer for over 32 years was

not an easy step to take...

The move from commercial management to parish support was a big step or maybe more of a leap of faith.

The core values that had been my guide in the retail world, were not applicable to my new role, Inspiration, Innovation, Integrity and In Touch that underpinned the customer promise to "Enhance lives everyday", or were they?

Working across the Diocese of Norwich in my new role, along with Robert Culyer, we can offer a wide range of assistance to aid making our churches sustainable for the future. This is not only a new job, but a privilege.

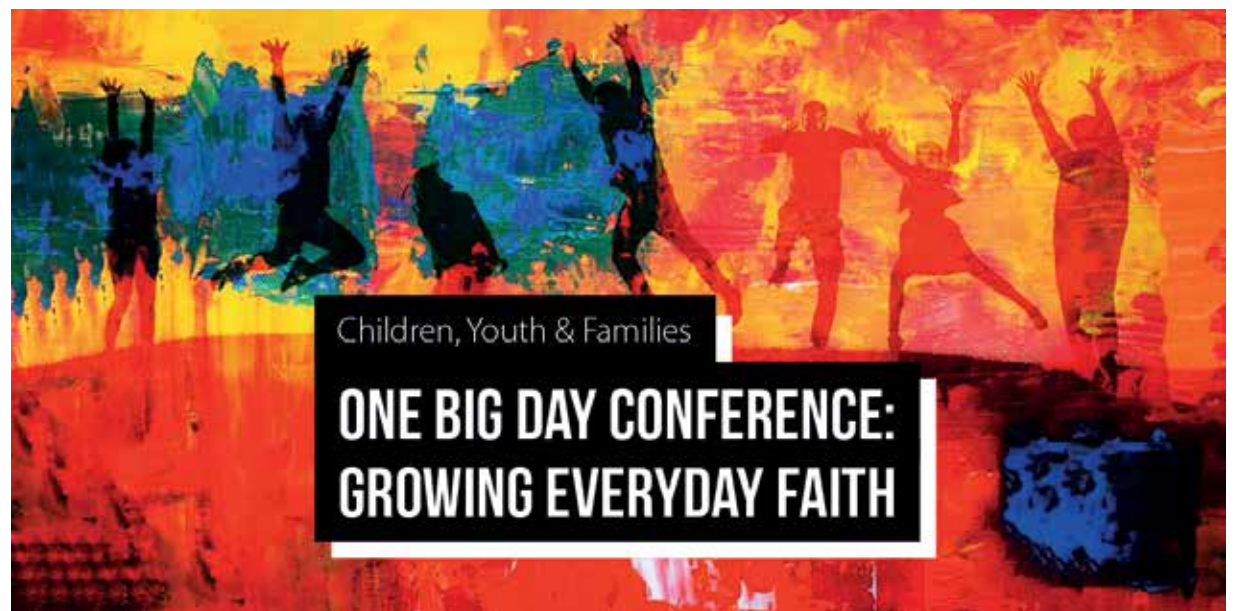
In my personal life I "try to make this world a little better" as Baden Powell instructed, by volunteering

for the Scout Association for over 20 years. Based in Gorleston, I work with my scout troop and the wider group of district young leaders to help young people develop skills for life as part of a world-wide family of Scouting.

I have a keen interest in local history and, as a hobby, I visit churches across Norfolk and Suffolk to photograph architecture and artefacts and so am already familiar with some of the beautiful buildings that my new role seeks to serve.

The Mission Strategy 2021 work streams of Listen, Celebrate, Imagine and Empower that guide our work, are not so very different from my previous professional principles or indeed my voluntary values and what better way to enhance lives, than to be of support to you.

Save the date! 2 Nov 2019



To advertise in PCC News

For local Norfolk advertisers, please contact Sally Finn on 01603 882322 or email sally.finn@dioceseofnorwich.org

For national, regional and all other advertisers, contact Glenda Charitos on 01752 225623 or glenda@cornerstonevision.com



On our travels we discovered that not all churches are claiming back VAT on church repairs and associated professional fees. For eligibility check out the Listed Places of Worship Scheme site: www.lpwcheme.org.uk. Please note the Scheme could possibly finish in March 2020.

Remember...

If you are running a stewardship campaign in your parish do not forget to chase up those

people who have not responded. Quite often it has slipped their mind and they need a gentle reminder.

Anna Walker
Children, Youth & Families Project Adviser

Join us for this 'One Big Day' Conference as we explore what it means to develop a culture of discipleship across generations, abilities, geographical boundaries and in the wider community.

How does what we do as 'church' really connects with those in our communities and how can we inspire and encourage greater confidence in our ministries and amongst the children, young people and households we are aiming to reach?

As well as key-note talks from national speakers there will be seminar streams throughout the day to help you unpack some of the potential and possibilities for your own work and setting.

Seminars will include:

Pioneering intergenerational church - What can we learn from the popular Messy Church model and how can today's church successfully encompass a fully intergenerational approach?

Inclusion - What steps can churches take to ensure they are relevant and accessible for all people of any age and ability?

Nurturing Faith in Families - Exploring ways for families to experience and express faith together and how church can encourage and foster this in households.

Prayer Spaces in Schools - 'Everyday faith' - research and conversations on spirituality and how we encourage young people to build faith in school.

Connecting and growing your

Open the Book ministry - How can Open the Book teams extend their connections with local schools and link to wider ministries?

Baptism, Christening & Liturgy - How you can make the most of connecting with families through these special occasions...and continue the story?

The Golden Thread - A discussion on developing a long-term strategy, what it means to go 'long' and build church that builds disciples.

Youth Culture - What are the trends in youth culture and how can you meet the challenges? If you attend nothing else this year, then we encourage you to prioritise this day.

For details and booking visit: www.dioceseofnorwich.org/event?id=10818

Archdeacon's Charge 2019

Saturday 18 May 2019
Sandringham

We can see from the stories on this page how parishes have been able to earn easy money for their church funds or church schools by taking part in the walk or run. This year you also have the opportunity to have a stall in the tent or an outside pitch.

You can use this exciting opportunity to raise money by having a:

- Homemade cakes/jams/pickles stall

- Bric-a-brac stall
- Face-painting stall
- Tombola (no raffles) stall
- Homemade goods stall
- Book stall

The choice is limitless! The last time we held the Archdeacon's Charge at Sandringham we had over a thousand people attend so this is a great way to raise funds from people from outside of your community.

Usually half the money you raise goes towards your parish share request and half to the East Anglian

Air Ambulance. This year half goes towards your parish share request and the other half can either go to:-

- East Anglian Air Ambulance
- The PlayVan (A very, very worthwhile cause! - I am the Chairman of the Trust, which helps support families in isolated rural Norfolk villages).
- The Bishop's Lent appeal
- Or one hundred percent towards the parish share request

To book a place at the event go to: www.dioceseofnorwich.org/charge

A whole family affair

The Revd Penny Goodman
Easton Benefice

I have been a participant in the Archdeacon's Charge since its infancy. In the Benefice we were always looking for new ways to fund raise, the Annual Bike Ride had been part of my agenda for many years and this felt like a similar way to interest both participants and sponsors alike, especially with the sponsorship being shared between the Air Ambulance and the Parish Share. I volunteered to walk, as I could make it a family event, as long as the Church family would support me by sponsoring me. The event started small, but from the beginning it was an event that was enjoyed not only by our family, but by all ages and all abilities, finishing with a picnic. As the years have gone by, I have offered to be the walker encouraging others to come with me, and I find people are happy to sponsor me as it does not involve time or effort, but still raises

funds. The sponsorship originally came from the Church family but has now extended not only to the community, but also to the schools that the local churches support in the form of a non-uniform day. The event has now grown, to include other activities and stalls. Nowadays funds can be raised by running a stall, if you are feeling more sedentary. I like the fact that I can invite the whole family knowing that there is something for everyone and we can enjoy a day out together whether running, walking or chilling.



Marlingford Church in the Easton Benefice

Interesting places, familiar faces



Michael Barter
Churchwarden,
St Mary's Church, Colkirk

I entered the Archdeacon's Charge as a fundraising event to raise money for my church and the East Anglian Air Ambulance, because I felt both causes are worth supporting. The sponsorship money I raised was equally divided between the Air Ambulance, and the parish share request of the church.

My sponsorship was raised by simply asking for local support from friends and neighbours. At previous events my son has even taken part.

I enjoy the challenge of walking a "few" miles, and visiting interesting

places, often with access to areas where the public are not normally allowed. It really is a lovely day out during which I often see familiar faces among the hundreds of people supporting this event.

The Charge is an enjoyable family occasion. Thankfully there are many attractions including refreshments because I find a cup of tea very necessary after the walk! I enjoyed seeing the classic cars, and the live music. It is also a treat to see the East Anglian Air Ambulance helicopter landing and taking off.

The Charge is a very enjoyable day out supporting worth-while causes, come and join us, wear good walking shoes with a spare pair of laces and go at your own speed.

FAMILY DAY & FUN RUN

THE

ARCHDEACON'S

CHARGE

2019

SATURDAY 18 MAY 2019

10AM - 3PM SANDRINGHAM

by kind permission of Her Majesty The Queen

Everyone's welcome! Get sponsored & raise money for your Parish Church

15K RUN / 5K WALK • BRING-YOUR-OWN PICNIC • REFRESHMENTS

CRAFT MARKET • LIVE MUSIC • CHILDREN & YOUTH ACTIVITIES

Entry: £5 per adult • Under 18s free • Free parking

Book now at www.dioceseofnorwich.org/charge **01603 881724**



Sponsorship money raised by participants goes to the Diocese of Norwich (Charity No. 249318) who allocate 50% toward the Parish Share request of the local church (or to the school or youth group of the participant's choice) and 50% to the participant's choice of charity/appeal from a pre-selected list (which is available on the Diocese website). Entry charges go to the Diocese to cover the event costs.

A catalyst for mission and outreach

Legacies are an important part of our Christian stewardship. Our Christian beliefs teach us that when we have no further earthly need for our wealth, possessions and property we can give a final gift back to God to grow the Kingdom. Often a legacy can be a catalyst for some great outreach projects or can even keep the roof on God's House.

It is such an important part of our stewardship that each PCC should appoint a Legacy Officer. We have produced a guide to explain what is involved and are here to provide training and support. Each PCC should adopt a legacy policy and actively promote legacies, and not be afraid to ask for and encourage them. Please look at www.DofN.org/legacy-giving to find more information about legacy giving and information about becoming a legacy officer.

Why should we consider actively promoting legacies?:-

■ The top five household charities have been asking for the past 25 years and have the legacy market sewn up, so much so that legacies

represent approximately 50% of their income. For churches only 7% of our income comes from legacies so we are trailing far behind

■ Members of your congregations are leaving legacies to the top five household charities, so why shouldn't they leave a legacy to your church?

■ They are a financial opportunity for our parishes to develop mission

■ It is part of our Christian belief to help grow the Kingdom

■ They are tax efficient

■ They can be included in an existing will by adding a codicil.

On this page we have a story from a parish that is actively promoting legacies, and a story from a parish that were literally saved by a legacy.

An answered prayer



The Revd Margaret McPhee
Hevingham Benefice

Sharing God's love is the core of living; sharing His love through a legacy gives hope and love beyond anything we might imagine. Hevingham PCC was left a legacy of £37,500 in January 2019. It has made a profound difference to St Mary and St Botolph Church.

I've been working and praying with the Churchwarden and the small congregation to raise the money to repair the lead church roof which had been stolen. Grants and donations had been successful but taking much time and effort. The PCC decided last summer, having received two promises of interest free loans amounting to £16,000, to go

ahead with the roof repairs. It was a step of faith but one which felt absolutely right. The church roof was completed the week before Christmas and we knew the invoice would arrive in January.

In the same week the invoice arrived, I received an email from a solicitor's office advising me Hevingham PCC had been left a legacy for church repairs! It was such an exciting and moving time as I shared this news with the PCC and congregation. The legacy is from someone who didn't attend church but who loved the building and the reassurance it gave. For the congregation it has been life giving, faith affirming and given hope and certainty God has plans for this building and God's mission in this place.

Tackling the issue head on

The Revd Christian Heycocks
Sheringham Benefice

At St Peter's, Sheringham we have proactively sought to always encourage 'honest and realistic' conversations about ministry, mission and the role and importance of finance in supporting our work. Financial considerations are always part of our prayer and planning.

In many parishes talking about money, in whatever context, is often difficult and therefore it's easier to avoid the subject. This was somewhat true in Sheringham until as a PCC we sought to tackle the issue head-on. Honest conversations led to honest appraisals and keeping everyone informed as to financial challenges and costs has heightened awareness as well as personal and collective responsibility.

Through sermons, teaching, leaflets, information packs and conversation the specific subject of legacies has been addressed sensitively and with care in our church community. Helping the whole church to pray and think through how they might want to support their church when they have gone has been a positive experience leading to many people including St Peter's Church in their own will planning.

The issue is never raised with

individuals unless they make a request. Ministry and mission is owned by everybody at St Peter's and together we have explored the 'honest realities' of what a difference legacies can make as well as the exciting possibilities they provide.

Our PCC has appointed a 'Legacy Officer' to oversee the availability of leaflets and information left out for people to pick up whenever they want in our church. The subject is included as part of our annual review of giving and ongoing stewardship conversations.

Our PCC, in conversation with the wider church community, have committed to legacies being used to help fund significant development projects relating to the building, equipment, resources and staffing. We encourage people to give for the 'general purposes' of the church, unrestricted gifts, with the promise that their gift will make a difference to the life and work of their church, carefully overseen by the PCC.

In the last 10 years, legacies have enabled seriously overdue building work to be addressed. The church and hall have been re-painted throughout, floors sanded and re-painted for the first time since they were laid, old church chairs replaced with new comfortable ones, hymn books replaced and in



the next year glass doors at main entrances will allow passers-by to see into the building past oak doors, providing a welcoming and hospitable appearance. Mission projects have been supported and staffing ensured.

We speak to our people in an honest, caring but 'straight-forward' way. We remind them that the projects they are benefiting from were enabled by legacies and we celebrate generous giving and legacy gifts openly in the ministry and mission we are able to offer and sustain.

New and Refurbished office equipment to suit all budgets

Free initial visit to audit your current printer fleet costs

Rental and service agreements you can enter with confidence

"Over 4000 devices installed throughout the UK"

ebs
LIMITED

Contact Tom McCarthy:

tmccarthy@ebs-copiers.co.uk

or call

01603 484656

KONICA MINOLTA
SAMSUNG
Lexmark
PaperCut



Offices in
Norwich
Cambridge
Peterborough
Coventry
Manchester



AED
AUDIO ELECTRONIC DESIGN

Specialising in the supply & installation of high quality, discreet, sound reinforcement, induction loop and audio visual systems for houses of worship since 1989.

Audio Electronic Design, Old Field Barn, Abbey Road, Old Buckenham, Norfolk NR17 1QA. Tel: 01953 860074

Contact: Darren Butler MinstSCE
darren@churchsoundengineer.co.uk

ISCE
The Institute of Sound and Communications Engineers

Could this 'Special Person' be you?

As a major way forward for our churches I cannot emphasise enough how important it is that we get a Legacy Officer on each PCC. Some may argue that we have a very small congregation and don't need one but legacies can quite often come from people outside of our church communities. As the Parish Legacy Officer it would be your responsibility to promote legacies to people in your local community who don't necessarily come to church on a regular basis, if at all, but who love the fact that there is a church in their local community. For example this may involve an article in the parish magazine, a piece on your church's website/Facebook page or a leaflet drop in your town or village. There is not a massive amount of work involved, and there is plenty of support.

Please read the following to see if you are the person to take on this important task.

The role of a Parish Legacy Officer is to provide a friendly, supportive and confidential ear to church members and others regarding will writing and leaving a gift in their will. You do not need to have specialist legal or financial



knowledge because your role is not to give advice, but to sign post individuals to further information and appropriate professionals.

The core role requires you to:

- Encourage the PCC to make and communicate a PCC Legacy Policy (sample policy available)
- Understand the church's history

of encouraging and receiving gifts in wills

- Promoting legacies within the parish through circulating leaflets, producing magazine articles, resourcing clergy and Readers etc

- Encourage those who preach to talk on the importance of gifts in wills

- Talking with an individual about a gift in their will

- Act as the main point of contact in the parish for all legacy enquiries
- Organising an annual event or occasion to celebrate gifts in wills
- Ensuring the church honours and thanks the family of any legacies received
- Being a point of contact for the

parish with the Diocesan Parish Funding Support Officers and attending training when organised by the Diocese.

Ideal Personal qualities:

- Sensitive to people and able to maintain total personal confidentiality
- A good listener
- A well organised individual, used to dealing with official paperwork
- Well respected and well liked within the church and community
- Enthusiastic and able to motivate other people to give to God
- Knowledge of legal and financial matters is beneficial, but not required
- Preferably has made their own will including a charitable legacy.

Please email either myself or my colleague Michele O'Keefe to let us know if you are interested and we will arrange some training, if you would like it, and ongoing support at **robert.culyer@dioceseofnorwich.org** or telephone: 01603 882326 **michele.okeefe@dioceseofnorwich.org** or telephone: 01603 882325



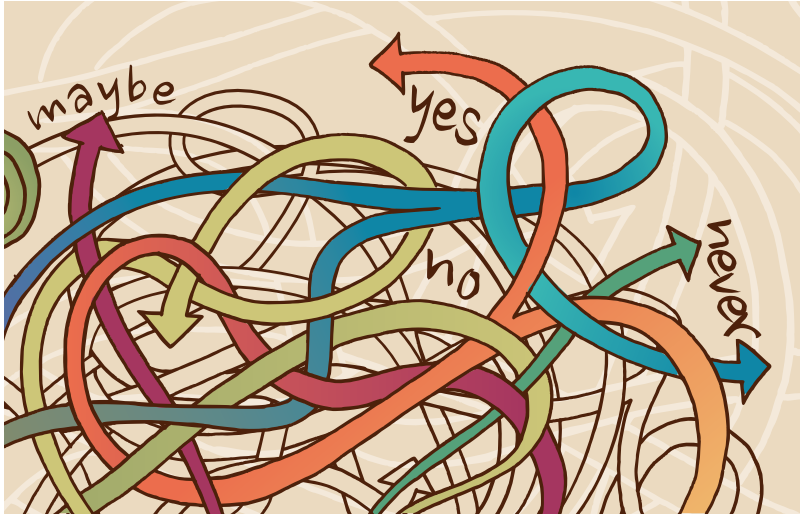
**DEVLIN PLUMMER
STAINED GLASS**

SPECIALISTS IN ALL TYPES OF STAINED AND LEADED GLASS

We work on glass dating from the early 14th century to the present day, the repair of casements and ferramenta, supply and installation of window protection. Many of our commissions come direct from PCC's whilst many others are initiated by architects.

To discuss conservation, repair, protection or commissions of stained glass to church windows please contact our studio **01379 677111** www.devlinplummer.co.uk

Confusion reigns - is the PCC a charity?



Susan Bunting
Director of Finance

Yes! all PCC are charities. Currently PCCs with incomes over £100,000 a year need to register with the Charity Commission. Smaller PCCs are currently excepted from registering with the Charity Commission by statute which means that they do not have a Registered Charity number. For some grant applications and other purposes, you can supply the Inland Revenue "Gift Aid" claims reference number as a substitute, but you should be clear that this is what you are supplying. The Charity number for Norwich

Diocesan Board of Finance Ltd should not be used by a PCC.

Does this mean that PCC members are trustees?

Yes! PCC members fulfil the same roles and have the same responsibilities as trustees.

Does the PCC have to follow the Charity Commission's Statement of Recommended Practice (SORP) accounting and reporting rules?

Yes, it does. Detailed guidance on this is provided at www.parishresources.org.uk on the Accounting and Reporting pages.

Are some people excluded from

being trustees? Can they be members of the PCC?

Paragraph 46A of the Church Representation Rules should ensure that people are not elected to PCCs, who are disqualified from acting as charity trustees. PCCs should do what is reasonable to ensure that the PCC does not contain any individuals disqualified from acting as a charity trustee and that the persons appointed are suitable. Guidance on eligibility for trustees can be found on the Charity Commission's website www.gov.uk/government/publications/finding-new-trustees-cc30.

What reserves are we allowed to keep as a Charity?

Whether you are blessed with significant reserves, or scraping by with nothing spare, every PCC needs to do two things:

1. Develop a policy on the level of reserves and why they are needed

You will need to develop and communicate to the wider church a simple policy on the level of reserves, and what they are being held for. This is recommended "Good Practice" for all charities, and is essential if the church is seeking grant funding at any point. Determining the level of reserves

necessary to meet both the current and future needs of the church, will take thought and prayer. The time spent in devising such a policy is likely to be dependent on the level of reserves the PCC holds rather than the size of the congregation or where the church happens to be located. The importance of taking care of reserves applies equally to the small rural parish as well as the large suburban one.

The following documents can be found at www.parishresources.org.uk

- A simple guide to Parish Reserves Policies
- Example Reserves Policies.

2. Decide where your reserves will be invested

However much or little you hold, PCCs will need to decide where its reserves will be invested, even if this is as simple as opening a deposit account for surplus cash. This should be reviewed periodically, particularly when economic circumstances change – either at the parish level, or within the wider economy.

Why spend time thinking about reserves?

This is an important topic for a

number of reasons:

- The principles of accountability and transparency make it important that the members of a PCC are aware of the 'free reserves' for which they are responsible.
- It is good stewardship to ensure these reserves are used to gain maximum benefit for the parish as a whole in its pursuit of the whole mission of their church. The idea of simply keeping some money for a 'rainy day' is no longer adequate as a policy.

If you would like to know more or have any questions, please contact susan.bunting@dioceseofnorwich.org or 01603 882377.

Is your parish claiming gift aid and GASDS (gift aid small donations scheme)? Some parishes are replying yes and do not realise that there is this second source of income. Check out www.gov.uk/government/publications/gift-aid-small-donations-scheme-changes/gift-aid-small-donations-scheme.

And don't forget the limit goes up to £30 in April 2019.

Choose the UK's most trusted home insurance provider and we'll donate **£130** to your church

Take out a new home insurance policy with us before **31 December 2019**, and we'll donate £130* to a church of your choice through our Trust130 promotion. Find out more at www.ecclesiastical.com/homeinsurance or call our team on 0800 783 0130 and quote **Trust130**.

* Terms and conditions apply and can be viewed on the offer website page above.



Ecclesiastical Insurance Office plc (EIO) Reg. No.24869 is registered in England at Beaufort House, Brunswick Road, Gloucester, GL1 1JZ, UK and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.



It's just bootiful

Norfolk Day is when our churches are encouraged to put their thinking caps on and come up with ways they can celebrate their pride and passion for Norfolk. It is an opportunity to be the centre of your community. 2018 was the first year that Norfolk Day was held and many of our churches combined events with this momentous day. It is

a day of fun, a day for laughter, a day to show how proud you are to live here, and a day in which everyone is encouraged to get involved. Stories on this page describe some of the events that our Norfolk churches hosted. Hopefully it will encourage you to try something similar. Norfolk Day 2019 is on Saturday 27 July 2019.

Singing for their books



Rosalind Wright
Christ Church Eaton

When we started to plan our hymnathon, we were not sure whether or not it would be to raise funds for new hymn books or for general church funds. By the time the event happened, it was looking positive for the hymn books, so we were able to raise funds for them. It was then suggested that the hymnathon coincided with Norfolk Day so that we could celebrate "all things Norfolk" as well. We advertised the event in the local magazine, Eastern Daily Press, Diocesan website, Network Norwich, social media and church publications. In addition, we were able to publicise via the Norfolk Day sections in the EDP and on the Norfolk Day Facebook page. The event was reasonably well-attended - around 40 people came, in stages. It was running for six hours from late afternoon

through to the evening, so we did not expect people to come for the whole period. Also, it was at the beginning of the holiday period. We have no plans currently to hold the event next year, but I expect we will mark the day in some way. In the meantime, we have a mini hymnathon coming up in the autumn in which we will finish singing the hymns we were unable to complete and hopefully raise some more money for the hymn books. (We have heard that other churches might do it or even run a similar event called a Christmas Carolathon.)

Asked if I would have done anything differently, I would say that if we had been clearer about the fundraising goals of the hymnathon, we could have pushed that side of the event more. Also I think that we could perhaps have been clearer about whether people should come to listen or sing (they did both!).

Margaret - a good Norfolk girl



Shirley Travis
Churchwarden
St Peter & St Paul, Mautby

Mautby Church is delighted to be involved in the three-year 600 Paston Footprints project as it was Margaret Paston's home church. She was born Margaret de Mautby and lived the early and latter years of her life in Mautby. Margaret was a key figure in the Paston history with her famous Paston Letters, which give us an insight into Medieval Life in the 15th Century.

As we are part of the above, with information displays in the church, we thought as Margaret was a Norfolk girl it would be appropriate to celebrate on Norfolk Day.

We publicised in the EDP, Yarmouth Mercury, Diocese What's On dates, our two websites and posters locally.

It was very well attended, 60 people over the two hours, also serving refreshments and cake.

2019 - We will celebrate again, and as it's a Saturday, more

people may attend. I expect with the Paston project, possibility of Paston Society members in costume with spinning and weaving, herbs and dyeing, knitting and calligraphy, or other plans that we are discussing regarding the project for Mautby. Anything differently, no unless we opened from 10am to 4pm rather than until midday. As there were many events locally, we thought two hours enough.

www.paston600.co.uk

Flowers for Norfolk Day

Margaret Henderson
Churchwarden, Hempstead with
Lessingham and Eccles (Parish)

Hempstead with Eccles and Lessingham PCC had decided earlier in the year to hold a Flower Festival. As the date coincided with Norfolk Day, we combined the two events.

We published early announcements in the parish magazine. It was also published in the EDP in the Norfolk Day events.

We placed posters in numerous local locations. For the event we had excellent signage and large boards strategically placed in the immediate area.

We were very pleased with the number who came along. The flowers were in All Saints' Church, Lessingham which is well placed (joined by footpath) with the Village Hall where we had craft stalls, refreshments and conveniences. It thus involved the community.

Plans for next year are still in the air! We wouldn't change very much. We were blessed with a brilliant organiser.



Updates from the Mission Strategy 2021 streams



The LISTEN stream's focus is to ensure the Diocese takes seriously the feelings some churches have reported of sinking under the burden of buildings, finance and bureaucracy; and to look at how we can streamline processes, remove paperwork, and assist in making buildings more mission focused.

Examples of what we have done:

- Organised the 'Transforming your church building for mission' training workshops

- A new maintenance system created by the National Churches Trust is being trialled in a parish

- A fabric officers contractors' checklist is now available on our website

- Funding Workshops, which included legacies and bid writing, were initiated in Norwich and Swaffham

- Run two recruiting days resulting in 25 volunteer Church Building Ambassadors

Examples of what we are doing:

- Organising more Parish Resources workshops for the autumn of this year

- Jointly with Historic England, created a new role of Heritage Support Officer

- Work has already begun on the rationalisation of the number of Boards and Committees the Diocese has

- Providing a smaller and more suitable for our rural parishes version of 'Know your Church, Know your Neighbourhood'

- The redevelopment of the Diocesan website

The CELEBRATE stream's focus is four-fold: to strengthen the facilitation skills of Rural Deans; to improve the sharing of good practice; to develop and make easily accessible a knowledge bank of expertise and experience; and to arrange the Bishop's Mission Day.

Examples of what we have done:

- Presented to Rural Deans about a Benedictine Rule of Life which could be used to encourage prayer across the whole diocese

- Created a portable display entitled 'Mission Is', which emphasises that a wide range of activities parishes are involved in

- Produced a series of short films to tell stories of good practice such as supporting refugees and asylum seekers, the running of a dementia café, and using our buildings for a wider range of community use

- Organised a Trinity Sunday service in the Cathedral to celebrate sharing our faith

- Put together prayer resources as we pray for those involved in the discernment of a new bishop

Examples of what we are doing:

- Commissioning a new Mission Hub resource area on the Diocesan website to enable people to share good resources

- Liaising with the Mothers Union in their Loving for Life project and supporting them with funding for having a stand at Wedding Fayres

- Promoting Thy Kingdom Come participation and services, and co-ordinating candles for parishes

- Providing funding towards the Cathedral's 'Seeing it differently' helter skelter project

The IMAGINE stream's focus is to oversee Fresh Expressions and the recruitment of Mission Enablers; encourage and build confidence in sharing our faith and making disciples, through two Church Army Mission Centres; and to explore sustainable models for mission and ministry in new housing developments.

Examples of what we have done:

- Through the Mission Enablers, created 'A Guide to Re-Imagining Church', sent out to all parishes

- Worked with the EMPOWER stream looking at new ways of encouraging evangelism. Much of the focus on this is currently working out through the bid for strategic development funding

- Set up a support group for clergy of parishes where significant new housing is under way or imminently expected, enabling good practice and recommendations to be drawn

- Developing a clearer understanding at what constitutes a 'Resource Church' and their role

Examples of what we are doing:

- Promoting 'A Guide to Re-Imagining Church' and supporting those who want it

- Looking ahead to future new housing planned in the Diocese to shape the church's response

- Promoting what 'Resource Churches' can offer to others

- Developing clearer lines of communication between Church Army Centres of Mission and the Diocese

- Responding to the emerging plans from the Strategic Funding Bid currently being made

The EMPOWER stream's focus is to offer training and learning opportunities to encourage and empower mission; fund project work and workers to increase our capacity working with schools, children, young people and families; and to support parish and deanery initiatives to address social need, poverty and deprivation.

Examples of what we have done:

- Funding a residential conference on 'Leading Your Church into Growth'

- Hosting two 'PCC Tonight' events to encourage effective PCC meetings, ensuring that mission is always a focus for agendas

- Planned a Youth Ministry Undergraduate Training Scheme in collaboration with Ridley College

- We began to consider a bid for Strategic Development Funding to support church revitalization and a church planting training centre

- Created a fund to assist churches in developing projects with a focus on Growing in Service (see article below)

- Launched a Ministry Experience Scheme, recruiting four young people

Examples of what we are doing:

- Funding a second 'Leading Your Church into Growth' conference and planning a refresher event

- Looking at various models of training for mission, including working to draw up a locally adapted 'Germinate' offering

- Explore new possibilities in empowering one another in the exciting work of God's mission

Bishop's Mission Strategy Fund



Up to £20,000 per year is available from this Fund. Every application will be assessed on its own merit, and at least 50% of the money needed for your activity must come from other sources - only up to 50% may be awarded from this fund.

Examples of types of project which will be funded are:

- Direct Mission Projects to assist parishes in the implementation of their mission action plan or vision statement;
- Indirect Mission Projects;
- 'Seedcorn' funding for feasibility studies for mission orientated projects;
- Christians to work together ecumenically and, where appropriate, engage with local faith communities;
- Diocesan Projects for the development of mission in keeping with the work streams of the Mission Strategy 2021.

Ideas of what you can apply for:

- Grants for people based mission projects;
- Grants to equip mission activities more effectively in your area;
- Work with specific groups such as youth, children, families and the elderly or projects such as those supporting mental health, dementia or disabilities.

Applications should take into consideration the Mission Values of the Diocese, which build on the "Five Marks of Mission" from the 1988 Lambeth Conference, and the work streams of the Mission Strategy 2021. These are:

- To proclaim the good news of the Kingdom;
- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society;
- To strive to safeguard the integrity of creation and sustain and renew the earth.

For more information about this Fund please look at www.DofN.org/missionfund

Growth in Service Grants

A 'Committed to Growth in Service Grant' is available and offers parishes up to £1,000 towards mission through service in local communities. Activities must focus on the local

community, with involvement from the local community and should concentrate on empowering and encouraging community members to use and develop their gifts and skills.

Quite often parishes argue that it is a lack of finance and manpower that stops the growth of their church, and they are happy to do nothing except manage the decline. Here is a fund that will help you finance any projects. Re the manpower issue, this is an ideal opportunity to work with other people in your community and get a church growth project off the ground.

Projects and activities that you are seeking funding for should

tackle at least two out of the three following areas:

- Poverty of Resources (low income, poor education, poor health, lack of qualifications)
- Poverty of Identity (drug or alcohol misuse, poor mental health, lack of well-being, lack of self-worth)
- Poverty of Relationships (fear of crime, lack of trust in others, isolation, family breakdown).

For more information please see www.DofN.org/servicegrants

Fingers crossed - changes to lottery funding

Michele O'Keefe
Parish Funding Support Officer

We have been perched on the edge of our seats to see how the changes to funding from the National Lottery would affect us and the projects we want to undertake across our Diocese. At the end of January, changes were announced and here is a summary of the revised funding options:



Big Lottery becomes The National Lottery Community Fund
www.tnlcommunityfund.org.uk

This fund has a clear aim of "Supporting what matters in the community":

Grants are in two ranges, but with both, read the Application Guidance Pack to give the best possible chance of success.

■ £300-£10,000 Apply at any time using the online application process.

■ £10,000 plus Use the website

which shows a range of funds to support specific types of projects (this includes addressing community issues, promoting partnerships between organisations, supporting young people and adopting digital solutions).

The various funds have specific criteria and application deadlines. All applications are done online.

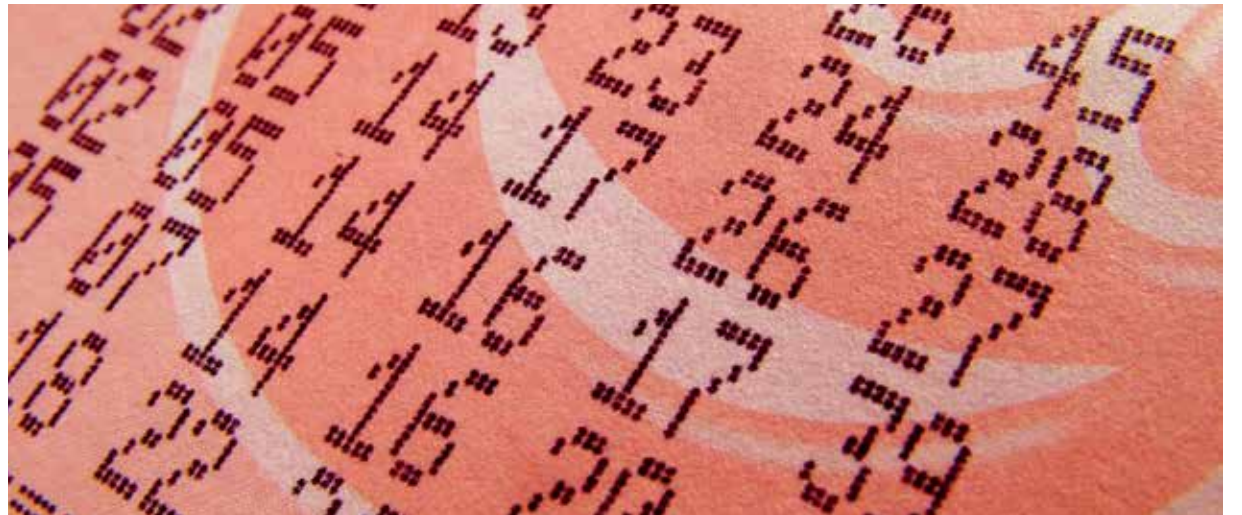


Heritage Lottery Fund (HLF) becomes National Lottery Heritage Fund
www.heritagefund.org.uk

This fund has a clear aim to preserve "anything from the past that you value and want to pass on to future generations".

Grants come in four ranges plus an additional support for enterprise.

Guidance notes are provided for applications up to £10,000, with additional support for projects over £10,000 with the option of a Project Enquiry Form.



All applications are made via an online process.

■ £3,000-£10,000 apply at any time.

■ £10,000-£100,000 apply at any time.

■ £100,000-£250,000 apply for quarterly review board - 5% of the cost of your project needs to be self-funded.

■ £250,000-£5,000,000 Complete an Expression of Interest (EOI) form then successful candidates will be invited to apply to be considered at the quarterly committee.

5% of the cost of your project needs to be self-funded for projects up to £1m and 10% of the cost of your project needs to be self-funded for projects over £1m.

Application deadlines for 2019 are 28 May, 20 August and 19 November.

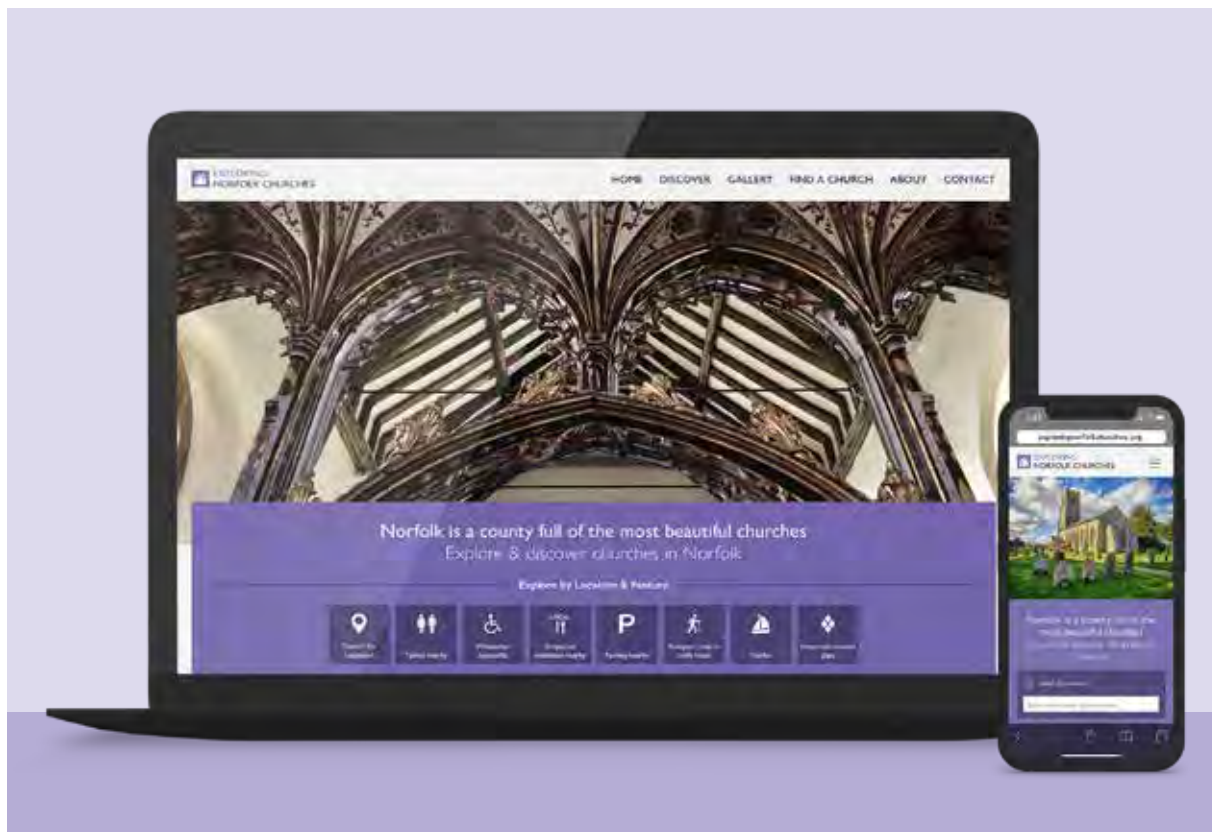
Heritage Enterprise Grant
www.heritagefund.org.uk

For this grant scheme is for projects to achieve economic growth by investing in heritage or bringing

a neglected historic building back into a financially viable use responding to local economic and social needs.

Your Parish Funding Support Officers (Michele and Robert) are available to help you access a wide range of funding solutions and are happy to talk with you about your projects, however big or small – every project is important.

New Exploring Norfolk Churches website



Gordon Darley
Director of Marketing & Communications

The Diocese is excited to launch a new Exploring Norfolk Churches (ENC) website at www.exploringnorfolkchurches.org

Its aim is to help promote the stunning heritage of our church buildings across the Diocese and encourage visitors to step inside a church whilst they visit the area. It contains the wealth of information

previously included within the A5 booklet of the same name and will be promoted online and through Tourist Information Centres and at other tourist attractions.

As well as an interactive map and photo gallery for each church, the site enables visitors to explore and filter churches by their features, such as showing all churches on the route of a recognised walking or cycling trail, those near a staithe, or those with important stained glass. Having helped the visitor discover

the church, the site points them directly to the church's website where greater detail can be found.

The site's information comes from the central Diocesan database, so do look at your church's entry and let us know via the website if any amendments are needed. You'll see an "Update this entry" link at the bottom of every church's page. When we update the database these changes automatically show on the Diocesan website, ENC website and Bright Map. Do take a look!

Classifieds

Philip Parker Associates Ltd

Ecologists experienced in bat surveys at over 250 churches in Norfolk

01553 630842
admin@philipparkerassociates.co.uk

Grant Finder

A free online funding website to help you find grants and funding

01603 882326
www.DofN.org/grantfinder

CARTERS WINDOW CLEANING & GARDENING SERVICE

THE PROPER way to clean windows.
We also clean facias, guttering, patios and conservatories. We do all aspects of gardening and grass/hedge cut etc.

07909 895982
carterswindows@talktalk.net

A.&K. WOODGATE LTD

BUILDING CONTRACTORS - EST 1970
Church repair and annual maintenance programmes

T 01502 511944 M 07710 629685
Eakwoodgate1970@gmail.com

Holmes & Swift Organ builders

Organ tuning, repairs and restoration projects of all sizes
Established 40 years

07767 754743
www.organrestoration.co.uk



B&H Clergy Shirts and Collars, the online shop for quality Clergy Shirts and Cloth Clergy Collars and more

01603 871 911
www.bandhshirts.com

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.

The acceptance of advertising in this publication does not indicate editorial endorsement.



Ensure your church website is compliant with safeguarding policy

Gordon Darley
Director of Marketing & Communications

The Church of England's Parish Safeguarding Handbook (available at www.DofN.org/safeguardinghandbook) which all parishes and clergy are required to comply with, states that parishes must "ensure that safeguarding arrangements are clearly visible on the front page of the parish website".

A link entitled "Safeguarding" in the header or footer of your site, or indeed solely on the homepage of your site, is sufficient.

We advise parishes to include the following information on the page it links to:

1. Link to the Diocesan Safeguarding web pages at www.dioceseofnorwich.org/training/

safeguarding - this page has the Diocesan Safeguarding Advisor's contact details and details of how anyone can report a concern.

2. Give clear information about who to contact in the benefice (your Named Persons) if anyone has safeguarding concerns, and include their contact details.

If you do not have a parish website but use A Church Near You, the Parish Safeguarding Handbook states "in this situation the parish may want to offer some information on the A Church Near You website." We recommend therefore that you apply the information outlined above on your A Church Near You site. For help with ACNY, visit their help centre at www.DofN.org/acnysupport

How 'good' can come out of a 'bad' situation



Michael Gurney
St Mary's, Northrepps

The lovely church of St Mary's, Northrepps in North Norfolk had lead stolen from the chancel and vestry roof in 2017. Sadly, the CCTV that was already on order had not yet been installed and so the insurers would only contribute £7,500 to the £27,000 bill.

Lesson One – always get CCTV installed as it deters burglars! Insurers are also more likely to cover the cost.

The very small congregation was faced with a very large bill and no structural funds in the reserves to pay for it, having just paid to repair the nave windows.

We approached Geoff Freeman, then one of the Diocesan Parish Funding Support Officers, who gave us invaluable advice about potential sources of funding and critically suggested we appeal to everyone in the village to help. Our then vicar David Roper excelled in

leading the fund-raising effort.

Lesson Two – you are not on your own – the Diocesan Parish Funding Support Officers are there to help you.

The Norfolk Churches Trust, The Paul Basham Charitable Trust and the Geoffrey Watling Charity kindly gave us invaluable support but we were still £13,000 short.

Lesson Three - there are a number of potential sources of grants depending upon your need and the project. The Diocese can help you identify these and do use the online Diocesan Grant Finder – but grants will never cover everything. You need first to make the effort to raise funds locally.

With Geoff's assistance we drew up a small leaflet that we put through every door in the village asking people to help.

The response has been extraordinary. Not only did people from across the village donate over £5,000 but there was a highly

successful open gardens weekend in 2018 which raised £6,000; and villagers, from every denomination and none organised a wide variety of events from coffee mornings to afternoon teas.

A weekend resident even brought his band 'Top Banana' up from St Albans to play in the village hall to raise funds for the roof! We raised the balance needed.

Lesson Four – just because people do not come regularly to church it does not mean they do not love and respect their church.

David Lemon, our architect, who now works for Spire went over and beyond to get quotes and then, when the money was raised, ensured the work was done properly.

Lesson Five – do ask Spire to quote to manage the work.

Out of a terrible act of theft the village has come together as never before. Not only is the roof now mended but we have a closer community.

REVELATION
CAFÉ • TEA ROOM • CHRISTIAN BOOKSHOP

APRIL AMBLE 2019

In support of Revelation Resource Centre

Join us for a circular walk of approximately 3 miles starting and finishing at
St Michael-at-Plea Church, Redwell Street
2.30pm on Palm Sunday 14th April 2019
Tea, coffee, cake and biscuits served afterwards to all participants.



Please contact us for a sponsorship form

Revelation Resource Centre
St Michael at Plea Church, Redwell Street, Norwich, NR2 4SN
Tel: 01603 619731 Email: norwichcrc@btconnect.com
Website: www.revelation-norwich.co.uk

A faculty or not a faculty? That is the question

Matthew McDade
Executive Officer (Secretary to
DAC) for Church Buildings

What does and doesn't require a faculty?

Back in 2016 a piece of legislation, The Faculty Jurisdiction Rules (2015) came into force. This changed which pieces of work required a faculty and, for those that still do need a faculty, what documents need to be submitted.

A big change was the introduction of what's called Lists A, B and C. Simply put, List A includes everything that can be undertaken without permission. These include such items as (not an exhaustive list):

- Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation
- The repair, maintenance, removal, disposal or replacement of a flagpole
- The repair of churchyard paths and other hard-surfaced areas, including resurfacing in the same materials and colour
- The repair or like for like replacement of wire mesh window guards.

List B introduced a new concept of 'Archdeacon's permission'. These items can, under specific circumstances, be undertaken without the need for a full faculty. They do, however, require the written permission of your Archdeacon before any works are carried out and, although the faculty process may not be required, the standard information (such as a quotation, specification, schedule of works, relevant drawings etc) still need to be submitted. Items include (again, not an exhaustive list):

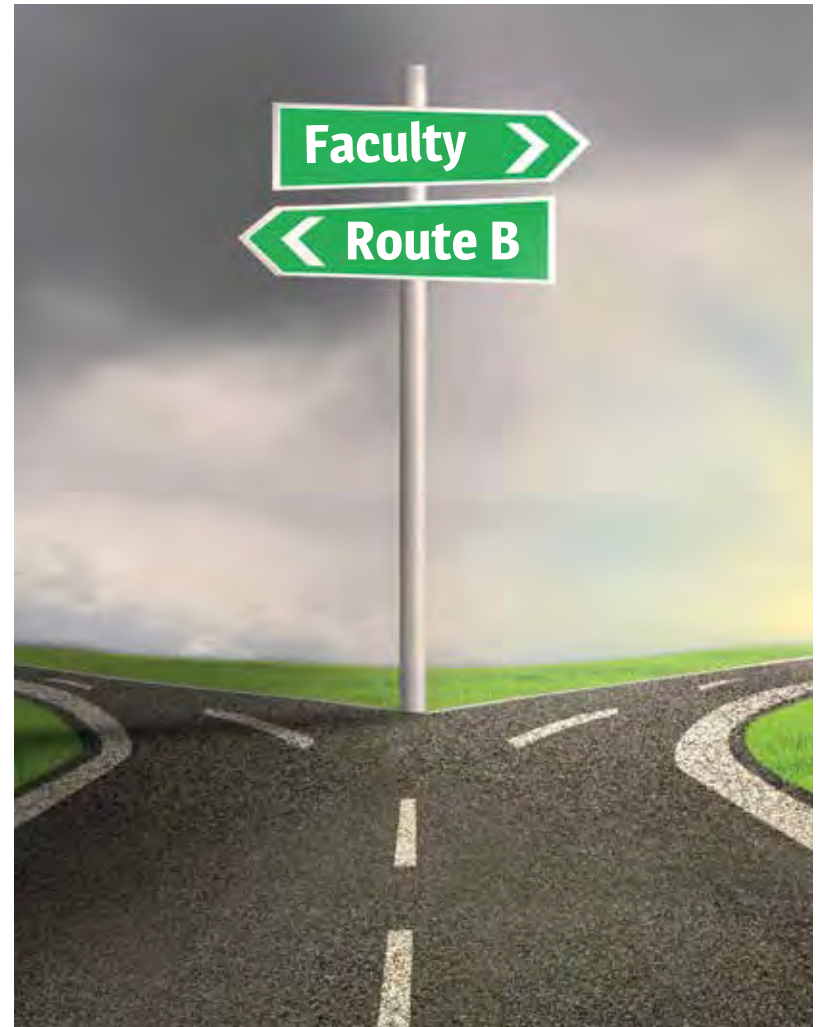
- Works of routine maintenance and repair affecting the fabric of a church or historic material
- Works of adaptation (not amounting to substantial addition or replacement) to heating systems and gas, water and other services
- The like for like replacement of roofing material
- The installation of a roof alarm
- The installation of a sound reinforcement system or loop system or the alteration of an existing system
- The disposal of free-standing chairs

- The introduction of benches in a churchyard
- The felling of a tree that is dying or dead or has become dangerous (as long as the tree in question does not have a Tree Preservation Order on it).

List C items (in effect, anything not specifically mentioned in lists A and B) require a faculty. These items include such things as removal of pews, installation of lavatories and serveries, extensions, internal re-orderings and partial demolitions. Statements of Significance and Need are required, by law, before formal faculty applications can be considered. A simple pro forma for these can be downloaded from the Diocesan website.

Clarification regarding what does and does not require a faculty can be answered by the Care of Churches Office:
DAC@dioceseofnorwich.org

A comprehensive list of what items relate to which permissions can be downloaded here: **www.DofN.org/faculty**



Arriving easily at our destination - the Route B way

James Tulley
Churchwarden & Fabric Officer
St Mary's Church, Antingham

Every time I raise the issue of repairs to the church with my PCC, you see their eyes roll and hear mutterings along the lines of "not another faculty – it'll be years before we get anything done". It is true that dealing with a Grade I Listed building is not an easy matter - what with architects, builders, the Diocesan Advisory Committee and numerous other interested parties to deal with. Almost inevitably you will need to get some type of permission and woe betide the PCC that doesn't!

Recently, however, things have become considerably easier and my burden as Churchwarden cum Fabric Officer has been markedly eased. Firstly, the ability to deal with the bulk of the process online means that the volumes of paperwork are automated (and some parts such as the Statement of Significance can be cut and pasted from previous applications). Secondly, recent changes to the system mean that so much more can be dealt with via a Route B application, which can be carried out with the approval of your Archdeacon. The Archdeacon will liaise with the DAC Secretary, but this is a speedy and simple process, enabling parishes to get on with important work without delay and avoiding the need for a faculty. Generally speaking, the items

that make up List B tend to cover repairs rather than alterations.

Here in Antingham we have recently agreed a significant package of work to address our QIR. My immediate thought was that this would require a faculty. A quick call to the DAC office to discuss my plans is something I always do; indeed, I would go so far as to say it's essential. In this case the answer was to the effect of "it may not require a faculty – set out the details of your proposals and we'll let you know". I initiated the process online and attached my key documents. Within 24 hours Matthew had checked through my proposals, determined that a faculty wasn't needed and passed them to the Archdeacon for his agreement. I was astonished to receive approval from the Archdeacon within minutes, although this may have had something to do with his imminent retirement rather than my persuasive arguments! Nevertheless, and notwithstanding your Archdeacon's enthusiasm for church repairs, it really is so much simpler and quicker to get things done online. The process is interactive, asking you a number of questions about the work you are planning and helps you determine whether a Faculty or Route B application is needed. It will also lead you through all the requisite documentation that you need to produce. What can I say: it works, and it works well!

Relief easily achieved online – obtaining a faculty

Martin Braybrook
PCC Treasurer
All Saints Church, Beeston Regis

Just over twelve months ago the PCC at All Saints, Beeston Regis agreed that, if it was possible, we should proceed with the installation of a disabled friendly toilet inside the church and a local firm of architects drew up some sketch plans.

We all knew that for this to go ahead we would have to apply to the Diocese for a faculty but before starting the formal application process we approached Matthew McDade at the DAC for his advice. From the outset Matthew could not have been more helpful and he and members of the committee were only too willing to meet with us at the church to discuss our proposals and advise us what was likely to be acceptable.

Their written report and photographs were invaluable when we then started to apply for the faculty and here, once again, Caroline Rawlings was only too happy to talk us through the online application.

To some the online application might seem daunting but everything was very self-explanatory. We worked on the



basis that the more information we could provide the better, so architects plans, PCC minutes, building regulations approval and a Statement of Significance were all submitted online.

The Chancellor makes the final decision and here once again Joanna Pelan, the Diocesan Registry Clerk was incredibly helpful. Various bodies had to be advised but she did this work for us. Our faculty was finally granted on 12 September, just over six months after the initial visit from the DAC.

Do:-

- Speak to the DAC at the outset and ask them to carry out a site visit
- Speak to Caroline Rawlings who will guide you through the online application
- Download and send as much paper work as possible. Everything the Chancellor asks.

Don't:-

- Be afraid of computers.
- Be put off by the application process.

CYF Champions



Anna Walker
Children, Youth & Families
Project Adviser

The Children, Youth & Families (CYF) Task Force is currently comprised of fourteen members from around the Diocese representing key projects and specific areas of ministry relating to children, young people and families e.g. Schools and Mission Work, Open the Book, Under 5's.

Each member is passionate about what they do; bringing updates on local and national initiatives as well as contributing to networking and delivery of events. This knowledge and expertise is an asset to the Diocese and with the support of the CYF team, the Task Force members are keen to champion, assist and see similar ministries and projects take root and flourish in other contexts across the Diocese.

In summer 2018, Jan Gwyn from Cliff Park Community Church in Gorleston had the opportunity to deliver the CAP Money Kids Course at Cliff Park Junior School. In need of an extra coach and resources, the CYF team put Jan in touch with Maryanne Richardson from the Task Force who is an advocate of CAP's work and CAP Money trained.

Jan says: "Maryanne was extremely helpful when we were setting up our resource boxes ready to deliver CAP Kids. Her years of experience running this course herself furnished us with valuable top tips! We were desperate for a third coach to enable us to deliver the course to all three Y5 classes at the same time and Maryanne stepped in to help us and we were very grateful."

Maryanne says: "It was great to meet the team from Cliff Park and

contribute to the preparation and training for these lessons. Jan and her team have such a heart to serve the school and community, it was a joy to join them in school to deliver this vital resource! Personally, it highlights the need for children to be equipped with these basic money management skills, if we want to see the statistics associated with 'problem debt' reduced across our county. We the 'Church' have the tools to help bring about this change!"

In order to make it easier for people to connect with these 'CYF Champions' for advice, support and direction, a new list has been produced on the Diocese website: www.DofN.org/champions

To know more about a project or have an initial conversation, please contact a champion or speak to the CYF team on 01603 882335.

Ready, steady, welcome

Read Caroline's article to check if you are ready to welcome visitors to your church. Why not invite someone who is not a member of your congregation to do a visit - a mystery churchgoer! Give them a checklist to see how prepared and welcoming you are as a church.

Caroline Rawlings
Care of Church Buildings

With Spring imminent and the tourist system started, you may wish to, if you haven't already, consider getting your church ready for visitors. Don't forget welcoming is an important mission opportunity. Things you may wish to consider are:

Is your church clean and tidy?

Is your church cluttered? Having the church untidy and/or cluttered may leave the wrong impression of

your church to visitors.

Is your signage up to date?

Have you considered placing a sign near the entrance to show visitors are welcome?

Are your gates, boundary walls, hedges and noticeboards well maintained?

Do noticeboards contain up-to-date information?

Is your church guide up to date, and do you have enough copies for the forthcoming season?

Or if you have embraced modern technology, is your website up to date, can information be easily found and downloaded? Do you have a special guide for children? Don't forget this is also an opportunity to display information about Christian beliefs, baptism and weddings.

Do you have a visitors' book?

Feedback is always helpful.



If you can provide disabled access, are the instructions for assisted access clearly displayed?

Many visitors rely on toilets being open and accessible. Therefore, if you have them please ensure that they are open, clean, tidy and available for use.

Are you considering offering refreshments?

If so, it is essential that everything is kept fresh, easily accessible and safe to use. Don't forget many visitors also have dogs.

Having a designated prayer area with invitations to pray.

Churchyards are often ideal for

quiet prayer and meditation. Have you therefore considered having a place where visitors can rest and reflect?

How you ask for donations, and when.

The visitor experience is enhanced by first seeing a welcome sign and guides on entry but is diminished by first seeing a sign saying how much it costs to keep the church open. Consider having a donation box notice on the way out to the effect: "We hope you have enjoyed your visit to this Church. If you would like to help us to maintain it your gifts will be warmly and gratefully received"

Useful websites

Previous editions of PCC News

Download and read previous editions in PDF format
www.DofN.org/pccnews

Grant Finder

A free online funding website for local parishes to help you find grants and funding
www.DofN.org/grantfinder

Diocesan Registry

For advice on legal matters
www.DofN.org/registry

Churchcare

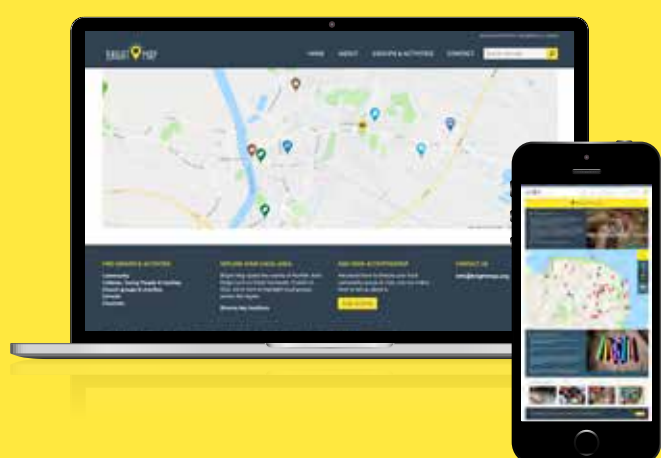
Lots of information on caring for church building, contents, churchyards and developing your church building
www.churchcare.co.uk

Church Legacy

Information for individuals considering leaving a gift in their will to their local church
www.churchlegacy.org.uk

Parish Resources

Resources to support all aspects of stewardship, administration and church management
www.parishresources.org.uk



Parent & toddler groups • Coffee mornings
Messy Church • Alpha • Art & creative groups
Music groups & choirs • Dementia cafes
Bell ringing groups for older people • and many more

Add your church groups & activities to the map

Be more visible to your local community by adding your regular groups and activities to www.brightmap.org for free!

BRIGHTMAP™

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.

FSC logo