

Celebrating the life of PCC News

The newspaper for all PCC members to help support your church



Anna Chaplaincy update p3



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In this final issue we have taken a walk down memory lane and reprinted some articles from the last seven years with some updates from the parishes that supplied the articles. It is comforting to see that those parishes have continued to flourish and grow.

Communicating well

Elizabeth Humphries
Communications Manager

Listening and responding

We are aiming to improve the way we communicate with PCCs, churches, parishes and volunteers. Our core purpose is to support mission and ministry in Norfolk and Waveney. So we want to hear from you. We aim to serve you in a supportive and helpful way, and as such, we want to improve two way communication.

Changes to our provision

PCC News has contained helpful stories and practical guidance over the past 10 years, printed, packed and posted to around 4000 people each quarter and we are so grateful to all who have contributed. A special thank you to the editor, Robert Culyer, for all his effort and care. It is now time to bring PCC News to an end as a printed publication, so this Winter 2023 edition is the final one. However, the stories won't stop! We still want to hear from you about your PCC, your mission plans, your church news and events and there are many ways to do this.

Communication Channels

You can subscribe to eNews: www.DofN.org/eNews-sign-up

Visit our website:
www.dioceseofnorwich.org

View our social media:
platforms www.facebook.com/dioceseofnorwich

If you have a specific PCC story you would like to share with the Communications team, or for press/media support, please contact:
news@dioceseofnorwich.org

If you would like to speak to a specific member of the Parish Support Team, we'd love to hear from you. Please contact hello@dioceseofnorwich.org or call **01603 880853** and we'll make sure your question or story goes to the right person.

Changes to Prayer Diary

The printed Prayer Diary has been delivered along with PCC News each quarter since its inception in 2019. With PCC News coming to an end by Dec 2023, we need to rethink the way we are delivering the Prayer Diary.

Therefore, we need to start a new mailing list for those people who wish to continue receiving the Prayer Diary as a printed publication.

The digital version of the Prayer Diary is still available to sign up to if you haven't done so already. If you are a

clergy or PCC member, you will receive the digital prayer diary automatically. You can still unsubscribe at any point.

Please note the following:

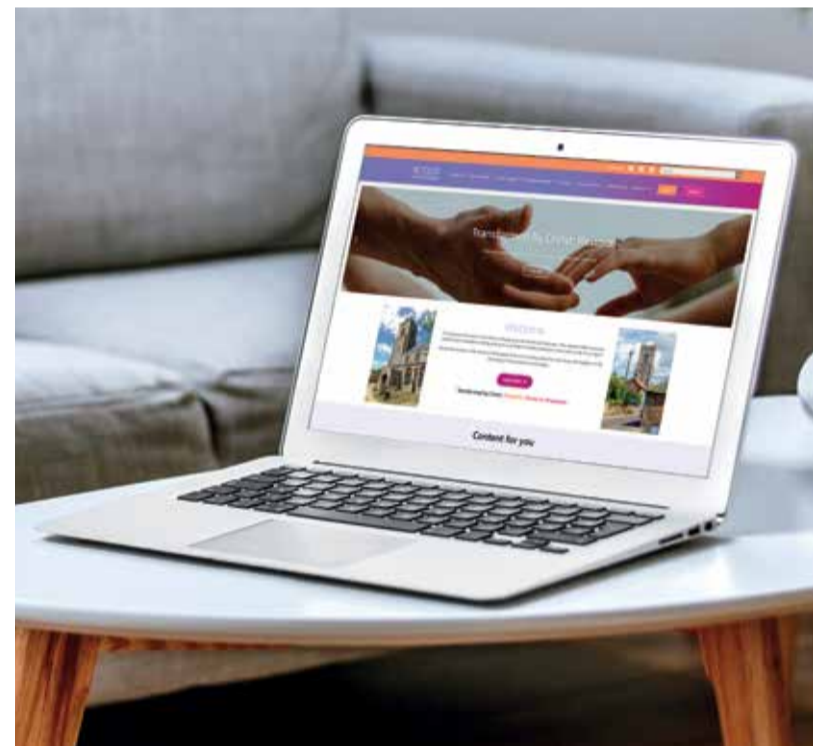
■ You can subscribe to the digital version, which is delivered to your inbox each quarter, via this link: www.Dofn.org/prayer-diary-digital

■ If you wish to receive a printed version, we need to begin our mailing list again to ensure compliance and that you receive the publication you have requested. You must subscribe here: www.DofN.org/prayer-diary-post. This will ensure you receive all four Prayer Diaries during the year. If you do not subscribe, it will not be delivered to you.

■ The Prayer Diary is still compiled, printed and posted for free. However, if you would like to contribute to the cost, you can donate here: www.Dofn.org/prayer-diary-donation

■ Current 'one off' copies can still be bought through the shop: <https://shop.dioceseofnorwich.org/products/prayer-diary>

■ If you belong to a parish or benefice and would like more than one copy, please contact us and we can make a note of it. If you need any support with these changes, please email



hello@dioceseofnorwich.org or call **01603 880853**.

Church Buildings Bulletin

If you have a specific role connected with looking after your church building, such as fabric officer, you should now be receiving the digital Church Buildings Bulletin newsletter which launched in September 2023.

Customer Service improvements

We're also aware that some people don't necessarily like communicating digitally. In response to this, we're aiming to proactively improve our customer service by ensuring that you will always get to speak

to a person as your first point of contact when you get in touch with the Parish Support Team. The responsibilities for this role are still being finalised at the time of writing, but it will be a person whose job it is to be the welcoming voice of the Parish Support Team and to proactively contact churches and PCC members to find out how we can support you.

We hope these changes as a whole will improve our communications and customer service to PCCs.

In the first instance, please email: hello@dioceseofnorwich.org or call **01603 880853** from 9am to 5pm Monday to Friday. We look forward to hearing from you.

Editorial

Robert Culyer
Generous Giving Adviser
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I must admit that I feel extremely tearful writing my final editor's column for your newspaper.

I have had the privilege of being your editor for eight years and it has been an absolute pleasure to be sat on your coffee tables over that time! I hope that you have enjoyed receiving PCC News and liked dipping in and out of the publication when you have had a quiet moment to sit and read the stories from other parishes from across the Diocese.

It goes without saying that I have enjoyed receiving all the lovely emails from you telling me how you felt inspired by an article, or a thank you for including an article about how to do something, whether it be starting a new building project or how to apply for a faculty. On many occasions we have had the pleasure of hearing how the project has come to fruition and how this good practice has encouraged another one of our parishes to start a new project, and how you have improved your parish's prospects and seen it flourish.

I am very keen to see improvement and at the moment I am reading a book about the 7 habits of the most effective people. I rarely read self improvement books because, as Mary Poppins told me 'I am practically perfect in every way'. Sadly my partner disputes this! One of the things the book asks you to think about is what you would like to be remembered for. So as a PCC member/Christian what is your end goal? What would you want to

be remembered for? I would expect most of us would want to be remembered for living out our Christian faith, following in the steps of Jesus, and for having a generous spirit. How have we as individuals responded to God's abundance and generosity? When I talk about having a generous spirit I am not necessarily talking about money but what kindness we have shown to other people. It might be as simple as holding a door open for someone, making them a cake or leaving your church a legacy.

In this final issue we have taken a walk down memory lane and reprinted some articles from the last seven years with some updates from the parishes that supplied the articles. It is comforting to see that those parishes have continued to flourish and grow.

I shall definitely miss the role as your PCC news editor but look forward to still seeing you as I travel across the diocese visiting churches and PCC meetings. Being a PCC member is a great responsibility and it is surprising how many of you step up and take on the challenge. The Church is in a period of change and with prayer, your hard work and dedication, we will all come through stronger and fitter for the future. You all do an amazing job supporting and working towards the growth of The Kingdom. Please keep up the valiant work and remember that the Parish Support Team are here to support you every step of the way.

Joyfully, merrily, lustily?



Following on from the article in the last issue about the pop up choir I thought this would be a nice reminder of some do's and don'ts

Written in Winter 2017
Issue 10

The Psalms are filled with exhortations for us to sing: most of these references are accompanied by adverbs such as 'joyfully', 'merrily', 'lustily'. Singing should be a happy and joyous activity, whether in church or otherwise. Articles in the weekend supplements, television talent shows, scientific studies and social media all constantly convey the message that singing is good for us, both as individuals and as communities - so we should surely be doing all we can to encourage it in our churches.

Setting up a choir may not be easy, and to pretend otherwise would be to overlook the very real challenges that many of our smaller church communities face in providing any kind of music for their worship week by week. I am acutely aware that, as a Cathedral Director of Music, I enjoy all the privileges

of a well-resourced department, and choir stalls bursting with talented boys and girls - the polar opposite to those rural churches who are lucky if they have anything but a CD player to lead their worship. However, although the two situations may seem incomparable, it is worth remembering that any choir is made up quite simply of people - and that is where the common ground lies.

For all singers, but for volunteers especially, singing has to be about enjoyment. People have to want to be in a choir, and have to enjoy it when they get there. They don't want it to be another chore in their already full week. Think, therefore, about when the best time is for a choir to meet. How can it be a social occasion, as well as a musical gathering? Why not make coffee and cake part of your weekly rehearsal? A handful of people gathered to sing in someone's living room with a glass of wine in hand is a much more attractive prospect than a chilly and damp chancel on a Friday night! Children like to feel 'special' - so for them, if being in the choir means they enjoy a snack & drink at rehearsal, get to play games with friends before or after the

singing, or go on the occasional outing - so much the better. Whoever is leading needs to realise that their singers are there first and foremost for their enjoyment: nothing is more likely to put them off than an over-ambitious choir master or mistress barking at them.

Think about the core aims of any singing group, and be realistic. Where and when is the group going to sing, and how often? What time commitment is reasonable and sustainable? What kind of music is the group going to sing? If in church, a well-rehearsed piece once a month is surely preferable to struggling through a communion anthem every Sunday. Failure to judge any of these things correctly can spell disaster from the outset. Choose the kind of music that your singers want to sing, not what you or anyone else think they should be singing. And, as with anything a worshipping church community does, the focus should be on striving for excellence. Working with children, I am constantly reminded of their thirst to be challenged and their innate desire to succeed - so don't underestimate what they are capable of, or their appreciation of doing something well. Delivering simple music, sung well, is overwhelmingly more satisfying than the opposite, both for those performing and those listening, and builds a more solid foundation from which a choir can progress.

Ashley Grote
Master of Music
Norwich Cathedral

What is my charity number?

Written in Spring 2022
Issue 24

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

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

The majority of PCCs are "excepted from registration". This is due to legislation which exempts PCCs with regular income of less than £100,000* from registration with the

Charity Commission.

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

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

Note the parish is excepted from registration and quote "SI 1996 No. 180" (or the most recent amendment, being "SI 2021 No. 55"). This refers to the charities exemption from registration regulations which can be viewed at www.legislation.gov.uk/uksi/2021/55/contents/made

*The current legislation excepting charities from registering if their regular

income does not exceed £100,000 is not due to expire until the 31st March 2031, by which time it is expected that PCCs will need to register with the Charity Commission. A recent change means that if your PCC exceeds income of £100,000 in a particular year, even if this is deemed to be a one-off, you must now register with the Charity Commission and guidance on how to do this can be requested from the Finance Department. Where you find an organisation such as a bank will not accept the above explanation, please contact us for further assistance.
james.south@dioceseofnorwich.org,
01603 882347

James South
Senior Finance Officer



Anna Chaplaincy in the Diocese of Norwich

Written in Spring 2022
Issue 24

Rowan Williams (former Archbishop of Canterbury) is quoted as saying – “mission is seeing what God is doing and joining in”.

For many years, parishes have faithfully ministered to the elderly in the parish. The Covid pandemic saw churches develop creative ways of supporting those who were isolated, alone and anxious. One of the things we are realising is that the local church has a crucial post-pandemic role to play in supporting the elderly in every community. Anna Chaplaincy is one way that we can continue to minister to the elderly.

Anna Chaplaincy is a nation-

wide initiative which works in partnership with the Bible Reading Fellowship. Anna Chaplains are named after the widow, Anna, who appears with Simeon in Luke’s Gospel – both are good role models of faithful older people.

Anna Chaplaincy is a person-centred ministry for people of strong, little or no faith at all. It involves visiting older people wherever they may be living, whether in residential and nursing homes, sheltered housing, retirement complexes or other private homes. The emphasis is on spiritual support but, clearly, people’s practical struggles will also play a part in their overall wellbeing. Anna Chaplaincy is intended to complement and run alongside, rather than replicate or replace, ministry already being done in

churches. Anna Chaplains are licensed to the local parish and are locally focused.

Over the past few months, we have seen a growing number of parishes engage with Anna Chaplaincy and we have identified an opportunity to create a diocese-wide network. An Anna Chaplaincy steering group has formed to lead the local initiative.

St Stephen’s has been exploring how Anna Chaplaincy can complement the range of ministry they offer. The Revd Madeline Light writes: “Margaret Blackshaw, a member of the St Stephen’s congregation, was aware of many people caring for family with dementia with very little understanding of the condition. She arranged a couple of workshops with a well-qualified speaker.



However, the pandemic stopped the workshops from happening. When the possibility of becoming an Anna Chaplain with a special concern for the spiritual care for older people came to our attention earlier this year it

seemed an obvious way forward for her and St Stephen’s. We look forward to the training the Anna Chaplaincy offers to equip us to serve our city centre community better.”

The Revd Peter Leech

Update

In 2021 Anna Chaplaincy ministry seeds were planted in this diocese. Then we had four chaplains, today we have 15 people commissioned and we are encouraged to see a growing Anna ministry in our parishes. Anna

Chaplains from Lowestoft to Gaywood meet regularly and journey together nurturing and encouraging faith and spirituality in older people. For more information contact Revd Nigel Tuffnell (Diocesan Anna Chaplaincy Coordinator) rector@7churches.org.uk



Top tips for church maintenance this winter

Written in Winter 2017 /
Issue 10

With winter now upon us there are some useful steps that we can undertake to minimise the risk of cold-weather related incidents.

■ **Rainwater goods, gullies and drains.** Make sure that gutters, gullies and downpipes are clear of detritus (such as leaves) and clean out any drains to ensure they do not become clogged.

■ **Pathways.** Keep pathways clear of snow and use grit/salt on the main approach to the church if freezing weather is expected.

■ **Pipes.** Lag any pipes to lessen the risk of fracture and service the boiler/heating system regularly. If you have a frost thermostat make sure it is working. Should a pipe become frozen turn off the water at the mains and gently unfreeze the

affected pipe by using some gentle heating machine (such as a hairdryer or hot water bottle). Should a pipe burst make sure the mains water is disconnected, drain the liquid into an appropriate holder and repair the breakage as soon as possible.

■ **Temporary heating.** Sometimes heating systems fail during the winter months. Should you require temporary heating you could introduce electric heaters but liquid petroleum gas versions should be avoided at all cost. This is due to them producing lots of water vapour, which can be extremely damaging to the church building.

■ **Candles.** Simple precautions can avoid the risk of fires, should candles be used during services. Make sure that candles are kept away from flammable objects and are never left unattended.

■ **Roofs.** A once-weekly visual inspection of the roofs can identify issues (such as slipped slates) before they become a major issue. Should repairs be minimal and be on a like-for-like basis these should be undertaken immediately.

Matthew McDade
Former Executive Officer
for Church Buildings

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Public Art installations at St Peter Mancroft



Written in Summer 2019
Issue 15

St Peter Mancroft is a strange church; not the people, of course – they're lovely! We are a city-centre parish with very few residents; more pigeons live in our patch than people. Our

parish is extremely small and is mostly Norwich Market. How can you be a community in a parish like this?

One of the things I noticed when taking up my position at Mancroft was that the social life of the church was quite sparse. There were lots of very good events, and long-established

PCC health check

Written in Winter 2016
Issue 7

In the previous edition of PCC news I looked at the responsibilities for individuals as PCC members. In the article, I mentioned the fact that I appreciate that when a PCC meets that time is limited, but I really believe that every PCC would benefit from taking a step back and examining how effective you are as a PCC. As a school governor at two church schools we have audits of our governing body because at the end of the day we are held to account if our schools do not perform well. The Archbishop's council have identified the following seven points for a PCC to consider seeing how effectively they are operating:

An effective PCC...

1. is clear about its purposes, mission and values, and uses them to direct all aspects of its work. PCC Members always act in the best interests of the PCC, making balanced and adequately informed decisions, and thinking about the long term as well as the short term.
2. has adopted structures, policies and procedures which enable it to achieve its mission and aims and meet its objectives efficiently.
3. sees sound governance as an important part of its stewardship. It has appropriate procedures in place and manages any conflicts of interest appropriately.
4. manages and uses its resources (including finance, skills, knowledge, experience

and assets) so as to achieve its potential. It plans and budgets effectively, including periodic review.

5. views accountability and transparency as key values, and recognises that it is accountable to wider constituents. It communicates effectively, explaining its activities and decisions in an open and transparent way whilst maintaining confidentiality where appropriate.

6. is flexible enough to adapt to change appropriately. Avoiding complacency, the effective PCC will want to increase its effectiveness in meeting its core object of promoting in the parish the whole mission of the Church.

7. acts with integrity, and in accordance with its values.

As I said at the beginning of the article I appreciate that you are always short of time at PCC meetings but putting this item on your agenda might just help you see where your areas of strength and areas of weakness are.

The Church Pastoral Aid Society (CPAS) has developed a new resource to help clergy lead PCCs effectively so that churches are better able to fulfil the mission of God in their communities.

The resource helps PCCs tackle common problems, clarify their purpose and find new ways to turn vision into action in their context. There is specific material for clergy as well as sessions and resources for the PCC as a whole.

www.cpas.org.uk/church-resources/resource-for-pccs

Robert Culyer

socials such as a harvest lunch, but there was no cohesive or regular social club for members of the church to be involved with. Add to this mix that our congregation is gathered from all over the place, there wasn't a sense of geographical community that you would get in most parishes.

Part of Christian life is having fun. If we are vibrant, friendly and social, then people from outside our community are more likely to be attracted and will want to be involved. The Mancroft Ministry of Fun is designed to bind our community together in the bonds of love and fellowship, getting to know each other more: not just seeing each other on a Sunday, but also as a non-threatening and easy way Christians can invite people to church events, so that people outside our community can feel part of the church and socialise with Christians.

The organising group meets over dinner, and we plan the social events for the year and produce a brochure. We try to

make sure there's at least one event a month, and that there is a wide variety of different things, from a Ceilidh to Parish Lunches, so that everyone can be involved.

Since its inception we've had loads of fun together, and it has

built us up as a community, because Church isn't the building but the people within it, and if we enjoy spending social time together, then the church is flourishing.

The Revd Graham Kirk-Spriggs

Update

With its location at the heart of Norwich, St Peter Mancroft has an unusual and distinctive ministry. Each week hundreds of people visit, many of them not Christians or perhaps unsure about their faith. In October 2021 over 40,000 people came to see Luke Jerram's 'Gaia' art installation, which saw a massive planet Earth hanging in the centre of the church. This was followed by Peter Walker's 'Leaves of the Trees' in November 2022, a pandemic memorial which gave hope and comfort to many, and the 'Grenfell Quilts' in March 2023. The PCC has now decided to take the bold

step of commissioning a new artwork from Peter Walker, purpose designed for the church. This should come to fruition within the next two years. Speaking about this ministry of welcome, witness and outreach, Mancroft's Vicar, Canon Edward Carter, said: "We're blessed that so many people simply walk in through our doors, and the striking artworks we display stir up deep responses. I love talking to visitors who've been drawn to see them, and these conversations quickly turn to questions about Christianity and faith." St Peter Mancroft is open daily between 10.30am and 3.30pm, and for services on Sunday.

Tap and grab



Written in Autumn 2020
Issue 19

In the parish of Mundesley, the PCC explored the issue of giving in services across their two congregations as we've always struggled and often sought additional fundraising to bridge the gap. Both congregations gathered every Sunday before COVID; the established traditional folk in the church and a new group at Café Church in the church hall, and although there were a number of regular givers the PCC income was insufficient to cover costs so, in September 2019, we introduced a Goodbox (www.goodbox.com) contactless machine to supplement the regular plate. Since then we have been really pleased with the uptake, especially with the new Café Church congregation.

The Café Church community is a new group of adults and

children ranging from 0 to 90+ and they gather in an informal style around café tables. As well as donation baskets on each coffee table we placed the contactless machine near the coffee and cakes so people could 'tap' their donation at the same time as grabbing a coffee. With the informal style, this worked very well and with a reminder during the service, we'd regularly receive contactless donations in addition to cash in the baskets. Certainly the ease of contactless and the increasing acceptance that many people do not carry cash means that before we had the machine the PCC were missing out on many willing to contribute to the church, and in the first six months we've received over £1300 in contactless donations from the Café Church alone! www.trunchgroup.org/mundesley

Revd Andrew Jones

Update

Since our GoodBox was installed, we have continued to receive generous donations, not only at our Sunday café church services but also at our other outreach activities including our Friday Community Café and Larder and Tuesday WarmWelcome, both of which are open and free to all, with the encouragement to 'Pay as you are able'. The decline in the use of cash in society, coupled with the need to increase our regular cashflow to meet Parish Share, led all 5 PCCs to sign up to the Parish Giving Scheme with leaflet drops in our village communities to encourage support for their local Parish church. We now also use 'Give a little' for online giving with QR codes on all our advertising. The success of GoodBox led us to install contactless giving machines in two of our churches with the biggest footfall and as they are proving really successful, we are looking to install more across the group. **Revd Joanna Haywood, Curate, Trunch Group of Parishes**

Major development for Wymondham Abbey in 2015

Written in Summer 2015
Issue 3

“For several years our PCC struggled to see a way forward that would enable the Abbey to have fit for purpose facilities that would be appropriate for such an iconic building, but also be affordable.

“In 2008, following a successful year of activities celebrating the Abbey’s 900th anniversary, a small steering group was set up to explore options and look at feasibility. Eight years later, 2015, contractors are on site and half way through the £2.75million project and we are looking forward to the long awaited and much prayed for result. There were, however, many challenges along the way and we certainly worked hard to make it happen.

“The following steps may help other churches who are contemplating alterations or additions to their buildings:

- Build the vision with a dedicated team by drawing up aims, objectives and a detailed Statement of Need
- Think big – it is always easier to trim the project than to add

at a later stage

- Engage with the wider community early on in your thinking – what is their perspective? Will the project benefit the wider community? For example, can the project contribute to education and interpretation?

- Consult widely but be clear about your goal
- Consult professional/advisory/statutory bodies early in your thinking especially if dealing with a listed building
- Take particular concern with immediate neighbours
- Be aware that there is very little external funding for church based projects that do not have a direct community benefit. The Heritage Lottery Fund awarded the Abbey £1.65million as the project proved to have direct community benefit. Other large grant making trusts will take a similar view

- Persistence is vital. There will be setbacks, disappointments



- and frustrations and not a few “blind alleys.” Maintain a positive attitude throughout
- Ensure that the regular congregation is kept informed and feels “ownership” of the project
- Be prepared for the “long haul” and make sure the inevitable endless meetings of the steering group are well supplied with good coffee and cake!
- Keep in mind the following prayer – “Give us the grace to accept the things we cannot change, the courage to change the things that can be changed, and the wisdom to distinguish one from the other.”

Revd Canon
Christopher Davies



Update

Amazing transformation

We could barely have imagined what would have developed when we started the project. The Abbey at that time had just one cold tap, a makeshift sink, and no loo! Now, in any one week, we have well over 500 people through the doors; some come as tourists, some as pilgrims, some to worship and some

to experience the very wide ministry that we can now offer.

The Abbey hosts a weekly Parent /Carer and Toddler Group, a Newborn Club for new parents, a Knit and Natter Group and latterly we have gone into partnership with Wymondham Community Outreach Project. The project provides a food bank, a clothes bank and advice centre. In addition, it offers electrical

goods and furniture.

Our refectory is open daily, and many come to experience the stillness and beauty of the building or to meet friends and to chat. There are always volunteers on hand to offer a welcome. The greatest joy is to see the Holy Spirit at work in so many different ways.

Revd Canon
Christopher Davies

Looking for ways to give your fundraising a boost?

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Image from a valuation day at St. Andrews Church, Deopham

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Celebrating two major fundraising projects completed in 2017



Bishop Graham blesses the welcome area at a special service



Organist and Choirmaster, Matthew Wright, at the renovated organ

Written in Summer 2017 Issue 9

Christ Church, Eaton is celebrating having just completed two major fundraising projects. But these achievements were only possible thanks to generous legacies.

In the summer of last year, Christ Church, Eaton celebrated the completion of its welcome area. This was the culmination of over eight years of planning, and then execution, under the supervision of church member, Mike Brookes. It involves a fully accessible WC, and new kitchen facilities. The Vicar, Patrick Richmond, explains, "For ages, the church has struggled with limited kitchen facilities and only one toilet. It has taken more than eight years to get this

far, and the need for a disabled WC was in fact recognised around 20 years ago". The inclusion of an additional toilet is already proving helpful when hosting concerts, weddings and major services. Additionally, this space is now being regularly used for community events including exhibitions, lent lunches and school visits.

The new welcome area was not cheap, indeed the total cost exceeded £100,000. However, the unrestricted legacies of Jonathan Phillips (£121,000) and Daphne Bass (£22,000), both members of the congregation, enabled the PCC to give the green light to this project in the knowledge that the funding requirements could be met and to start the building work ahead of fundraising. To date, an additional £30,000 has

been raised for the welcome area, generating reserves for future projects.

The other project which has benefited from these legacies is the renovation of Christ Church's 100 year-old pipe organ, last given a major overhaul over 50 years ago. The renovated organ was ready to go at the end of March of this year, just two days before a concert designed to show it off! The organ has been very popular with donors and now, almost all of the £75,000 total required has been raised. However, just as with the welcome area, the legacy money made it possible to proceed without having to wait for this substantial sum to be raised.

Rosalind Wright

Update

The renovated organ has been thoroughly used, with a recital by David Dunnett from the Cathedral as well as others, and we had an organ scholar (now at Portsmouth Cathedral for a year before Cambridge) and pupils at the High School learning organ use it to practice.

The kitchen facilities have enabled lots of activities: after service refreshments, a Chat

over a cuppa afternoon group and a warm spaces initiative, our Baby&Me group and displays of our Covid quilt of kindness. These events have helped us foster a sense of welcome, hospitality and community.

During Covid, we distributed activity packs up to 156 at one time to children which has generated new contacts for our children's workshops we run joint with St Andrew's, Eaton.

For fundraising, we have a Goodbox card reader, a JustGiving account with QR code, and have joined the Parish Giving Scheme and pay our full share by regular direct debit payments. We have started a Friends of Christ Church fundraising group that has raised money for the building and for a new path for our garden of remembrance.

Revd Dr Patrick Richmond

Welcoming new residents

Written in Winter 2021 Issue 23

Housing developments are happening everywhere, Horsford is no exception. Just six miles north from the centre of Norwich, it is a place to which couples and young families are keen to move. With almost 200 new homes in the past 18 months and another 200 currently being built, the question we had was how can we, the church community, welcome these new residents?

Three people from our congregation worked together on producing a welcome card with includes a short 'welcome to Horsford' message from me, information including our church activities, toddler group, contact details, website, and social media. The front cover of

the card was drawn by one of the children to create more impact and to give a clear message that we are a welcoming community for everyone.

The next question: what does everyone receive when they buy a new home? New keys! So, the idea of a key ring to every household as a gift from the church was created. The key rings are so popular the congregation wanted to buy them for presents!

Our Benefice Mission Fund covered the costs of production of the cards and key rings. One couple who are new to our congregation and new

to Horsford, moved onto the major development and have delivered to over 125 homes, meeting many of the new residents. The three smaller estates have also all had the gifts delivered.

As well as being a practical

gift, this has enabled us to pray specifically for the new areas in the village and to extend our mission of welcome.

Revd Margaret McPhee
Horsford, Felthorpe and
Hevingham Benefice



Update

In 2021 we started delivering new key rings and a welcome card to the new houses being built in Horsford. "All new homes in Phase 1 on the David Wilson Kingfisher Way estate in Horsford, received a Welcome to your New Home card and an All Saint's Church keyring. Hoping Phase 2 deliveries of Cards and Keyrings will follow in the New Year" writes Kevin who delivered these cards along with his wife.

We continue this ministry of welcome and invitation. Along with Easter and Christmas cards detailing all our services and events going to every household in Horsford and Felthorpe, we are finding people expect to

hear from the church with conversations telling us they believe the church cares.

The congregation is growing; although 5 people from the new housing built in the last 3 years doesn't sound many, in addition there have been 14 adults and 4 children who have joined our worshipping community since 2020. I believe it is an accumulated effect of ongoing prayer and presence through our cards that make a difference. In addition, with the introduction of the Parish Giving Scheme we have found donations increase enabling Horsford PCC to contribute more effectively to Parish Share as well as the mission activities in the Parish.

Revd Margaret McPhee

Fake News!

Finance FAQs & myths

Written in Spring 2018
Issue 11

At the recent Benefice support meetings held in November 2017, we discovered that there were some recurring questions, so we thought it might be helpful to share these and the answers with you.

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

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

2. Does the Government pay for our Clergy?

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

3. Does the Central Church pay for curates?

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

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

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

5. Can I claim VAT back on PCC expenses?

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

Handy hint

Charities should be charged 5% VAT on utility bills covering charitable buildings – check your bill and ask to amend if

this is 20% VAT, also ask for a refund of overcharges on previous bills.

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

No! In order to use GASDS you must have a history of claims using the envelope system. This is also important to maximise the amount that can be claimed under both schemes. GASDS is not a replacement for the envelope scheme but should run alongside it. For information, claims can be made on cash donations of £30 or less up to £8,000 per church per annum.

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

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



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

Handy hint

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

8. Why does the Diocese of Norwich ask for money when I read in the newspaper that the Church of England is so rich?

Where newspaper articles refer to the Church of England's finances, they are referring to the Church Commissioners, which is an independent charity. It is the third largest giver in the UK, giving over £200 million to the Church of England every

year. Within this, funding is provided towards mission projects, cathedrals, bishops' running costs, and clergy pensions earned pre-1998. In 2016, it received income totalling £154.7 million and spent £386.9 million. The Diocese of Norwich is an independent charity and needs to raise funds locally via the Parish Share to pay for the ministry and mission costs in the Diocese of Norwich.

The above are just a snapshot of the questions and the answers to them. If you would like to explore any of these further or have some more questions of your own, please contact the finance team: susan.bunting@dioceseofnorwich.org

Susan Bunting
Diocesan Director of Finance

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Church grants

Written in Spring 2022
Issue 24

The Diocese of Norwich's new funding search engine is proving to be a big hit with parishes. The Diocese's subscription allows parishes to access an online database of hundreds of funding sources

specifically for churches and other Christian causes provided by Church Grants. Church Grants list funding opportunities covering both capital and social outreach campaigns with many different thematic search options available.

You will be able to search and save tailored searches and keep these on your personal church

login. You will be able to access the database free of charge for the next three years, up until June 2024. The Church Grants team will also be running various online training for the Diocese over this period so watch out for more details on that.

To access the database please visit this link: <https://norwich.churchgrants.co.uk>

You will need your Parish Share Number (your parish treasurer will have this) and then simply select your church name. When inputting only

use the numbers.

Andrew Clark
Church Grants

If you do not know your Parish Share Number, please contact Frances Jackson on **01603 882336**. If at any point you have questions about the Church Grants database, please email their support team who will be happy to help: info@churchgrants.co.uk



Update

As part of The Church Grants offering there are videos available about applying for grants: There are two training sessions from Church Grants recordings and they can be found on our website:

www.DofN.org/grant-funding

Understanding what steps to take before you even start fundraising; what income streams you will need to engage with; what systems and resources you will need to put in place so your appeal is successful.

www.DofN.org/how-to-plan

How to build a compelling case for support that will inspire individuals and grant-making Trusts to give to your campaign. Covering questions such as: what is a case for support? How might you structure it? What can you use it for?

www.Dofn.org/case-building

Theological Am Dram

Written in Spring 2018
Issue 13

Children love stories and each week thousands of primary aged children nationally have the chance to experience and engage with great classic stories from the Bible through the Open the Book initiative.

Open the Book, which celebrates its 20th anniversary in 2019, involves Christians from local churches forming a team who then go into their local school - usually once a week or fortnightly - to present a story during an assembly/act of Collective Worship. Each scripted presentation takes around 10-15 minutes and includes a dramatised telling of the story taken from the Lion Storyteller Bible by

Bob Hartman. Registered storytellers can purchase the storytelling materials which are presented on a three-year rolling programme with an additional, but optional year of material based on Christian Values.

Eunice Norwood tells their story: "The handful of Diocesan Mothers' Union members in the very large Heart of Norfolk Benefice, were looking for a project that would benefit the work of the church and encompass the aims and objectives of the Mothers' Union. Open the Book was perfect for us, it answered our 5th object 'to teach children the faith.' We knew we were not strong enough to go it alone and recruited from amongst our 13 churches and the local Baptist Church.

In September 2017 with a

team of seven we were warmly welcomed at St Mary's CofE Primary School in North Elmham. This September, having increased our numbers to 10, we started in All Saints Primary School, Stibbard. As the children filed out of the hall, the Assistant Head brought a young lad to us and asked him to repeat what he had said to her, he gave a huge grin and said "That was the best assembly EVER". Another teacher said, "That was fantastic, I can't wait till the next one!" So I think we are appreciated.

In July of this year we gave a presentation of 'The Marvellous Picnic' (John 6:1-14) at our benefice service to raise awareness of the project and to encourage the gathered community with visual evidence of outreach and potential

growth. From that service there has come a further request to take it into a third school, which we would love to do if we can recruit more team members.

Do the children talk about Open the Book at home? We may never know, but perhaps they might retell the story they heard and then who knows what seeds of faith are being sown?"

If you enjoy being part of a team and want to ensure that the children in your parish hear the story of the Bible in an exciting and interactive way, then Open the Book could be for you. Contact anna.main@dioceseofnorwich.org for more information or visit www.biblesociety.org.uk/get-involved/open-the-book

Eunice Norwood
Heart of Norfolk Benefice

other, depending on their individual availability. Some team members prefer to act in silent roles, others are able to commit to learning lines, and everyone contributes ideas and props. Over the years the team has established a collection of costumes and props, and continues to add to these. Recently, two members of the group have been knitting and crocheting Roman helmets and "chain mail" tunics out of silver yarn - all using their various gifts and talents to bring God's word to life for the children and staff.

During the Covid pandemic, when schools were closed and social distancing was enforced, the team were very

creative and made a couple of cleverly recorded video versions of Christmas and Easter stories, which the schools shared with their students electronically. Team members who did not share a household recorded their parts independently, and another used his technical ability to create a seamless story from the various clips.

We have a secular school in the Benefice who have shown an interest in receiving visits from the Open the Book team to complement their Christian teaching modules, and we hope to recruit additional team members to be able to deliver these special stories to another corner of our group.

It is truly wonderful to watch the children's faces as they immerse themselves in the story each week, and we are always humbled when they meet us in the community and recognise us as team members - one little boy asked a male team member in the supermarket "are you the real Jesus?", and we are always conscious of our responsibilities. Our work is fulfilling and fun - our modern-day version of Sunday School, and we are truly grateful to be able to bring the Bible to life for the next generation.

Susan Moore
Churchwarden, Stibbard



Here to help...

To speak to a member of the Diocesan staff team contact:

01603 880853

info@dioceseofnorwich.org

Useful websites

Previous editions of PCC News

Download and read previous editions in PDF format

www.DofN.org/pccnews

Church Grants

A free online funding website for local parishes to help you find grants and funding

www.DofN.org/churchgrants

Diocesan Registry

For advice on legal matters

www.DofN.org/registry

Church Care

Lots of information on caring for church buildings, contents, churchyards, and developing your church building

www.churchcare.co.uk

Church Legacy

Quick and easy access to essential information for individuals considering leaving a gift in their Will to their local church

www.churchlegacy.org.uk

Parish Resources

Information from the National Stewardship & Resources team: resources to support all aspects of stewardship, administration and church management

www.parishresources.org.uk

A Church Near You (ACNY)

A national CofE tool and an excellent way to get your church online and reach a wider audience.

www.achurchnearyou.com

eNews

Sign up to eNews for the latest information, stories and resources to encourage and equip you in your ministry across Norfolk and Waveney. Register at: www.DofN.org/enews or contact the communications team on: news@dioceseofnorwich.org

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.

To unsubscribe contact data@dioceseofnorwich.org or **01603 882322**.