

Planning a big project at your church?

A step-by-step guide to successfully developing a ministry, mission, or building project.

Saturday 18th July at St John's House, Bury,
and via Teams.

**GIVING, GENEROSITY,
& THANKFULNESS**

 THE CHURCH
OF ENGLAND
Diocese of Manchester

CHURCH
FOR A
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UPWARDS INWARDS
OUTWARDS



Welcome.

Paul Bailey, Diocesan Giving Advisor, The Diocese of Manchester.

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Opening prayer.

- God of earth and altar, you delight in creating and sustaining, loving and providing.
- We acknowledge the riches lavished upon us of life in its fullness and humankind fully alive, of body, mind and spirit, and salvation undeserved.
- Kindle in our hearts the generosity of spirit that Christ displayed in the upper room.
- Transform the poverty of our humanity, by the riches of your grace.
- Inspire us to respond to your extravagant provision with a desire to build Your Kingdom here on earth.
- That we may humbly serve you and your people through our words and actions.
- May all that we do be offered to praise and glorify you.
- To that end, we offer you ourselves in Jesus and His name. Amen.

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Introductions and housekeeping.

In-person attendees:

- Fire alarms.
- Toilets.
- WIFI (name = SJH Guest, password = StJohnsHouse).
- Refreshments and lunch.
- Questions and when to ask them.

Online attendees:

- Please keep your microphone muted and turn off your camera if you wish.
- Ask questions by typing in the Teams chat.

This event is being recorded via Teams.



Today's speakers.

Heather Ford, Church Support Manager, Ecclesiastical Insurance.

Amanda Layne, DAC Secretary, The Diocese of Manchester.

Revd Paul Monk, Vicar of Ashton under Lyne

IT and Teams Support.

Daniel Bainbridge, Information and Systems Manager, The Diocese of Manchester

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Agenda.

TIME	TOPIC	NAME OF SPEAKER
9.30	Refreshments on arrival	
10.00	Welcome and opening prayer	Paul Bailey, Diocesan Giving Advisor, The Diocese of Manchester
10.15	“Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock.”	
11.00	Time for refreshments.	
11.15	“Without good direction, people lose their way; the more wise counsel you follow, the better your chances.”	
12.15	Time for lunch.	

TIME	TOPIC	NAME OF SPEAKER
1.00	“Complete my joy by being of the same mind, having the same love, being in full accord and of one mind.”	
2.00	Time for refreshments.	
2.15	“And the Word became flesh and dwelt among us, and we have seen his glory, glory as of the only Son from the Father, full of grace and truth.”	
3.15	Questions.	
3.30	Acknowledgements and thank yous.	Paul Bailey, Diocesan Giving Advisor.
3.35	Closing prayer.	Paul Bailey, Diocesan Giving Advisor.

Before we begin.

- Why was this course needed?
- This is a new course.
- The timings are moveable (refreshments, lunch, and finish time).
- Your involvement during the day and feedback afterwards are vital to developing future versions of this valuable resource.
- Please email your comments and feedback to paulbailey@manchester.anglican.org using the subject heading 'Planning a big project at your church.'

"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."
(Ephesians 2:10)

“Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock.”

Matthew 7 24-25

Paul Bailey, Diocesan Giving Advisor, The Diocese of Manchester.

What is the Diocesan Advisory Committee (DAC)?

- Statutory Committee made up of specialist volunteers.
- Formal advisory body.
- Supports ecclesiastical exemption from listed building consent.

“For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.”
(Ephesians 2:10)

Preparing a strong application.

- Start early – engage with the DAC before plans are finalised.
- Explain the need for the project.
- Understand the significance of your building.
- Consider alternatives and gather evidence.
- Provide clear plans and specifications.
- Fabric first!
- The process.

“They are like a man building a house, who dug down deep and laid the foundation on rock. When a flood came, the torrent struck that house but could not shake it, because it was well built.”

(Luke 6:48)

So, the Holy Spirit is whispering in your ear...

- The importance of using your buildings for mission (and ministry).
- Are your buildings in good order? This should take priority over everything else.
- Do they need repairing, minor changes, or a major reordering?
- Engaging with others is vitally important, and as early as possible in the process.
- Consultations will include your congregation, the local community your church serves, your diocese, and your QI architect.
- Be realistic about what is achievable.
- Small changes might only be needed to allow the building to be used to serve its worshipping community and offer new services to the wider community.
- A major reordering might not be needed.
- Starting small and building up your skills and confidence, and remember that small changes can achieve a lot.

“Built on the foundation of the apostles and prophets,
with Jesus himself as the chief cornerstone.”

(Ephesians 2:20)

Project planning - beware of the tail wagging the dog!

- Domineering clergy or lay members of your PCC saying: “We don’t need to do this or that.”
- For example, faculty approval, using properly skilled heritage contractors, and using appropriate building materials.
- The dangers of being taken to a consistory court.
- Individual PCC members or the full PCC can be financially liable.
- For example, lead is stipulated as the correct material on a church roof, but a lead substitute is used without authorisation.
- www.churchtimes.co.uk/articles/2018/3-august/news/uk/faculty-granted-but-pcc-member-must-pay-costs
- www.churchtimes.co.uk/articles/2025/7-november/news/uk/winchester-boiler-case-tells-a-cautionary-tale

“Not domineering over those in your charge,
but being examples to your flock.”

(Peter 5:3)

Trustee responsibilities.

When planning a new project.

- Comply with the law.
- Only raise funds for your charity's purpose and not for any other purpose.
- Only use the funds you raise for the purposes for which they were raised.
- Manage your charity's resources responsibly.
- Ensure your charity is open and accountable.
- Act with reasonable care and skill and in your charity's best interests.

Charity Commission - [What is a trustee? The Essential Trustee: what you need to know, what you need to do.](#)

When fundraising.

- Abide by the Code of Fundraising Practice.
- It sets out standards you should follow - fundraising methods, conduct when working with children and vulnerable adults, and your responsibilities to your church's volunteers who fundraise.

[Charity Commission - Charity fundraising: a guide to trustee duties.](#)

“When I am afraid, I put my trust in you.”
(Psalm 56:3)

Trustee indemnity insurance.

What is it?

- Your PCC should be run properly and professionally.
- Each trustee should fulfil their responsibilities to meet the requirements set out by The Charity Commission and the Fundraising Regulator.
- Protects trustees from allegations of mismanagement.
- Provides cover for liability claims arising from wrongdoing.
- It protects trustees from personally having to pay legal claims made against them for breaches of trust, negligence, or care.

What doesn't it cover?

- Intentional wrongdoing.
- Fines and penalties imposed by law.
- Reckless and wilful wrongdoing.
- Claims made by the charity itself.
- Claims made by third parties.

"If we confess our sins, he is faithful and just to forgive us our sins and to cleanse us from all unrighteousness."

(John 1:9)

What is your church's mission?

- If your church does not have a reason to exist, you need to establish one.
- Everything will flow from this starting point.
- It does not state an outcome (a specific measurable result).
- There is no time limit or measurement.
- What does it mean to be the people of God in your community, location, and circumstances?
- This will help you to develop the vision for your church. It will help you to develop your plans for your building.
- It will be your compass that informs and directs all other decisions made by your PCC.

- *“Our mission as the church in Bury is to build bridges from the church to the community and from the community to Christ.”*

“Then make my joy by being like-minded, having the same love, being in spirit and of one mind.”

(Philippians 2:2)

A simple mission action plan or strategy.

- As you write your mission statement, you will want to record extra information and details that arise from these discussions.
- This could include a list of actions.
- Faith-based or community-focused.
- Making the best use of your buildings.
- Prioritising.
- Recording what success looks like.
- Everything else your church plans to do (for example, a project or fundraising appeal) will be considered in this mission context.

“Go therefore and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”

(Matthew 28: 19-20)

Plan, pray, and trust in God's vision.

- Develop a clear vision - what do you want to achieve and why?
- Every church is different - building size, listing status, and materials used, its history, and congregation size.
- Your project should fit into your unique circumstances and meet the needs of your local community.
- Be realistic about what is achievable.
- Beware a single dominant voice - clergy or lay - and don't be led astray from doing the right things.
- Many funders will not finance projects that promote religious activities, so separate them from your community activities.
- Your church can host community projects that are part of your mission, but they don't promote our religion.
- Instill confidence in others by being professional and business-like in all of your activities. Your community and funders want to see a professionally run church that is capable of achieving your plans.

“Plans fail for lack of counsel, but with many advisors they succeed.”
(Proverbs 15:22)

What is a vision statement?

- The big picture of what your church wants to do.
- What does your church dream about achieving in its local community?
- What will the future look like if your church achieves its aims?
- Example sentences you could include are:
 - ✓ *To improve the quality of life for people living in our community.*
 - ✓ *To broaden the range of activities taking place in our community.*
 - ✓ *To improve the accessibility of our building so our church can host more community events.*
 - ✓ *To use our church building more efficiently and effectively.*

“And He has made known to us the mystery of His will according to His good pleasure, which He purposed in Christ as a plan for the fullness of time, to bring all things in heaven and on earth together in Christ.”

(Ephesians 1:9-10)

How to develop your church's vision.

- What practical steps are needed to make your vision a reality? This should naturally get you thinking about projects.
- If your vision includes goals to use your buildings more effectively or efficiently, you will need information on what is possible based on the size and number of buildings and their condition from your QI architect.
- Projects could include toilets, a cafe, comfortable seating, telling the history of the church and your local community, and green projects.
- If your vision includes increased numbers of volunteers, employing paid staff, or partnerships with local organisations (including churches), you will need to research what is possible after consulting with others.
- Projects could include employing a children's worker, operating a food cooperative, and offering local authority or NHS services from your building.

Building case study - St Luke's, Heywood.



- The clock tower was damaged by strong winds just before repointing and waterproofing work was about to start in the Spring.
- The clock had been gifted to the town in the mid-1900s.
- In August, it was decided to keep the scaffolding up and raise £30,000 to complete the clock repairs.
- 'Save the clock' posters were created and shared in the town and on social media.
- Within two weeks, £10,000 had been raised, and after a risk assessment, the works were authorised.
- The people and businesses of Heywood got behind the project and donated. Online donations were made, and people visited the church to make a donation when it was open.
- By Christmas, over £20,000 had been raised.
- A final push was organised during events and activities during Advent and the run-up to Christmas.
- Crown Oil, a major local business, contacted the church and said the clock project had been chosen for their Christmas charity donation. They made the planned donation and topped it up to ensure the overall target was reached.

Time for refreshments

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“Without good direction, people lose their way; the more wise counsel you follow, the better your chances.”

Proverbs 11:14

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OUTWARDS

Basics to complete before you begin.

A building audit

- Your quinquennial inspection is a great starting point. It could highlight building repairs that could be included within the project.
- How is your building currently used? Are there areas that are not being used?
- Look at your churchyard and church hall - are they being used effectively?
- Are maintenance tasks scheduled regularly? Regular building inspections? Energy audits?

Ownership

- Who owns the land around your church and churchyard? Rights of way? Covenants?

Is your building listed?

Is your building on the heritage at risk register?

Is your church in a conservation area?

Church of England churches can consult the Church Heritage website:

<https://facultyonline.churchofengland.org/churches>

The importance of a statement of significance.

- If you haven't got one already, produce one.
- This is essential to deliver a successful project and to accompany a faculty application.
- It needs to be completed objectively.
- You may be underplaying or overplaying the importance of your building.
- It will identify potential conflicts of interest that you may or may not be able to mitigate.
- It could identify areas of your building or churchyard that could be included within your project.

"Before I formed you in the womb I knew you, before you were born I set you apart; I appointed you as a prophet to the nations."

(Jeremiah 1:5)

Consult with your congregation, local community, and God.

- Please don't proceed with a project because you think you already know your building and the community it serves.
- Complete a Parish Audit and a Community Audit.
- A Parish Audit is a factual profile of your church.
- A Community Audit is a factual profile of your local community.
- You will need to listen and collect people's views and ideas on what needs to be improved and how this could be achieved.
- Speak to your QI architect.

“Listen to advice and accept instruction, that
you may gain wisdom in the future.”
(Proverbs 19:20)

Consult with your congregation to produce a parish audit.

- You could hold a special meeting with your congregation and those who use your buildings.
- Invite people to come along to it and participate.
- Your aim should be to produce a document that describes:
 - ✓ Styles of worship.
 - ✓ A profile of who attends your church.
 - ✓ Current activities that take place within the church buildings.
 - ✓ The resources of your church (people and things).
 - ✓ The church's relationship with its local community.
 - ✓ The results of your building audit.

“If one gives an answer before he hears,
it is folly and shame.”
(Proverbs 18:13)

Consult with your community to produce a community audit.

- Compile a factual audit of your community.
- Some areas might be very different from others that are a short distance away.
- Listen to the concerns of local people, businesses, schools, charities etc.
- Ask for their ideas on what needs to be improved, and how this can be achieved, in the local community you live and work in, and share.

“So faith comes from hearing, and hearing through the word of Christ.”
(Romans 10:17)

Whom should you consult with:

- Your congregation.
- Current users of your buildings.
- The local community.
- Organisations running local services and activities (charities, community groups, and community spaces).
- Local government and local NHS.
- Local businesses.
- Umbrella organisations, e.g. CVS
- Some people may represent more than one group.

What are objectives, outputs, and outcomes?

- Objectives are specific and realistic targets that measure progress towards or achievement of a goal over a specified amount of time.
- You will need to measure whether they have been met, partly met, or if you are still working towards your goals.
- They should outline the process and who is responsible.
- Outputs are the measurable services or items that your project delivers.
- For example, our church provided 30 food parcels for local families in need.
- An outcome is the difference an output can make.
- The outcome is that local families do not go hungry or do not need to borrow money to buy food.

Turton Tech Club - a volunteer led case study.

- Takes place on the third Saturday of the month during a coffee morning at Walmsley Parish Hall.
- This location is central for the team of churches and the Mission Community.
- Operating for over ten years, originally at St Anne's Church.
- The church received a grant from Bolton Council Digital Skills to fund the first three years of a WIFI connection in the church.
- The sessions are free, and the local community attends, not just the church congregants.
- The lack of additional volunteers has limited the project's expansion to other locations.
- The Tech Club is meeting a real need as demonstrated by the size of the queue.

Some examples of the assistance provided:

- Email problems.
- iPad and tablet training.
- iPhone help.
- Laptop help.
- Anti-virus advice.
- Church accounting spreadsheets.
- Churchwarden advice.
- Treasurer advice.
- Set up free Google Workspaces.
- Helped with and set up church websites on WordPress.
- SumUp machine fixes.
- Sound systems in churches.
- Moving photos from devices.
- Cloud storage.
- BT phone bills advice and saving them money.
- Even helped one person set up their dating profile!

Turton Tech Club – Come along to our Café in the Hall at Walmsley Parish Community Hall for expert help on ANY of your tech problems.



**LAPTOP, MOBILE & TABLET HELP
+ support ~ ASK US ANYTHING !! ☺**

Nikki Barlow is on hand to deal with any of your tech issues. Come along with or without a device and ask away... Never miss an opportunity to learn a new skill and spread the word...

DATES:

- **Saturday 17 January ~ celebrating 25 years of Coffee Mornings with a SILVER theme**
- **Saturday 21 February ~ Scottish theme**
- **Saturday 21 March;**
- **Saturday 18 April;**
- **Saturday 16 May;**
- **Saturday 20 June;**
- **Saturday 18 July;**

[No Café in the Hall for August]

- **Saturday 19 September;**
- **Saturday 17 October;**
- **Saturday 21 November;**
(our Christmas Fayre)

[No Café in the Hall for December]

Time for lunch.

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Philippians 2:2

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The importance of teamwork.

- This is not something for one person - clergy or laity.
- Form a committee, working group, project board - call it a name that works for your church.
- Identify what skills and knowledge you need.
- A good chair and secretary, and perhaps project and financial management skills.
- Your church may wish to invite community representatives and partner organisations to join.
- Create a skills audit of your congregation, and a resources plan for what you will need.
- From time to time, this may include professional help and advice.
- From the earliest opportunity, seek help and guidance from your diocesan officers, senior clergy, and Diocesan Advisory Committee (DAC).
- Make sure your project team is large enough, whilst also making sure everyone has a specific role.
- This makes it far easier for the load to be shared.

“Come to me, all who labour and are heavy laden, and I will give you rest. Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light.”

(Matthew 11:28-30)

The importance of planning.

Organisation and management:

- This isn't solely about developing the project, but also managing it in the longer term.
- The overall responsibility lies with the PCC and its trustees.
- You'll need to establish terms of reference and clear aims and objectives with the PCC.
- Within the committee/group, agree on how you are going to communicate with each other, and how decisions are going to be made.
- Policies and procedures.
- Health and safety, and insurance.

Skills and abilities needed:

- Write a list containing what is needed.
- List the skills you already have in the committee/group, PCC, and congregation.
- From the list of skills and abilities you don't have yet, identify where you could find them in your local community or from external experts (including those you might have to purchase).
- For example, project management, leadership, finances, technical/building, IT, comms, admin, fundraising, local history, schools and colleges, local charities and businesses etc.
- What training is needed by you and your volunteers?

Talk to your insurers in good time.

Your project may present an insurance risk that needs to be included within your policy, so inform your insurer about:

- Works that involve major alterations, repairs, or additions to your premises.
- Works involving the installation of green technologies. For example, battery storage, solar panels, and electric vehicle charging points.
- Scaffolding.
- Hot works (e.g. welding).
- Wet works (e.g. liquid heating systems, sump pumps).
- Changes including parish name and correspondent.
- Non-traditional church mission (e.g. Bishop's Mission Order).

“Prepare your work outside; get everything ready for yourself in the field, and after that build your house.”

(Proverbs 24:27)

So, you've got an idea or ideas, what next?

- Once you have consulted with your congregation and local community, there will be several projects and solutions to consider.
- One of them might stand out, but it doesn't mean it is the correct option for your church.
- Your church must assess all the options and identify which idea solves the issue and is the most feasible.
- This is a great time to speak to your DAC and senior clergy to gain their advice and guidance, as some of your ideas might be nonstarters.
- Dispassionately look at the impact each idea will have on your building and compare this with the benefits it will bring.
- This process will help you to make a case for the changes for each example.
- Complete this process before you start spending any money, speaking to professional advisors, and producing architectural plans.

Are your worship and community activities going to take place in one building?

- The proposed changes must work for both community and church uses.
- Many funders will not fund projects that promote religion, but they will fund community projects taking place in church buildings.
- The church may need to put in place a veto where their activities take precedence (e.g. a funeral).
- A major reordering project might not be needed.
- Could the space be divided physically, or a soundproofed room created?
- Will the proposed solution still work for busy Easter and Christmas services?
- What about alternatives to pews? They will need to be of good quality, easy to clean, comfortable, and in keeping with the rest of the building.
- New loos needed.
- Disabled access.
- Extensions.
- An opportunity to tackle quinquennial issues at the same time?

St James, Over Darwen - case study

- The oldest church in Darwen.
- For over 100 years, local people have worshipped, lived together, cared for each other, and built the community of Darwen.
- A project has been developed to reverse the building's decline and restore it for use by the local community.
- The community's present-day needs are different from those of the people who built the church in 1722, altered it in 1878, and enlarged it between 1937-40.
- Imaginative thoughts about the building's future eventually led to an extensive consultation exercise with the local community and local authorities.
- This resulted in the submission of an application to the National Lottery Heritage Fund.



St James, Over Darwen - feasibility study

- In 2024, St James received a grant of £93,444 to build organisational resilience and capacity.
- A detailed building assessment was completed using these funds (it has significant dry rot).
- A brand-new website was created.
- This created a bold vision, informed by the extensive consultation process and the responses from multiple stakeholders.
- Plans included designs showing what the building might look like, how it could be used, and how sustainable energy solutions might be used.
- Additional consultations were completed to widen participation in the project and help local people access the heritage building on their doorsteps.
- The aim is to get local people involved in the management of the building through training for current and new trustees and volunteers.
- The building will be transformed so that heritage will be renewed and stronger connections will be made with the local community.
- '15-minute church' - a variety of public services will be provided from the church building to local people who are within a 15-minute walking distance of it.
- The goal of this feasibility study is the preparation of a large National Lottery Heritage Fund application to fund the final delivery stage.

St James, Over Darwen - a project ready for funding

- Andy McNae, their local MP (see right), attended a public event outlining the fantastic vision that has been created.
- Health and wellbeing are at the core of the plans, with the potential for space to be used for NHS services to help residents 'live well.'
- Next stage, a full National Lottery Heritage Fund bid.



St James, Over Darwen - 12 months of listening before launching their proposals.

LAUNCH EVENT Building for the Future



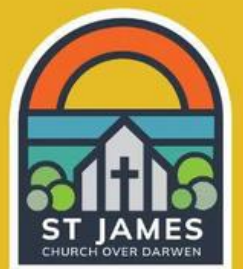
SAT 28 MARCH
4pm-6pm
St James' Church,
Over Darwen

We will present the results of the last twelve months of listening, surveying, planning and research.

- Hear and watch a fresh story of our local history
- Have fun printing your own tote bag, tile and solar light bottles
- Share a hot-pot meal together!



More info
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Keep returning regularly to three questions.

1. Your church's vision - once you have spent the time creating it, keep to it and the consensus it has created. Does it future-proof your church for the next 25 to 30 years?
2. Keep speaking to people from the start to the end of the project, whether it be one-to-one conversations or presentations from your professional advisors and tradespeople.
3. Will the project help the church to be financially sustainable? Will the church be able to finance the project in the long term, especially once short-term project funding ends?

Chicken or egg? What comes first...

- A feasibility study could be vital before your church commits to the project being proposed.
- An architect or professional advisor must be briefed at some point, as the DAC and Chancellor will expect to see detailed specifications of the planned works.
- Whichever option is picked by your church, it will need to gather evidence and evaluate it before deciding whether the project is worthwhile to go ahead with.
- Speaking to DAC and senior clergy is vitally important as part of this process.

“By wisdom a house is built, and by understanding it is established, by knowledge the rooms are filled with all precious and pleasant riches.”

(Proverbs 24:3-4)

The importance of a good quality feasibility study.

The feasibility study should provide the information to allow your church to decide:

- Is the project viable or not?
- A clear brief or case statement on what the project is aiming to deliver. Your parish and community consultations will form the basis for this, but it could highlight the need for further research.
- Facts and figures to support the decision-making process, including financial assessments (income and expenditure) for the various options.
- Descriptions of the various solutions that could be used to reach your vision or goal.
- An assessment of the impact on your building.
- An assessment of the cost and how long the work will take to complete by professional advisors.
- If your project is tackling a quinquennial issue, the cost of further investigative work to identify the amount of work needed and its cost.
- The conclusion - which solution have you decided upon and why,

Funding a feasibility study.

- Some grant funders will finance this work.
- If the project is for community benefit, approach your local authority and CVS.
- There might be funding available from the Church of England or your diocese.
- Some smaller projects may not need one, but the planning group and PCC will need to make an informed decision on this.
- If you don't need one, please note that they can be very useful documents to show to your DAC, local authority, and potential supporters and funders.
- The feasibility study can be used to fully brief your DAC, senior clergy, architect and other professional advisors before going straight to a design phase.
- In this way, the church is not funding work that is speculative and might not go ahead.

“In the beginning, God created the
heavens and the earth.”
(Genesis 1:1)

Appointing a professional team (architects, surveyors etc.).

- Depending on the size of the project, your church's inspecting architect could be used.
- They know your building and its history and may have a track record over several years.
- Your church does not need to use them for your project.
- A tendering process might be appropriate, and your church could invite them to be a part of this process.
- Potential funders may insist on a procurement process, but a decision doesn't have to be made on the costs alone.
- If clear assessment criteria are in place, your church will have sufficient evidence to support a decision to use skills and experience, even if the cost is slightly higher.
- Make sure their previous work is reviewed to ensure they have the relevant experience.

What should your brief include?

- A full brief on your church and the project, perhaps including the feasibility study.
- Guidance and comments provided by your DAC, senior clergy, and other statutory bodies, including comments on your feasibility study or from any other consultations.
- Indicate whether they will be expected to attend community events and consultations, and ask for evidence if they have done this previously.
- Contact details for key contacts at your church.
- An indicative budget, and this could be an estimate of how much your church could fundraise for the project.
- If your project is too large and expensive, if possible, break it down into several phases.
- Explain that your church will be interviewing the shortlisted candidates in person before making a decision.
- It is vital you appoint the right candidate for your church. You will be working with them for some time! The rest of the team will follow from this appointment.

Time for refreshments

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“And the Word became flesh and dwelt among us, and we have seen his glory, glory as of the only Son from the Father, full of grace and truth.”

John 1:14

Paul Bailey, Diocesan Giving Advisor, The Diocese of Manchester.

The long-term future and health of your project.

- Will this project help to furnish a rebirth of your church?
- Will it sound the death knell for your church once the fundraising has ended and monies for running costs have been used up?
- Will the church finance this project long into the future as part of its mission and ministry?
- Will the project create income streams that can be used to pay its own way?

Other considerations include:

- The impact on your church's volunteers and clergy.
- The impact on the environment.

"In the day of prosperity be joyful, and in the day of adversity consider: God has made the one as well as the other, so that man may not find out anything that may be after him."

(Ecclesiastes 7:14)

Whatever you do...

- Please, do not allow your project to be completely dependent on one or two people.
- The project group that developed the project might not contain the people to deliver it in the long term.
- Perhaps they are tired, even exhausted.
- They don't have the appropriate skills and need to hand over to another group of people.
- Once your project has been launched, your church will need to review its progress to see if it is achieving its original aims and targets.
- New goals could be needed to match the needs of the local community.
- The need for an ongoing conversation with the individuals and organisations representing your local community must continue on an ongoing basis.

“Bear one another’s burdens, and
thereby fulfill the law of Christ.”
(Galatians 6:2)

Sustainability from start to finish.

- Is it possible to use environmentally friendly building materials (subject to faculty approval)?
- Energy and water-saving products.
- Green energy - solar panel, air source heat pumps, LED lighting, etc.
- Cheaper is not always best. A more expensive product could also be longer-lasting.
- Is it possible to source products locally?
- Can items from your church be repurposed and reused?
- Are there local contractors you can use? This could enable your church to develop a long-lasting relationship.

“A land that the Lord your God cares for. The eyes of the Lord your God are always upon it, from the beginning of the year to the end of the year.”

(Deuteronomy 11:12)

Net Zero Carbon and environment case studies.

- There are multiple pages of case studies on The Church of England's Environment Programmes website, plus lots of other useful advice and guidance.
- www.churchofengland.org/about/environment-and-climate-change/towards-net-zero-carbon-case-studies
- Benefact Trust's podcast on '[What can churches do about climate change?](#)'
- Has your church started working towards Eco Church status? Further advice and guidance available from [A Rocha UK](#).

Brunswick Parish Church - eco demonstrator church.



Gordon Flear

PCC Secretary & ALM at Christ Church, Brunswick

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<https://youtu.be/bzkGyWdRbMg?si=flHCxddJiNbL6YFT>

St John the Evangelist, Pendlebury - going for gold!

- A case study has been written by Clive Morris (ALM – Ecology and Creation).
- It is designed to help other churches understand St John's journey on its quest to become a Gold Award Eco Church, and particularly, replacing heating systems and fitting solar panels.
- Printed copies are available in Bury. It will also be emailed to all attendees next week.

St John The Evangelist, Pendlebury - A Silver Award Church

Our Eco Journey by Clive Morris ALM – Ecology and Creation

Introduction

This report is designed to help other churches to understand St John's journey on its quest to become a Gold Award Eco Church, and in particular, replacing the heating system and the fitting of solar panels etc.

St John's is a Grade II listed building constructed in 1842.

Back in 2020, we were awarded a Silver Award for our work in Ecology and Creation by A Rocha UK.

To be able to achieve this, the PCC and Clergy were fully behind all the various ideas and processes on our journey.

Tip 1 – It is essential that the PCC and Clergy are behind the Eco Journey. You cannot do it on your own.

The Heating System

In early 2024, it was found that the existing gas-fired wall heaters were past their sell-by date and that in the heating months the gas usage was £2500 per month, and repairs and servicing to the heaters were nearing £1000 per annum.

Something had to be done, as this was becoming financially unsustainable, so the PCC decided to look at alternative heating options, which were:

Electric boiler – would require pipework and radiators fitting throughout the building.

Heat Pumps – ground source. The church is surrounded fully by graves.

Heat pumps – air source. Our existing heating company said they would not be able to heat the building as the ceiling area is open right up to the roof apex, giving a large volume to heat.

Electric radiators and high-level infrared heaters – this solution gave the least disruption and offered the best alternative and was agreed by the PCC. As part of this solution, it was also decided to install solar panels to allow us to achieve Net Zero (much more about this later). Costs were obtained from 3 companies, and Electric Heating Solutions was chosen. Planning permission was not required.

The next step was to seek Faculty Approval, which, after the usual timespan, was granted.

How to pay for it - we were given a very generous donation from one of the congregants.

St John the Evangelist, Pendlebury - infrared heaters.

PB



Galaxy A23 5G

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St John the Evangelist, Pendlebury - solar panels.



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<https://youtu.be/oHhBzb32Dmk>

Church tourism and open churches.

- Your church may already be a location that could attract visitors from the UK and potentially overseas.
- Your church's listed building status, fantastic stained glass, links to a historically famous family or individual, or Commonwealth War Graves.
- Church tourism, including catering for overseas visitors, and champing (camping inside church buildings).
- Sites such as [National Churches Trust](#), [Champing.co.uk](#), and others are great sources of advice and guidance.
- Open churches can have a positive effect on security, and mission and ministry. Check with your insurer on how they can support your church with this.
- [Ecclesiastical's website page on Open Churches](#) contains useful advice and guidance.

"Do not neglect to show hospitality to strangers, for thereby some have entertained angels unawares."

(Hebrews 13:2)

Recognising your funders and donors.

- This is vitally important - at the start, in the middle, and at the end of your project.
- Building relationships with the supporters of your church could lead to increased attendance and additional donations or grants in the future.
- Sending newsletters, social media posts, and invitations to project milestones (especially the official opening or a thanksgiving/blessing service) is important.
- It may be a condition of a grant agreement that the funder is formally acknowledged.
- Acknowledgements can range from a donations book or display through to plaques, artwork, engraved stones, or other permanent memorials
- Some forms of acknowledgement will require faculty permission, while others may not.
- Some forms of acknowledgement may not be permitted at all.
- Seek DAC advice before making commitments to funders.

“The Lord bless you and keep you; the Lord make his face to shine upon you and be gracious to you; the Lord lift up his countenance upon you and give you peace.”

(Numbers 6: 24-26)

Useful resources and guidance.

The Church of England:

- [Plan your building project](#)
- [Church Development Tool.](#)
- [Church Care Grants](#)
- [Parish Resources](#)
- [Building a generous church](#)

Environment and Net Zero Carbon:

- [The Church of England: Environment Programme](#)
- [A Rocha Eco Church](#)
- [Caring For God's Acre](#)
- [Ecclesiastical: Climate Change and NZC](#)

National Churches Trust:

- [National Churches Trust](#)
- [Online resources for developing church building projects.](#)
- [The House of Good](#)
- [The House of Good: Health](#)
- [The House of Good: Local](#)

Benefact Group:

- [Benefact Trust](#)
- [Ecclesiastical Fundraising Hub](#)
- [Event Planning](#)
- [Building Works](#)

“Your word is a lamp to my feet and a light to my path.”
(Psalm 119:105)

Useful resources and guidance.

Historic England:

- [New and Additional Uses for Places of Worship.](#)
- [Making Changes to Places of Worship.](#)
- [What Does Historic England Fund?](#)

Church Urban Fund:

- [Church Urban Fund](#)
- [Church Urban Fund Look Up Tool](#)

Other useful organisations and resources:

- [Church Care Grants](#)
- [Entrust \(Landfill Community Fund\)](#)
- [Church Build](#)
- [Historic Religious Building Alliance](#)

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(Psalm 119:105)

Useful resources and guidance.

Diocese of Manchester:

- [Church Buildings](#)
- [Grants](#)
- [Giving and Generosity](#)

Diocese of Hereford:

- [Crossing The Threshold Toolkit](#)

Diocese of Blackburn:

- [Diocesan Advisory Committee and other church building guidance](#)
- [Giving](#)

Diocese of Leeds:

- [Church Buildings and Pastoral Reorganisation](#)
- [Finance and Stewardship](#)

Diocese of York:

- [Church Buildings](#)
- [Generous Giving](#)

Dioceses of Manchester, Chester, Leeds, and Blackburn:

- [Open4Community free-to-use grant search portal](#)

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Additional training in Manchester, Chester, Leeds, and Blackburn dioceses.

Open4Community: how to identify new sources of funding

- Thursday 8th October at 7 p.m. via Teams
- Register here:
<https://events.teams.microsoft.com/event/b95bccef-6d3b-48cf-b260-f23c10d8a076@3e7c51d1-af3d-4b0a-98a5-45b28a048233>

How to write a successful application for external funding

- Thursday 22nd October at 7 p.m. via Teams
- Register here:
<https://events.teams.microsoft.com/event/bc541165-4e4b-4d02-b1e6-54c3a83621fa@3e7c51d1-af3d-4b0a-98a5-45b28a048233>

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Manchester Diocese contact details.

- Paul Bailey, Diocesan Giving Advisor

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- Rob Chilton, Parish Support Officer

T: 0161 828 1444 E: robertchilton@manchester.anglican.org

- Amanda Layne, DAC Secretary

T: 0161 828 1418 E: amandalayne@manchester.anglican.org

- Judith Popay, Governance Support Officer

T: 0161 828 1420 E: judithpopay@manchester.anglican.org

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Chester Diocese contact details.

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- Sheena Wilson, Buildings for Mission Advisor

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- Caroline Hilton, DAC Secretary

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Leeds Diocese contact details.

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T: 0113 353 0214 E: Janet.Edmond@leeds.anglican.org

- Lisa McIntyre, DAC Secretary

T: 0113 353 0277 E: lisa.mcintyre@leeds.anglican.org

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Blackburn Diocese contact details.

- **Stephanie Rankin, Stewardship Resourcing Officer**

T: 07717 116483 E: stephanie.rankin@blackburn.anglican.org

- **Jotham Bate, Stewardship Resourcing Officer**

T: 07483 934817 E: jotham.bate@blackburn.anglican.org

- **Sarah Noke, Community Development Funding Officer**

T: 07484 073115 E: sarah.noke@blackburn.anglican.org

- **Jen Read, Senior Church Buildings Officer**

T: 07899 348952 E: jen.read@blackburn.anglican.org

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York Diocese contact details.

- Jan Grey, Generous Giving Advisor (Inspiring Generosity)

T: 01904 699500 E: jan.grey@yorkdiocese.org

- Catherine Copp, DAC Secretary

T: 01904 699522 E: catherine.copp@yorkdiocese.org

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Regional Net Zero Fundraising.

- John Whitton, Regional Net Carbon Zero Fundraising Officer

E: john.whitton@blackburn.anglican.org

John is the NW Regional Net Carbon Zero Fundraising Officer for the Church of England Net Zero Programme, working with the dioceses of Manchester, Blackburn, Carlisle, Chester, and Liverpool.

- Adele Borrowman, Regional Net Carbon Zero Fundraising Officer

E: a.borrowman@newcastle.anglican.org

Adele is the Strategic Fundraising Manager for Net Zero for the NE and Yorkshire, working with the dioceses of York, Sheffield, Newcastle, Durham, and Leeds.

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- Revd Paul Monk, Vicar of Ashton under Lyne
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Questions.

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Please don't forget to send your comments and feedback.

- Please email paulbailey@manchester.anglican.org using the subject heading 'Planning a big project at your church.'

"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."
(Ephesians 2:10)

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Closing prayer.

- Lord, your word is a lamp to our feet and a light to our path.
- Thank you that we can live in Your light and walk in Your truth.
- May the things that you have revealed and the thoughts that we have shared today dwell in our hearts and stir us to action.
- We ask all this in the precious name of Jesus. Amen.

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