



DIOCESE OF
Bath & Wells

Living the story. Telling the story.

Churchwardens' Handbook



July 2023

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Almighty and loving Father,
by the power of your Holy Spirit,
guide, strengthen and inspire me
in my service to you and your Church.
Give me the wisdom and understanding
to carry out my duties faithfully and with love,
following the example of Jesus Christ my Lord.
Amen.

What is a Churchwarden?

“At every stage in my ordained ministry I have been profoundly impressed by the faith and commitment of churchwardens...The experience which you bring from personal and professional contexts shapes and enlivens the church. Your understanding of what it means to ‘be church’ locally is invaluable...Your service as churchwardens [is] a sign of God’s grace and God’s journeying with us. May you continue to bless and be blessed in that calling.”

Sarah Mullally – Bishop of London
Churchwarden’s Yearbook Foreword 2023

As churchwardens you are the key lay leaders in your parish. Sometimes the role can seem overpoweringly large, but it is helpful to remember that not everything has to be done by you and that drawing on the gifts of your congregation and wider community can help your church and community to flourish. One of the vital roles you have is in working with the incumbent to set the tone of your church community and how it is perceived in the wider community. The more prosaic legal responsibilities are set out in [Canon E1](#)¹.

We hope that this handbook will be a useful source of information and support to you in your role. Alongside this, please make use of the local, deanery, archdeaconry, diocesan and national networks to help you in your work. We do this work together and with God.

Thank you for all that you are and do, and we trust that God will bless you and your parishes.



Michael Beasley
Bishop of Bath & Wells



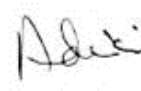
Ruth Worsley
Bishop of Taunton



Simon Hill
Archdeacon of Taunton



Charlie Peer
Acting Archdeacon
of Wells



Adrian Youings
Archdeacon of Bath

What is the undertaking?

You have been elected by the people of your parish to the ancient and important office of Churchwarden.

The functions of your office are a vital part of the life and witness of the Church.

Are you resolved to be faithful in your duties as an officer of the Bishop?

Churchwardens: I am.

Are you resolved to be faithful in prayer and public worship,
to live by the Gospel of Christ,
to work co-operatively with others
and to encourage them to do the same?

Churchwardens: I am.

Archdeacon’s Visitation 2023

¹ Canon E1 can found on the Church of England website: About/Leadership and Governance/Legal Services/Canons
www.bathandwells.org.uk/parish-support/churchwardens

Appointment and responsibilities of a churchwarden

Below is a simplification of the appointment² and key responsibilities set out in Canon E1.

Appointment of churchwardens

- Two churchwardens should be chosen annually by each parish, not later than 31st May each year at a public meeting of the parishioners³.
 - This is important legally and also because, as the principal representative of the laity in the parish, the churchwarden needs to have a mandate from the parishioners.
- Candidates for the office of churchwarden can only be nominated with their consent. The written nomination has to be received by the minister of the parish in advance of the meeting.
 - This prevents someone being nominated without time to prayerfully consider whether they can fulfil the role. It is also designed to ensure that anyone nominated is able to work cooperatively with the incumbent, as the role requires.
 - If the minister believes that the election of someone might give rise to serious difficulties, it is possible for the minister to make a statement before the election that only one churchwarden is to be elected by the meeting. This is highly unusual and would only be done in exceptional circumstances.
- After election by the parish meeting, a churchwarden is admitted to office during the Archdeacon's Visitation, although they may share in some of the duties before that.
 - The Visitation is usually conducted by the Archdeacon on behalf of the Bishop. It must take place before 31st August, and in this diocese is usually in June or July.

Overview of the responsibilities of churchwardens⁴

- As an officer of the Bishop and key lay representative in the parish, to both represent the laity and cooperate with the incumbent.
- To help parishioners be faithful in their Christian faith – both by your example and your encouragement.
- To promote unity and peace amongst your parishioners.
- To make sure that the church and churchyard are places suitable for worship, and to ensure orderly behaviour during services.⁵

² See Appendix B for detail on the qualifications for churchwardens.

³ Parishioners in this context are those on the church's Electoral Roll and/or on the local government electoral roll for the civil parish.

⁴ See Canon E1 for full details.

⁵ The church building and churchyard should not be used for things that are inconsistent with a place of worship. That does not rule out secular use of the building as part of the church's mission to the community but simply means that churchwardens, PCCs and incumbents should ask what is and isn't consistent with God's mission. Similarly, it is the responsibility of churchwardens not to allow behaviour that is inconsistent with a place of worship. This should not be taken to mean that joy is not permitted but behaviour that is inconsistent with the commandments, for example, should not be allowed.

- To be responsible for ensuring that church property is looked after. You are required to keep an inventory of the plate, ornaments, and other movable goods of the church.

General Responsibilities

- Churchwardens, as key lay leaders, work alongside their incumbent⁶. The minister is responsible for the conduct of services⁷ and churchwardens ensure that things are in place to enable services to go well, such as ensuring that enough bread and wine is available for Holy Communion and that the church is in a fit state for holding services. From time to time (especially during vacancies) it may be necessary for churchwardens to lead worship. An order of service and some helpful guidance notes can be found on the Diocese of St Albans website:

[MP-and-EP-in-absence-of-clergy-November-2015.pdf \(anglican.org\)](#)

[MP-and-EP-in-absence-of-clergy-Guidance-notes-June2016.pdf \(anglican.org\)](#)

- Churchwardens must follow the guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults as part of enabling the safety of parishioners and visitors to the church.⁸
- When a benefice is vacant (in other words during the period between the retirement or resignation of an incumbent, and the appointment of their successor) additional responsibilities have to be undertaken by the churchwardens. These are set out in a separate guidance note.⁹

Church property

Background

The incumbent of the benefice (the rector or the vicar) owns the church and churchyard but the churchwardens have joint right with him or her to possession of it. It is the duty of the PCC to maintain and insure it.

Churchwardens are custodians of the contents of the church i.e. the furniture, plate and books. It is the duty of the PCC to preserve and to insure them.

The Archdeacon and the Diocesan Advisory Committee (DAC) need to be consulted about any repairs or alteration to the church, or any acquisitions or disposals of contents, and relevant Ecclesiastical permissions (Faculty) must be obtained before any work is begun.

⁶ Incumbent: the minister appointed by the Bishop to the parish, holding legal responsibilities

⁷ a churchwarden shouldn't intervene during a service unless the minister's behaviour is 'riotous, violent or indecent'

⁸ Safeguarding and Clergy Discipline Measure 2016, section 5(1) and (2)

⁹ Church of England (Miscellaneous Provisions) Measure 1992, s 1(1).

Tasks

Some tasks must be done by the churchwarden; but most tasks are things that the churchwarden must ensure are done. Don't feel you have to do it all yourself. Others may be better suited to do particular things, with more time and other skills.

Churchwardens must:

- ensure that records of church lands and all church property are kept up to date, are available for inspection and are handed over to any successor in good order. To fulfil this, churchwardens are responsible for
 - the inventory and photographic record of all moveable church property, such as plate, ornaments etc
 - the full terrier¹⁰ of all lands and buildings belonging to the church
 - a logbook of any alterations, additions, repairs to, and any other events affecting the church lands and articles.¹¹
- ensure that an inspection of the fabric of the church, and all that belongs to it, is done at least once a year¹²
- share the terrier, inventory, and the logbook for the previous year with the PCC, with a statement signed by them to the effect that the contents of those documents are accurate, as soon as practicable at the beginning of each calendar year
- deliver the Annual Fabric Report to the PCC at the meeting before the APCM. And then to deliver the report to the APCM, including any amendments agreed by the PCC
- ensure that a faculty or other necessary permission is obtained if any alterations, additions, removals or repairs are proposed to be made in the fabric, ornaments or furniture of the church¹³
- ensure quinquennial inspections are organised, and repairs are carried out
- be responsible for the locking and unlocking of the church, and the security of the contents.
- ensure all valuable items are securely kept
- ensure records of any property transactions, including licences under Faculty and tenancy agreements and leases, are kept.

Churchwardens will often:

- be a key member or leader of a reordering or building development project. Their support is indispensable to such projects but that doesn't mean that the tasks need to be undertaken by them. Others, including people from the wider community, may have the right skills and capacity to help the church realise its full potential for mission
- alongside other church leaders and members, have an important role in helping churches set positive targets for the care of the environment and the achievement of net-zero.

¹⁰ the list and description of any land or buildings belonging to the church

¹¹ Ecclesiastical Jurisdiction and Care of Churches Measure 2018, s 49.

¹² Ibid s 50(1).

¹³ Canon F 13 para 3.

PCC and Incumbent responsibilities - but still useful to know

- It is up to the incumbent, as a matter of law, to decide where in a churchyard any given burial is to take place. He or she is entitled at his or her discretion to prescribe any position, including one where there has been a former burial. The only exception is where a specific plot has been reserved by faculty. It is vital that an accurate plan is prepared and kept up to date. An incumbent has a legal responsibility and can be held liable if a burial takes place in a grave that has been reserved.
- When churchyards are full it is possible to apply to the Ministry of Justice for an Order in Council closing it for further burials. Once closed, maintenance responsibilities can be passed to the local authorities. The burial of a body in a churchyard closed by Order in Council is a criminal offence.
- Trees in churchyards are the responsibility of the PCC unless the duty to maintain has passed to the local authority following closure. Responsibility extends to the planting of trees as well as to every aspect of the maintenance of trees and ultimately to their felling. You should be aware that the law is unclear and that local authorities may resist liability to maintain trees. The Church Buildings Council has provided detailed guidance on churchyard trees, and links to the Guidance, and many other useful resources can be found on the Churchyards section of the Diocesan website www.bathandwells.org.uk/churchyards
- The PCC is to ensure a list of all ecclesiastical trusts and charities associated with the parish is maintained.
- The PCC must have a health and safety policy and ensure that it is implemented (See [Church Health & Safety Policy | Risk Management \(ecclesiastical.com\)](#) for policy templates and guidance.)

Keeping it manageable

Managing the expectations of others can be one of the most difficult aspects of the Churchwarden's role. A good, honest, and open relationship with your incumbent and any fellow churchwardens is key as it makes it easier to ask questions about what is really required and how you are going to do things together, and in partnership with the wider church and community.

If that becomes a real problem, you might like to sit down with fellow churchwardens or clergy and discuss how to make these manageable.

Your support network

You do not have to solve everything yourself. Please make use of the support networks available to you.

Local Support

Your incumbent, any assistant clergy and Readers, fellow wardens and the PCC are all there to help carry the load. Do involve them and build your team. And the wider community – people who wouldn't think of themselves as 'church people' are still often happy to get involved if it's with things that are of interest to them, and that can be a great point of connection.

Deanery Support

Churchwardens in the neighbouring parishes and benefices can be a real asset for informal support and encouragement. Your Area and Lay Deans are also a source of support, especially in a vacancy. If there are subjects you feel unsure about, it's worth asking the Area and Lay Dean whether anyone else in the Deanery might be able to help.

Archdeaconry Support

As Officers of the Bishop, the Archdeacon is your first point of call for more significant or sensitive issues, that can't be handled within the Parish. But please let the Archdeacons know the good as well as the difficult. They see themselves, together with you, as partners in the mission of the church and they are there to support, encourage and rejoice with you.

The diocese is divided into three archdeaconries: Bath, Wells and Taunton. If you aren't sure which one you belong to then just ask. The key contacts list on the [Diocesan contacts page](#) of the website shows you the range of support based in your Archdeaconry and across the whole diocese.

Diocesan Support

As key lay leaders, churchwardens often get involved with a very wide range of issues, from drainpipes, via organ pipes to mission and pastoral care. No-one is an expert on everything and so through the diocesan support services you can access a wide range of support and advice. The support services team includes full-time and part-time paid staff alongside voluntary advisers and people based in parishes and deaneries who offer a diocese-wide specialism alongside their local work. There are links to further information, often on the diocesan website, throughout this document. If you have any problems accessing it, just get in touch with one of the human beings listed. Don't hesitate to use your Archdeaconry office or your Deanery Accompanier, if you aren't sure who to contact.

National Support

There is a great deal of useful information on the Church of England website. There is also a Facebook group for churchwardens (and former churchwardens). It is called Churchwardens England: www.facebook.com/groups/churchwardens and offers a space for discussion, mutual support, and the sharing of best practice. (see Appendix C for more information)

Legalities – Registry and Diocesan office support

Churchwardens are required to undertake the duties assigned to them by church law, the general law, and custom, which can sound intimidating, but you are not on your own.

You are not expected to have a detailed knowledge of the law, but to have a sense of where there may be legal considerations, and when it would be sensible to seek advice. Below is an indication of when advice is best sought from the Registry, and which are matters that the Assistant Diocesan Secretary can best help with.

The Registry

The Registry team is friendly and approachable and handles a great many enquiries every year from churchwardens, clergy and PCCs. You are not alone, and often the same sorts of situations and emergencies arise in different places. We can use our knowledge and experience to provide straightforward information and advice.

Some areas on which the Registry can provide advice:

- Legal matters relating to your role, clergy, other church officers, and PCCs;
- Licensing, management and use of churches, churchyards and church property;
- Faculties (permissions for work on churches, churchyards, alterations and memorials);
- Legalities in relation to the appointment and licensing of clergy, lay readers and lay officers;
- Property transactions and title queries;
- Questions about responsibility/ownership of boundary walls/maintenance and responsibilities for closed churchyards/memorials/grave space reservations and exhumations;
- Issuing Common Marriage licences in circumstances where wedding banns cannot be called;
- The legal formalities relating to marriages such as marriage documents/schedules, marriage of foreign nationals, relevant nationals, same sex marriages, and marriages of people of an acquired gender. This is particularly useful if you don't have an incumbent.

The Registry publishes any notices on latest guidance on its page on the diocesan website.

www.bathandwells.org.uk/parish-support/legal-support

Procedural and governance advice from the Assistant Diocesan Secretary

Peter Evans can provide procedural and governance advice to parishes, including the following:

- Parish trust issues e.g. land ownership and disposal of trust property;
- Pastoral reorganisation e.g. parish boundaries, union of parishes, or closed churches;
- Elections for Deanery Synod, Diocesan Synod, and General Synod;
- Sending out statutory notices during vacancy;
- Electoral Roll;
- Church Representation Rules;
- General advice on parish structures and governance.

Where necessary these questions can be referred to the Diocesan Registrar on behalf of the parish.

Please also use Peter as a point of contact for other services and do not be reluctant to get in touch with him if you think the Diocesan Office (rather than, say, your incumbent, Area Dean or archdeacon) might be able to help.

Who to contact

Diocesan Registrar	Christopher Jones Diocesan Registrar	01225 485723 ChristopherDJones@stoneking.co.uk
Deputy Registrar	Janet Saxon Deputy Registrar	01225 324404 JanetSaxon@stoneking.co.uk
Registry Manager	Sarah Williams	01225 324406 SarahWilliams@stoneking.co.uk
General enquiries		bathandwellsregistry@stoneking.co.uk The Bath and Wells Diocesan Registry Stone King LLP Upper Borough Court Upper Borough Walls Bath. BA1 1RG
Assistant Diocesan Secretary	Peter Evans	01749 685108 peter.evans@bathwells.anglican.org

Safeguarding and PCCs

Safeguarding in the church community – making our churches safe for children, young people and vulnerable adults – is everyone’s responsibility. The diocesan safeguarding team provides professional advice and training to parishes to ensure they can meet that responsibility, as well as support those who may have suffered abuse or exploitation in a church setting.

Every PCC needs to appoint a Parish Safeguarding Officer (PSO). The PSO will monitor safeguarding training attendance, DBS checks, and ensure that activities involving children and adults at risk are carried out according to the safeguarding policy the PCC has adopted. PSO’s use the Safeguarding Dashboards in order to ensure they are completing all required tasks for their role. These dashboards can be made visible to churchwardens by the PSO so that you can help monitor your church’s progress.

If your parish doesn’t do any specific work with children and young people (Sunday School, Messy Church, Youth Club etc) or with adults at risk of abuse or harm (pastoral visiting to the sick or housebound, visits to nursing homes or hospitals, lunch clubs for the lonely etc.) then the PSO can be a churchwarden, although as it is a role you are allowed to delegate you may wish to appoint someone else anyway!

Safeguarding training for churchwardens

As a churchwarden and the Bishops Representative, you will need to attend some level of safeguarding training.

As soon as possible after taking up office, you must undertake Basic Awareness training, a one hour safeguarding induction which can be completed online

<https://safeguardingtraining.cofeportal.org/>.

If your role requires you to have a DBS check, then you must also undertake the Foundation Safeguarding Course as soon as possible, (also available online from the above link).

If you find that you are often in a position of leadership, regularly supervise activities in the church or are in vacancy, you are strongly encouraged to attend the Safeguarding Leadership Course. These courses are delivered by the diocesan safeguarding team either in person or online. You can book onto this yourselves via our online events and training page on the Diocesan website: [Events & training - Bath and Wells Diocese](#). Select ‘Safeguarding’ from the filter to see all safeguarding training events.

DBS Checks for churchwardens

As a Churchwarden you are a member of your PCC. If that PCC sponsors and approves work with children or vulnerable adults then you will be eligible for an Enhanced DBS. Similarly, if your role involves direct contact with children or regular contact with vulnerable adults then a DBS will be required to carry out this work. Contact your PSO or DBS.Safeguarding@bathwells.anglican.org for more information.

If your PCC does not sponsor work with children or vulnerable adults, and if contact with these groups is not a requirement of your role, then you will not require a DBS.

Safeguarding Concerns

You need to ensure that anyone in your parish who wishes to report a safeguarding concern knows how to do so. Information about your Safeguarding Policy and who to contact must be displayed:

- on the church noticeboard with information about how to contact the Diocesan Safeguarding Advisor, the Parish Safeguarding Officer and how to get help outside the church with child and adult safeguarding issues and online
- and clearly visible on the Church website.

For more information about any aspect of safeguarding, please see the Safeguarding pages on the Diocesan website:

www.bathandwells.org.uk/safeguarding

News and Updates

Please visit our website for frequent updates. The Safeguarding newsletter is automatically sent to all PSOs on our diocesan database.

Who to contact

Training bookings, DBS applications and all general enquiries	Leonie Jones Safeguarding Coordinator	01749 685106 leonie.jones2@bathwells.anglican.org
Casework, Cathedral and advice	Joanne Austin Safeguarding Caseworker	01749 588905 joanne.austin@bathwells.anglican.org
New safeguarding concerns, advice and bespoke training arrangements	Ben Goodhind Diocesan Safeguarding Manager	01749 588917 ben.goodhind@bathwells.anglican.org

Out of hours cover

In order to ensure that out of hours safeguarding support is available, without reducing our daytime capacity, we are partnering with [thirtyone:eight](#).

For emergency out of hours safeguarding queries, please call 0303 003 1111. The emergency line operates:

Monday to Friday 7am to 9am and 5pm to midnight
Saturday/Sunday 7am to midnight
Bank Holidays 7am to midnight
In DSA absence 7am to midnight

An Information Sharing Agreement between thirtyone:eight and our diocese allows the Diocesan Safeguarding Adviser (DSA) to receive a copy of the advice offered so that appropriate follow up and support can be offered when the DSA returns to the office.

Contacts for technical queries

To help us to help you please use the mailboxes below for non-urgent enquiries. By using these rather than directly emailing staff you can ensure a quicker response as they are monitored by the whole team

Appointing Parish Safeguarding Officer and DBS checks dbs.safeguarding@bathwells.anglican.org

Safeguarding training queries training.safeguarding@bathwells.anglican.org

Building and land matters

Church Buildings

Churchwardens have an important responsibility for the care and use of their church buildings. Churchwardens are responsible for ensuring that the PCC cares for and maintains the church and its contents, as well as any other relevant buildings in the parish, and the churchyard or grounds.

There is a wealth of information on the diocesan website www.bathandwells.org.uk/parish-support/church-buildings. Below are some key areas to be aware of and some additional sources of information and support.

- Ecclesiastical permissions (faculty). Except for minor matters, before a parish takes any action to a church involving alteration, repair, extension or demolition, or the addition or removal of contents it must seek the permission of the archdeacon or (in more complex cases) the chancellor. See Church Buildings Permissions section for details.
- Good maintenance of a church building can save you a great deal of time, trouble and money in the long run.
 - Church of England (ChurchCare) has excellent guidance and advice on the day-to-day maintenance of your church and on how to go about making changes to your building www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings
 - Calendar of care www.churchofengland.org/sites/default/files/2018-12/CCB_Calendar-of-Care_Aug-2016.pdf
 - SPAB useful maintenance toolkit www.spab.org.uk/campaigning/maintenance-co-operatives-project/mcp-fim-resources
 - The National Churches Trust information and resources www.nationalchurchestrust.org/regular-maintenance/maintenance-calendar
- Church buildings are sacred and holy spaces that have an important role to play in God's mission. It's important for a church to reflect on how people can experience God's presence in their building. Sometimes this can be through simple changes and at other times it might involve a larger project. A churchwarden has a key role to play alongside others with the necessary vision and skills. Some helpful resources for this include:
 - Crossing the threshold, step-by-step building project toolkit www.hereford.anglican.org/parish-support/community-partnership/crossing-the-threshold-toolkit
 - Buildings for Mission book by Nigel Walter and Andrew Mottram
- Health and Safety, Heritage Crime www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/crime-and-security-prevention
- Accessibility
 - There is a wealth of resources on the Diocesan Website <https://www.bathandwells.org.uk/parish-support/church-buildings/disability-open-to-all>
 - And the Toolkit for Rural Churches <https://arthurrankcentre.org.uk/mission/accessible-welcome/>

Church Buildings permissions

Except for minor matters, before a parish takes any action in a church that involves alteration, repair, extension or demolition, or the addition or removal of contents, it must seek the permission of the archdeacon or (in more complex cases) the chancellor.

It is the responsibility of a churchwarden to prevent actions being taken without the right permission. The Faculty System for obtaining permissions can be used by a maximum of two registered users who can be churchwardens, clergy, the church architect or another person nominated by the PCC. It is important for the PCC to think about who has the right skills, time and interest to help with such applications

Online Faculty System

The Online Faculty System (<https://facultyonline.churchofengland.org>) is the place to make and track applications for faculties– from the initial advice of the Diocesan Advisory Committee (DAC) right through to receiving the sealed faculty from the Chancellor. Once users have been registered and approved they will be able to apply to the DAC through the online system and will receive updates as an application progresses.

You do not need to be a registered user to download the full guide for parishes (<https://facultyonline.churchofengland.org/user-manuals>) for the system. For more details see: www.bathandwells.org.uk/parish-support/church-buildings/working-with-the-dac

List A, List B and Faculty Applications¹⁴

Changes to church buildings fall into three categories:

- List A covers work that can be done without any prior authorisation;
- List B includes work that archdeacons can authorise without the need for a faculty. (See below);
- A faculty is required for work which is likely to affect the character of the building or is of structural significance. It will also be required if deemed necessary by the archdeacon because the work is either controversial or raises pastoral issues in the parish.

The majority of changes are List A or B and do not require a full faculty but where a faculty is required it is essential to obtain one.

If you are unsure about which matters fall within List A and List B and which require a faculty, please ask for advice from your archdeacon's office or the Registry.

If the proposed work needs a List B permission or full faculty then the application must be made through the online Faculty System. Please see the latest guidelines on the Bath and Wells website. Currently: www.bathandwells.org.uk/parish-support/church-buildings/working-with-the-dac/faculty-and-list-b-applications. If the link does not work search on "DAC" or "faculties". The process can feel slow. Be patient and keep in contact with the DAC.

¹⁴ New legislation came into effect on 1 January 2016 which allows for the simplification of the faculty process www.bathandwells.org.uk/parish-support/churchwardens

If you are planning changes that require a faculty, we recommend you contact the DAC as early as possible! The full Committee meets 6 times a year, with subcommittee meetings to progress things in between. Meeting dates are available on the website along with further information about obtaining advice from the DAC and faculty approval.

Community shops in churches and chapels

The Cathedral and Church Buildings Division of the Church of England has published its Guidelines and Best Practice for the Provision of Community Shops in Churches and Chapels on their ChurchCare website www.churchcare.co.uk.

Insurance

Amongst other things, churchwardens have responsibility for the goods appertaining to the church and for ensuring the inspection and upkeep of the fabric. Your parish insurance policy covers loss or damage to buildings and contents as well as the legal liabilities of clergy, churchwardens, PCC members and authorised volunteers which can arise in your activities and delivery of God's mission and ministry.

You will find a variety of resources to help you in your role on the Ecclesiastical Insurance website www.ecclesiastical.com/church including [guidance](#) on a wide range of subjects such as health and safety, security, fire safety, event planning, theft of metal and building works. Links to common useful resources for churchwardens are contained in the appendix. Ecclesiastical Insurance is owned by a charity, the [Benefact Trust](#), which uses the profits the Group returns to make [grants](#) to Christian churches and charities.

If you have a question regarding your policy, your activities or training please get in touch with Ecclesiastical Insurance on the number below. And watch out on their website as additional content is always being developed. They are currently working on a series of short videos on popular topics for you to view at your leisure.

Finally, if you have any queries on managing risk at your Church please call Ecclesiastical's Risk Advice line on the number below.

Who to contact

Church Buildings Adviser	Jonathan Foyle	01749 685271 Jonathan.Foyle@bathwells.anglican.org
Registry Manager	Sarah Williams	01225 324406 SarahWilliams@stoneking.co.uk
Ecclesiastical Insurance (general queries)		0345 777 3322 churchteam@ecclesiastical.com
Ecclesiastical Insurance (Risk Advice Line)		0345 600 7531 risk.advice@ecclesiastical.com

Care of vacant clergy housing – guidance from the Property team

The Property team is committed to a high standard of service. We hope the guidance below is helpful. All of the team are available to contact if you have any questions or concerns regarding clergy housing matters via our helpdesk: Property.helpdesk@bathwells.anglican.org. We are very grateful for the time and input and hard work put in by churchwardens in the care of church property.

When a clergy vacancy occurs, churchwardens have particular responsibilities, alongside the Area Dean. One of those responsibilities is to care for the vicarage/rectory.

Keys and Security

- Ensure that all doors are locked and bolted and windows shut and secure;
- The incumbent will have been asked to leave a key in the box. Code 0182(3). The remaining keys can be left in the property;
- Leave internal keys in the property, please do not lock internal doors and remove keys; Please label or identify keys where possible;
- Notify the Police and Neighbourhood Watch that the house is empty.

Services

- On departure, occupant to read meters and close account and put in the name of Bath and Well DBF;
- Bills for gas, electricity and oil whilst the house is empty will be met by the Bath and Wells DBF - Please forward bills to Property team Diocese of Bath and Wells;
- From time to time we will request meter readings in order that accurate bills can be generated.

Heating

Insurance Requirement - from 31st October until 31st March the heating should be set on continually at the minimum of 10 degrees. If the house is to be empty long term, the property services department will arrange for the heating system to be drained down and water isolated.

Please ensure, in the case of oil systems, that the oil supply is checked regularly. When oil is required please contact the Property team who will place a purchase order direct with a supplier for the minimum order of 500 litres. Invoices will not be paid without an official purchase order.

Should there be any problems with Gas central heating systems or other maintenance issue please contact the Property team.

Telephone

- Outgoing vicar/rector to cancel telephone account or make arrangements to have calls diverted or install answerphone. They must contact the provider to discuss this and have calls diverted to a churchwarden or other nominated person, in order not to lose the telephone number. It is rarely possible to suspend a number.
- Telephone accounts and associated costs are the responsibility of the PCC.

Inspection

Insurance Requirement - If the house remains empty including before and after a let

- Ensure that it is inspected at least once a week to maintain the Board's insurance cover and that is recorded on the inspection record;
- Continue inspections until the house is re-occupied, either by a member of the clergy or a tenant;
- If possible, it would be helpful if curtains could be hung at windows, in order to create a more 'lived in' appearance and hopefully deter intruders;
- Use lamps on timers;
- In the event of malicious damage, please advise the Property Department and, if appropriate, the Police immediately;
- Please remove all mail promptly as this also advertises that the house is empty.

Garden

- In the case of Benefice properties the care of the garden during a vacancy rests with the PCC before and after a let;
- During the 'growing' season the lawn will need cutting regularly, shrubs trimmed and borders weeded hopefully by volunteer labour.

Lettings

- We usually seek a tenant during the vacancy period and we will advise you if an agent is appointed and keep you updated on this process.

Further Support and Information

You may find it helpful to review the DBF Housing Guide which contains lots of useful information for the vacancy and re-appointment process.

www.bathandwells.org.uk/clergy-housing

If you have a general enquiry about church buildings (rather than clergy housing) then please contact Jonathan Foyle, the Church Buildings Adviser. Jonathan works closely with the DAC, who can be contacted via the DAC Secretary. More information is available on the website

www.bathandwells.org.uk/parish-support/church-buildings

If you have any queries or you would like to discuss any of the information above, please do not hesitate to contact us.

Who to contact

Clergy housing repair queries	Annabel Cook Property Coordinator	01749 588902 property.helpdesk@bathwells.anglican.org
Quinquennial inspections and clergy property maintenance	Owain Wynne Property Manager and Diocesan Surveyor	01749 670777 ext 2295 owain.wynne@bathwells.anglican.org
Glebe land and property sales	James Millard Head of Property and Glebe	01749 670777 james.millard@bathwells.anglican.org

Creation Care

Creation care is central to our commitment as Christians. The 5th Mark of Mission is ‘to safeguard the integrity of Creation’. Churchyards, and other church land, are often really important spaces within our communities. As churchwarden you play an important part in stewarding God’s creation and the team at the diocese are here to offer support and guidance as you take this journey with your church and community.

Our role is to provide resources, advice, training and signposting for you to consider the environment in all decisions and planning within your role and the wider life of the church. This includes:

- Planning and reducing your church’s carbon footprint including a complimentary energy audit;
- Managing your church land for biodiversity alongside existing needs of your church and community;
- Including Creation in worship, teaching and prayer;
- Achieving an Ecochurch Award to celebrate your churches hard work in caring for Creation;
- Connecting with partner organisations and the opportunities provided by National Church;

Key resources for Creation Care include:

- Church of England Energy Footprint Tool: www.churchofengland.org/about/policy-and-thinking/our-views/environment-and-climate-change/about-our-environment/energy-footprint-tool
- Getting Started with Creation Care: www.churchofengland.org/about/policy-and-thinking/our-views/environment-and-climate-change/how-you-can-act
- Practical Path to Net Zero for Churches: www.churchofengland.org/resources/churchcare/net-zero-carbon-church/practical-path-net-zero-carbon-churches
- Wilder Churches: www.somersetwildlife.org/events/wilder-churches
- Diocese of Bath and Wells Environment Pages (with Environment Policy and Action Plan: www.bathandwells.org.uk/faithandmission/environment

Who to contact

Creation care	Sara Emmett p/t Climate Justice and Environment Adviser	07900 694118 sara.emmett@bathwells.anglican.org
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Annual Returns to the National Church

The Church of England requests annual data from parishes so that it can speak knowledgeably about what is happening across the country. Three sets of data (Statistics for Mission, Parish Finance Return and the Energy Footprint Tool) are all submitted using the online portal <https://parishreturns.churchofengland.org>. Forms can be downloaded from www.bathandwells.org.uk/parish-support/treasurer-support/accounting-and-returns/finance-forms-returns

Statistics for Mission

Statistics for Mission requests information relating to baptisms, weddings, funerals, attendance at Christmas and Easter, attendance on Sundays and weekdays during October, 'worshipping community' and Electoral Roll numbers. There is usually an additional one-off question on the form.

The statistics for a calendar year need to be submitted to the diocese via the national online portal by end of the following January. The diocese may send reminders to Churchwardens that the online returns are available to be completed and this can be done in stages as statistics become available.

Online Services Register – A Church Near You

This is the digital equivalent of keeping a paper Services Register book, and it works in online and offline mode through A Church Near You.

Data put into the register is automatically fed through to your Statistics for Mission return, saving time at the end of the year.

The Online Services Register will become a legal alternative to a paper Services Register book once approved by Synod in July 2023.

Please note that the total number of adults regarding the Worshipping Community figure on the Statistics for Mission form should be calculated in the same way as the Regular worshippers number on the Parish Share Survey Form, the only difference being those members who had left or joined, in between the completion of the two forms.

The National Research and Statistics Unit produce Parish Dashboards each year from the information provided (for each individual parish), which are available to be viewed and downloaded through the Online Parish Return System. Information can also be viewed on the Church of England's Research and Statistics page

www.churchofengland.org/about/research-and-statistics

Money matters

Churchwardens have oversight with the incumbent and PCC of the financial administration of the parish, which includes making sure that appropriate procedures are in place for counting the collection, recordkeeping etc. As with many things, this does not mean that you need to do all tasks yourself but that you need to be sure they are done in the right manner. For example, ensuring that any collection is counted by two people, recorded and then passed on to the Treasurer, if they are not one of the people doing the counting.

The Parochial Church Council (PCC) may appoint any one or more individuals to act as treasurer. The churchwardens act as treasurers of the PCC when:

- they are appointed by the PCC or
- the PCC does not appoint anyone else as treasurer, in which case the churchwardens act as ex-officio Treasurers to the PCC.

Support from the Finance Team

Our aim is to support parishes, as well as fulfilling our statutory responsibilities. The diocesan website offers advice and guidance on a number of areas, and this can be found by clicking on the Parish Support menu, and then Treasurers. www.bathandwells.org.uk/treasurer-support

Listed below are some of the ways we can help parishes.

- Parochial Fees form completion advice;
- Accessing custodian trust funds held on your behalf by the DBF;
- Accounting and bookkeeping advice;
- Fund accounting and reserves policy advice;
- Gift aid declaration advice;
- Assistance when looking at funding requirements for major projects;
- Financial training for Treasurers and other interested individuals;
- Scheduling Parish Share payments.

The above is not an exhaustive list, so if you have a question that you think the finance team can assist with, please do get in touch, either by email or by phone.

Who to contact

Parish finance returns and Parochial fees		fees@bathwells.anglican.org
Parish share		parishshare@bathwells.anglican.org
Finance queries	Debbie Smith Finance Manager	01749 685136 debbie.smith@bathwells.anglican.org
Finance and funding queries	Matthew Pinnock Head of Finance & Operations	01749 685112 matthew.pinnock@bathwells.anglican.org

Giving and Funding help for parishes

Mission Makes a Difference

Our churches will always need to secure enough income to sustain both the ministry that is offered in our communities and also to maintain and make the best use of our buildings. Both of these are key resources for mission as we seek to live and tell the story of Jesus. There are lots of ways to approach giving in your church. However you choose to do this, it is important to always frame your need for income in the context of your mission and regularly celebrate the generosity that you receive by keeping your congregation and wider community up to date with how their gifts make a difference in the lives of those you serve.

Giving

For more information on any of the elements listed below please visit www.bathandwells.org.uk/christian-giving-and-funding or scan the QR code



Planned Giving

We recommend that churches ask their congregations to review their giving annually. Support and tools to help churches to sustain and increase their income from giving, including training events/webinars and a range of downloadable resources can be found on our website (above).

Gift Aid and the Gift Aid Small Donations Scheme

To maximise the value of giving from UK taxpayers, we have a downloadable Gift Aid Guide on our website which helps parishes administer Gift Aid and the Gift Aid Small Donations Scheme and make claims. www.bathandwells.org.uk/gift-aid

Parish Giving Scheme (PGS)

PGS is a convenient and secure way for regular givers to support their church. Using direct debit, PGS collects gifts monthly, quarterly or annually on the 1st of each month and pays these directly into

the church's bank account as one lump sum within a few days. PGS automatically claims the associated gift aid each month and pays this to the church as soon as it arrives.

Givers can also opt to increase their gift each year in line with inflation to help your church income keep pace with rising costs.



PGS is currently used by over 4,700 parishes in the Church of England and collects gifts from over 75,000 givers. Since their launch PGS has processed over £365m of gifts and gift aid on behalf of churches and every gift is covered by Direct Debit Guarantee.

More details about using PGS in your church can be found at www.bathandwells.org.uk/pgs-for-churches.

Ways to Give

Ways to Give (WTG) is a tool developed by our diocesan giving team to help churches promote all the ways that someone can give to support their church.

WTG provides your church with a single simple webpage which acts as a portal to promote information on the various methods of giving accepted by your church. It also provides links so that givers can quickly and easily access tools like PGS and Online Giving to make donations.

Importantly, WTG also offers a convenient way for givers to get in touch with your church to discuss various aspects of giving or let you know that they would like to be able to use certain giving tools to support your church. Anyone visiting WTG can register their contact details and select a reason why they want to get in touch. We will then forward these details to your church treasurer who can make contact and respond directly. Shortly after releasing WTG we received contact details from a giver who wanted to leave a legacy to the church in which they were married. WTG provided the opportunity for them to get in touch with the right person, quickly and easily.

Churches can register to use WTG for free and receive a pack of pew tools to leave in and around the church directing givers to the WTG website. WTG can easily replace all of the other posters and leaflets you may already be using around the church and on noticeboards, weekly service sheets etc.

To register your church on Ways to Give please visit www.waystogive.org.uk/about-us.



Digital fundraising, Online donations and Contactless/card readers

Having an online giving page is essential for all churches and you don't have to have your own church website to use this important tool. The national church have partnered with 'Give a Little' and 'Stripe' to offer the lowest cost online giving platform for churches. With Give a Little, you can create and publish any number of online giving pages for your church or benefice. You can then link these pages to your website or 'A Church Near You' page. Our Giving Team can set this all up for you and offer training to show you how to get the best from it. Contact us (details below) if you'd like us to help you with any aspect of this.

Easyfundraising enables churches to generate income from online retailers when supporters shop online www.bathandwells.org.uk/easyfundraising.

Contactless devices are proving to be another essential tool for churches to increase their current income levels. As we progress towards a more digital world and the use of cash diminishes people are looking to donate via card and other smart applications such as Apple Pay. We have developed a quick tool to help you identify which contactless devices may be suitable for your church – www.bathandwells.org.uk/contactless-giving. Simply follow the five steps to see which devices would work in your setting.

Mobile Signal Surveys

An important factor in adopting a contactless device is knowing how the device would connect to the internet. If your church does not have a broadband line and you would like to test the mobile phone signal in your church to see if this is adequate, please contact our Giving Team (details below) who will be happy to assist. For churches who do not have any signal available a limited selection of 'offline' devices are also available.

Legacies

Church members and others who are attached to your church community may want to consider leaving a legacy gift to your church in their will. We encourage all churches to have a legacy policy and to promote it each year (e.g. during your Annual Parish Council Meeting where finances are discussed).

Will Aid occurs every November and this is the month when more Wills are written than at any other time. Something in the October/November magazine will therefore be read when more people may be thinking about their Wills. More help can be found here:

www.bathandwells.org.uk/legacies

Funding

Grant fundraising for buildings

Grant funding is something that all churches should consider for any capital work that is needed to improve or maintain your building. With many churches struggling to make ends meet grant funders can play an important part in maintaining and repairing your church building to ensure it can continue to be a place of worship and focal point in your community. We have developed a helpful tool that will provide a list of suitable funders to match your church based on just a few criteria.

www.bathandwells.org.uk/funding-for-buildings

By following a short set of questions on our website a list of potential funders will be emailed to you so you can explore and apply for their support. Further guidance and help with forming appeals and applications is available from Gary Watson our Lead Giving and Funding Adviser (details below).

Ecclesiastical also has a [Church Fundraising Hub](#) where you can find guidance and resources to help your fundraising journey, whether that be for capital projects, missional projects, or everyday costs.

Getting in touch

We are here to help. Our Giving & Funding Advisers or one of our team of Honorary Stewardship Advisers will be happy to visit your PCC or working group to talk about giving, tools/resources and accessing grants.

Who to contact

Gary Watson Lead Giving and Funding Adviser	01749 685270 gary.watson@bathwells.anglican.org
Kate Mayo Local Giving Adviser (Bath Archdeaconry)	01749 588903 kate.mayo@bathwells.anglican.org
Natalie Wainwright Local Giving Adviser (Taunton Archdeaconry)	01749 685109 natalie.wainwright@bathwells.anglican.org

Deanery and Parish Support Team

Alongside factual questions that churchwardens encounter, there is also the more general responsibility to be a leader in helping your church flourish, grow in faith and share that faith with others.

That can be daunting at times, especially at times of change or when your priest or another key leader has moved on. Each archdeaconry area (Bath, Taunton and Wells) has specific people who can support you, including Deanery and Parish Advisers who hear what is happening in your context, share ideas and resources and offer facilitation for events that can help your church consider how to move forwards.

We also have particular areas of expertise such as

- Rural ministry - how churches in a rural setting can flourish
- Magnificat - helping us to celebrate and work with the gifts in areas high on the Index of Multiple Deprivation scale
- Conflict - helping churches to work with their differences in a healthy way
- Building teams - sharing the workload so no one is overpowered and people are able to use their gifts

See the Contacts section for the people to contact for these particular areas or for your local Deanery and Parish Development Adviser. We are here to help and support you in your role.

Vacant parishes

When the incumbent of a parish or benefice leaves, the churchwardens need to be aware of their particular responsibilities. This can feel like a time of onerous responsibility, but you can draw on the support of others in your church and community, your Area Dean and Lay Dean, your archdeacon and also your local Deanery and Parish Development Adviser. Vacancies can be a time of renewal and growth if people share the responsibilities and get involved.

When a vacancy arises, the Archdeacon will seek to meet with the churchwardens, Area Dean and Lay Dean as soon as possible.

The following link about the [vacancy process](#) will be helpful but it is important to know that all plans for parishes and benefices have to fit within any deanery plans. This means that the partnership with the deanery is very important, especially when a paid post falls vacant.

The Area and Lay Dean will check with churchwardens to ensure that the things below are covered:

- Churchwardens/chapelwardens should ensure they have all keys to the vacated parsonage house.
- The Area Dean will be in touch to check about plans for the conduct of Sunday and occasional services.

- Churchwardens/chapelwardens, along with the outgoing incumbent, need to check and sign the terrier and inventory of the parish church(es), parsonage house and other church property.
- The Area Dean will take responsibility for the planning of institutions, collations and licensings in collaboration with churchwardens and the incumbent-designate (or equivalent).

When a vacancy is for an incumbent’s post, the churchwardens/chapelwardens of every parish in the benefice, and the Area Dean (together with any other person appointed by the Bishop), act as sequestrators and are responsible for administering the income of the benefice.

The deanery and parish support team provide support to benefices in drawing together a benefice profile as part of the appointment process. That team can also provide support and facilitation in such areas as developing a team and considering the church’s vision and future ministry (see section above).

Who to contact

Bath Archdeaconry	Claire Horton p/t	01749 588919 claire.horton@bathwells.anglican.org
Taunton Archdeaconry	Rob Walrond p/t	07967 838499 rob.walrond@bathwells.anglican.org
Wells Archdeaconry	Caroline Bruce p/t	01749 685127 caroline.bruce@bathwells.anglican.org

Appendix A - Simple security advice for churches

Personal safety

Put your personal safety and that of others first.

Always...

- Tell someone where you are and when to expect you back... and tell that person if you change your plans
- Agree what to do if you do not appear when you are expected
- Have some means of calling for help from the church e.g. phone, mobile, panic button
- Look at potential problems in your church and carry out a risk assessment and ask for help if you need it when carrying out a risk assessment.

Never...

- Give money to people, no matter how genuine their story is. Be practical in your help instead
- Get into an argument of any sort when on your own in the church
- Disturb the scene of a crime if you find one
- Forget, or not bother to report a crime to the police, no matter how trivial it may seem
- Enter the church if you have any suspicion that there may be someone inside committing a crime. Call the police instead.
- Get security advice from a security company you do not know. If in doubt check with the Property Department.

Building safety

Look at your church as a criminal would...

- What could you easily steal?
- Is it easy to get it out of the church?
- Can you drive a vehicle right up to the church? Are there any obvious points of entry?
- Could you funnel any intruders towards an alarmed area?
- If you have a particularly valuable item, are they listed by any outside agencies, e.g. V&A, NADFAS, guide books?
- Have you spoken to your neighbours and asked them to ring the police if anything suspicious happens? Reassure them that you will not mind if it's a false alarm.
- Have you carried out a general risk assessment in relation to both church workers and volunteers and building security?
- Is there anything in your church that would be a significant loss to you if it was stolen? If so, how are you protecting it?



Put security as a fixed item in your budget. Every church needs extra security and to increase it over a few years will ensure that if you suffer a crime you will have done everything practical to limit the offence.

Appendix B - Qualifications and terms of office

Churchwardens must meet the following qualifications and must make a declaration to that effect at the Archdeacons Visitation before they are formally appointed to office.

Churchwardens must be

- baptised
- not disqualified
 - a disqualification from being a charity trustee under Charities Act 2011
 - included in a 'barred list' - Safeguarding Vulnerable Groups Act 2006
 - convicted of an offence in Children and Young Persons Act 1933, Sch 1
 - under the Incumbents (Vacation of Benefices) Measure 1977
 - having served six successive periods of office as churchwarden¹⁵

Churchwardens must be, unless an exception is granted by the bishop,

- named on the electoral roll
- actual communicant
- aged at least twenty-one¹⁶

Term of office

The churchwarden's term of office ends on the date of his successor's admission to office, or (if no-one is admitted) on 31 August in which case a vacancy arises.

Resignation and vacation of office

- A churchwarden may resign by sending a written notice of their intention to resign to the bishop by post.
- A churchwarden ceased to be a churchwarden if
 - Their name is removed from the electoral roll;
 - Their name is not on a new electoral roll;
 - They become disqualified under one of the general disqualifications (above).

Suspension from office

The bishop may suspend a churchwarden from office by serving written notice, specifying the reasons for the suspension,

- if the churchwarden is arrested on suspicion of an offence in the Children and Young Persons Act 1933, Sch 1
- if the bishop is satisfied, on the basis of information provided by a local authority or the police, that a churchwarden presents a 'significant risk of harm'.

¹⁵ This is a useful default limit intended to share the load and help the church be refreshed. However, in some cases, the reality is that there are few people to take on the role and the annual meeting of parishioners can pass a resolution that this rule should not apply.

¹⁶ This is a historic requirement but shouldn't discourage churches from involving younger churchwardens who might be able to fulfil the role – the Bishop can be asked to allow an exception, and often does so as to foster competent younger members of the congregation assuming positions of leadership and responsibility.

Appendix C - Further information and support

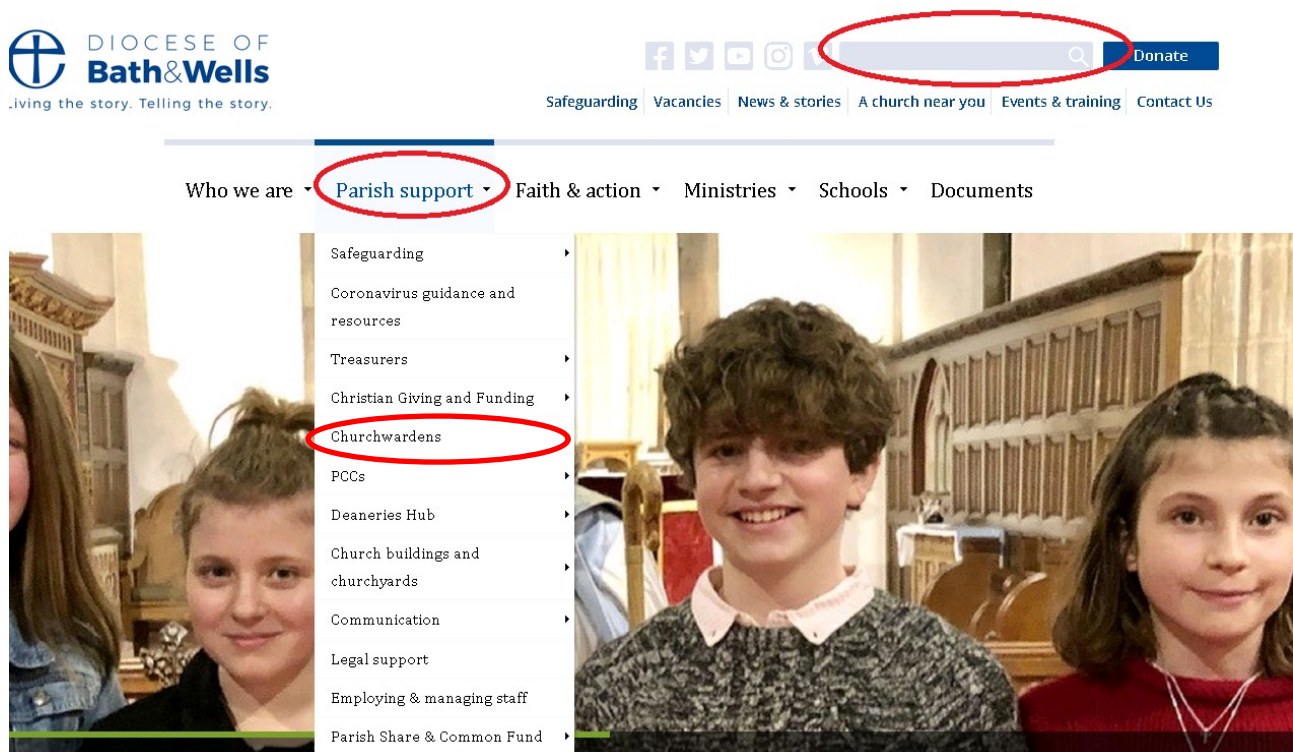
The diocesan website

There is a lot of information that will be relevant to you on the diocesan website

www.bathandwells.org.uk

Because it contains so much information, the search button in the top right is often the quickest way to find things.

The second menu heading: "Parish Support " has much of the information you need, including a link specifically for churchwardens:



Connect

As a churchwarden you will automatically be added to the mailing list for Connect, the bi-monthly e-newsletter from the diocese. This is a key publication which contains updates from the bishops, highlights key resources, stories from around the diocese and more.

Social media

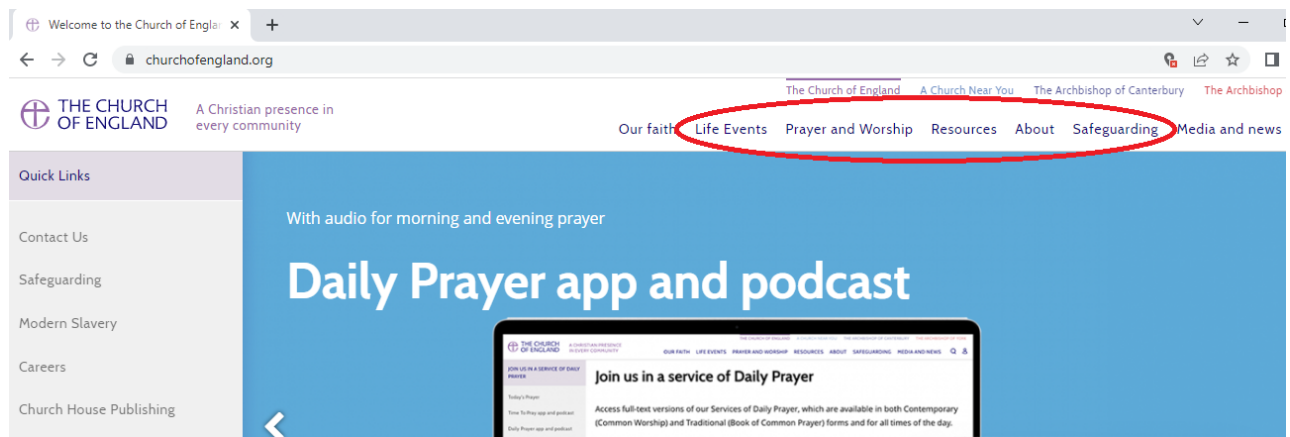
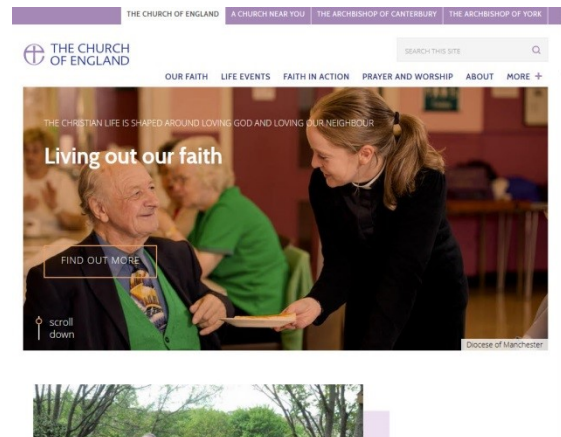
The diocese is on Facebook, Twitter and Instagram. This can be a good way to feel connected to the day-to-day life of our diocese. We would love to hear what is going on in your parish as well. Do tag us or email stories to comms@bathwells.anglican.org

- www.facebook.com/bathandwells
- www.twitter.com/BathWells
- www.instagram.com/churchofengland_somerset

The Church of England website

The Church of England website also has useful information www.churchofengland.org/ and can be useful for anyone not familiar with the church to find out more e.g:

- The Life Events Section can be given to those considering weddings, funerals, or christenings.
- Faith in Action has inspiring stories from around the churches.
- Prayer and Worship has prayers and service materials
- About includes national governance, synods, national organisations



There are also sections for Resources and Safeguarding.

Social media groups

Facebook has a closed group for churchwardens (and former churchwardens). It is called Churchwardens England: www.facebook.com/groups/churchwardens and offers a space for discussion, mutual support, and sharing of best practice.

Appendix D - Further reading

There are various resources and books you might find helpful, some are available to borrow from the Diocesan office. Most can be purchased from Church House Bookshop <https://chbookshop.hymnsam.co.uk/> at 31 Great Smith Street, London SW1P 3BN (tel. 020 7898 1300), the Cathedral bookshop or Amazon.

An ABC for the PCC: A Handbook for Church Council Members by J Pitchford (5th edition, 2019).

Churchwarden's Yearbook 2023. Produced each year this diary is packed with useful information.

The Churchwarden's Year: A Calendar of Church Maintenance by Graham Jeffery (2012) a humorous, illustrated monthly calendar of handy tips.

Church Representation Rules (2022 edition: blue cover).

A Handbook for Churchwardens and Parochial Church Councillors by K M Macmorran and T Briden (2010) the authoritative guide to the job.

The PCC Member's Essential Guide by Mark Tanner (2015). What it means to be a PCC Member.

Practical Church Management by James Behrens (4th edition, 2021). A compendium of information. It will date - so look for the latest version.

Rotas, Rules and Rectors: How to thrive being a Churchwarden (2018) An experienced Warden's encouragement to those thinking of becoming churchwarden, exploring the role.

So the Vicar's Leaving: The Good Interregnum Guide by Mike Alexander, Jeremy Martineau, and Ron Wood (2002) good advice for a vacancy.

Church House Bookshops also sells church supplies for communion, baptisms etc and forms (if you can't print your own for e.g. The Church Property Register, Applications for the Electoral Role etc).

Other websites

- See the Diocesan and CofE websites in Appendix C
- Churchcare www.churchcare.co.uk/ national support for the care of buildings
- www.parishresources.org.uk/ has national resources including things for the PCC, church administrators, finance, buildings, people management etc. Includes downloadable forms you may need.

Appendix E - Useful contacts

A list of useful diocesan key contacts can be downloaded from our website via the Contact Us pages:

[bath--wells-key-contacts.pdf](#)

The key contacts list is updated regularly, so please check via the link for the most up to date version.

Appendix F - Annual tasks

A list of key annual tasks that a Churchwarden will need to keep check of:

○ By 31 January	Ensure Statistics for Mission for previous calendar year are returned (alongside incumbent).
○ First quarter of the year	Share terrier, inventory and log book with PCC for sign off.
○ Prior to APCM	Ratify draft accounts and reports that require signing off by PCC prior to APCM. Complete Fabric Report (inspection of the fabric of church and all that belongs to it).
APCM no later than 31 May	
○ Within 1 month of APCM	Ensure PCC Secretary has submitted the Place Audit .
○ Prior to Visitation	Complete Churchwarden's Declaration (but do not sign it!).
○ By 31 August	Archdeacon's Visitation (conducted by deanery).
ANNUALLY	Ensure insurance policy is fit for purpose. Ensure compliance checks are carried out for fire extinguishers, smoke alarms, PAT testing (if due) and the boiler serviced. Review Parish records to keep or delete: Keep or Bin guidance.pdf

