



archdeacons'

visitation news

Spring 2016 - issue 8

Dear churchwardens

Introduction by our new Archdeacon of Wandsworth,
The Venerable John Kiddle

"Isn't that all about drains, discipline and dreary meetings?" is typical of at least one strand of comments I received when news of my appointment as Archdeacon of Wandsworth reached my friends.



There might, I guess, be some truth to such a characterisation, but I have to say that my first few months in the job have been far more interesting, and even exciting. It is good to be here. I am thrilled to have joined the Diocese

of Southwark. It's a great place in which to be living, working and praying. I am loving the diversity, the challenges and, in particular, the very real sense of hope and expectation.

Of course we, as churchwardens and Archdeacons, do have our fair share of stuff to deal with that concerns buildings and what might be considered mundane matters. It's what we do. However, it is absolutely vital to remember why we do it.

It's quite liberating and energising to remember that ultimately we are seeking to serve God's purposes and mission in the world. As has been said, "Seeing what God is doing and joining in". That's a perspective that begins to transform the way we do things.

As I look at the way God works both in the world and in the church, I see joy, I see diversity, I see creativity, transformation and growth. That's a vision that can dramatically shape how we understand what we are doing.

It's a vision that has, in recent years, been shaping how the Church of England sees its priorities. Its three quinquennium goals* are:

- **working for spiritual and numerical growth**, including growth in our capacity to serve our communities

- **reimagining the Church's ministry** for the challenges of the new century
- **focusing our resources** where there is both greatest need and greatest opportunity.

In the Diocese of Southwark we seek to make this a reality through lives and communities rooted in Christ, captured in Bishop Christopher's Hearts on Fire vision.

Locally too, in our deaneries and in our parishes, we are seeking to grow. There are no easy solutions and no off-the-shelf packages. Growth, both spiritual and numerical, is nurtured and discovered as we pray, as we reimagine the way we do things and as we make strategic decisions about resources which, of course, all lie at the heart of Mission Action Planning.

Your role as churchwardens is crucial in this. It's not going to happen by itself or through the activity of a few enthusiasts. We need to be in this together. **So how can you help?**

Talk about growth. We've got a lot to learn. How do we enable growth? What do we really mean by growth? How do we measure growth? Where can we see growth? Become part of the conversation, share your wisdom and learn from others. (Incidentally, thank you for filling in the annual Statistics for Mission form; this really helps us as we seek to learn about growth across the diocese).

Pray for growth. Nothing will happen without the creative inspiration and loving energy of God. Jesus's description of the Vine tells us that we grow and are fruitful as we are, together, rooted in him and his words.

Plan for growth. There are no easy answers, but that doesn't mean we shouldn't try. Why not start by looking at each of the things that you do or spend money on in the parish and ask, how does this help enable spiritual or numerical

growth? Not a bad question with which to review your Mission Action Plan.

And finally, it's pretty important to remind ourselves that it isn't all about ourselves. Growth, both spiritual and numerical, is not an end in itself. Ultimately we are here to love God and to love others. We seek for all people and for all creation, the transforming life and love which we call the Kingdom of God. The Church is here to point to, live out and serve that wider vision. That's what makes it exciting. That's what makes all of what we do important and energising. That's what we are about.

Thank you for your partnership and for your prayers. It's great to be here.

*See Challenges for the New Quinquennium GS 1815 www.churchofengland.org/media/1163101/gs%201815.pdf

Churchwardens' Training Days

The diocese holds training for new and more-experienced churchwardens. Full details to follow, but meanwhile, please note the dates:

Kingston Episcopal Area
Saturday, 18 June 2016

Croydon Episcopal Area
Saturday, 21 May 2016

Woolwich Episcopal Area
Saturday, 10 September 2016

Archdeacons' PAs

Croydon Mrs Susan Wheeler – 020 8256 9633
Kingston Mrs Romana Nelson – 020 8545 2440
Woolwich TBC – 020 7939 9413

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The churchwarden as the Bishop's officer

Being a churchwarden is a key role in the life of a parish. Thank you for being willing to do it. We understand that by accepting this role as a lay volunteer, you are taking on some important roles and responsibilities alongside your vicar.

You are responsible for the smooth running of your church and are considered by many as the leading members of your church community. You need to make sure the church (and often its grounds) is well maintained, carry out certain legal and administrative duties, and serve on your Parochial Church Council.

Your role as churchwarden means that you are a Bishop's officer, which also carries certain responsibilities in your parish. This means you will need to:

- answer any enquiries from the Bishop or an Archdeacon and inform him or her of any situation where s/he may need to intervene
- perform ceremonial roles when the Bishop visits the parish
- respond to the Annual Inspection and Articles of Enquiry
- attend the annual Visitation service where the churchwardens are admitted into office.

As such, the churchwarden needs to write to the Bishop to resign from office in between annual general meetings, giving two months' notice of the intention to resign.

More information at:
<https://www.churchofengland.org/about-us/structure/churchlawlegis/canons/section-e.aspx>



Capital Projects

Developing your parish buildings

So the parish wishes to do something with your buildings. The diocese has prepared a guide to developing the project. It attempts to be a road map that helps you get from A (buildings in need of capital spend) to B (a fit-for-purpose, new or renewed facility). Hopefully it will enable you to foresee difficulties and prepare for them and help you to manage the design stages, the need for permissions, and above all the actual capital expenditure.

It will help the PCC own and manage the project. It will help with communication with the congregation. Above all, it will help you access advice from the diocese and know when to be in touch with officers.

It all begins with VISION

Your buildings may need capital expenditure, but an effective project will only happen when it is rooted in the parish's vision. Throughout the guide, reference is made to the parish's Mission Action Plan: if you don't have one, don't start! The Canon Missioner, Stephen Hance, has a team of advisors who can help a parish draw up its MAP. Woolwich and Croydon Areas have Parish Development Officers who can also help: Shane Wood in Croydon and Jonathan Roberts in Woolwich.

Once there is a clear vision of what might be done, contact your Archdeacon. He or she may suggest at this stage inviting the Diocesan Surveyor, Eric Greber, and/or the Deputy Diocesan Secretary, Revd Canon Stephen Roberts (who can advise about the Diocesan Advisory Committee and faculties), to come and visit the parish. They can advise the parish on what may or may not be achievable.

It is all about communication

The guide is a tool to help you be clear about what you need to do and when, and to ensure that the PCC knows about every step, although it will not be engaged with

every detail. It is about ensuring the diocese knows what you are doing and so can offer help and advice at appropriate moments. It is also about ensuring the congregation knows what you are doing, why, where and when.

As projects often take much longer than anticipated, having a clear plan and guide helps manage people's expectations.

It is all about working together

The diocese has a wealth of experience and can offer professional help. There are other parishes that have already done similar work and can help you on your way and there is the guide that has been written. Please liaise with your Archdeacon early on in the process – they are the gatekeepers to getting a great deal of advice and can ensure that costly mistakes don't happen.

It is all about using money wisely

The guide will also help you prepare a business plan to get the best value, help you think through all the costs involved and thus complete the project on time and on budget.

The Venerable Simon Gates

Archdeacon of Lambeth

For the full Capital Projects guide, visit:
<http://www.southwark.anglican.org/resources/#CPM>

Suppose one of you wants to build a tower. Won't you first sit down and estimate the cost to see if you have enough money to complete it? For if you lay the foundation and are not able to finish it, everyone who sees it will ridicule you, saying, "This person began to build and wasn't able to finish".

Luke 14.28-30

Allchurches Trust (ATL) Supporting the Church of England Baptism and Funeral projects

ATL provides support to many churches and charities through its grant programmes and also helps support some large special projects. One example of a special grant is for the Church of England funerals and baptisms projects which are aimed at increasing the engagement of the church with these key life events. You can read more about these projects below.



The birth of a child and the death of someone we love couldn't be more different in the spectrum of human life experience, yet they're both significant moments when the ministry of the Church of England can really make a difference. Baptism and funerals have been the focus of two major projects of the Archbishops' Council, supported by a grant from Allchurches Trust. Extensive, independent research into these life events and offering specially produced resources to support ministry across Church of England parishes lies at the heart of the work.

Every year the Church of England conducts over an average of 3,000 funeral ceremonies and 2,000 child baptisms every week. Together with weddings, this offers contact with half a million people each week – a huge opportunity show the welcome of the church and God's grace and truth, in times of joy and celebration, as well as in moments of sadness and grief.



The Rev'd. Canon Dr Sandra Millar, Head of Projects & Developments, and her team have been presenting to dioceses



all over the country, sharing all that's been learned through the research and explaining how the new resources can help.

Sandra said: "Being there for people at every stage of life is at the heart of parish ministry, whether it is discovering the good news of Jesus at the start of a life, or realising the comforting presence of God in times of sorrow. Reflecting on how we approach these core ministries can make a real difference to the local church."

There are two new websites for the general public: www.churchofenglandchristenings.org, and www.churchofenglandfunerals.org which offer information and advice to those organising and/or attending a baptism or a funeral.

And www.churchsupporthub.org offers churches the research findings, access to customisable printed resources, plus shared ideas and articles, all in one place. There's even an online reminder system, www.pastoralservicesdiary.org to help churches keep track of services, related finances and to follow up with contacts already made – a key driver of church growth.

For more information, and to find an event near you, visit www.churchsupporthub.org



Let's talk about death

GraveTalk, the Church of England's café space to talk about death, dying and funerals, was launched through the Funerals Project and is making a big impact across the country. It is organised by the local church and can be held in a hall, a home or a real café. At each event, a pack of GraveTalk questions are distributed – there are no answers, just conversation. And it's open to people of all faiths and doubts. The Rev'd Mark Salmon successfully introduced it in Harlescott and said: "Marking space for people to remember loved ones and talk about death through GraveTalk is becoming part of the life of our parishes – we look forward to making this a part of our long-term pastoral care plan." Sandra Millar added: "The taboo of talking about death is coming under challenge and the Church of England is well-placed to be part of that momentum." If you'd like to know more, visit www.churchsupporthub.org/article/gravetalk

Keeping in touch

Following a Baptism project presentation in the Diocese of Durham, Curate Bryony Taylor, from Houghton-le-Spring, wanted to share her experiences via the Church Support Hub website.

She was inspired to learn that 9/10 people say they welcome contact from the church after their child's baptism but churches could do better with staying in touch over the longer term. She said: "People do actually want what we're offering, they do want the good news, but we've been hiding our light under a bushel for too long. Keeping in touch need not be complicated or time consuming, so I decided to share some really simple, low-cost things we'd done to keep in touch with families in our parish." See Bryony's Article here: www.churchsupporthub.org/baptisms/articles

To find out more about Allchurches Trust visit www.allchurches.co.uk or call **01452 873189** or email atl@allchurches.co.uk



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Keeping up to date

Don't forget our Church Matters website has a wide range of information, guidance and tools you can use to help you look after your church.

Full of risk management guidance and useful information, you can quickly find out about important topics like health and safety. Many customers also now get regular updates by email – just let us have your email address if you too would like to be updated in this way. For further information:

Our website:

www.ecclesiastical.com/church

Customer services:

call **0845 777 3322** or email churches@ecclesiastical.com

Claims:

call **0845 603 8381** (24-hour service) or email churchclaims@ecclesiastical.com

Our customer service lines are normally open Monday to Friday, 8am to 6pm, except for bank holidays. However, claims can be registered at any time during the day or night.



Arson advice for churches from Loyd Grossman OBE

We have enlisted the help of Loyd Grossman OBE, Chairman of The Churches Conservation Trust, to present a new video for us on the major disruption that arson can bring to churches and their communities.

Arson poses a major security challenge for church communities. Fires can be started deliberately, either by arsonists or thieves concealing their crime and churches are often viewed as a soft target. In the event of a serious fire, a church may take 2-3 years or more to fully restore causing major disruption to services and other church activities. Loyd explores these issues and provides some practical tips to reduce the risk of arson affecting your church.

Visit our website at www.ecclesiastical.com/churcharson to find out more and also download our arson checklist.

Building Works Made Simple

Churches call us all the time for advice about works they are having planned so we have introduced another in our Made Simple guide series to provide help and advice about the insurance implications.

The guide sets out when you need to contact us and the issues that might arise, such as different types of contract, hot works and scaffolding. Our website also includes simple forms to complete where you need to apply for confirmation of insurance cover to get faculty approval and for you to tell us about more significant building projects. Just visit www.ecclesiastical.com/madesimple where you can view this and the other guides in the series.

The Construction (Design and Management) (CDM) Regulations 2015

Don't forget, if your church is employing a contractor you have duties under the Construction (Design and Management) Regulations 2015. The Regulations aim to protect the health and safety of people working in construction and others who may be affected by their activities.

The Health & Safety Executive (HSE)

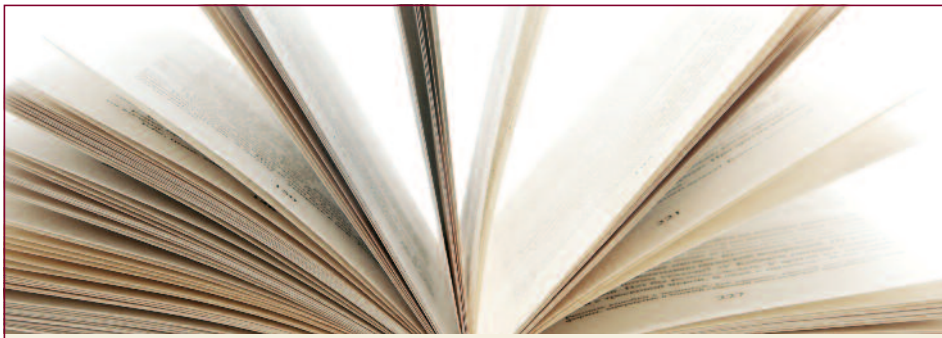
website www.hse.gov.uk explains what clients need to do and you can find out more in our Building Works Made Simple Guide.



Independent Financial Advice

Do you need help with your finances? Ecclesiastical Financial Advisory Services can offer you totally independent financial advice on investments, retirement and protection. They can also help parishes who have funds to invest. Please note, the value of investments can fall as well as rise and past performance is not a guide to future performance.

For more information call: **0800 107 0190** or email: getadvice@ecclesiastical.com



The Parish Support Fund



In 2015, we implemented the Parish Support Fund, our new offerings-based approach to

funding mission and ministry in our diocese. We were encouraged that, in this first year, parishes pledged a total of just over £16m, with many parishes being generous in what they offered. The next stage is to ensure that implementation continues to go smoothly and that pledges are met, while at the same time asking parishes to consider their pledges for 2017. Once again, parishes will receive information on the PSF in April and there is plenty of support available to help parishes with the process of agreeing their pledge, so do ask via your Archdeacon or their PA if you would like help with this.

Mission and Evangelism

The Mission and Evangelism Department supports and resources every kind of parish church to grow in numbers, depth and impact, seeing our diversity as a source of strength. We do this by:

- developing the quality and effectiveness of ongoing Mission Action Planning – contact Vanessa Elston
- making available key resources, research findings and current thinking – look out for new webpages in next few months
- sharing new initiatives, learning and signs of growth to encourage creativity and risk taking – please contact us to share good news
- offering training, networking and advice on mission and ministry with children and young people – contact Hugh Ridsdill-Smith
- providing training for leaders and teams – contact Stephen Hance.

Alongside this, we are here as a point of contact for support and encouragement in all areas of mission and evangelism.

The team can be contacted at Trinity House on **020 7939 9400**.

Diocesan Finance Department

Based in Trinity House, the department acts as a key link with parishes. The department collects the Parish Share mainly by direct debit from PCC accounts. Almost 90% of parishes choose to pay their share in this way, which helps keep down the cost of administration. The department also collects Parochial Fees from each parish.

Ever mindful of the burden that this can place on parish resources, the returns are electronic and submitted online, but timely submission of the return varies greatly and more needs to be done to encourage submission of returns monthly.

It is also the finance department that is responsible for the payment of loans and grants awarded to parishes and for ensuring that the annual accounts and parish returns are submitted by 31 May each year.

If you would like more information, please contact John Jackson, Assistant Director of Finance, on **020 7939 9400**.

Keep or bin? Your parish records

Your parish records tell the story of your church. They help you to do what you need to do. How you care for them matters. It is covered by law. This short article helps you to decide what to do with parish records.

We have records to give the right people the right information at the right time! So you don't need too many – or too few.

Here is a summary of what a parish MUST keep according to the law:

- registers of baptisms, marriages and burials
- registers of banns, confirmations and services
- terriers, inventories and logbooks
- faculties and accompanying papers, photographs, plans and drawings
- plans, correspondence, accounts and photographs relating to major repairs or alterations
- reports by Council for the Care of Churches, English Heritage and other conservation organisations
- annual accounts of the PCC and all parochial church council funds (you should send your annual accounts to the Finance Department at Trinity House after each annual meeting)
- all these documents should be dated.

What if it is old?

The records above should be kept permanently, but not in the parish. Most Southwark records go to the London Metropolitan Archive and you should enquire there first. Registers go when they are full, other documents when you have performed the last action in them, and documents such as PCC minutes after five years. Its address is:

40 Northampton Road
London EC1R 0HB
Tel: 020 7332 3820
Email (enquiries):
ask.lma@corpoflondon.gov.uk

There are other records that are to be kept permanently in the archive. These include any pastoral reorganisation papers (if you have been united with another parish) and the institution documents for your incumbent, and they might include the records of significant parish societies – bell ringers, youth, Mothers' Union.

Remember, your history is the history of the Church.

A few other things worth knowing

- If you have lots of paper records that you need to keep, use boxes. Don't wrap them in plastic and try to avoid paperclips and staples that will rust if any damp gets in.
- Black and white photos last longer.
- If your records are damp, damaged or need repair, consult the London Metropolitan Archive.
- If a very significant event took place in your parish, you might want to keep it, eg a sample copy of an order of service at which Her Majesty the Queen was present and send one to the London Metropolitan Archive. Important moments in your history will be interesting to Christians in the future.
- If you use electronic records, make sure you have hard copies of the really important ones just in case something goes wrong with the computer. This would include the signed inventory of church goods and the accounts.
- Always date your documents.

For full guidance, see <https://www.churchofengland.org/media/35791/keeporbindocument.rtf>

The shape of strategic priorities

A year in as Diocesan Secretary! Among my most memorable memories of the year is joining surveyors and Archdeacon colleagues in visiting some of the most challenging of our long-standing parsonage property, planning and development projects in order to find ways of ensuring we deliver on our commitments even more effectively.



As a former city worker, trudging through vicarage gardens or peering into old lofts in wind and rain was part of my learning curve! On one occasion after a particularly wet visit, I gratefully sank into Archdeacon Jane Steen's car, which had heated seats, and I am convinced I was gently steaming! More seriously, it was

visits like that which have led to changes. Working with Archdeacons during 2015, we prioritised these projects in order to bring the most pressing to fruition swiftly.

Looking ahead in 2016, the rolling out of a diocesan-designed capital planning process is one of the consequences. Ensuring our clergy are well housed is a major part of our ministry and mission.

During 2015, we established a formal expression of the diocesan staff purpose: to serve, support, lead and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the diocese. We also developed and published the core values of effective stewardship of resources, collaborative working, respect for all, and transparent accountability. Please do contact me if you believe we fall short on any of these values as they are our benchmarks.

As Christians, one of the most wonderful images is that of the body of Christ, where we each play our part towards the whole, respecting differences and harnessing all of the gifts each brings. I have been delighted to meet and work with so many talented colleagues and volunteers from parishes. Preparing for the new Parish Support Fund brought me the great privilege of meeting

many of you in churches across the diocese for the information evenings. We are all delighted that our target pledges have been achieved and we now need to ensure we can all deliver on the pledges as we implement this year.

As a Reader, it also meant I had opportunities to preach and talk afterwards with officers at some parishes. Releasing gifts includes all aspects of stewardship and 2016 promises to be a busy year as we work hard ready for year 2, remembering always that our giving comes from our faith and love for each other and God.

During 2016, how will we be trying to embody our service and support for parishes and communities, deaneries and schools? Developing further our online services is key. The online 'Disclosure and Barring Service' (DBS) started in 2015 as a pilot and will be rolled out during the year. We plan to launch a new website which will include resources for our parish officers to access and use.

One of our challenges as a diocese is to work hard to ensure greater representation in our structures from our wonderfully diverse communities, particularly our minority ethnic communities, and I would particularly value insight as we seek to make real change happen.

I have been so grateful for the time, input, views and sometimes the frankly critical appraisals that have so assisted me during my first year and I look forward to working with you all during 2016.

Ruth Martin
Diocesan Secretary

Churchwarden facts

- The office of churchwarden dates from the 13th century.
- Churchwardens are the legal guardians of a church's movable goods.
- Most parishes have two elected churchwardens.
- Historically, there are two types of churchwardens: the people's warden and the rector's warden.
- The churchwarden pipe – a long-stemmed tobacco pipe – was so named because churchwardens used them to smoke in church while poking their pipe out of the window.



Whilst Ecclesiastical has used reasonable endeavours to ensure that the information in this newsletter is correct at the time of publication, please note: (a) the information is not intended to constitute a definitive or complete statement of the law on any subject, (b) the information may over the course of time become incorrect or out of date; and (c) neither Ecclesiastical Insurance Office plc. nor its subsidiaries can accept any responsibility or liability for action taken or losses suffered as a result of reliance placed on the information provided in this newsletter.



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