



PCC Secretaries' & Administrators' Conference

9 February 2022



Welcome & Opening Prayer from the Bishop



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Introduction from the Diocesan Secretary

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Introduction from The Ven Simon Gates *Archdeacon of Lambeth*



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APCMs & Parishioners' Meetings *Chaired by The Ven Simon Gates, Archdeacon of Lambeth*



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Online & Mixed Mode APCM Meetings

- Meetings are to be held in-person
 - Appropriate COVID-19 precautions should be in place
- Meetings may be live-streamed
 - Reduces the number of people in the room
 - Allows a wider audience to observe
- Only those physically present at the meeting may vote
 - Regardless of eligibility



Churchwardens

- Thank you to those who have served, those who are continuing, and those who are willing to stand
 - We are aware of the additional pressure for wardens of the last year
- Visitations will once again resume
 - The Archdeacons' PAs will advise on the procedure for admitting Churchwardens
 - They will also co-ordinate Visitations
- Churchwardens may sit on the PCC in the period between their election and admission



Online Date Tool for APCMs

Do you have problems working out when all the deadlines for Electoral Roll revision, notices for meetings, etc. fall?

The APCM Date Calculator Tool is accessible via the APCM page of the Diocesan Website

Additional information, including many of the forms set out for financial and safeguarding governance, can be found on the [Parish Resources website](#).

Annual Parochial Church Meetings (APCMs)

Annual Parochial Church Meetings have detailed timings for electoral roll revisions. An [easy-to-use planner](#) is available to help you in determining when different aspects have to take place depending on the date of your APCM.



Diocese of Southwark

APCM Timetable

Annual Parochial Church Meeting Timetable Calculator for a year in which an existing Electoral Roll is being revised

Enter APCM date

31/05/2021

Revision of roll notice posted by must be at least 14 days before revision starts

Monday 19/04/2021

and not later than

Sunday 02/05/2021

Notice of APCM posted on or by the OUTSIDE of the church door

Sunday 16/05/2021

notice must be in place for **two** Sundays before APCM

Complete revised roll and post on or by the church door by

Sunday 16/05/2021

but not before

Monday 03/05/2021

New roll remains posted for at least 14 days. During this period errors & omissions may be corrected (but not new names added if no form had been completed before posting). Additional names may not be added until after the APCM



Finance

- Here to provide guidance and support to treasurers and parish officers on rules governing Church of England parishes as well as on parish finance matters generally.
- Accounts
 - PCCs approve the accounts and then they can be filed
 - APCMs adopt the accounts
 - Please check that we have been sent a copy of the accounts
 - Queries - please contact Janet.Boyce@southwark.anglican.org



Finance

- Password management - please keep copies!
- Charity return
 - PCC secretary should ensure the list of trustees is up-to-date
- Parish fee returns are made monthly to Heather.Cassidy@southwark.anglican.org
- Parish pledge - please don't cancel your direct debit. Banks don't like restarting the same one. Please contact us - we can adjust it/suspend it - call or email John.Jackson@southwark.anglican.org
- Other queries: Mark.Rhodes@southwark.anglican.org



Any Questions?

You can always contact Henry with queries
Henry.Metcalf@southwark.anglican.org



The Role of the Diocese as Custodian Trustees in Property Matters

Joseph Reed, Partner, Winkworth Sherwood



HR: Employment in Parishes & Safer Recruitment

David Loft, Director of HR



Employment in Parishes

- Who am I?
- What do I do?



Employment in times of COVID-19

- Risk Assessments
- Hybrid and Flexible Working
- Vaccinations and Testing



Safer Recruitment

- All posts working with children and vulnerable adults
- New guidance from the national church
- <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>
- There are requirements which must be met, as well as good practice guidelines. On-line training for those who take part in the process.



Safer Recruitment - Critical Elements

- Assessment of the role
- A selection process, which will include safeguarding assessments.
- Written references are taken up
 - Along with any pre-appointment checks; including DBS
- A Church of England Confidential Declaration form is completed by the applicant
- Appointment decisions are informed by someone with the relevant level of safeguarding expertise for the role



Safer Recruitment - Critical Elements

- Once appointed:
 - it is clear to whom someone is accountable
 - there are arrangements in place for the continued support and oversight of that person which ensure the safeguarding dimensions of his/her role are kept in view and actively discussed
 - arrangements are made for the person to receive the level of safeguarding training relevant for the role
 - this is renewed & reviewed where required



Breakout Groups

- Ten minutes to discuss issues/concerns in small groups
- Opportunity to put forward a select number of questions to David

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Any Questions?

You can always contact David with queries

David.Loft@southwark.anglican.org

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Parish Support Fund

Gabby Parikh, Head of Giving



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Parish Support Fund

- Parishes responded positively to the launch of the Parish Support Fund (PSF) in 2015 and have continued to give generously and work in covenant partnership with the Diocese
- Parish Support Fund (PSF) is how we fund the mission and ministry across our Diocese helping to bring God's love and serve the 2.88m people across South London and East Surrey
- Each parish makes a generous but realistic pledge
- Thank you for the magnificent response by parishes in 2021 with a the collection rate of 99.4% and that many parishes increased their pledges during the year and made additional gifts



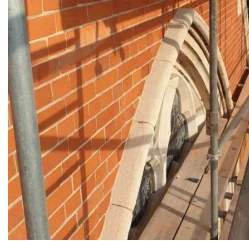
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Thank you for your pledges which help resource....



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Parish Support Fund 2022 & Beyond

- Pledges for 2022 have increased to £15.8m. However after £1m fall, due to the pandemic in 2021, we need to rebuild the PSF to 2019 levels of 16.4m and increase the number of parishes who are self-financing
- **PCC secretaries and parish administrators play a pivotal role**
- In 2022 the PSF pack will be sent digitally to PCC secretaries (and Incumbents) at the beginning of July
 - Please ensure that discussion of the pledge is an agenda item for discussion at a PCC during July - September.
 - Pledge submission date will be by mid-September please
 - Pledge is submitted online by you/incumbent/treasurer - you decide!
 - Any issues please contact me/Archdeacon or log a delay online



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Encouraging Giving

Here to help encourage giving and make that process as easy as possible!

Please consider! The Parish Giving Scheme (PGS) is an established professional planned giving scheme for churches with a gift aid service

- Direct debit scheme, cost is free to all parishes
- Parishes have to agree to adopt the PGS, then register



Online giving - can people give to your parish online?

- Ideal for these digital times, on-line services and fundraising

Contactless giving - safe and secure, opportunity for visitors, “Try Before You Buy” scheme. Very good results from our pilot parishes last year.

Can we help you? Gabby.Parikh@southwark.anglican.org



Any Questions?

You can always contact Gabby with queries

Gabby.Parikh@southwark.anglican.org



Parish Statistics

Jackie Pontin, Deputy Diocesan Secretary



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Parish Statistics

- Annual collection of mission statistics, finances, etc. - giving us National Church reports
- Understand trends in our Diocese and the Church of England
- 2021 - another unusual year
- The 2020 information gave us lots to celebrate!
 - Church at Home services
 - Worshipping Community were reasonably stable
 - Most churches offered alternatives to in-person services



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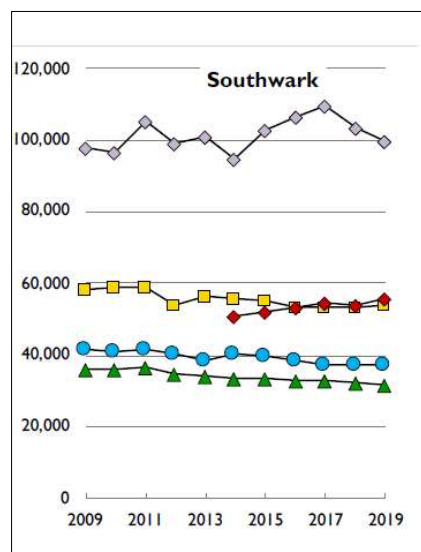
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Trends

Source: Statistics for Mission 2019 Report

- Christmas attendance
- Easter attendance
- Usual Sunday attendance
- Average Adult weekly plus Child Sunday attendance
- Worshipping Community



Parish Returns Website

THE CHURCH OF ENGLAND
Online Parish Returns System

Enter Your Data View Data Diocese Menu Users Menu Log out

Logged in as Jackie Ponton Diocese: Southwark Parish: Church:

Welcome to the Church of England's online parish return system

Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool

Entering data?
First, gather your figures from

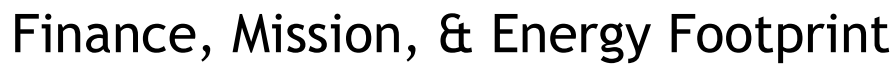
- Service registers and numbers of baptisms, marriages, and funerals for statistics for mission (due by 31st January 2021)
- Accounts for return of parish finance
- Energy bills for the Energy Footprint Tool

If it's helpful to collect the figures on a paper form before you enter it online, you can download the forms below. Then ...

Enter your data

Viewing data?
Are you curious about how things have changed in your parish over time? Or are you wondering what you entered last year?

View your data

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Parish Information - Dashboards





STATISTICS

ONES THE CHURCH COLLECTS

HOW MANY PEOPLE
TURN UP ON A
SUNDAY MORNING



HOW MANY
BAPTISMS,
WEDDINGS AND
FUNERALS
TAKE PLACE



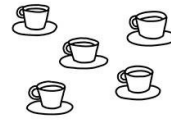
NUMBERS AT
MAJOR
FESTIVALS



I WISH IT COULD BE
CHRISTMAS EVERY DAY

ONES THE CHURCH DOESN'T COLLECT

CUPS OF TEA
SERVED



PERCENTAGE
PARTICIPATION IN
ACTION SONGS



ALL OF THE MANY
DIFFERENT WAYS
YOU CONNECT WITH
THE COMMUNITY:
SCHOOLS WORK,
PASTORAL VISITS,
CHILDREN'S ACTIVITIES,
CHRISTMAS FAIRS,
AND MUCH MORE



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Parish Information

- Again this year there's a wider focus
 - Celebration
 - Services from home
- Stories - tell us!
- Mission statistics by end of March
- Finance statistics by end of May
- <https://parishreturns.churchofengland.org/>



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Any Questions?

You can always contact Jackie with queries
Data@southwark.anglican.org



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Compline

in Ordinary Time

Led by the Diocesan Secretary



Preparation

The Lord almighty grant us a quiet night
and a perfect end.

All Amen.

Our help is in the name of the Lord
All who made heaven and earth



Prayers of Penitence

All Most merciful God,
we confess to you,
before the whole company of heaven and one another,
that we have sinned in thought, word and deed
and in what we have failed to do.
Forgive us our sins,
heal us by your Spirit
and raise us to new life in Christ. Amen.



May almighty God have mercy on us,
forgive us our sins,
and bring us to everlasting life,
through Jesus Christ our Lord.

All Amen.

O God, make speed to save us.

All O Lord, make haste to help us.

All Glory to the Father and to the Son
and to the Holy Spirit;
as it was in the beginning is now
and shall be for ever. Amen. Alleluia.



Hymn

All Before the ending of the day,
Creator of the world, we pray
That you, with steadfast love, would keep
Your watch around us while we sleep.

From evil dreams defend our sight,
From fears and terrors of the night;
Tread underfoot our deadly foe
That we no sinful thought may know.



All O Father, that we ask be done
Through Jesus Christ, your only Son;
And Holy Spirit, by whose breath
Our souls are raised to life from death. Amen.



Psalmody *Psalm 134*

Refrain Bless the Lord, O my Soul

- 1 Come, bless the Lord, all you servants of the Lord, ♦
you that by night stand in the house of the Lord.
- 2 **Lift up your hands towards the sanctuary ♦
and bless the Lord.**
- 3 The Lord who made heaven and earth ♦
give you blessing out of Zion.



All **Glory to the Father and to the Son
and to the Holy Spirit;
as it was in the beginning is now
and shall be for ever. Amen.**

Refrain Bless the Lord, O my Soul



Reading

Be sober, be vigilant, because your adversary the devil is prowling round like a roaring lion, seeking for someone to devour. Resist him, strong in the faith.

1 Peter 5:8-9

All Thanks be to God.



Responsory

Into your hands, O Lord, I commend my spirit.
All Into your hands, O Lord, I commend my spirit.
For you have redeemed me, Lord God of truth.

All I commend my spirit.
Glory to the Father and to the Son
and to the Holy Spirit.

All Into your hands, O Lord, I commend my spirit.

Keep me as the apple of your eye.
All Hide me under the shadow of your wings.



The Nunc Dimittis

Refrain Save us, O Lord, while waking, and guard us
while sleeping, that awake we may watch
with Christ and asleep may rest in peace.

- 1 Now, Lord, you let your servant go in peace ♦
your word has been fulfilled.
- 2 **My own eyes have seen the salvation ♦**
which you have prepared in the sight of every people;
- 3 A light to reveal you to the nations ♦
and the glory of your people Israel.



All Glory to the Father and to the Son
and to the Holy Spirit;
as it was in the beginning is now
and shall be for ever. Amen.

Refrain Save us, O Lord, while waking, and guard us
while sleeping, that awake we may watch
with Christ and asleep may rest in peace.

*A short silence is kept to offer the prayers
of our hearts and minds to Almighty God.*



Collect

Let us pray;

Visit this place, O Lord, we pray,
and drive far from it the snares of the enemy;
may your holy angels dwell with us and guard us in peace,
and may your blessing be always upon us;
through Jesus Christ our Lord.

All Amen.



The Lord's Prayer

Let us pray with confidence as our Saviour has taught us;

All Our Father, who art in heaven, hallowed be thy name;
thy kingdom come; thy will be done;
on earth as it is in heaven. Give us this day our daily bread.
And forgive us our trespasses, as we forgive those who
trespass against us. And lead us not into temptation;
but deliver us from evil. For thine is the kingdom,
the power and the glory, for ever and ever. Amen.



Conclusion

Keep watch, dear Lord, with those who work,
or watch, or weep this night, and give your
angels charge over those who sleep.
Tend the sick, Lord Christ; give rest to the weary,
bless the dying, soothe the suffering, pity the afflicted,
shield the joyous; and all for your love's sake.

All Amen.



**All In peace we will lie down and sleep;
for you alone, Lord, make us dwell in safety.**

**All Abide with us, Lord Jesus,
for the night is at hand and the day is now past.**

**All As the night watch looks for the morning,
so do we look for you, O Christ.**



All The grace of Our Lord Jesus Christ, and the love of God,
and the fellowship of the Holy Spirit,
be with us all evermore. Amen.

Let us bless the Lord.

All Thanks be to God.



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