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PCC SECRETARIES' CONFERENCE 2025

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WELCOME AND INTRODUCTION FROM THE DIOCESAN SECRETARY

Introduction from the Diocesan Secretary

- We're here to support you!
- What can we do for you?
- Who is here today?
- Above all, thank you for coming and for all that you do!



PCC Secretaries' Handbook

- A printed handbook for every PCC to complement the Church Representation Rules
- Version on the website
- Borrowed by other dioceses
- Vast array of appendices covering many aspects of the PCC's role



Goodie Bags

- Agenda
- PCC Secretaries Handbook with Errata notice
- National Standards document
- Safeguarding 7 Minute Briefing
- Southwark Vision resources
- Diocese of Southwark Lanyard
- Diocese of Southwark Pin badge
- Lay ministry leaflets and summer programme



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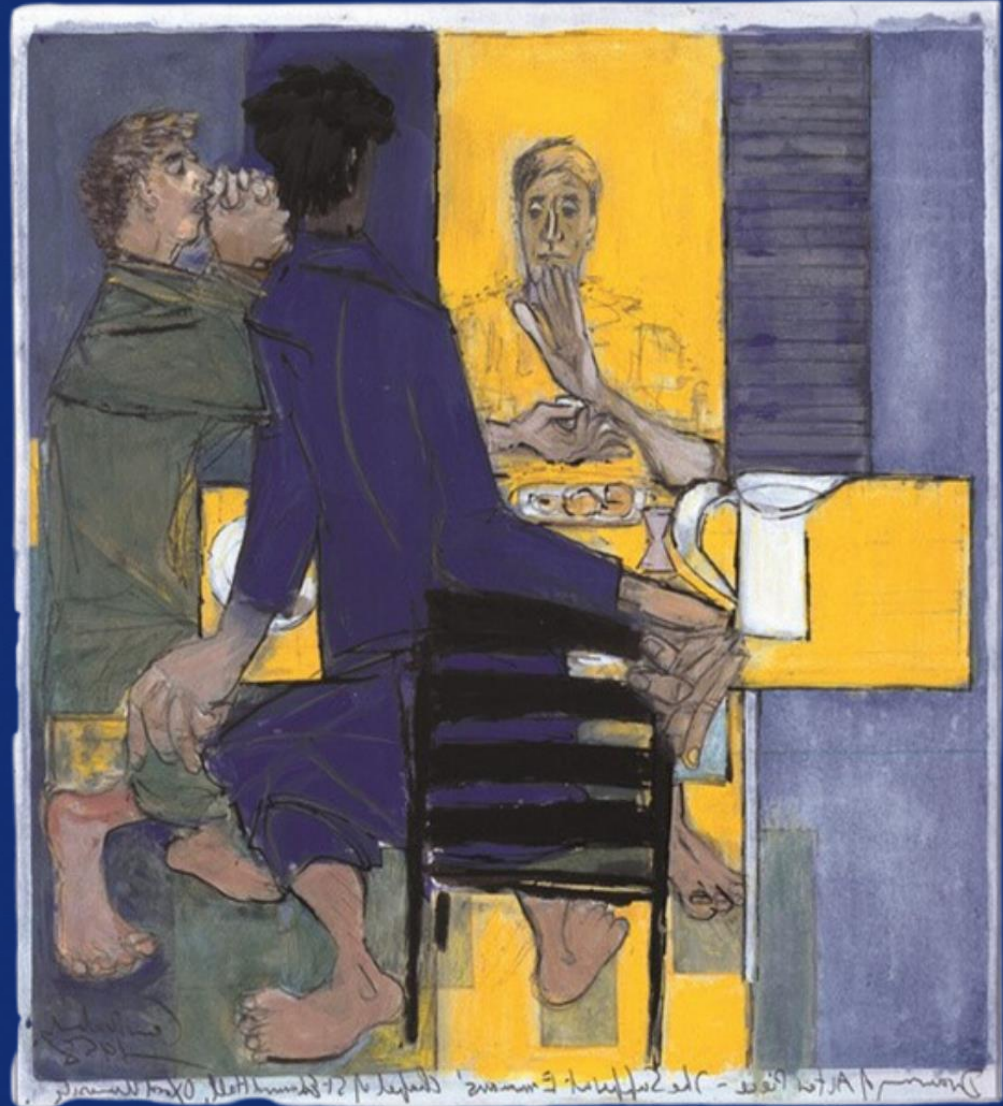
SOUTHWARK VISION AND LOOKING FORWARD

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Roadmap & consultation

- Christ Centred | Outward Focused
- Theologically underpinned
- Reflects our values as a Diocese
- Feedback reflected in the current Vision
- Approved by Diocesan Synod in November 2023

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Our Priorities



Parishes



Ministry



Growth



Youth & Diversity



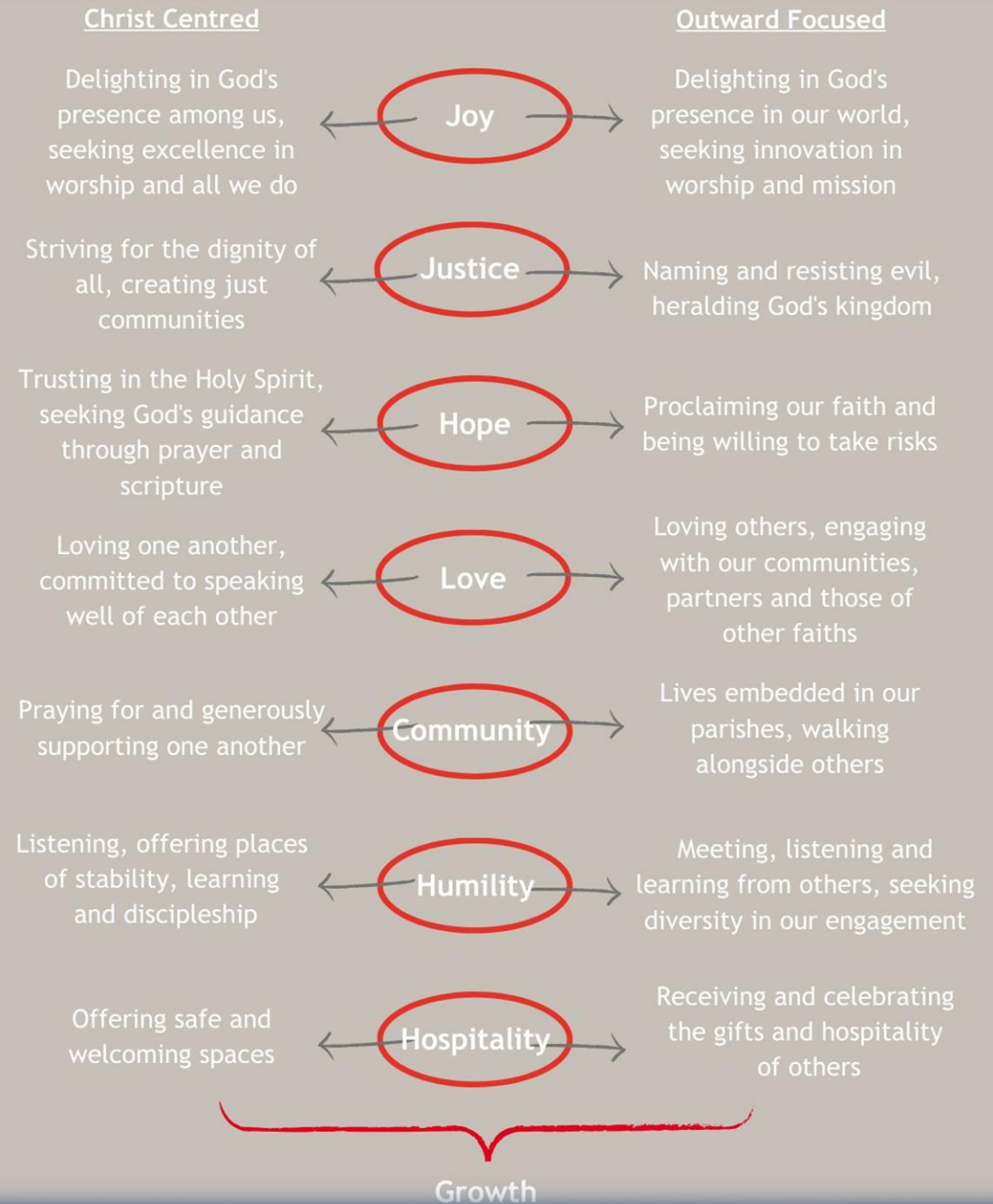
Deepening our discipleship



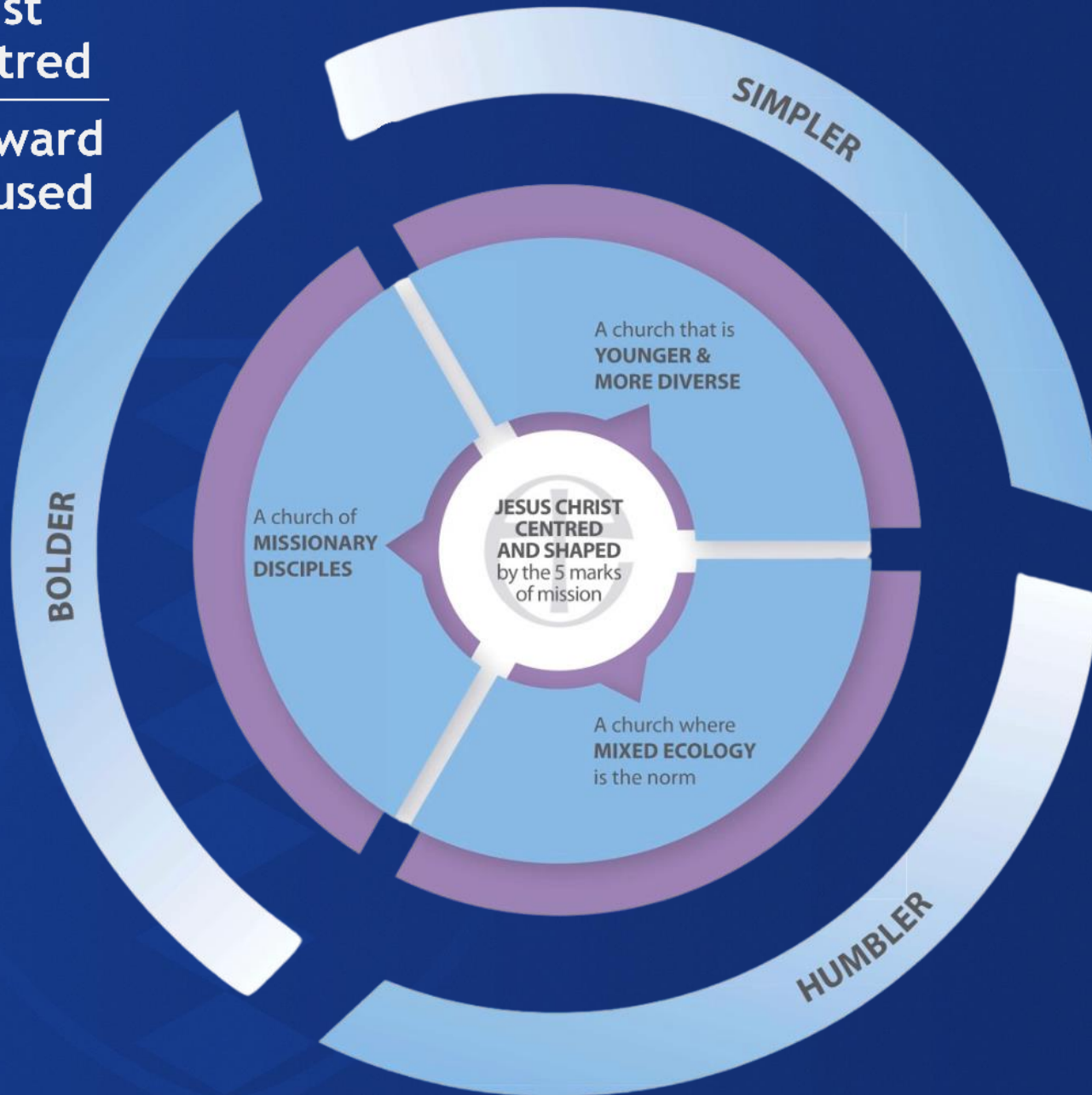
Healing

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Our Shared Values



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Proclaim the Good News



Teach, nurture & baptise



Loving service



Seek justice & reconciliation



Sustain & renew the earth

The Story So Far: Resourcing Southwark Vision

Last year, the Diocese secured a record £29.1M funding from National Church for a large number of initiatives over a nine-year period to resource our vision.

- One year on, we have:
- provided funding for a wide range of church-led projects across the Diocese to support our parishes to grow and achieve more impact
- developed ways for parishes to access funds for new ideas in the future - Innovation Grants & Fresh Expressions
- Resourced further diversity initiatives with a focus on Estates work with lay Estate Pioneers and Dean of Estates, and new Hub churches coming alongside other churches
- continued our work towards implementing the Anti-Racism Charter - offering practical opportunities for more unconscious bias training, launching a review of diversity in our vocations
- worked with parishes to offer expert support and assistance to achieve our goals for Net Zero Carbon, reducing emissions and costs

What Next

New initiatives are also being piloted which churches will have opportunities to be involved in over the next 7-9 years:

- Local CYP Mission Practitioners
- CYP Apprentices
- Parish Development & Renewal Programme

What This Means for Me and My Church?

- We want these initiatives to benefit all of our parishes and will be continuously sharing learnings and opportunities to be involved - watch this space.
- If you are interested in learning more, or getting involved in the future, please contact your archdeacon or strategicdevelopment@southwark.anglican.org

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PARISH SUPPORT FUND

“2025 marks the ten-year anniversary of our Parish Support Fund (PSF). This anniversary offers an opportunity for reflection on all that the PSF has enabled over the last decade - as well as for enormous gratitude for all that's been given and for God's faithfulness to us over these years.

Bishop Christopher

- Thank you for your generosity supporting PSF collection rates of over 99% in 2024 and your faithfulness in 2025
- Every £ of your pledge goes towards supporting ministry in parishes, whether yours or your neighbours

Understanding our shared costs of ministry

The PSF is how the Diocesan family pays for our shared costs of ministry. The indicative costs of ministry for one priest in a parish will be set out in your PSF booklet. There are four main components:

- Stipend, NI and pension
- Housing costs
- Training and other ministry support
- Enabling functions e.g. Safeguarding, DAC & Area office advice

Parish ministry is our priority. Over 2016 - 2024 parishes gave £145.2m in pledges of which £110m was spent on stipends, NI & clergy pensions. More than £30m was spent on housing priests. and in addition there were the costs of training e.g. Bishop's Certificate, CYP courses and enabling functions such as HR, Comms and governance.

Your essential role as PCC secretaries - Publicity

You play a crucial part.....

- PSF information and 2026 request will be sent digitally to all parishes around 26/6/25 - to incumbents, all PCC Secretaries and DCC secretaries and treasurers
- Please ensure that discussion of your 2026 pledge is an item on your July or September 2025 PCC agenda
- Please circulate the PSF mailing/email to all members of your PCC, encourage people to watch the Bishop's video and enjoy the booklet!



Encourage others to find out more and ask questions!

Please encourage your PCC to join us at the Archdeacons' Question and Answer sessions - everybody is welcome at any session. Sessions last one hour and will be hosted by the Archdeacons

Date of PSF Meeting	Time	Archdeaconry/Area
Thursday 3 July	Evening: 18.00 -19.00	Trinity House hosted by Woolwich Area
Wednesday 9 July	Evening: 19.30-20.30 (refreshments from 19.00)	Christ Church Purley - hosted by the Croydon Area
Wednesday 16 July	Afternoon/ Late lunchtime zoom 14.00 - 15.00	Online hosted by the Kingston Area

Making and logging pledges

- **Making your Parish Support Fund pledge is a significant decision ahead of this coming year**
- Please prayerfully reflect on your pledge and make a generous and realistic offer.
- Help us be a transforming presence in our communities
- 73% of our parishes increased their PSF pledge for 2025, thank you.
- **The pledge is made online.** Your link for the online portal will be sent in the week beginning 1 July to all PCC secretaries, treasurers and incumbents Please decide who is going to fill in the form!

Please submit your pledge by 15 September

Encouraging Generosity: ways we can help!

- Giving campaigns and ways to encourage a generous culture!
 - *How can you encourage generous giving? We can help your PCC*
- Seizing the opportunity of digital giving
 - *Workshop on Digital Discipleship: How to use digital tools to share stories and inspire generosity! Wednesday 11th June 2025 (12:30-13:30pm) Thursday 19th June 2025 (19:30-20:30pm). Click on dates to sign up*
- Legacies - have you written a will?
- Community funding and grants
- Help with Gift Aid and Income Generation

Encouraging Generosity: ways we can help!

“Your Faith is powerful; so is your Will”

“70% of Anglicans give to church but only 3% leave a gift in their will”
(*Anglican Giving Survey*)

- **Encouraging Legacies:** happy to support you encourage and preach about legacies
- Three areas to think about:

Encourage people to write wills and take care of their loved ones.

Write wills for free with **Farewill**.

Use **FaithWill** - Christian Aid resources

<https://www.christianaid.org.uk/appeals/key-appeals/faith-will>



Encouraging Generosity: ways we can help!

Here to help! Who we are!

Gabby.Parikh@southwark.anglican.org - *PSF and generous giving*

Gemma.Curran@southwark.anglican.org - *legacies and generous giving*

Eve.Reader@southwark.anglican.org - *digital giving issues*

Also new in 2025 two fundraisers funded by DIP grants

Susan.Jones@southwark.anglican.org - Community funding and grants

Steve.King@southwark.anglican.org - Help with Gift Aid and Income
Generation Strategy

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SUPPORT FROM THE DIOCESE

- Governance aspects for PCCs
- Safeguarding Support, advice and training
- Treasurers' Conferences
- DAC
- Church & parish Buildings
- Digital Giving/Online Giving
- Volunteers
- Property
- Children and Young People
- Vocations (clergy & lay)
- Eco & environment
- JPIC - social justice
- Parish workbook on racial justice
- And much more - call us!

- Areas the Diocese can Support you:
- Employment in Parishes
- Legal Frameworks
- Recruitment
- Pensions
- Disciplinary & Grievances

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DAC



Buildings for Mission

- Additional financial resource from the National Church to better to support our parishes for the management of their churches ('Buildings for Mission'), divided into two projects:
 - Buildings Digital Provision
 - Support for Churches


Support for Churches

- £11M in for diocesan staffing or parish grants, divided into three strands, from the National Church:
 - Church Buildings Management Partnerships (Diocese not involved in this initiative)
 - Church Buildings Support Officers (hoping to reappoint in Southwark)
 - Minor Repair and Improvement Grants still available for another round

Applying for MR&I Grants

Guidance is available on the website on how to apply, using an online form, with details of eligibility criteria.

Each application must comply with the minimum eligibility requirements. Full details of eligible buildings and eligible works are given on the website.



Safeguarding

Accessibility

Contact

Q

A Login

Find a Church

About us

News and events

Exploring your call

Mission and Ministry

Support

Grants

A number of grants are available to help churches and parishes, both within the Diocese and from external organisations. Find out what is on offer and how you can apply on this page.

For our churches

Diocesan guidance for our parishes

Remembering Her Majesty The Queen

Buildings and DAF

Grants

Glaring

Finance

PCDs and APMs

Human Resources

Emergency

Environment and sustainability

Communications

Data protection

Online church

Diocesan grants

The Diocese has a number of grants available to help its churches and parishes. Find out more below.


Church Buildings Grants

Throughout 2024 and 2025, parishes will be able to apply to the diocese for grants towards the costs of minor repairs and improvements for church buildings. Funds awarded will typically be between £5,000 and £10,000 per parish and will be drawn from a total of £72,000 per year.

For a summary of the scheme, please read our [introductory blog](#). Details of how to apply are explained fully in our [downloadable guidance](#).

To apply, please do so by filling out our [online Microsoft Forms questionnaire](#).

Please contact ChurchBuildingsGrants@southwark.anglican.org if you have any questions.



Minor Grants diocesan scheme

(Buildings for Mission: Support for Churches)

This online application form is for parish churches in the Diocese of Southwark to apply for funds from the Minor Grants scheme for repairs or improvement works to church-buildings or for professional fees for such works. The scheme distributes 'Buildings for Mission: Support for Churches' funding from the Archbishops' Council.

Please read the guidance on the diocesan website before submitting an application:
<https://southwark.anglican.org/wp-content/uploads/2024/02/Buildings-for-Mission-MRI-Grants-for-minor-works-Scheme-GUIDANCE--Feb-2024.pdf> [PDF download]

* Required

Part 1 - for the Applicant to complete [MANDATORY]

To submit a valid application, please always complete Part 1

1. Please provide the name of your parish

*

Enter your answer

2. Please provide the name of your church building

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Volunteering



- Aware of difficulties in finding volunteers
- Church time article underlines this
- We are undertaking a survey/research project facilitated by two Assistant Area Deans: Liz Newman and Nick Peacock
- Leading to a presentation and recommendations at Diocesan Synod in future



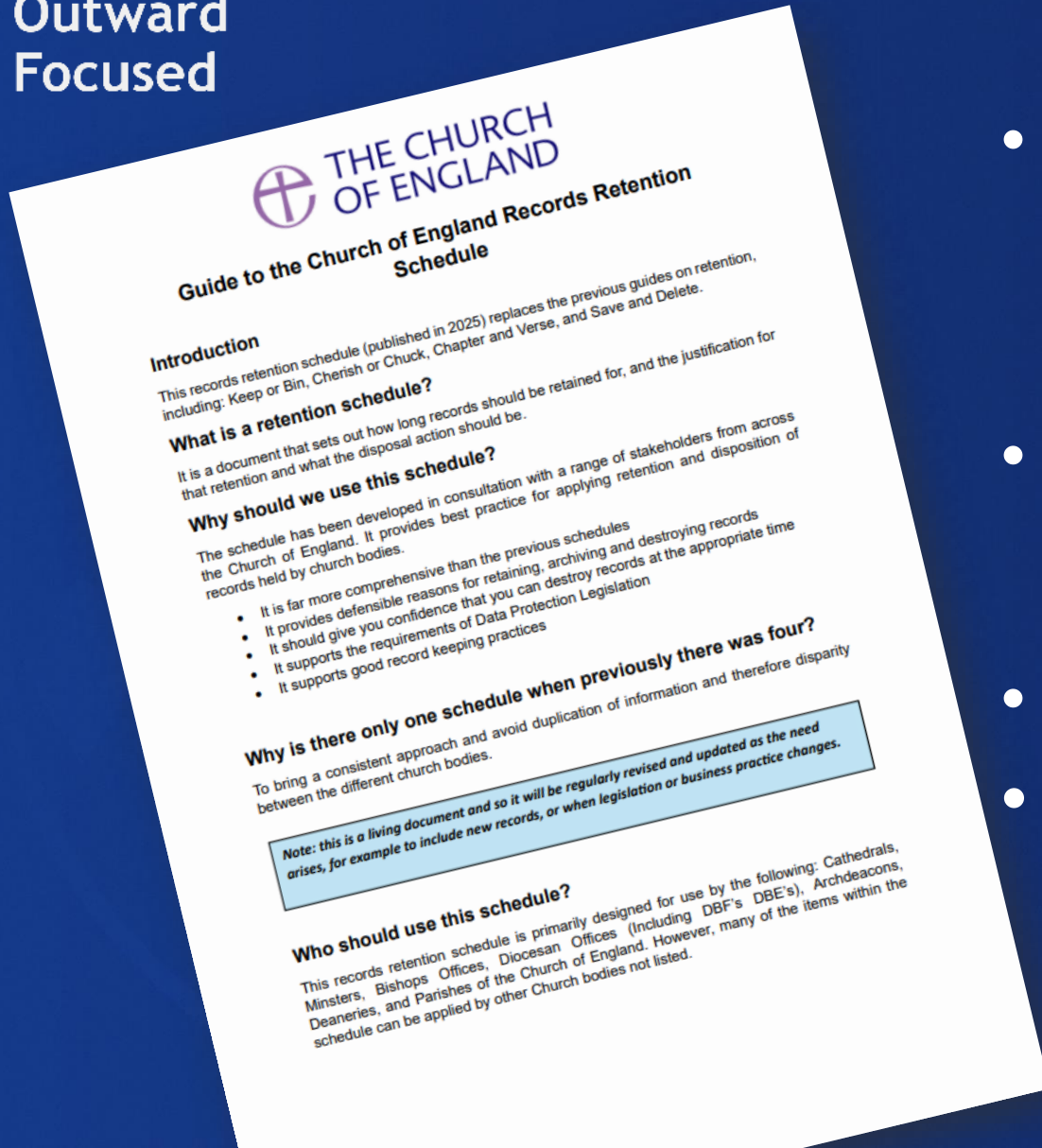
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Parish Conversations



Retention Policy



- A new Records Retention Schedule was published in 2025 replacing the previous guides on retention of records.
- It provides best practice for applying retention and disposition of records held by church bodies
- Documentation can be found at
- [Records and Information Management | The Church of England](#)

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KEY FUNCTIONS OF THE PCC AND THE ROLE OF PCC SECRETARY

Key Tasks

- The primary responsibilities of a PCC Secretary are to **support the PCC Chair**, usually the Incumbent, in the **preparation and organisation of meetings** and to **handle all correspondence on behalf of the PCC**.
- To prepare and distribute **Agendas, Minutes and Papers**
- To **organise the Annual Parochial Church Meeting (APCM)**; post the appropriate notices and commission, collect, duplicate and issue written reports, agendas, and minutes

Key Tasks

- To prepare an Annual Report to the APCM on the work of the PCC and send a copy to the Diocesan Secretary together with a copy of the Annual Accounts
- The Diocesan Office will also need to contact you from time to time to request specific information. Every effort is made to keep this to a minimum so we should be grateful if you would respond to all communications as soon as possible.

Governance

- A complicated system in the Church of England...
- Parishes operate as independent Charities
- The Church Representation Rules is your friend...
- Part 9 (Model Rules) relates to parish governance
<https://www.churchofengland.org/about/policy-and-thinking/church-representation-rules/>
- These are the default model rules for PCCs and Annual Meetings
- Annual Meeting can amend rules in Part 9, if it will better serve mission in the parish, subject to agreement of Bishop's Council
- Please speak to Jackie or Charlie first

Seven Marks of Good Governance

All underpinning organisational purpose

- Leadership
- Integrity
- Decision making
- Risk and control
- Board effectiveness
- Diversity
- Openness and accountability;



APCMs & Parishioners Meetings

- What are they for?
- What do you do?
- Date tool
- 2025 full ER revision will have a separate date tool to use
- Online Electoral Roll submission planned for next year

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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

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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.

Amongst The Preliminaries

- Remember that A Safe Church expects PCC members to have completed a Confidential Declaration Form in advance of standing for office
- *Fit and proper persons* form
- Resources can be found on the Diocesan Website with links to Parish Resources website
- This includes useful tick lists



The image shows a 'Church of England Confidential Declaration form' with a red header and a red border. The form is titled 'Church of England Confidential Declaration form' and includes a 'Church of England Confidential Declaration guidance and privacy notice'. The text on the form explains that the declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect. The form asks if the respondent answers yes to any question, to provide details on a separate sheet if necessary, giving the number of the question that they are answering. It also states that the Privacy Notice attached to this form (see page 5 onwards) explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

The form includes two main questions:

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both "spent" and "unspent" convictions.)
2. Have you ever received a caution from the police (excluding youth cautions, reprimands or warnings) that has not been filtered in accordance with the DBS filtering rules?

Each question has a 'YES / NO' column for the respondent to mark.

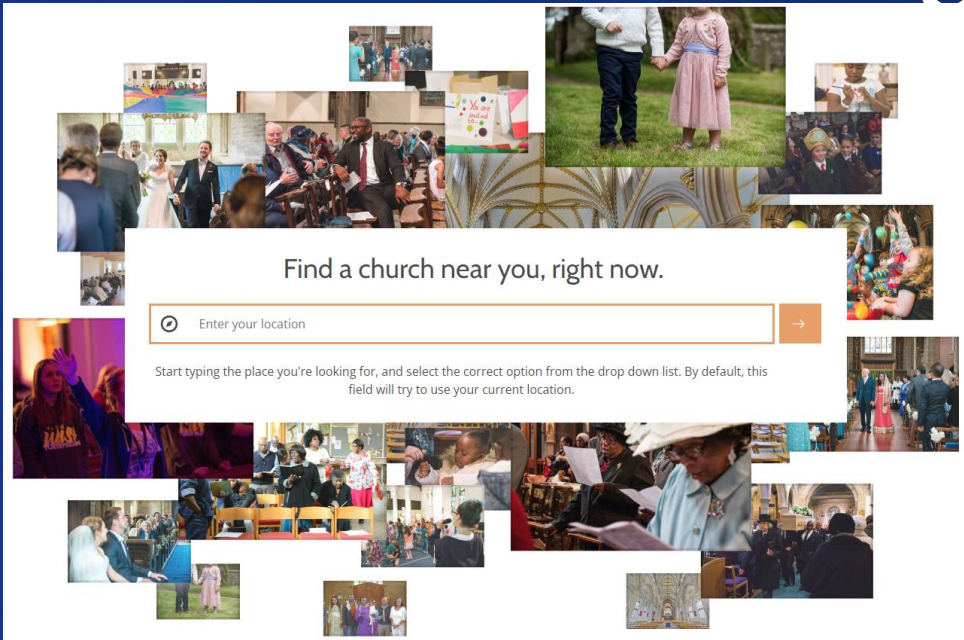
Below the questions, there is a section for 'Delete as appropriate' and a detailed explanation of the DBS filtering rules. It states that the respondent should delete any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order); and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). Please note that a conviction must comply with (a), (b) and (c) in order to be filtered. Further guidance is provided by the DBS and can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/611111/db_s_filtering_guidance.pdf. Please note that the "rehabilitation periods" (i.e. the amount of time which has to pass before a conviction etc. can become "spent") have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than four years are never "spent". For further guidance in relation to the "rehabilitation periods", please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/611111/db_s_filtering_guidance.pdf.


It also states that the respondent should delete any adult caution where: (a) six years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. As of 28 November 2020, youth reprimands, warnings and cautions, are automatically filtered. Please note that a caution etc must comply with (a) and (b) in order to be filtered.

The form is numbered '1' at the bottom right and has a 'cont...' link at the bottom left.

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Useful Apps & Websites





THE CHURCH OF ENGLAND

Online Parish Returns System

Log In

Login

Username *

Password *


☐ Remember me

Log In

Forgot your password?

Forgot your username?

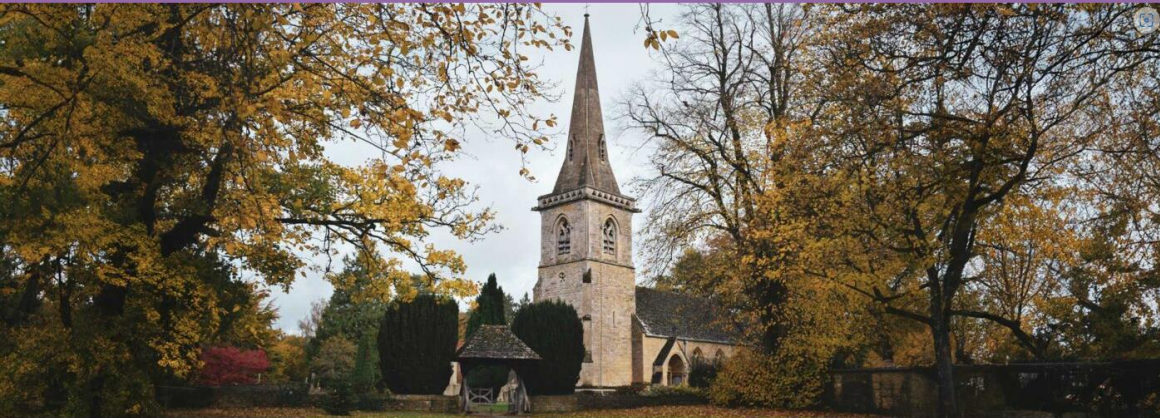
Don't have an account?



Parish Resources

Search ...

PCC / APCMs Finance Giving Buying People Administration Buildings Other Order Resources



Support with the day to day

This site is managed by the Giving & Generosity team and offers resources to support the everyday governance and administration of the local church.

Sign up to our Newsletter

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The Life Events Diary

The Life Events Diary is designed to help you manage your occasional offices. Whether they're Weddings, Baptisms, Funerals or Banns. With automated reminders, online enquiry forms and digital production of the Marriage Registration Document, the Life Events Diary covers all bases.

Features include:

- Dedicated online enquiry forms for all of your Life Events
- Invoice and take payments for your Weddings and Funerals
- Digitally produce the Marriage Document and print it out
- Keep those involved up-to-date with automated reminders
- Never forget a date with scheduled prompts for follow-ups and anniversaries
- Generate your Statistics for the amount of Life Events month on month, and year on year

"We have been using the Life Events Diary to trigger the sending of sympathy cards after funerals. I recently had a lady attend one of our services, who when I engaged with her, told me that she had been meaning to come to the Church as it was two years since her husband's funeral. The card we had sent, had been just the trigger she needed to come." - David Marsh - St Bartholomew's, Leicester



https://www.churchorganiser.org

 THE CHURCH ORGANISER




FEATURES • IKNOW CHURCH • NEWS • ABOUT • SUPPORT • EVENTS • REGISTER

GET IN TOUCH

Upgrading from the Life Events Diary

Tools to help you organise church life.

All in one place



 THE CHURCH OF ENGLAND

REGIONAL EVENTS

THE ANNUAL INSPECTION

THE CHURCHWARDENS MUST HAVE A LOOK AROUND THE CHURCH ONCE EVERY YEAR OR SO. THESE ARE THE SORTS OF THINGS THEY SHOULD BE LOOKING FOR:

SIGNS OF DANGER

(EG WIRING THAT DOES NOT LOOK QUITE RIGHT)



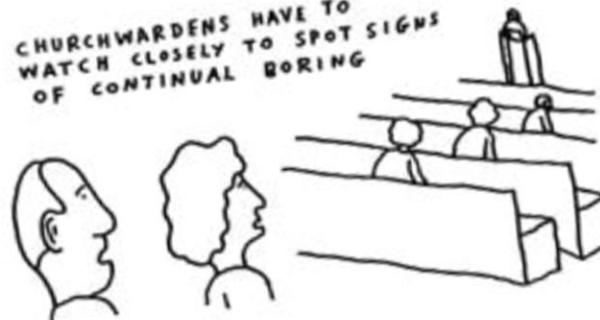
SIGNS OF MOVEMENT (IN OLD BUILDINGS)

NO...
NOTHING



SIGNS OF DEATH- WATCH BEETLE

CHURCHWARDENS HAVE TO
WATCH CLOSELY TO SPOT SIGNS
OF CONTINUAL BORING



SIGNS OF LIFE

IT'LL HAVE TO
COME DOWN - WE CAN'T
RISK HAVING LEAVES
IN THE GUTTERING



Group Discussion

- If your Church was an animal, what animal would it be?
- What have you not heard about today that would be useful?
- If you have served in your role before what is your top tip for your peers?

Ecclesiastical Law Society YouTube

- Check out Moira's videos for the Ecclesiastical Law Society on YouTube:
- The Ecclesiastical Law Society exists to promote the study of ecclesiastical and canon law particularly in the Church of England and those churches in communion with it.
<https://www.youtube.com/@ecclesiasticallawsociety2385>



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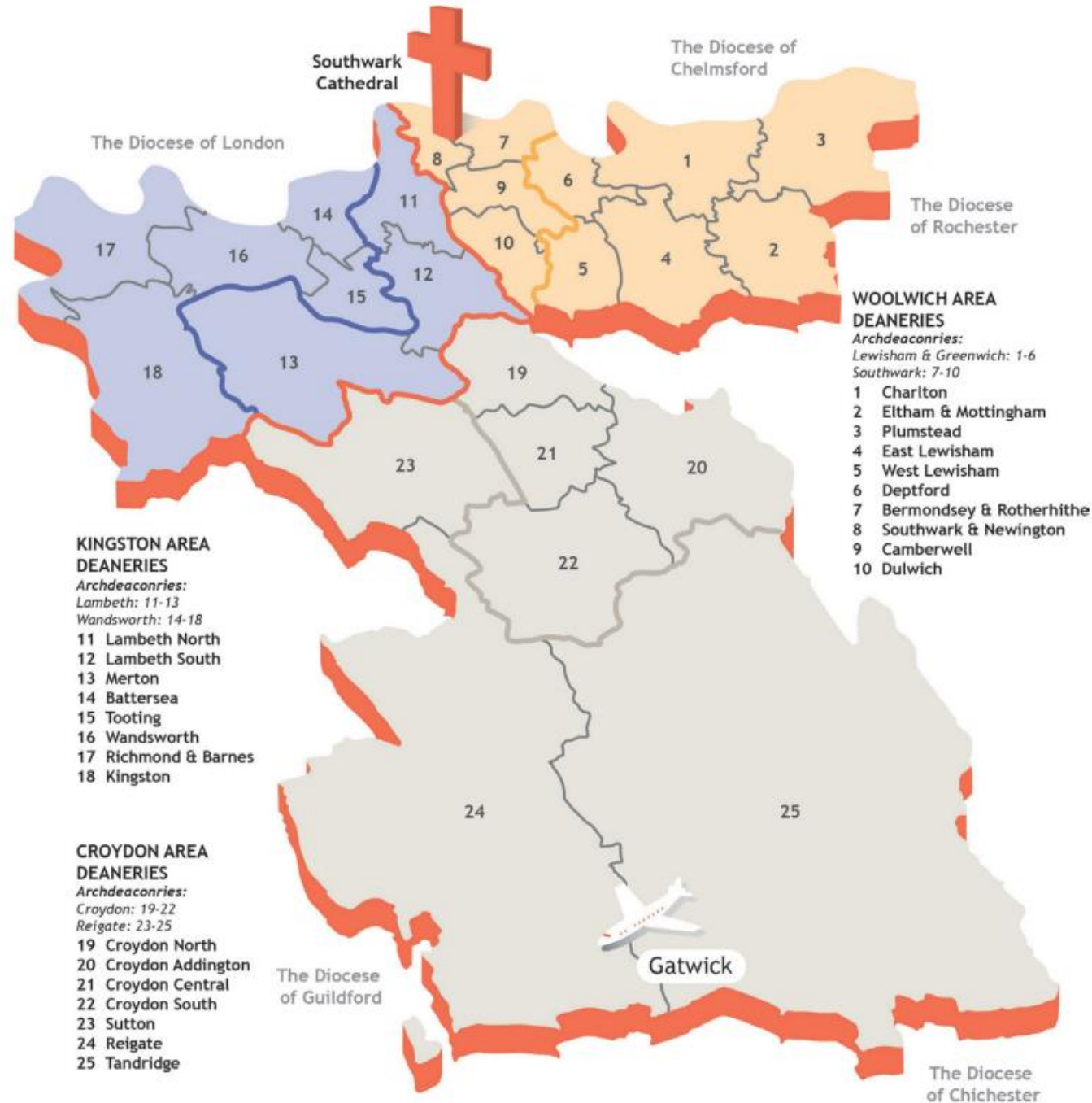


Q&A

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Map of the Diocese of Southwark



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TEA BREAK

*Please Return to your Seats by
11.45am*

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The crest of the University of Cambridge is visible in the background on the left side of the slide. It features a shield with a book and a lion, and a crest above it showing a figure holding a cross.

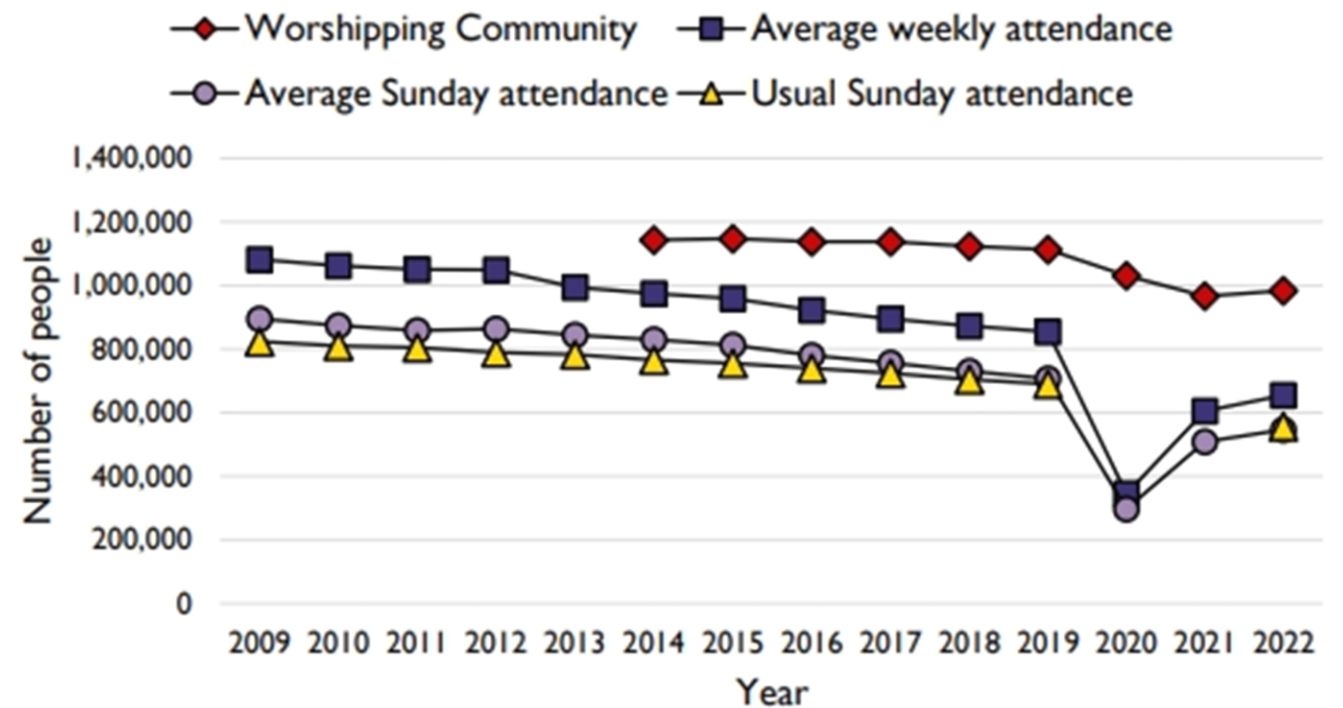
DATA AND INFORMATION AND MANAGEMENT

Parish Statistics


- Annual collection of mission statistics, finance etc
- National Church reports
- Understand trends in our Diocese and the Church of England
- Lots to celebrate!

Parish Statistics - Trends

- *Statistics for Mission report*



Parish Returns Website

 THE CHURCH OF ENGLAND
Online Parish Returns System

Enter Your DataView Data ▾Diocese Menu ▾Users Menu ▾

Log out

Logged in as: Jackie PontinDiocese: SouthwarkParish: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

Finance, Mission & Energy Footprint

THE CHURCH
OF ENGLAND
Online Parish Returns System

Enter Your DataView Data ▾Diocese Menu ▾Users Menu ▾

Log out

Logged in as: Jackie PontinDiocese: SouthwarkParish:Church:

Select Church

Please select a Church before performing this task.

Select forms to display:

Your diocese has additional forms, you can select which ones are displayed on this page using the checkboxes below. Please note that depending on the width of your screen, having more than 2 forms selected may cause the churches table to be too wide to fit comfortably on screen.

☒ 2020 Return of Parish Finance☒ 2020 Statistics For Mission Return☒ Energy Footprint Tool 2020Refresh Page

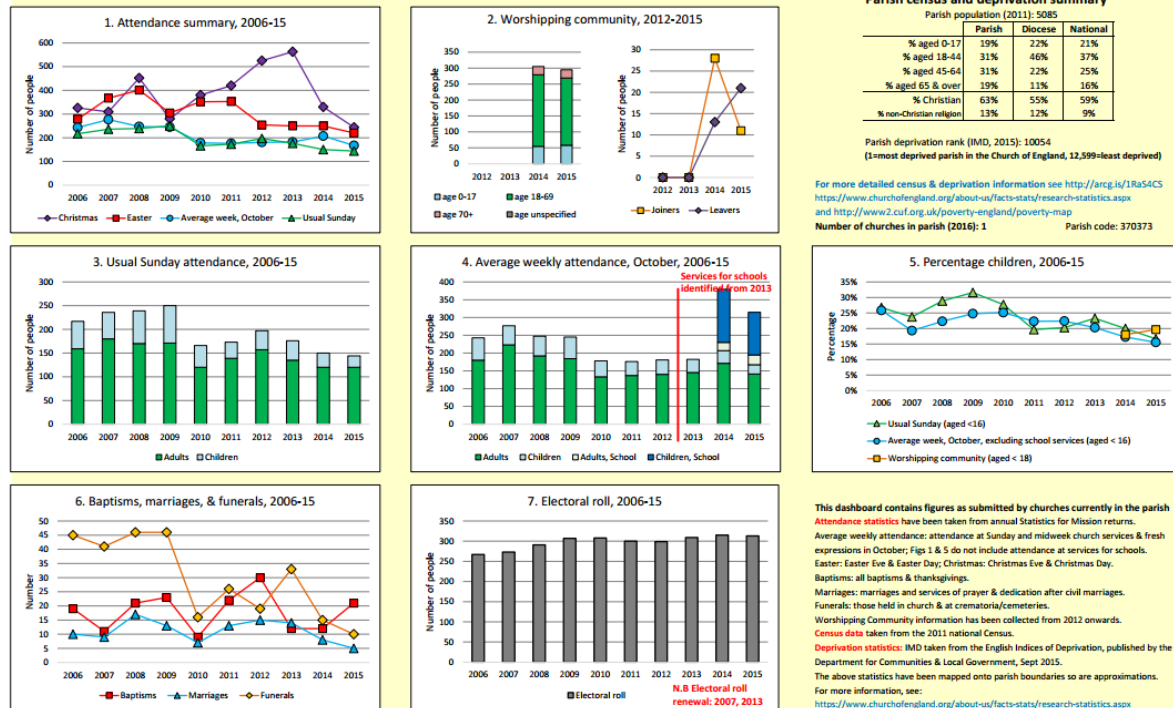
2020 Return of Parish Finance	N	%
Not Submitted	357	99%
Submitted	4	1%
Verified	1	0%
Total	362	

2020 Statistics For Mission Return	N	%
Not Submitted	203	56%
Submitted	159	44%
Verified	0	0%
Total	362	

Energy Footprint Tool 2020	N	%
Not Submitted	362	100%
Submitted	0	0%
Verified	0	0%
Total	362	

Parish Information - Dashboards

Dashboard for the parish of Shirley: St John in the Deanery of CROYDON ADDINGTON

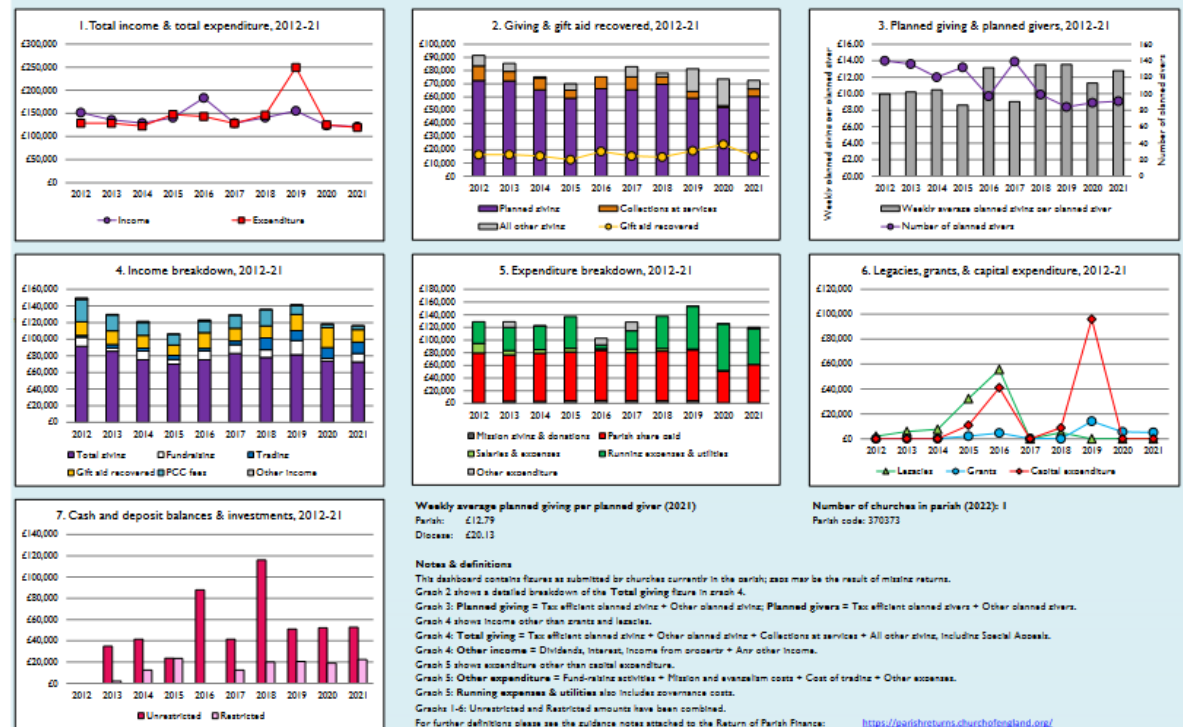


Variations in attendance from year to year may be the result of changes in the number of churches that submitted returns, or changes in parish/benefice structure.
Number of churches included in returns: 2006 1; 2007 1; 2008 1; 2009 1; 2010 1; 2011 1; 2012 1; 2013 1; 2014 1; 2015 1.
Produced by the Research and Statistics Unit, Church House, Great Smith Street, London SW1P 3AZ. Date of production: 8/12/16
Every effort has been made to ensure that data are reliable. We would be grateful to be notified of any significant errors or omissions by email to statistics.unit@churchofengland.org



Follow us on Twitter:
@cufstats

Finance dashboard for the parish of Shirley: St John in the Deanery of CROYDON ADDINGTON



Variations from year to year may be the result of changes in the number of churches that submitted returns, or changes in parish/benefice structure.
Number of churches included in returns: 2012 1; 2013 1; 2014 1; 2015 1; 2016 1; 2017 1; 2018 1; 2019 1; 2020 1; 2021 1.
Produced by the Data and Analysis team, Church House, Great Smith Street, London SW1P 3AZ. Date of production: 17/11/22.
Every effort has been made to ensure that data are reliable. We would be grateful to be notified of any significant errors or omissions by email to statistics.unit@churchofengland.org



Follow us on Twitter:
@cufstats

Parish Information

- Mission statistics generally by end of March
- Finance statistics by end of May - extended to the end of July
- <https://parishreturns.churchofengland.org/>
- Any questions to data@southwark.anglican.org

STATISTICS

ONES THE CHURCH COLLECTS

HOW MANY PEOPLE
TURN UP ON A
SUNDAY MORNING



HOW MANY
BAPTISMS,
WEDDINGS AND
FUNERALS
TAKE PLACE



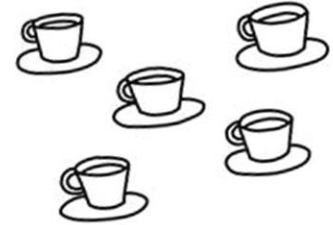
NUMBERS AT
MAJOR
FESTIVALS

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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COMMUNICATIONS

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Meet the Team

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*Digital Communications
Manager*



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Anna Drew
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“All truly Christian communication
leads to an encounter, in some
form, **with the living Christ.**”

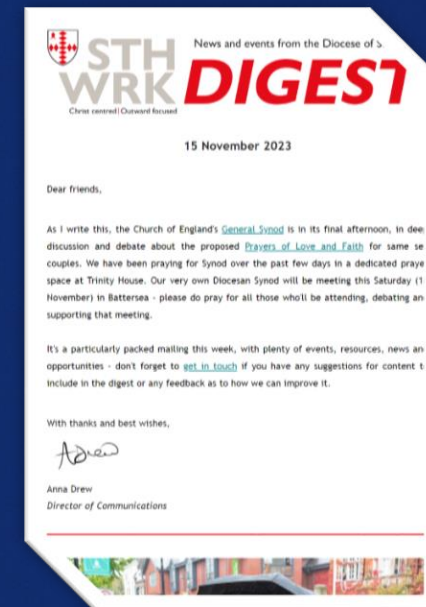
John Pritchard

Communications Priorities

- Fostering unity
- Encouraging our parishes
- Resourcing mission & ministry
- Growing engagement
- Embedding our Vision

Our channels

- The Bridge
- Southwark Digest
- Prayer Calendar
- www.southwark.anglican.org
- X/Twitter @SouthwarkCofE
- Facebook.com/SouthwarkCofE
- Instagram @SouthwarkCofE
- TikTok @southwarkdiocese
- Bluesky @southwark.anglican.org
- YouTube
- Annual Report
- Printed publications
- Blogs
- News releases
- Episcopal letters
- Face to face



What can we do for Parishes

- Advice
- Crisis management
- Promotion of events
- Sharing your stories
- Development of parish communications
- Media relations
- Communications for mission
- Resourcing & connecting

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QUESTIONS

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LAY MINISTRIES IN THE DIOCESE OF SOUTHWARK

All are called

- “The whole people of God, by baptism, share in bearing Christian presence through worship, witness and service, being the Body of Christ in every and any place and context.... Ordained and lay ministers teach and equip lay people to follow Jesus confidently in every sphere of life in ways that show the difference the Gospel makes. They recognise that all are baptised into Christ, complementary in gifts and vocation, mutually accountable in discipleship, and equal partners in mission.”

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Lay Ministry

- Since the publication of the Lay Ministry and Lay Leadership Advisory Group report in 2018 the Diocese has been working hard to increase the number of Lay Ministries
- This work has been guided by the Lay Council which came into existence as a result of the Report
- As I hope you all know we now have three levels of Lay Ministry:

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Three Duties of the Layman

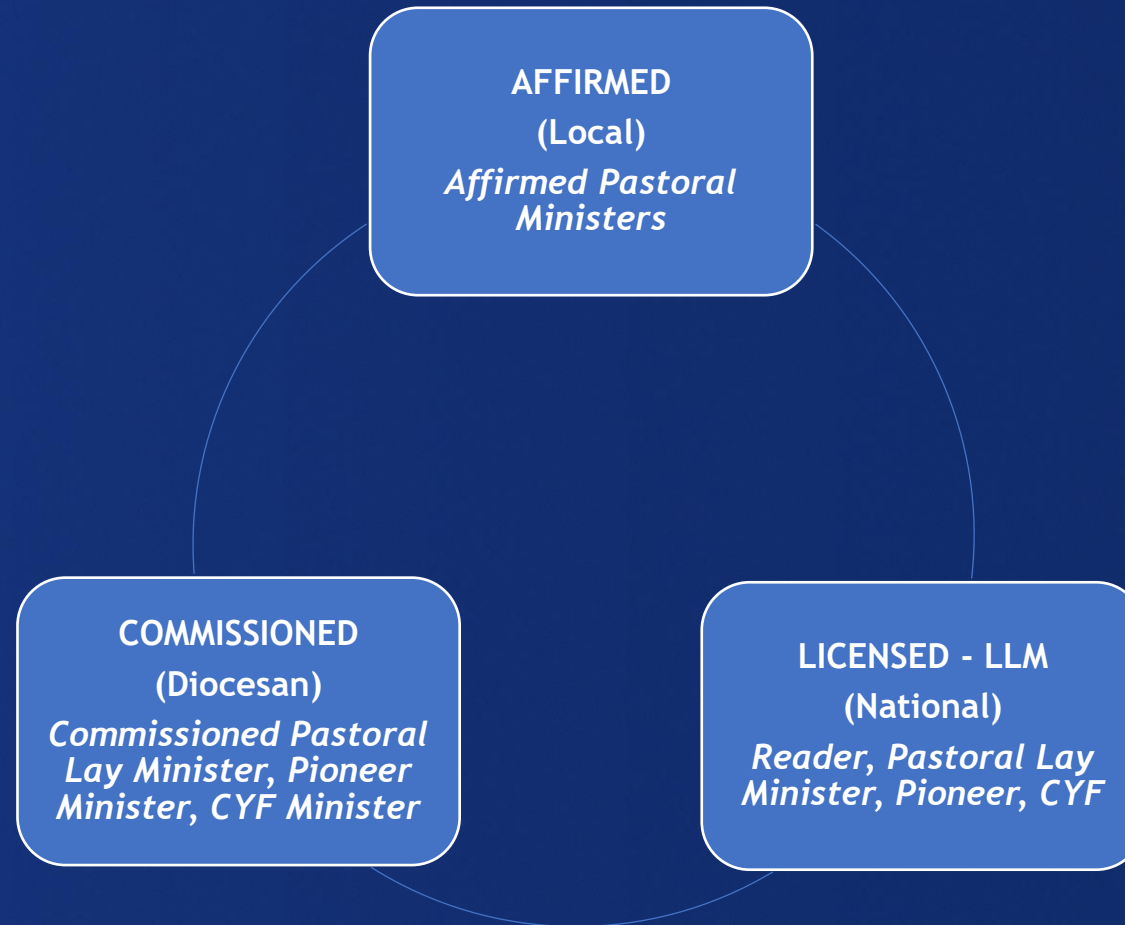
The Archbishop of York, preaching on vocation and Christian witness, said that vocation was not confined to the clergy, and enumerated three duties of the Christian layman. There was nothing sensational in this vocation of the laity, for true religion was not a series of thrills and emotions—it often had its dull patches.

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The layman's first duty was by his own personal life to influence his fellows. He should apply the teaching of Christ in his ordinary surroundings and in his work. His second duty was that of intelligent witness: to know his faith and to be prepared to defend it. His third was to bear witness in his Church. That was to be done by regular church-going.

Types of Lay Ministry



How to become a Lay Minister

- Talk to Incumbent : Identify if exploring affirmed, commissioned or licensed ministry
- Request to attend a Vocations Forum: All licensed and commissioned pastoral ministry starts at this stage
- CYF enquirers can complete an enquiry form and have a further conversation with, Carol Coslett, the Assistant Director of Lay Ministry

Deanery Lay Champions

- We have also been seeking to engage volunteers in each Deanery to encourage people to consider Lay Ministries
- We have them in a good number of our Deaneries now but we are still looking for a few more
- They are commissioned for this role by Bishop Christopher
- Please be in touch with Carol Coslett, the Assistant Director of Lay Ministry, to find out if your Deanery has one
- Their role is to be a those who make sure that information about Lay Ministries are shared with the parishes

The Lay Council

- This year we reviewed the work of the Lay Council
- We considered all the work that they had done on helping us to decide how to train our lay ministers
- One of the important things that they agreed was that we should change the name of our Southwark Pastoral Auxiliaries (SPAs) to Commissioned Pastoral Lay Ministers
- They also agreed to the publication of the new magazine for all our Lay Ministers:

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Lay Ministry Matters



Licensing and Commissioning:

- Each October we have a celebration at Southwark Cathedral where we license and commission our Lay Ministers
- This year we hope to commission:
 - 2 Commissioned Pastoral Lay Ministers
 - 3 Commissioned Children, Young People and Family Ministers
 - 2 Licensed Lay Pioneers
 - 1 Licensed Lay Pastoral Minister
 - 8 Readers
- And we hope to grandfather 2 Licensed Children and Youth Ministers

- We have eight in training who will be commissioned or licensed at Southwark Cathedral in October this year.
- These are:
 - 3 Licensed Lay Ministers who will be Readers
 - 2 Licensed Lay Minister who will be Pioneers
 - 2 Commissioned Pastoral Lay Ministers (SPAs)
 - 3 Commissioned Children's and Youth Workers
 - And we hope to grandfather two Licensed Lay Youth Ministers

Selection

- We have three Selection opportunities planned in June and July - in fact one is next Saturday
- We are still awaiting news of all those who are to come from our Vocations Team but we hope to get some more licensed and commissioned candidates through to test their vocation to these lay roles
- We are grateful to all those who help us on these days
-

Encouraging Lay Ministry

- We very much want to help more people to consider if they are called to a recognised Lay Ministry and what God might be calling them to do
- At present, your ministry is to help with church governance and administration, you might also be called to another role - or be called to one in the future.

Encouraging Lay Ministry

- We very much want to encourage vocations to Lay Ministries from those who are from a younger demographic
- We also want to encourage more Global Majority Heritage people to come forward
- We want to be fully inclusive and representative of the diversity of our parishes and Diocese.

We need your help

- In order to encourage Lay Ministries, we need people to talk about them and enthuse others
- We organise Taster Sessions
- These are mostly held online but we do run some in person especially during the Lay Ministry Celebration

The Celebration of Lay Ministries

- Will likely run again during Epiphany in 2025
- It is designed to encourage people to think about whether God might be calling them into new things
- There will be resources on the Diocesan Website and some resources for children and young people too. They will be published before Advent.

Finding out more

- Contact Carol Coslett, Assistant Director of Lay Ministry and she will be able to help you to know more about the ways in which people can begin to explore a vocation
(carol.coslett@southwark.anglican.org)

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PRAYER DURING THE DAY

Preparation

All O God, make speed to save us.
O Lord, make haste to help us.

All Gladden the soul of your servant,
for to you, O Lord, I lift up my soul.

All Blessed are you, the God of our ancestors,
worthy to be praised and exalted for ever.

All Blessed is your holy and glorious name,
worthy to be praised and exalted for ever.

All Blessed are you, in your holy and glorious temple,
worthy to be praised and exalted for ever.

All Blessed are you who look into the depths,
worthy to be praised and exalted for ever.

All Blessed are you, enthroned on the cherubim,
worthy to be praised and exalted for ever.

All Blessed are you on the throne of your kingdom,
worthy to be praised and exalted for ever.

All Blessed are you in the heights of heaven,
worthy to be praised and exalted for ever.

All Bless the Father, the Son, and the Holy Spirit,
worthy to be praised and exalted for ever.
Amen. Alleluia!

Psalmody

Psalm 47

Ant. O sing praises to God, sing praises.

- 1 Clap your hands together, all you peoples; ♦
O sing to God with shouts of joy.
- 2 **For the Lord Most High is to be feared; ♦**
he is the great King over all the earth.
- 3 He subdued the peoples under us ♦
and the nations under our feet.

- 4 He has chosen our heritage for us, ♦
the pride of Jacob, whom he loves.
- 5 God has gone up with a merry noise, ♦
the Lord with the sound of the trumpet.
- 6 O sing praises to God, sing praises; ♦
sing praises to our King, sing praises.
- 7 For God is the King of all the earth; ♦
sing praises with all your skill.
- 8 God reigns over the nations; ♦
God has taken his seat upon his holy throne.

9 The nobles of the peoples are gathered together ♦
with the people of the God of Abraham.

**10 For the powers of the earth belong to God ♦
and he is very highly exalted.**

Glory to the Father and to the Son ♦
and to the Holy Spirit;

**All as it was in the beginning is now ♦
and shall be for ever. Amen.**

***Ant.* O sing praises to God, sing praises.**

Short Reading

The Lord is the Spirit, and where the Spirit of the Lord is, there is freedom. And all of us, with unveiled faces, seeing the glory of the Lord as though reflected in a mirror, are being transformed into the same image from one degree of glory to another; for this comes from the Lord, the Spirit.

All Thanks be to God.

2 Corinthians 3:17-18

Jesus said, I am the resurrection and the life.
All Those who believe in me will never die.

A brief period of prayer follows

O God the King of glory, you have exalted your only Son Jesus Christ with great triumph to your kingdom in heaven: we beseech you, leave us not comfortless, but send your Holy Spirit to strengthen us and exalt us to the place where our Saviour Christ is gone before, who is alive and reigns with you, in the unity of the Holy Spirit, one God, now and for ever.

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.

May the grace of the Holy Spirit enlighten our hearts and minds.

All Amen.

Let us bless the Lord.

All Thanks be to God.

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LUNCH

Please Return to your Seats by 1.15pm

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MODERN DAY SLAVERY

CHRIS ELLIOTT & JENNIFER HYDE



Modern Slavery
Right Here, Right Now



Southwark Against Modern Slavery

Who are We?

Chris Elliott and Jennifer Hyde
Southwark Diocese Advisors on Modern Slavery

Contact details

rasocialjustice@gmail.com
<https://southwarkagainstmodernslavery.org.uk>

The Ministry of Southwark Against Modern Slavery



We do this work because ...

We feel called to

No one else is doing it

Our faith and its promise of freedom

What does Southwark Against Modern Slavery do?

Raise awareness of modern slavery in local areas,

Help people recognise the signs of modern slavery and

Know how to report concerns that they see.

Definition of Modern Slavery

- Modern slavery is the illegal exploitation of people for personal or commercial gain.
- It covers a wide range of abuse and exploitation including
 - sexual exploitation, domestic servitude, forced labour, criminal exploitation, money muling and organ harvesting.
- Victims of modern slavery can be any age, gender, nationality and ethnicity.
- **Why Modern?**



Signs of Modern Slavery

Anyone can come into contact with a victim of modern slavery without even realising it; however, there are some **tell-tale signs**.

Victims can look **frightened, unkempt, malnourished or have untreated injuries**.

Someone else **pays for their travel, speaks for them, picks them up and drops them off from work** or they may not be sure of their address.

Salaries of several people are **paid into one account**

People are made to work **extremely long hours with no rest breaks**

Trust your instincts – if something does not look or feel right it probably isn't



Places where Modern Slavery exists

Care homes and domiciliary care settings

Fast food and takeaway restaurants

Begging or selling goods on trains

Building sites

Nail bars & Car washes

Drug dealing and county lines

Brothels and sex workers on the streets/online

What is the scale of the problem?

- 50,000,000 victims worldwide which generates \$245 billion*
- Over 100,000 in the UK today*
 - The largest percentage are in London and the South East
 - Each deanery has an average of 1000 victims

*Figures from: Hope for Justice 2023 - Updated estimate of the illicit monetary profits of modern slavery and human trafficking

What is the scale of the problem?

- 19,125 potential victims joined the National Referral Mechanism in 2024 – another 5,598 refused to join.

Adults

- 13,100 potential victims were adults (68%)
- 28% were female, 72% male
- Most common form of exploitation - labour

Children

- 5,999 potential victims were children (31%)
- 22% female, 76% male
- Most common form of exploitation - criminal

All referrals

- 23% UK (75% of these are children), 13% Albanian, 11% Vietnamese



If you see something that concerns you ...

Notice things that do not look right and tell someone

- If this involves your church in any way you must inform your parish safeguarding officer
- If there is an emergency and someone is in immediate danger, call 999
- The **Modern Slavery Helpline** gives advice you can report concerns - 08000 121 700 or <https://www.modernslaveryhelpline/report>
- Report concerns through **Crime Stoppers** 0800 555 111 or <https://crimestoppers-uk.org/give-information>

Talk to the person next to you ...

What do you think the impact of modern slavery is?

What can you or your church do to reduce this impact?

What's the price of modern slavery?



What is SAMS' ministry?

- Giving short talks, sermon slots or longer talks to groups, including Deanery Synods
- Attending events with an information stall
- Organising awareness-raising events
- Running workshops at events
- Working with people to develop confidence to take action in their community

“You may choose to look
the other way, but you
can never say again that
you did not know”

William Wilberforce



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SAFEGUARDING

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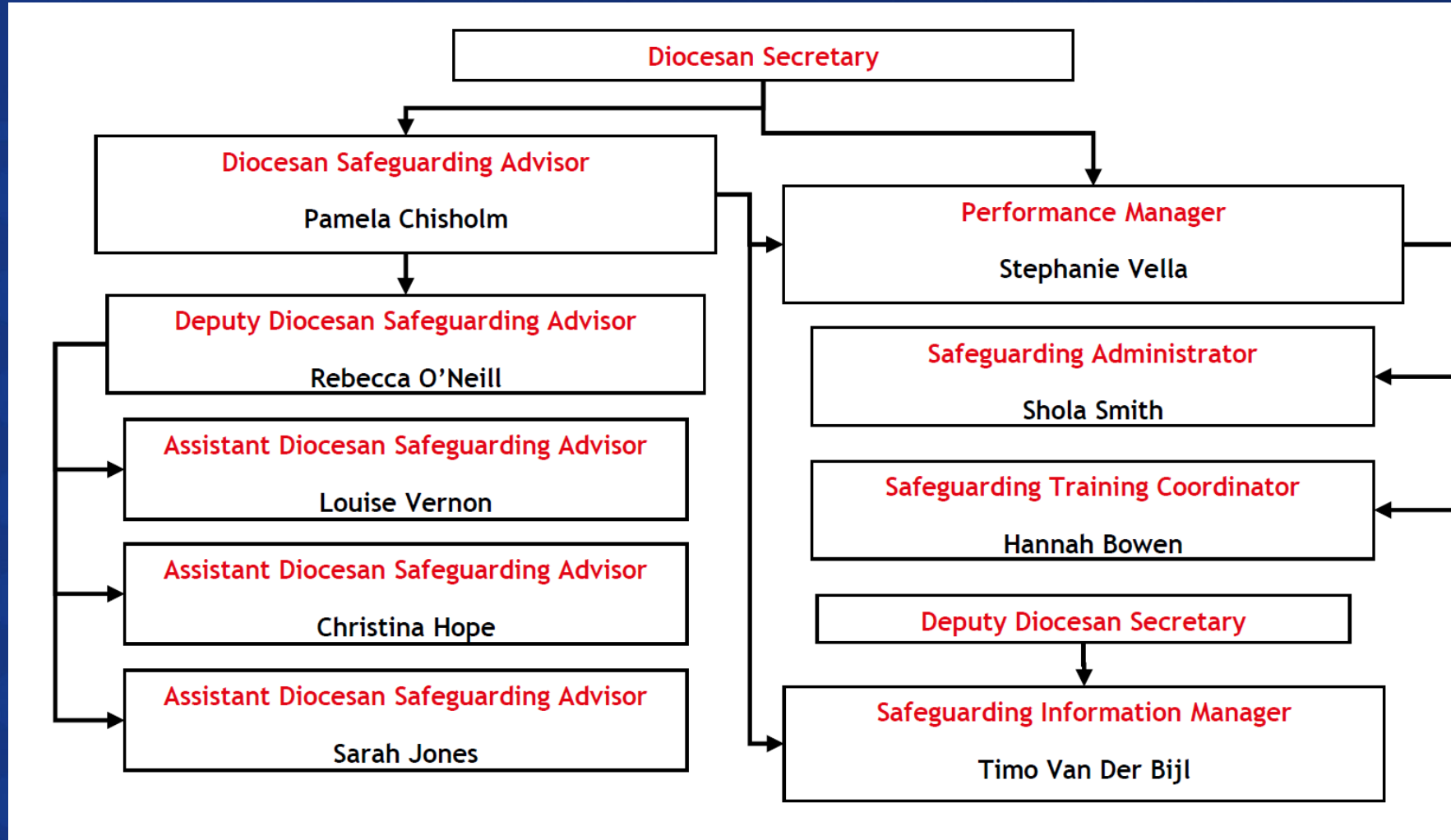


MEET THE TEAM

Introduction to Safeguarding

- The Safeguarding Team are committed to ensuring that the diocese is a safe and welcoming space where safeguarding is everyone's business. Our practice is trauma-informed and survivor focused. We are passionate about enabling others to place safeguarding as front and centre of all activities and are available for advice and support.

The Safeguarding Team



Contacting the Team

Safeguarding Referrals & General Enquiries

safeguarding@southwark.anglican.org

0207 939 9441 (Mon to Fri 9am-5pm)

Safeguarding training

safeguardingtraining@southwark.anglican.org

0207 939 9476

Admin & DBS

safeguardingadmin@southwark.Anglican.org

02079399478

Contacting the Team

Emergencies

If you suspect you or someone is at risk of immediate harm, phone 999.

If you are worried that a child, young person or adult is at risk of being harmed, abused or neglected, contact social services within your local authority area.

www.gov.uk/find-local-council

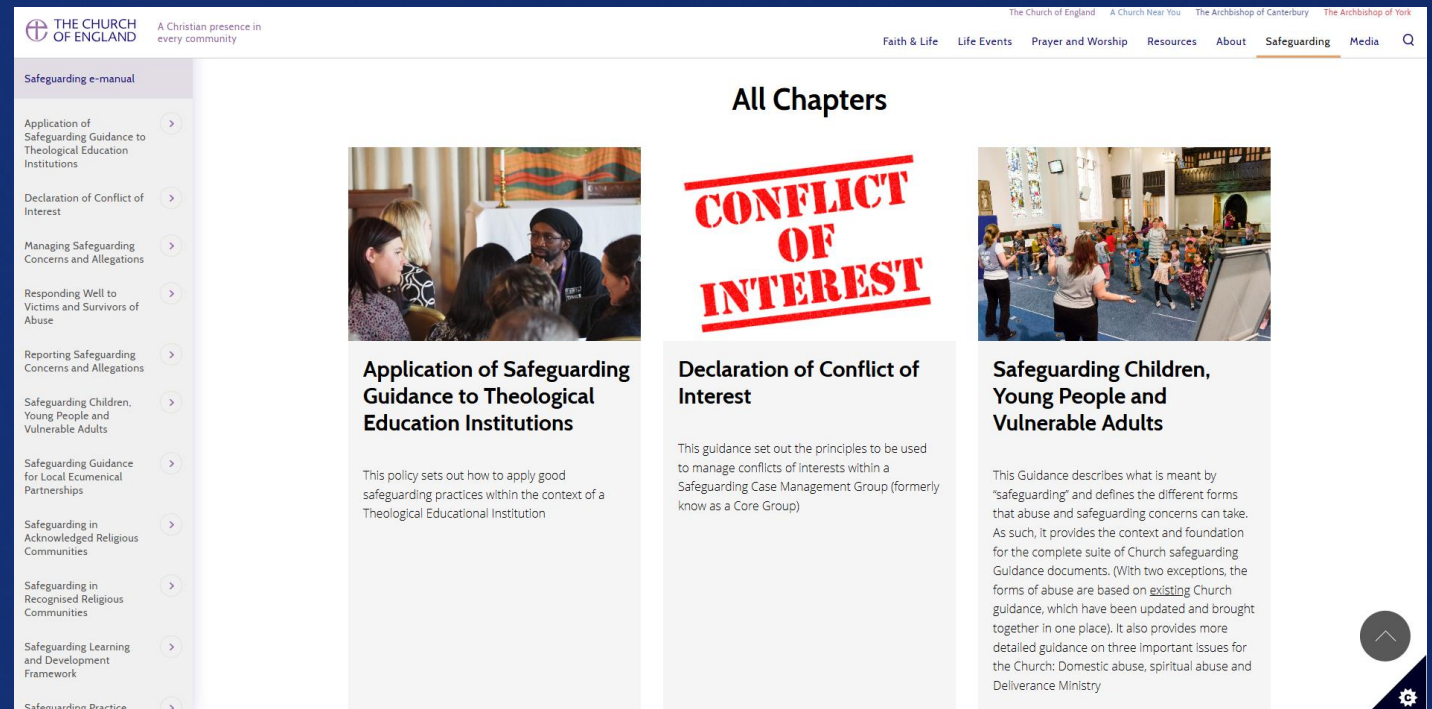
Support Services

Hub of Hope is the UK's leading support database, bringing local, national, peer, community, charity, private and NHS services together in one place for the first time. A wide range of local support can be accessed by inputting your postcode

www.hubofhope.co.uk/

Accessing Policy

- To access information regarding policy please access the Church of England Safeguarding E-Manual:
- www.churchofengland.org/safeguarding/safeguarding-e-manual



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7 MINUTE BRIEFING: MAKIN REVIEW

7-Minute Briefing

What is a 7-Minute Briefing?

The Southwark Diocese Safeguarding Team have introduced '7-Minute Briefings' to provide concise, focused learning sessions on various safeguarding topics. These offer insights from national Lessons Learned reviews and other themed learning, along with challenge questions for teams and individuals to reflect on in relation to their ministry context.



The concept of 7-minute briefings is inspired by a technique from the FBI, based on research indicating that seven minutes is an ideal time span for concentration and learning. In a world of increasing pressure and demands on time, 7 minutes is a manageable amount of time to set aside for learning in most settings.

Clearly such short briefings will not have all the answers, but it is hoped that they will act as a catalyst to help people discuss and reflect. In reality, many settings will be able to dedicate a greater length of time and enable more ongoing conversations.

If you have suggestions for future briefings, please send them to safeguarding@southwark.anglican.org

How to use a 7-Minute Briefing

The briefings can be used in a variety of ways:

- Individuals can use the briefing independently for their own learning and development and share informally with others
- Leaders, clergy, Parish Safeguarding Officers or trustees could facilitate a discussion in meetings such as PCC meetings, church leadership meetings, supervision and peer support sessions
- Used as part of a larger event to compliment overall learning and development.



The briefings are **NOT** suitable for use during a church service.

Trauma-Informed Approach

Issues addressed within the 7-minute briefings could have an emotional impact on those engaging with them. If someone has experienced trauma or abuse, they may be particularly affected and there is a possibility of re-traumatisation. Audiences should be given advanced warning before the briefing takes place so they can ensure their own emotional and psychological safety and can decide if they are willing to attend or not. At the beginning of the briefing there should be a 'trigger warning' to let people know it contains sensitive material that people may find distressing. The briefings should be delivered face-to-face where possible and pastoral and signposting support could be offered alongside the briefing.

The Makin Review

The Makin Review (2024) is an independent review into the Church of England's handling of allegations of serious abuse by the late John Smyth. Smyth was a prominent QC Barrister and a Reader (Licenced Lay Minister) in the Church of England. He is described in the report as 'a serious and prolific abuser' of over 115 boys and young men from 1970 until his death in 2018. He subjected them to horrific 'physical, sexual, psychological and spiritual abuse'. In his garden shed in Winchester, Smyth used a cane to 'brutally beat' his victims sometimes with over a hundred lashes at a time causing significant bleeding. Although not run by the Church of England, the 'Iwerne Camps' where Smyth groomed many of his victims were originally located in Iwerne Minster in Salisbury Diocese. The review details that Church Officers knew about the abuse from a key report in 1982 and recipients of this report participated in an active cover-up. Smyth relocated to Africa and continued to abuse. From 2013 the Church of England 'knew at the highest level' about the abuse. He should have been effectively and properly reported to the police.

Background

The review concludes that 'a desire to protect the reputation of an institution, and of individuals, shaped the response of those who knew of the abuse'. There were calls for the Archbishop of Canterbury to resign which he did shortly after the publication of the review.

CofE response

The National Safeguarding Team (NST) are investigating/reviewing all Church Officers named in the report to assess and mitigate any current risk. Southwark Diocese's response to relevant recommendations from the review will be overseen by the independently chaired Diocesan Safeguarding Advisory Panel (DSAP).

Smyth's abuse has left 'lasting and irreparable scars' for very many people, those directly affected as well as their families, friends and others. A child, Guide Nyachuru, died in suspicious circumstances at one of Smyth's camps in Zimbabwe. The abuse continues to negatively impact many victims/survivors physically, psychologically emotionally and spiritually. It is likely due to the prolific nature of Smyth's abuse that there are more victims than those represented in the Makin Review.

Impact

Since the publication of the review, diocesan safeguarding teams across the country have seen a significant rise in the number of safeguarding referrals and disclosures. This has been seen in the Diocese of Southwark. Many people connected with the church and victims/survivors of other situations have expressed a mixture of emotions including anger/rage, shock, sadness, disbelief, and relief.

Abuse of power and deference Smyth held and abused several powerful roles and positions of trust giving him control over his victims. His 'charisma' reinforced this power. Deference shown to Smyth was a barrier to disclosure, and when abuse was disclosed, it was handled with 'frightening blindness' by Church Officers.

Hidden in plain sight The abuse was known about, and it is evident that safeguarding was 'not everybody's business' in church systems. Confirmation bias played a part in people's responses.

Governance & accountability Para-church activities such as Iwerne Camps had unclear lines of organisational accountability and governance of safeguarding

Victims first A trauma-informed, 'victims first' approach was not evident.

Never not clergy Being ordained is a Position of Trust always, not only when 'on duty'.

Exploitation of theologies Smyth applied a false theology based on selected scriptures taken out of context.

Themes

Who holds power and control within my area of ministry? In what ways are they accountable to others, and open to challenge?

Do all areas of ministry have clear governance and lines of accountability - including parachurch and activities linked to, but not run by the church?

Am I/we 'actively curious' regarding safeguarding matters or is this seen as someone else's job?

How would I respond if someone disclosed abuse linked to an individual who I knew, admired and/or was in a position of power?

Questions to consider

Responding Well to Victims and Survivors of Abuse (2021)

Statement published by 'Thinking Anglicans' on behalf of a number of victims and survivors of Smyth. Parish Safeguarding Handbook pg 23-34 - Responding well to a disclosure.

Resources

Safe Spaces Free independent support service for people who have experienced church related abuse. 0300 303 1056

Southwark Diocese Safeguarding Team safeguarding@southwark.anglican.org 020 7939 9441

Signposting

With thanks to the diocese of Salisbury for their work on this briefing and for sharing it with us.

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SAFEGUARDING STANDARDS

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Standard One

Culture, Leadership and Capacity

What is the culture, leadership and capacity standard?
Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high quality safeguarding practices and outcomes.

Standard Two

Prevention

What is the prevention standard?
Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.

Standard Three

Recognising, Assessing and Managing Risk

What is the recognising, assessing and managing risk standard?
Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.

Standard Four

Victims and Survivors

What is the victims and survivor's standard?
Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.

Standard Five

Learning, Supervision and Support

What is the learning, supervision and support standard?
All those engaged in safeguarding related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

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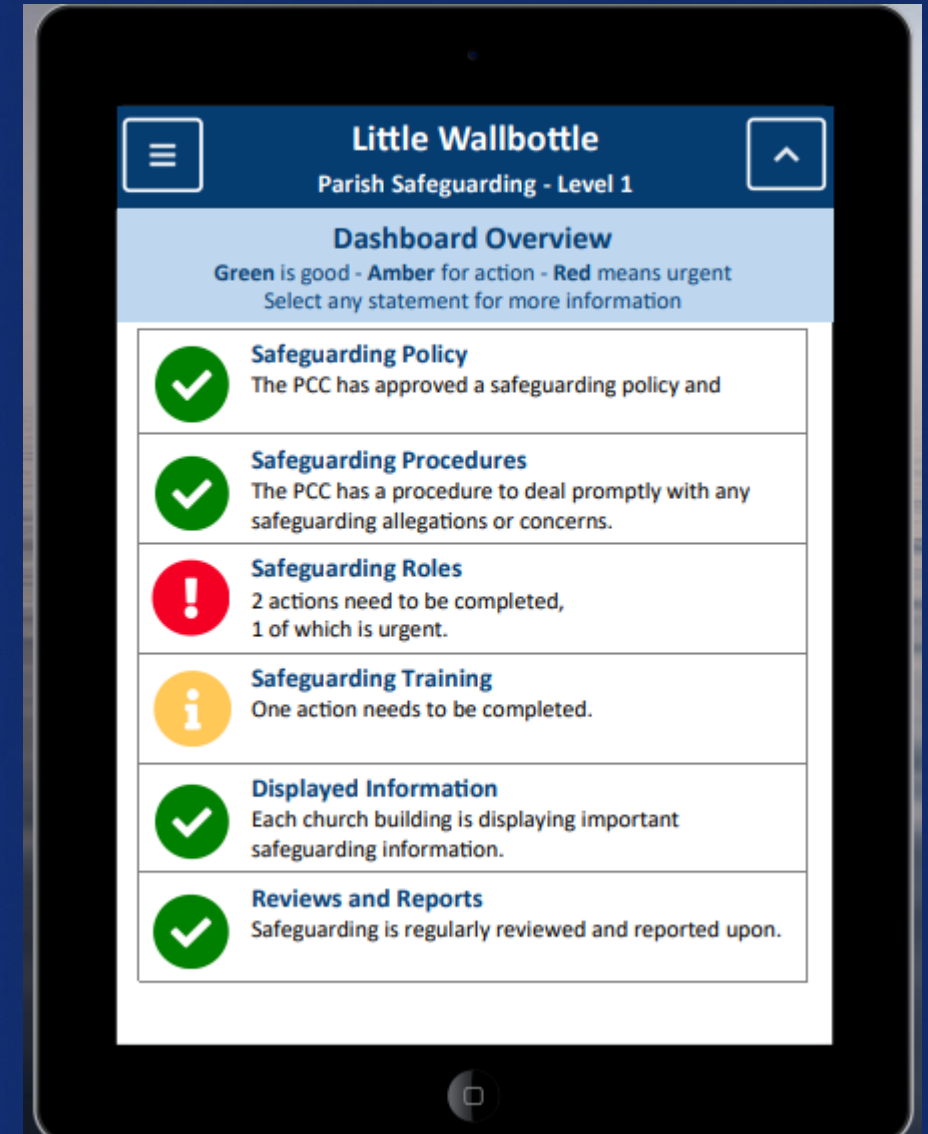
Overview



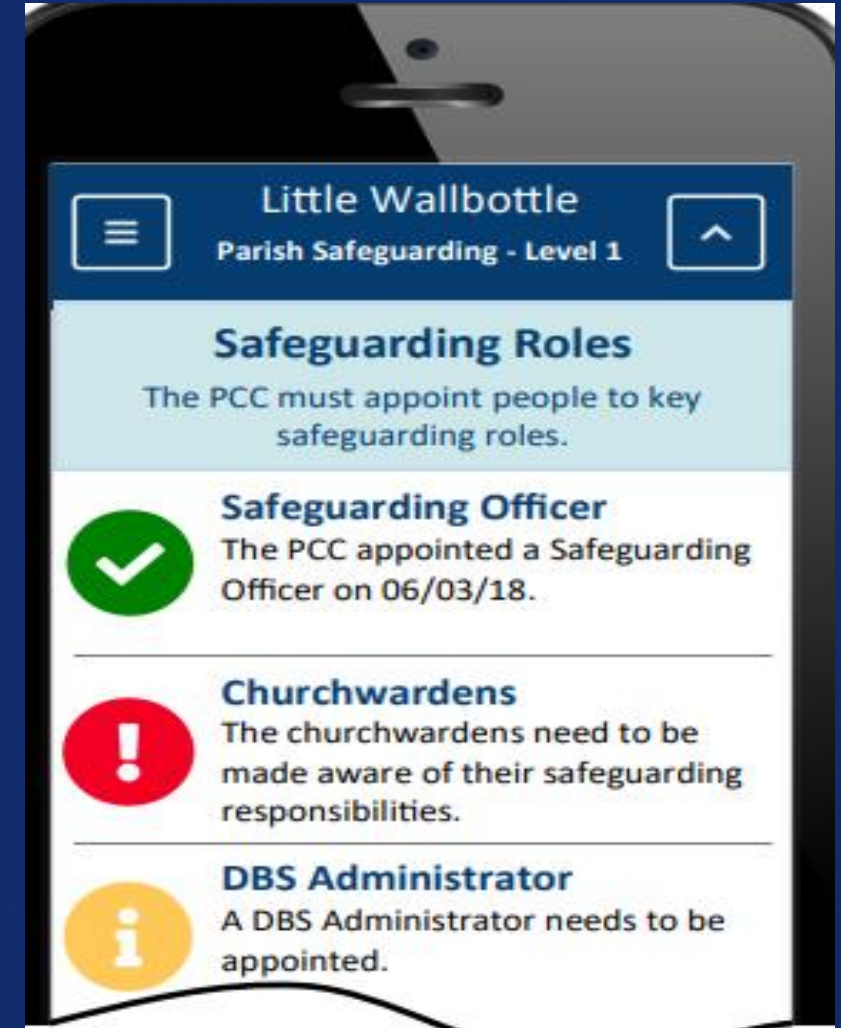
PARISH DASHBOARDS

- Safeguarding Dashboards are an interactive tool that allow you to monitor safeguarding compliance within your Parish.

What are they?



- By providing you with Action Pages which describe in plain English the precise actions that need to be carried out.
- Show you urgent processes that need to be completed.
- Show you upcoming process that require completion allowing you to plan.
- By providing you with an information page which provides helpful resources which can be downloaded and where optional notes can be added.



Areas of Support – Dashboard Lights

- Three levels; as one is completed the next one opens.
- The elements shown are mandatory and ensure you have everything in place to support the 5 National Safeguarding Standards.

Safer Foundations	Level 1	
	Policies and Action Plan	<ul style="list-style-type: none"> Safeguarding Policy Approval Safeguarding Policy Promotion Safeguarding Action Plan
	Safeguarding Procedures	<ul style="list-style-type: none"> Responding to Concerns or Allegations
	Safeguarding Roles	<ul style="list-style-type: none"> Parish Safeguarding Officer Churchwardens DBS Administrator
	Training for Key Roles	<ul style="list-style-type: none"> Parish Safeguarding Officer Churchwardens DBS Administrator PCC Members
	Displayed Information	<ul style="list-style-type: none"> Safeguarding Policy Notice Safeguarding Who's Who Safeguarding Poster Parish Website
	Reviews and Reports	<ul style="list-style-type: none"> PCC Agendas Reports to the PCC Reports to the APCM

Safer Activities	Level 2	
	Policies and Action Plan	<ul style="list-style-type: none"> Recruitment of Ex-Offenders
	Safeguarding Procedures	<ul style="list-style-type: none"> Lone Working Appropriate Boundaries
	Reviews and Reports	<ul style="list-style-type: none"> Review List of Church Activities
Safer Practices	Level 3	
	Policies and Action Plan	<ul style="list-style-type: none"> Local Ecumenical Partnership
	Safeguarding Procedures	<ul style="list-style-type: none"> Use of Social Media Known Offenders Data Protection and Retention Clergy Vacancy Support for Victims and Survivors Information for Victims and Survivors
	Displayed Information	<ul style="list-style-type: none"> Review List of Non-Church Activities Promoting a Healthy and Safe Culture
	Reviews and Reports	<ul style="list-style-type: none"> PCC Authorisation Hire Agreement
	Non-Church Activities	<ul style="list-style-type: none"> Each activity has a mini-dashboard

Key Features

- A home page that shows the status of safeguarding at a glance.
- Action pages that explain what needs to be done in plain English.
- Info pages that ask simple questions and also provide links to relevant information and resources.
- PDF action plan. At the click of a button, Safeguarding Dashboards will email the user a PDF action plan. This includes the status of each topic, together with any optional notes.
- Green lights that bring reassurance that all is well.
- Amber lights that highlight actions that need to be completed.
- Red lights that help to prioritise the most urgent actions
- Multiple users. Each dashboard is assigned an 'owner' (usually the safeguarding officer). Only the owner can answer the questions on the info pages; however, they can invite other people to view the dashboard (e.g. the incumbent, churchwardens or PCC members).

- How do I register for a dashboard?
- How do I add church activities?
- What are dashboard owners and viewers?
- Can I update multiple dashboards at the same time?
- Must we have one dashboard per parish?

Next Steps

- The Diocese will develop a roll out plan which includes timescales and disseminate this information to the Parishes.
- The Diocese will develop a training schedule for owners and users of the dashboard.
- The Diocese will develop a toolkit that supports your ability to fulfil all levels of the dashboard. This will include templates that support policies and fulfilment of the five National Standards.
- The Diocese will send all Parishes and their named owner of the dashboard an invitation link.

Additional resources

A video providing further information can be found at this link.

- [Safeguarding dashboard information video](#)

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PCC SECRETARIES' CONFERENCE 2025