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PCC SECRETARIES' CONFERENCE 2026

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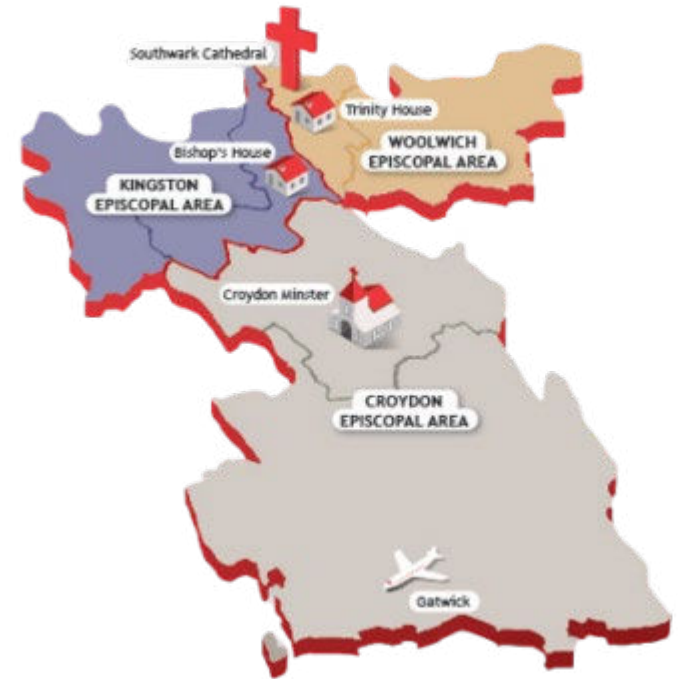
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WELCOME & INTRODUCTION FROM DEPUTY DIOCESAN SECRETARY

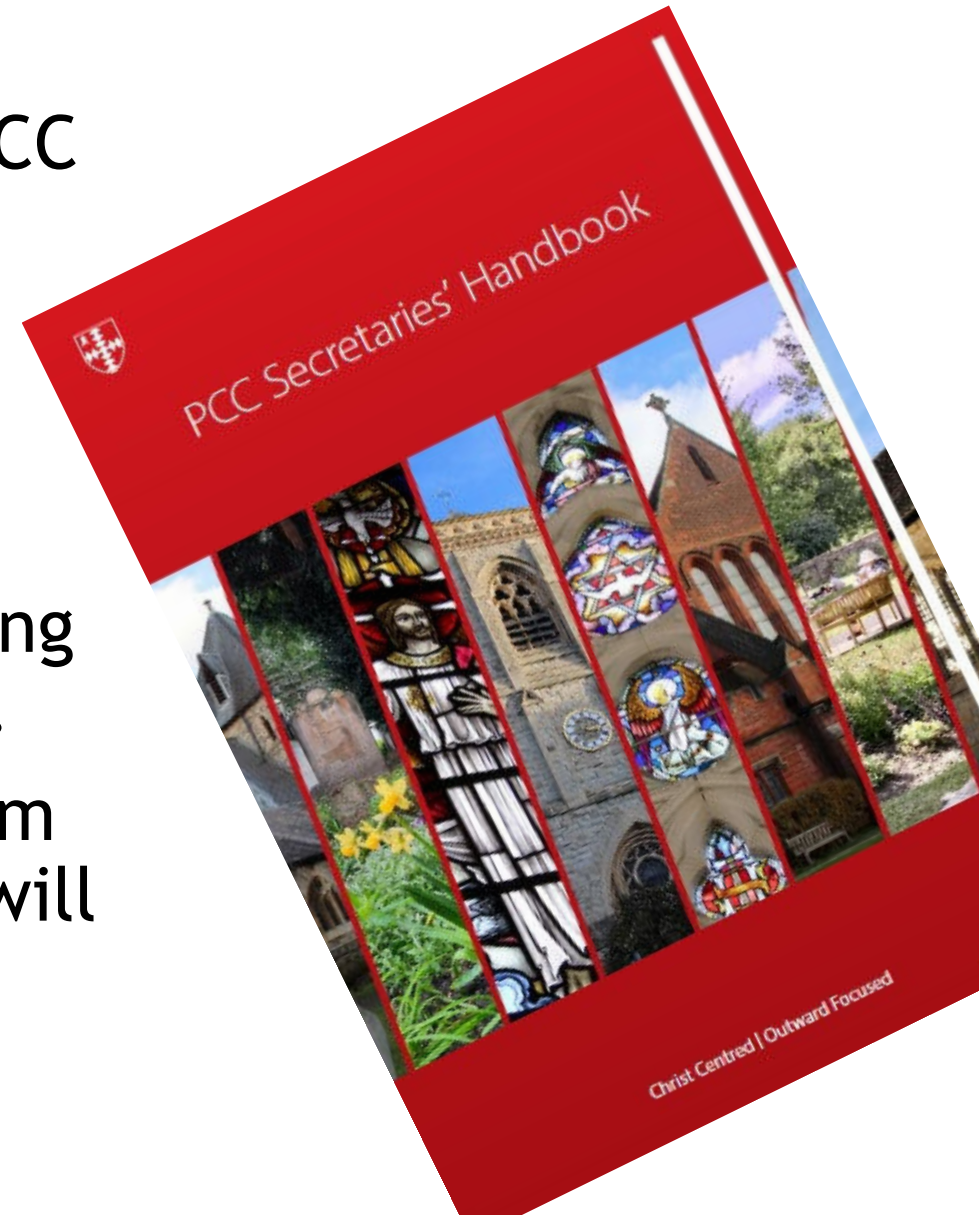
Introduction from the Deputy Diocesan Secretary

- 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
- Available on the website
- Borrowed by other dioceses
- Vast array of appendices covering many aspects of the PCC's role.
- Please let a member of the team know if you need a copy & we will get one posted to you.

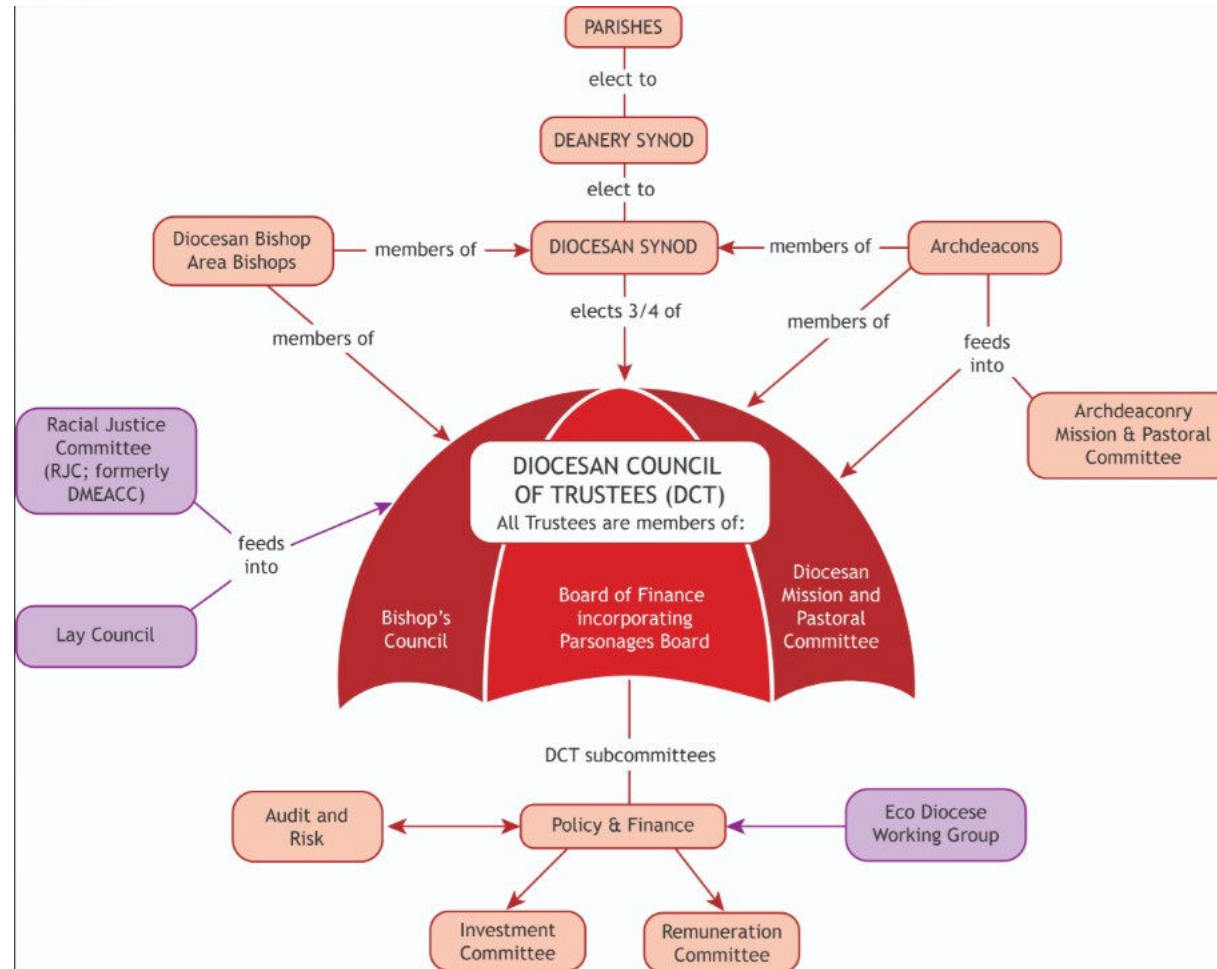


‘[The Lord] gives power to the
faint and strengthens the
powerless’

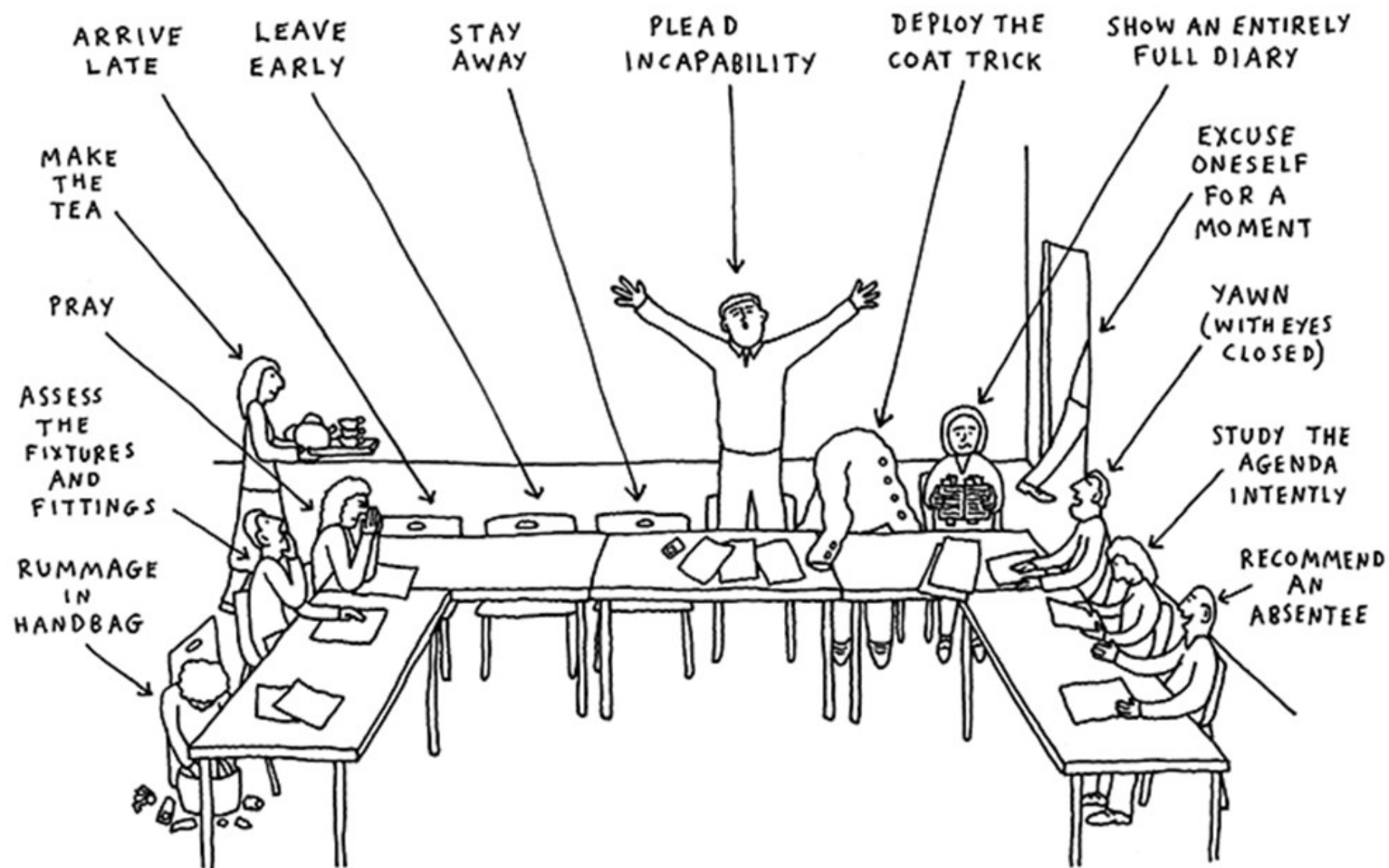
Isaiah 40:29



Diocesan Governance Structure



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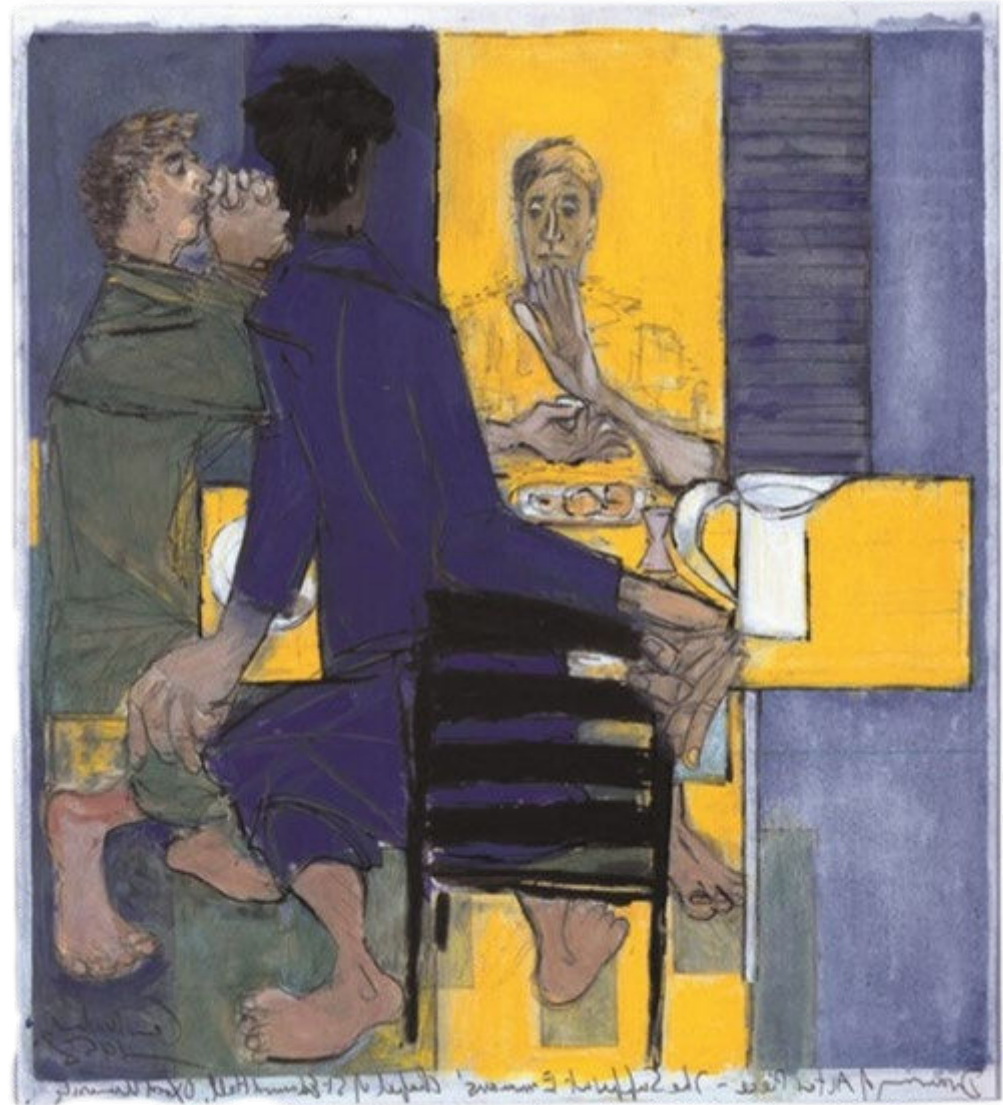
SOUTHWARK VISION & LOOKING FORWARD

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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





Our Priorities



Parishes



Ministry



Growth



Youth & Diversity

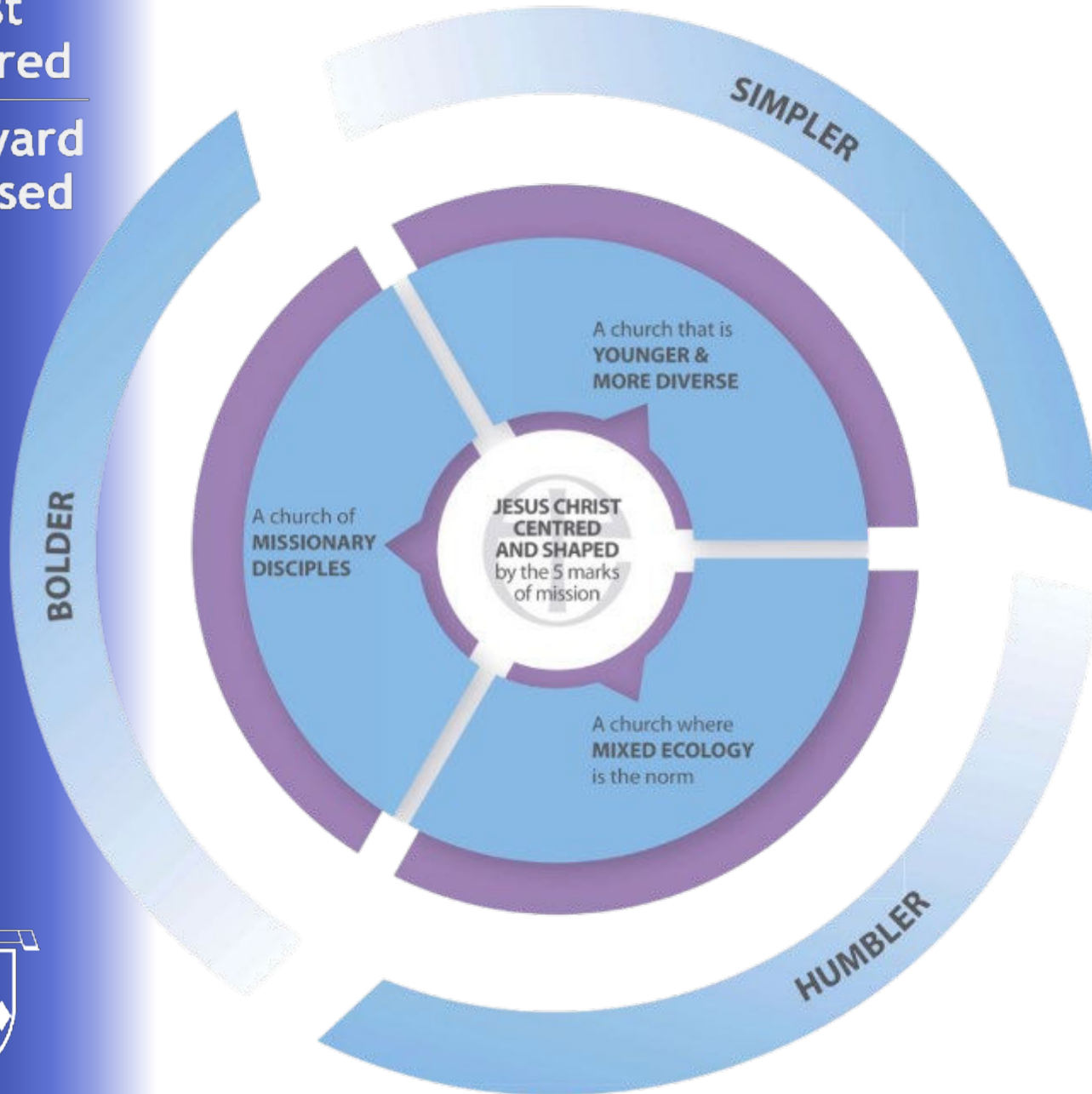


Deepening our discipleship



Healing

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Proclaim the Good News



Teach, nurture & baptise



Loving service



Seek justice & reconciliation



Sustain & renew the earth

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DIP & SDF

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Growing our mission across Southwark



Funding new ideas across parishes

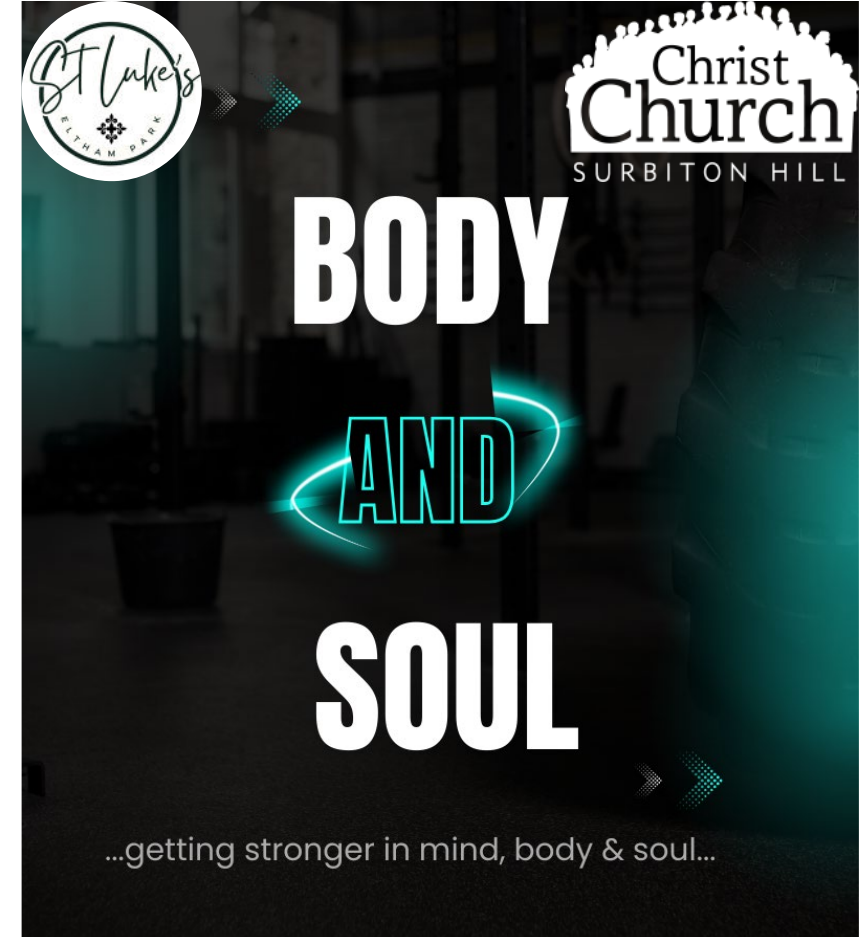
Snapshot: Body & Soul, “Getting stronger in Mind, Body, and Spirit”

“A joint initiative offering accessible physical exercise classes, centred on Kingdom values of care for the outsider and care for the whole person.”

What does this mean for me?

We will be sharing this model and others later this year, if you are interested, please get in touch.

Next award in 2028, please reach out to the Director of Mission if you have an idea to explore developing.



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Fundraising for mission

Our specialist fundraisers and financial advisers have been working with 60 churches to help sustain and grow their mission.



*Part-funded lunch club
outreach in Walworth*



*£7k for youth work
in Plumstead*

SAINT JOHN'S CHURCH
PLUMSTEAD



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Developing for the future

Strategic funding is supporting parishes and people across the Diocese in areas where we find mission especially challenging.



*Parish Development
& Renewal*



Estates Lay Pioneers



CYP Apprentices



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

“I and my fellow bishops would like to thank you for your continued generosity to the Parish Support Fund (PSF). Your commitment to supporting the mission and ministry of the Church, contributing to an incredible PSF collection rate of over 99% for 2025, is a true blessing to communities.”

Bishop Christopher

- **Thank you** for your generosity supporting PSF collection rates of over 99% in 2025 and your faithfulness in 2026
- Every £ of your pledge goes towards supporting ministry in parishes, whether yours or your neighbours
- Southwark Diocese is wrestling with a number of challenging financial realities. One of the reasons is that PSF income has not risen to match inflation nor the increases in our shared costs of ministry.





Understanding our shared costs of ministry

- All our parishes are invited to make a pledge to the PSF to resource our shared gospel ministry. In 2026 these costs were:

	Clergy stipends, NI and pensions - supporting over 350 stipendiary clergy	50%
	Providing clergy with Housing - including smaller repairs and maintenance , payment of water rates, council tax and insurance on more than 250 clergy properties	13%
	Training and other ministry support - training including ordinands, vocations and mission teams. Curates' stipends and support	20%
	Enabling functions and support for our parishes - includes safeguarding, area teams, HR advice, governance, DAC and finance teams	17%

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. Booking details in Southwark Digest and will be online/ email Gabby

Date of PSF Meeting	Time	Location
2 July	7pm for 7.30pm meeting	Christ Church, Purley
6 July	3.30pm for 4pm meeting	Trinity House, Southwark
13 July	7pm	Online
2 September	7pm	St Mary Church, Balham
9 September	6pm	Online



Your essential role as PCC secretaries - Publicity

You play a crucial part.....

- **PSF information and 2027 request will be sent digitally to all parishes around 25/6/26 - to incumbents, all PCC Secretaries and DCC secretaries, Churchwardens and treasurers**
- **Please ensure that discussion of your 2027 pledge is an item on your July or September 2026 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!**
- **There will be a pull-out flyer in the summer Bridge which you are encouraged to share with your congregation**



Making and logging pledges

- **Making your Parish Support Fund pledge is a significant decision ahead of this coming year helping resource parish mission and ministry across the diocese**
- **Please prayerfully reflect on your pledge and make a generous and realistic offer**
- **In 2026 40% of parishes met or exceeded the PSF ask of 5.7%; but overall pledges increased by 2.2%. Our reserves can no longer subsidize this shortfall**
- **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!

Here to help! Who we are!

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

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

Luisa.Santos@southwark.anglican.org - *digital giving issues*

Also new in 2026 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



Support

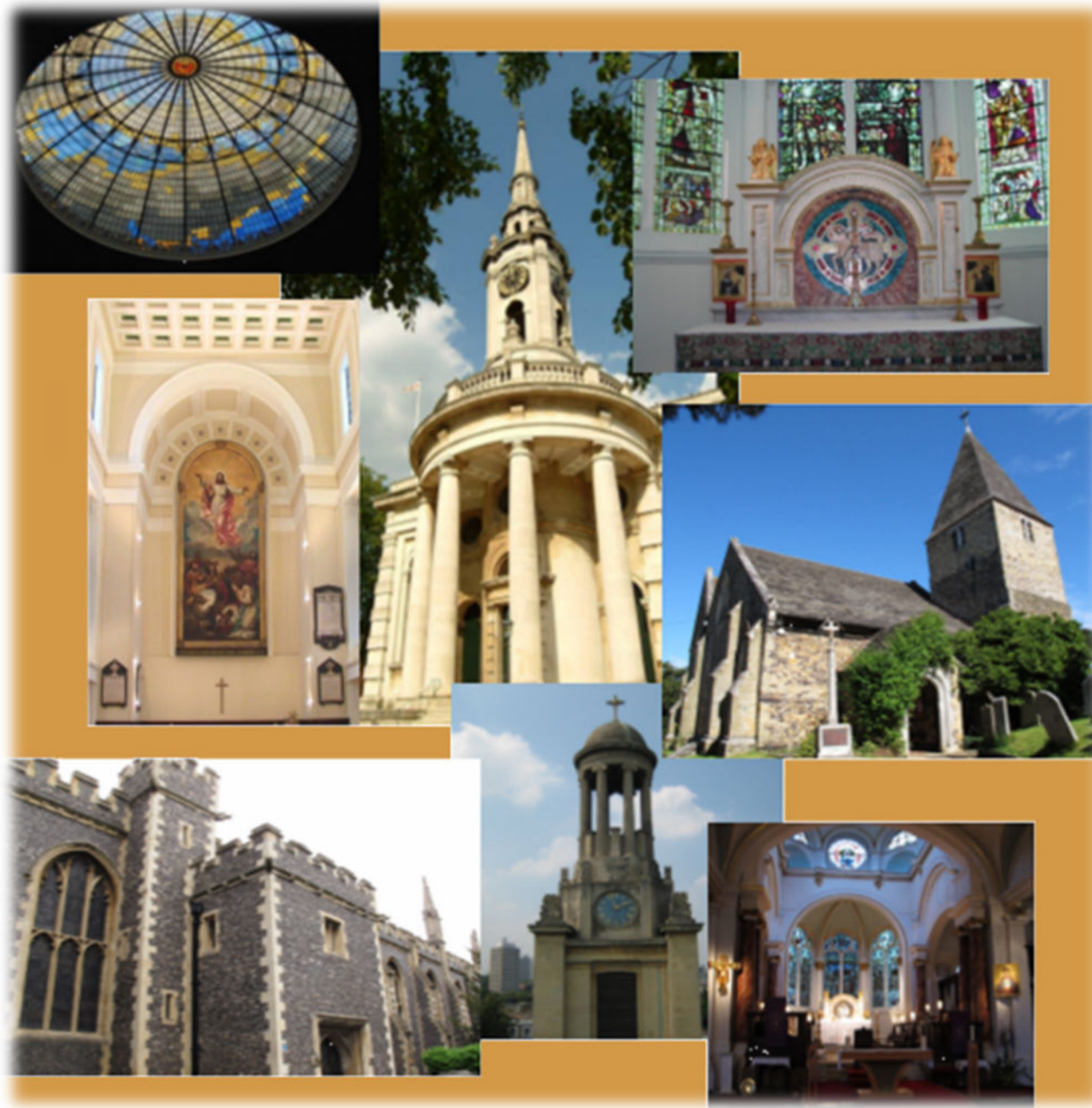
- Governance aspects for PCCs
- Safeguarding Support, advice & training
- Treasurers' Conferences
- DAC
- Church & parish buildings
- Digital Giving/online Giving
- Volunteers
- Property
- Children & Young People
- Vocations (Clergy & Lay)
- Eco & environment
- JPIC - social justice
- Parish workbook 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





Parish conversations

- Rolled out in Autumn 2024 - At their core heart of lies the intention of senior staff to visit with and value every single parish in our diocese.
- 159 Parishes visited so far with another 41 in the diary



Buildings for Mission - Grants



- Just applied for the second tranche of funding
- More details to follow
- Funding for minor repairs and improvements



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MISSION ACTION PLANNING

Priorities for a Parish Community

Joanne Gavin Mission Support Officer

Matthew 13:3-9, 18-23

3 Then he told them many things in parables, saying: “A farmer went out to sow his seed. 4 As he was scattering the seed, some fell along the path, and the birds came and ate it up. 5 Some fell on rocky places, where it did not have much soil. It sprang up quickly, because the soil was shallow. 6 But when the sun came up, the plants were scorched, and they withered because they had no root. 7 Other seed fell among thorns, which grew up and choked the plants. 8 Still other seed fell on good soil, where it produced a crop—a hundred, sixty or thirty times what was sown. 9 Whoever has ears, let them hear.”

18 “Listen then to what the parable of the sower means: 19 When anyone hears the message about the kingdom and does not understand it, the evil one comes and snatches away what was sown in their heart. This is the seed sown along the path. 20 The seed falling on rocky ground refers to someone who hears the word and at once receives it with joy. 21 But since they have no root, they last only a short time. When trouble or persecution comes because of the word, they quickly fall away. 22 The seed falling among the thorns refers to someone who hears the word, but the worries of this life and the deceitfulness of wealth choke the word, making it unfruitful. 23 But the seed falling on good soil refers to someone who hears the word and understands it. This is the one who produces a crop, yielding a hundred, sixty or thirty times what was sown.”



Matthew 28:18-20

¹⁸ Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. ¹⁹ Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”



Jesus Sends Out the Seventy-Two

10 After this the Lord appointed seventy-two[a] others and sent them two by two ahead of him to every town and place where he was about to go. 2 He told them, “The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field. 3 Go! I am sending you out like lambs among wolves. 4 Do not take a purse or bag or sandals; and do not greet anyone on the road.

5 “When you enter a house, first say, ‘Peace to this house.’ 6 If someone who promotes peace is there, your peace will rest on them; if not, it will return to you. 7 Stay there, eating and drinking whatever they give you, for the worker deserves his wages. Do not move around from house to house.

8 “When you enter a town and are welcomed, eat what is offered to you. 9 Heal the sick who are there and tell them, ‘The kingdom of God has come near to you.’



God's Mission- Our Purpose

- Missio Dei - God takes the initiative
- The church discerns where to go
- It is a process more than a project

How do you
define your
church
community and
its purpose?





Vision: a picture of the future that produces passion in you!

What excites you about the faith opportunities that God is opening up in your parish and the locality?

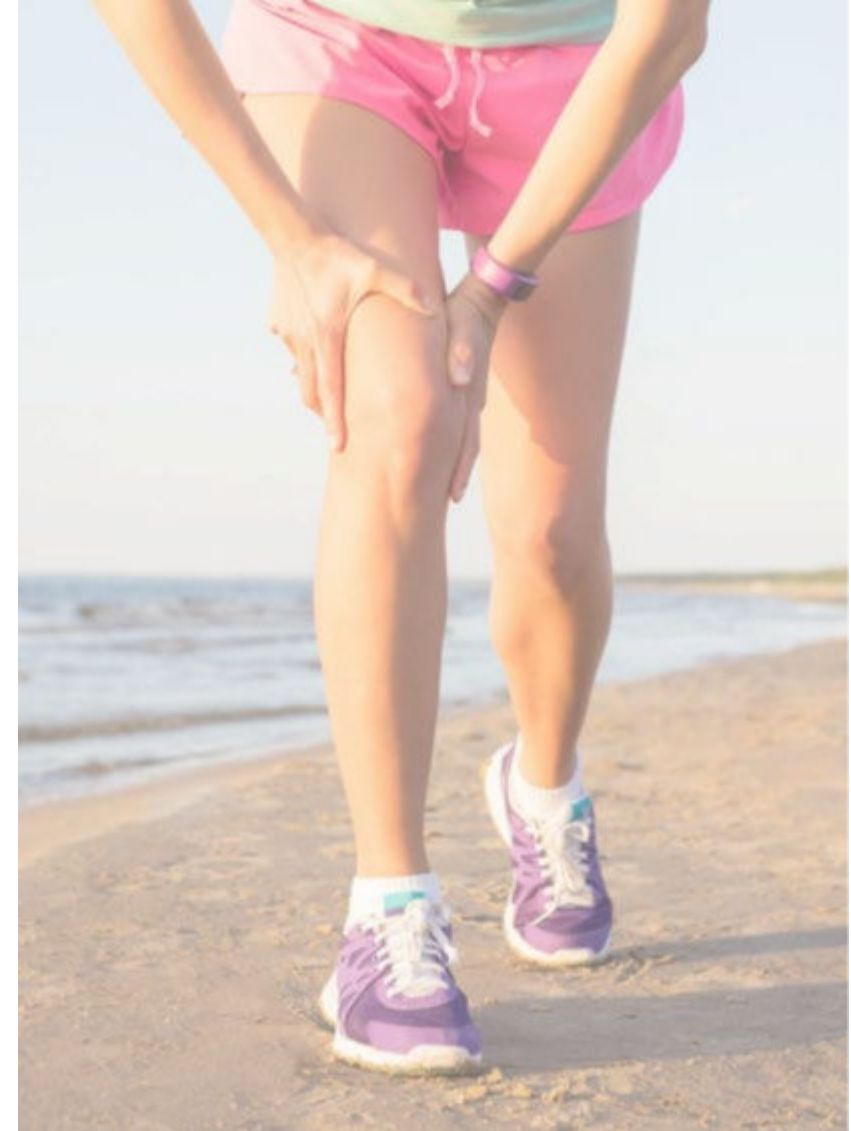


Mission Action Planning is a JOURNEY



A Journey involves change

- Change might involve pain
- Change needs leadership, good communication, patience and love
- Change needs small courageous steps





A good MAP...



- is a plan with 2-3 missional priorities which allow the church to offer hope and love to local people in meaningful ways
- involves deep listening to congregation, community & context

The Five Marks of Mission

Tell

Teach

Tend

Transform

Treasure



Proclaim the Good News of the Kingdom



Teach, nurture and baptize new members



Respond to human need by loving service



Seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation



Strive to safeguard the integrity of creation and sustain and renew the life of the earth



The MAP Cycle



LYCIG

**11th-12th SEPTEMBER 2026-
BOOK NOW!**

A diocesan conference to train a small group from the church in leading your church into growth.



A PURPOSE DRIVEN CHURCH

A Video series and booklet that a PCC or small group structure can go through exploring how to be a church poised for growth.

MAP Options

**THE ORIGINAL
MAP Foundations**



T4TCG

A personalised Mission planning journey, firmly in the Catholic tradition, seeking to listen and respond to the social mission of an area over a year.



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- GRANTS
- TRAINING
- EVENTS
- CHILDREN & YOUNG PEOPLE TEAM
- PIONEERING & FRESH EXPRESSIONS
- ESTATES MINISTRY
- JUSTICE, PEACE & INTEGRITY OF CREATION
- MISSION ACTION PLANNING & REVITALISATION

MISSION



HERE TO SERVE

THE MISSION TEAM
OF THE DIOCESE
OF SOUTHWARK

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Reflection Oscar Romero's Prayer – Ken Untener

It helps, now and then to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.
We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfections. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted knowing that they hold future promise. We lay foundations that will need further development.

We provide yeast that produces effects far beyond our capabilities. We cannot do everything and there is a sense of liberation in realising that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.



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KEY FUNCTIONS OF THE PCC AND THE ROLE OF THE PCC

Key Tasks for the PCC

The principal function of the PCC is:

“promoting in the parish the whole mission of the Church”

What is the mission of the Church?

Five marks of mission...

Tell, Teach, Tend, Transform, Treasure

This is why people want to join PCCs!



Key Tasks for the PCC

Other purposes include:

- To work in partnership with the minister in sharing leadership.
- To ensure legal compliance with charity law and ecclesiastical law, in particular in the areas of safeguarding, finance, employment and appointments.
- To care for the building and churchyard so that they are maintained and updated in keeping with the purpose of the church's ministry and mission.
- To be a channel of consultation within the wider Church through its synodical structures on matters that affect the Church locally and nationally.
- To represent the views of congregation members.



Key Tasks for the PCC Secretary

- 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 for the PCC Secretary

- 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, and we're very grateful for your timely responses!



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



APCMs & Parishioners Meetings

- What are they for?
- What do you do?
- Date tool

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

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.





After the APCM

- PCC members are expected to complete a *Trustee Eligibility Declaration* form and a *Fit and Proper Persons* form - these must be signed prior to formal duties starting
- PCC members do not need DBS checks, but the Charity Commission recommend that basic DBS checks are undertaken for PCC members. There are some circumstances where enhanced DBS checks may be required.
- PCC members must undertake online safeguarding training
- All forms are on Parish Resources website

Seven Marks of Good Governance

All underpinning organisational purpose

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



Remember...

Conflict is normal...

- It may help to have a PCC Code of Conduct
- Ask your Archdeacon - that's what we're here for!

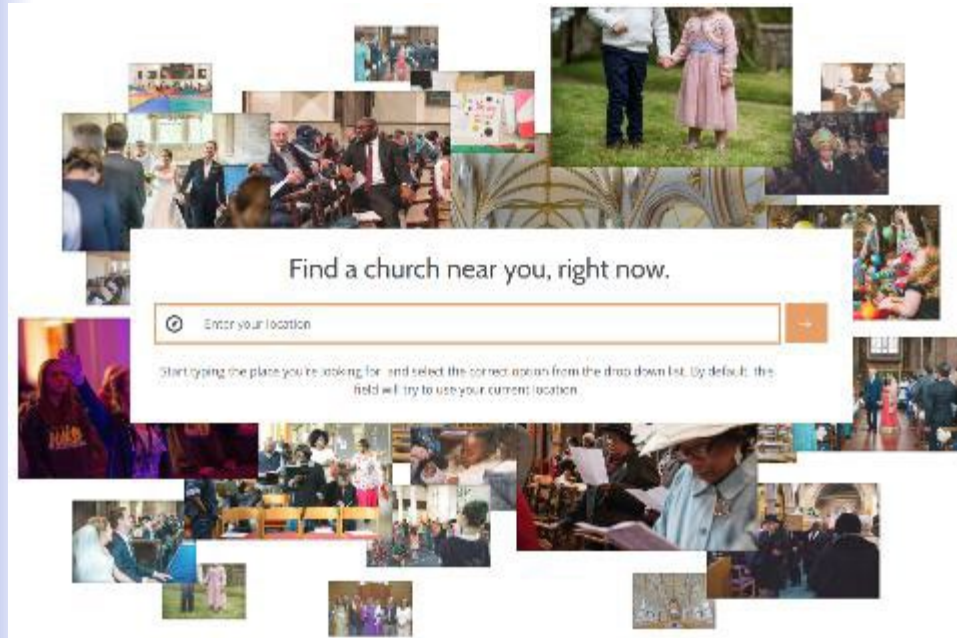
On rare occasions...

- Bullying, Harassment & Discrimination Policy
- Complaints Procedure



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Useful Apps & Websites



 **THE CHURCH OF ENGLAND**
Online Parish Returns System

Login

Username *

Password *

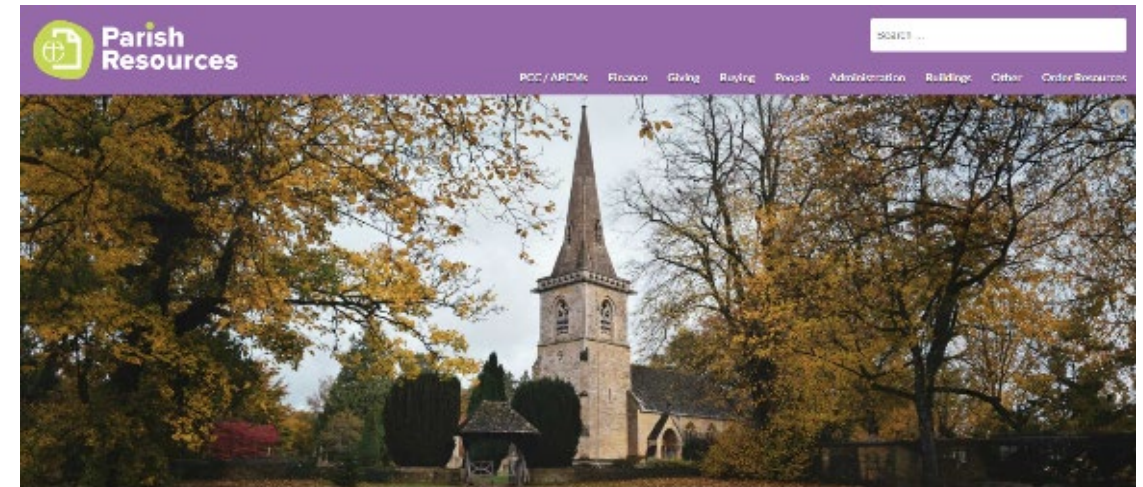
☐ Remember me

Login

[Forgot your password?](#)

[Forgot your username?](#)

[Don't have an account?](#)



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 Barthlomew's, Leicester



https://www.churchorganiser.org

THE CHURCH ORGANISER

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

GET IN TOUCH

Upgrading from the Life Events Diary

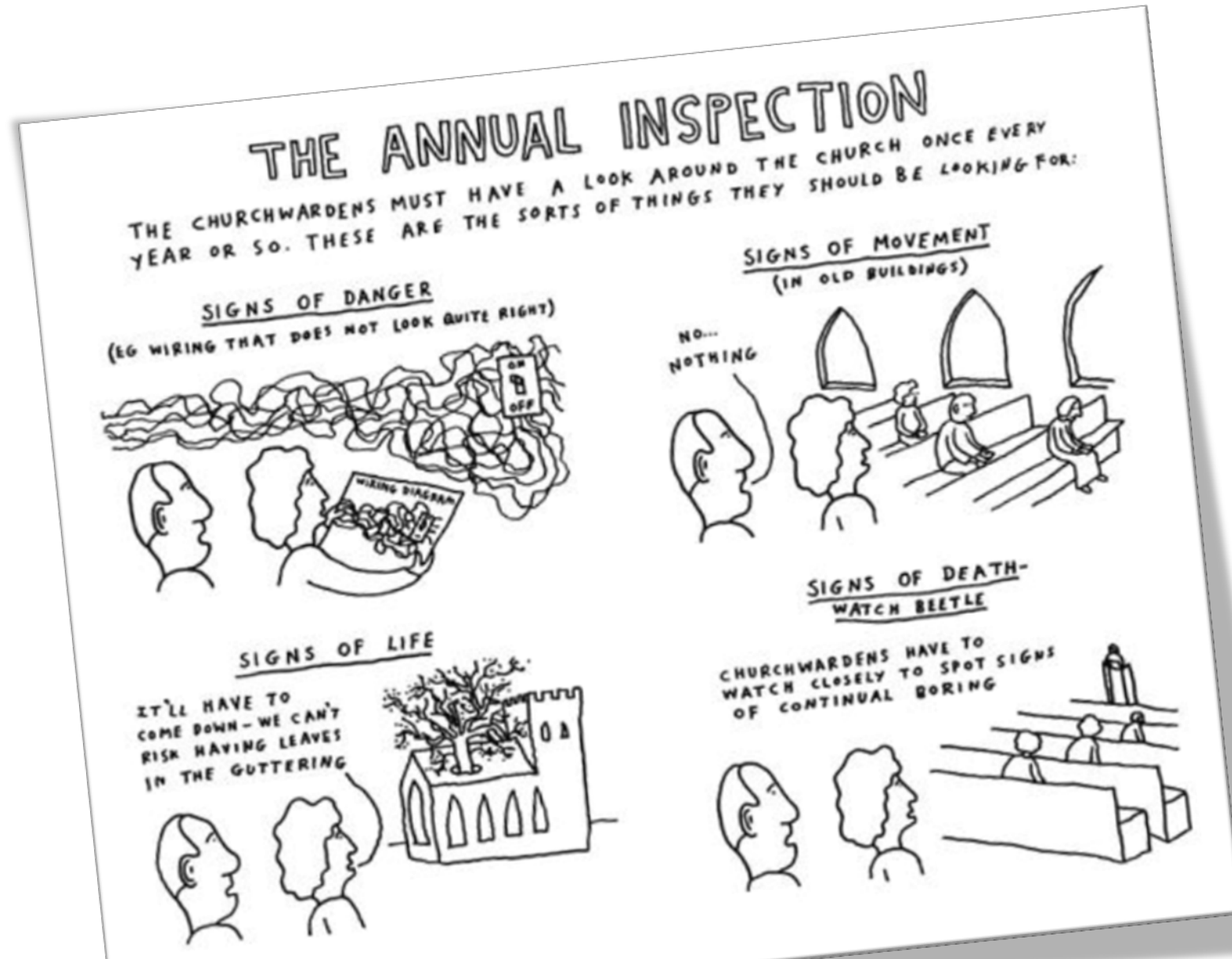
Tools to help you organise church life.

All in one place



THE CHURCH OF ENGLAND

REGIONAL EVENTS



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Q&A





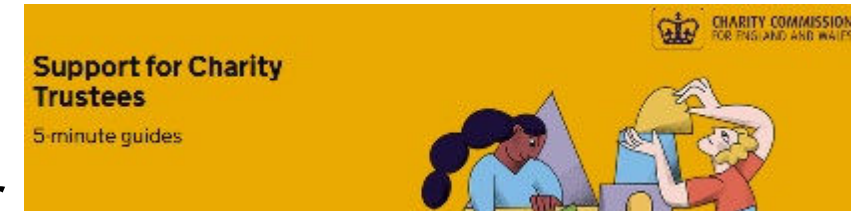
Renters' Rights Act

- A major change in rental legislation came into force on 1 May. If your parish rents out property or is considering doing so, it is essential that you understand these changes. Our lawyers, Winckworth Sherwood, put together this briefing note to help you understand the new legislation. Please get in touch with the diocese if you have any questions and always seek legal advice from Winckworth Sherwood or your nominated parish solicitors before serving notice or granting new tenancies.
- This resource can be found on the PCC and APCM section of the website.



Trustee Training

- The Charity Commission offers a range of training for trustees (PCC members):
 - [The essential trustee: what you need to know, what you need to do](#)
 - This guidance explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently.
 - [Managing faith charities as trustees](#) - This provides some context for faith charities, acknowledging some of the nuances of the sector.
 - [Being Charity Trustee](#) - '5 minute' guides that are straightforward and reassuring.
 - [Protect your Charity from Cyber Crime](#)
 - Find out how to keep your charity cyber Secure, respond to cyber attacks, and report cyber crime.



Church Representation Rules

- The Church Representation Rules or CRR set out how the PCC is governed. Parts 2 and 9 are particularly relevant to the PCC:
 - [The Church Representations Rules 2025 online edition](#)
 - [Part 2: Parish Governance](#)
 - [Part 9: Parish Governance: Model Rules](#)



Safeguarding Training

- Basic Awareness and Foundation Training
 - We recommend everyone completes Basic Awareness and Raising Awareness of Domestic Abuse to raise awareness and encourage vigilance on these important societal issues. However, it is mandated that Church Officers, staff, some volunteers and anyone who is required to complete leadership training complete these courses.
- You can find more information [here](#)



Role	Basic	Foundation	Leadership
Incumbents and clergy including PTO	Y	Y	Y
Licensed Lay Ministers, e.g. Readers	Y	Y	Y
Staff or volunteers of work with children/vulnerable adults	Y	Y	N
Leaders/Supervisors of work with children/vulnerable adults	Y	Y	Y
Parish Safeguarding Officers	Y	Y	Y
Operation Managers	Y	Y	N
Churchwardens	Y	Y	Y
PCC Members	Y	Y	N

- Please register and sign into the Safeguarding Training Portal [here](#).
- Further information regarding additional training pathways can be found [here](#). This covers role specific pathways, issue based pathways and toolkits.



Martyn's Law

- Concern about safety in public places, including churches, has understandably risen following terror attacks. Whilst risks to church communities remain low, there are several resources to help prevent and minimise the impact of attacks or hate crimes.
 - The [Terrorism \(Protection of Premises\) Act](#), covers all churches as [places of worship under the 'standard tier'](#) for the purpose of the act.



Martyn's Law

- When the law comes into effect, four types of procedures must be put in place, as appropriate and so far as is reasonably practicable. They are:
 - **evacuation:** the process of getting people safely out of the premises
 - **invacuation:** The process of bringing people safely into, or to safer parts of, the premises
 - **lockdown:** the process of securing the premises to prevent individuals from entering or leaving the premises
 - **communication:** the process of alerting people on the premises to the danger
- These procedures are all explained in a [government factsheet](#).



ProtectUK e-learning

- We recommend that you [register with ProtectUK](#) to complete their e-learning courses:



ACT AWARENESS E-LEARNING

Start our popular ACT Awareness e-Learning to enhance your security awareness. This course is primarily targeted at staff working within venues and public spaces but is also relevant

ACT Awareness e-Learning

[Learn more →](#)



FAITH SECURITY TRAINING: CHRISTIAN

Supports places of worship and associated faith community centres to strengthen their security knowledge, improve preparedness, and reduce the risk of hate crime and other serious incidents.

Faith Security Training

[Learn more →](#)



Webinar for the Heritage Sector

- Join Historic England for the first in a webinar series looking at the application of counter-terrorism security at heritage sites. **Date & time:** Wednesday 10 June at 13:00



**Historic
England**



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Communications

Meet the Team



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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
- Supporting the appointment of our next diocesan bishop





Our channels

- The Bridge
- Southwark Digest
- Prayer Calendar
- www.southwark.anglican.org
- 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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Employment in Parishes

Changes to Employment Law The Employment Rights Act 2025

David Loft
Director of Human Resources

QUICK FIRE QUIZ

1. When can an employee first request flexible working?

- a) After 26 weeks' service
- b) After 12 months' service
- c) From day one of employment
- d) Only if agreed in contract

2. When does an employee usually gain the right to claim ordinary unfair dismissal?

- a) Immediately
- b) After 6 months
- c) After 1 year
- d) After 2 years



3. Which of these is a protected characteristic under the Equality Act 2010?

- a) Caring responsibilities
- b) Length of service
- c) Religion or belief
- d) Income level



Summary of the Changes

From 6th April:

- Paternity leave became a 'day one right',
- Statutory sick pay (SSP)
 - Paid from the first day of illness, instead of the fourth day
 - the lower earnings limit has been removed - previously, workers needed to earn a minimum amount to be eligible for statutory sick pay



Summary of the changes

From 6th April:

- Annual Leave records:
 - Employers must keep records of annual leave and holiday pay. They must include:
 - annual leave taken
 - annual leave carried over from previous years
 - holiday pay
 - payments in lieu of holiday
- Employers must:
 - keep this information for a minimum of 6 years from the date it was recorded
 - manage records in line with UK GDPR



Summary of the changes

From October 2026:

Harassment

- Employers will be liable for harassment from **third parties**, for example customers or clients, unless they have taken all reasonable steps to prevent it happening - this will apply to all types of harassment
- Employers will need to take 'all reasonable steps' to prevent sexual harassment - current law says 'reasonable steps'



Summary of the changes

From October 2026:

- Employment tribunal time limits
 - Time limits for making a claim to an employment tribunal will increase to 6 months for all claims. The current time limit for most claims is 3 months. This will change in October 2026.

From 1 January 2027:

Unfair dismissal

- Protection from unfair dismissal will become a right after 6 months of being in a job
- The limit on the compensatory award for unfair dismissal will be removed



Summary of the changes

During 2027:

Zero-hours and low-hours contracts

- Workers on zero-hours and low-hours contracts will get the right to guaranteed working hours, if they want them.

Compensation for cancelled shifts

- Workers will have the right to be paid if a shift is cancelled, moved to another date, or cut short by an employer. This will happen in 2027.

Reasonable notice of shifts

- Employers must provide reasonable notice of shifts and changes to shifts. This will happen in 2027.



Summary of the changes

During 2027:

Flexible working

- If an employer rejects a flexible working request because of a genuine business reason, they will have to:
 - State the reasons from a list of 8 acceptable reasons
 - Explain why they believe their refusal is reasonable



Sources of Support

- Me: david.loft@southwark.anglican.org
- **Charity Commission** – [Charity staff: how to employ paid workers](#), how to recruit staff, employment law, managing your charity's people, setting responsibilities for employees and trustees
- **Gov.uk**– [Employing people](#), including pay, contracts, hiring and redundancies.
- Payroll providers such as Stewardship.org.uk



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Any Questions?

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The crest of the University of Cambridge is visible on the left side of the slide. It features a shield with a cross in the center, and four lions in the quarters. The shield is surrounded by a wreath.

Data & Information Management

Parish Statistics

Annual collection of mission statistics, finance etc

National Church reports

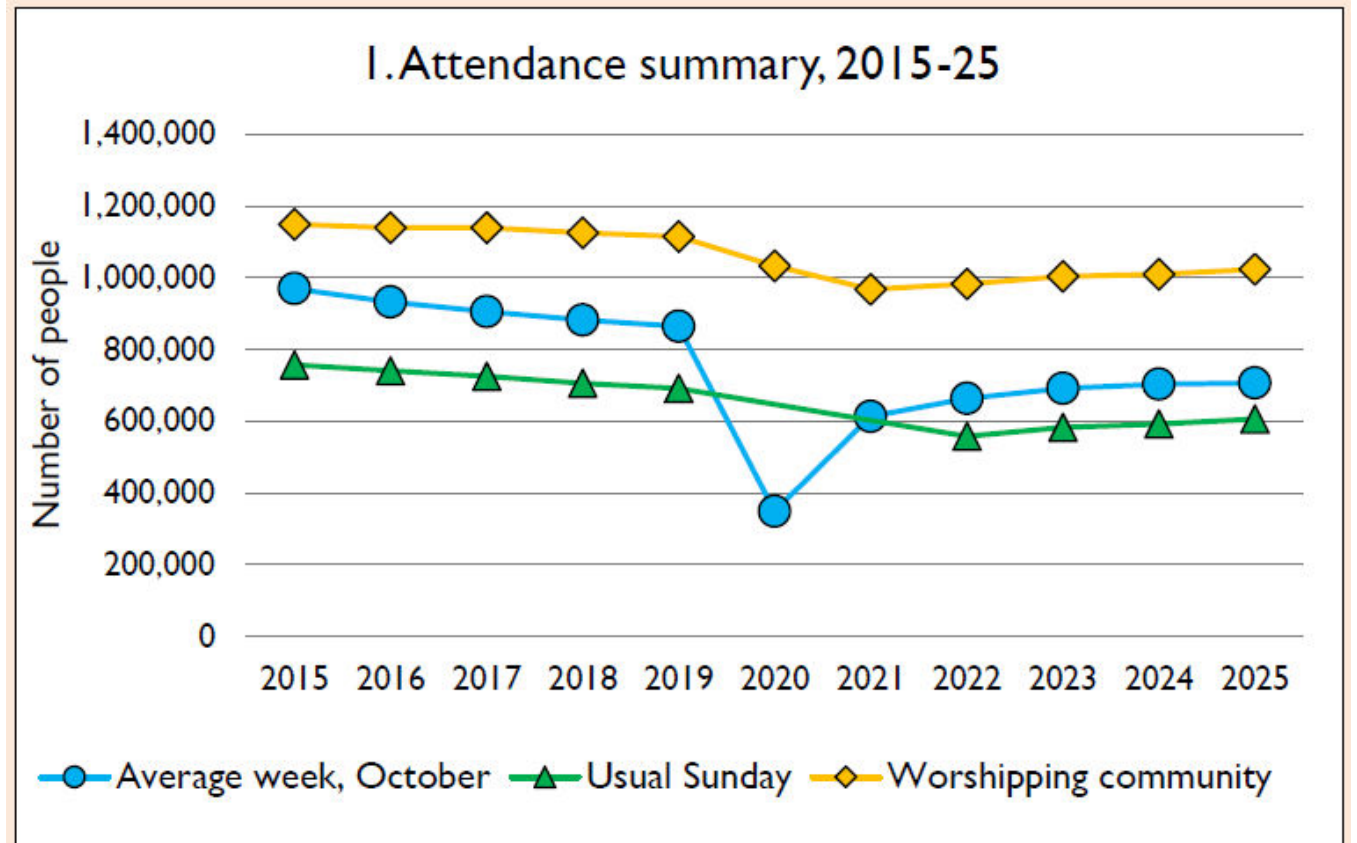
Understand trends in our Diocese and the Church of England

Lots to celebrate!



Parish Statistics - Trends

- *Statistics for Mission* report



Parish Returns Website



 THE CHURCH OF ENGLAND
Online Parish Returns System

Enter Your Data View Data ▾ Diocese Menu ▾ Users Menu ▾

Log out

Logged in as: Jackie Pontin 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

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 2020 [Refresh 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	

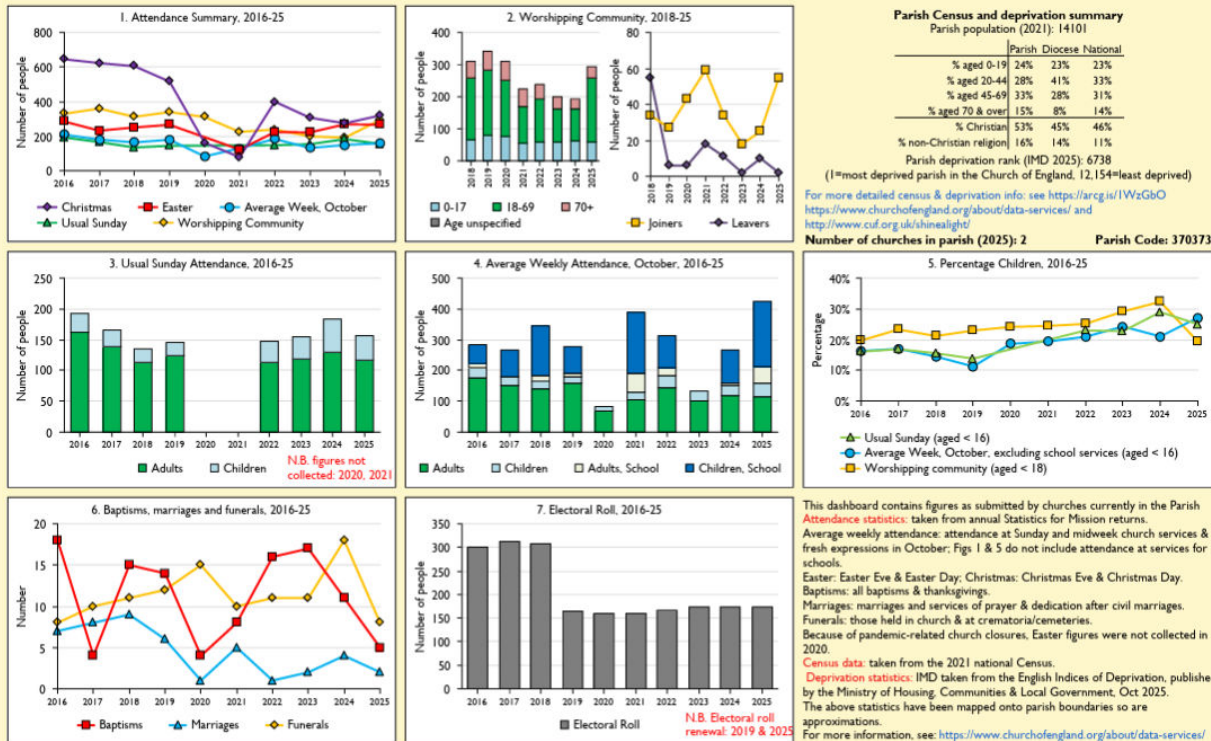


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Parish Information - Dashboards

SFM 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.

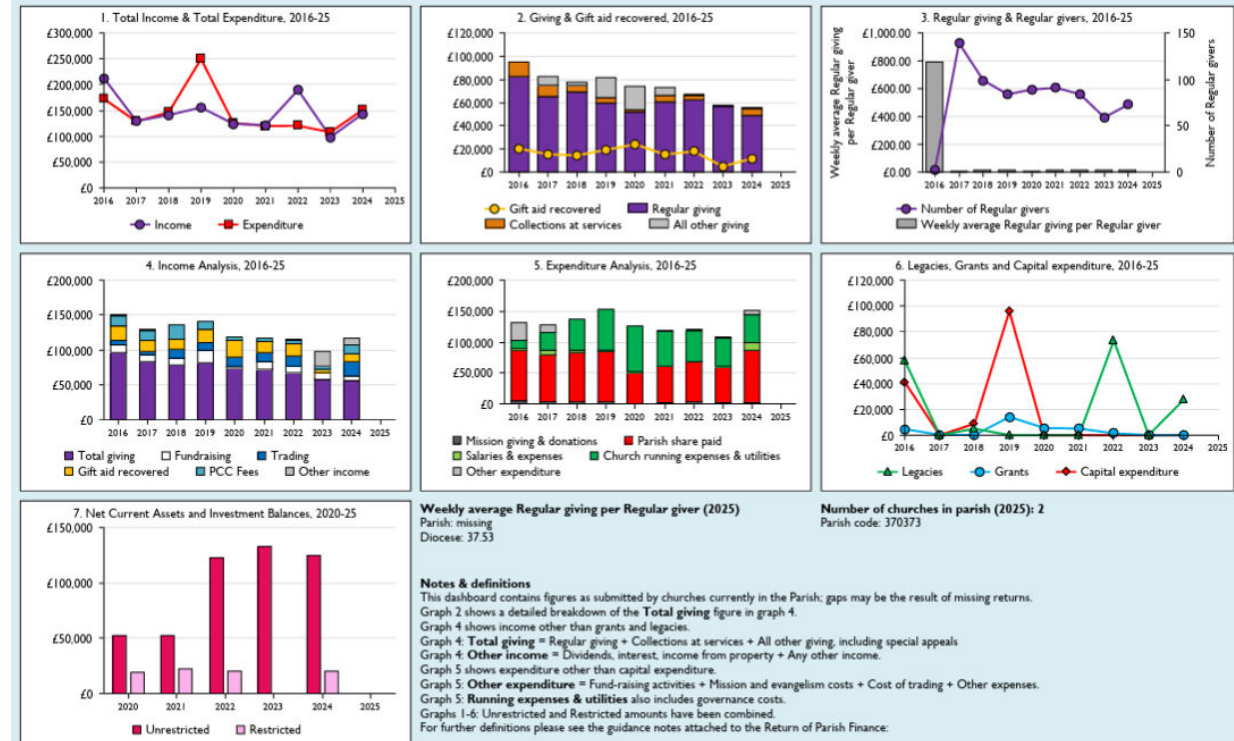
Number of churches included in returns: 2016 2:2017 2:2018 2:2019 2:2020 2:2021 2:2022 2:2023 1:2024 1:2025 2.

Produced by Data Services, Church House, Great Smith Street, London SW1P 3AZ. Date of production: 29/05/2026.

Every effort has been made to ensure that data are reliable. We would be pleased to be notified of any significant errors or omissions by email to statistics.unit@churchofengland.org



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: 2016 2:2017 1:2018 1:2019 1:2020 1:2021 1:2022 1:2023 1:2024 1.

Produced by Data Services, Church House, Great Smith Street, London SW1P 3AZ. Date of production: 29/05/2026.

Every effort has been made to ensure that data are reliable. We would be pleased to be notified of any significant errors or omissions by email to statistics.unit@churchofengland.org



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





Energy Footprint tool

The Energy Footprint Tool deadline is fast approaching on **30th June**. If you haven't yet filled in your energy use for this year, now is the time to start!

If it's not you who is responsible for filling this out in your church - please remind the person who is. A walkthrough video is available on our [website](#), and if there are any issues you can reach out to our [Diocesan Environment Officer](#) for support.

Filling in the tool yearly is more important than ever to be more eligible for carbon-reducing grants. 75% of churches in our diocese completed the tool last year, and we hope to see this number increase again this year, as every submission helps with planning our path to net zero.





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



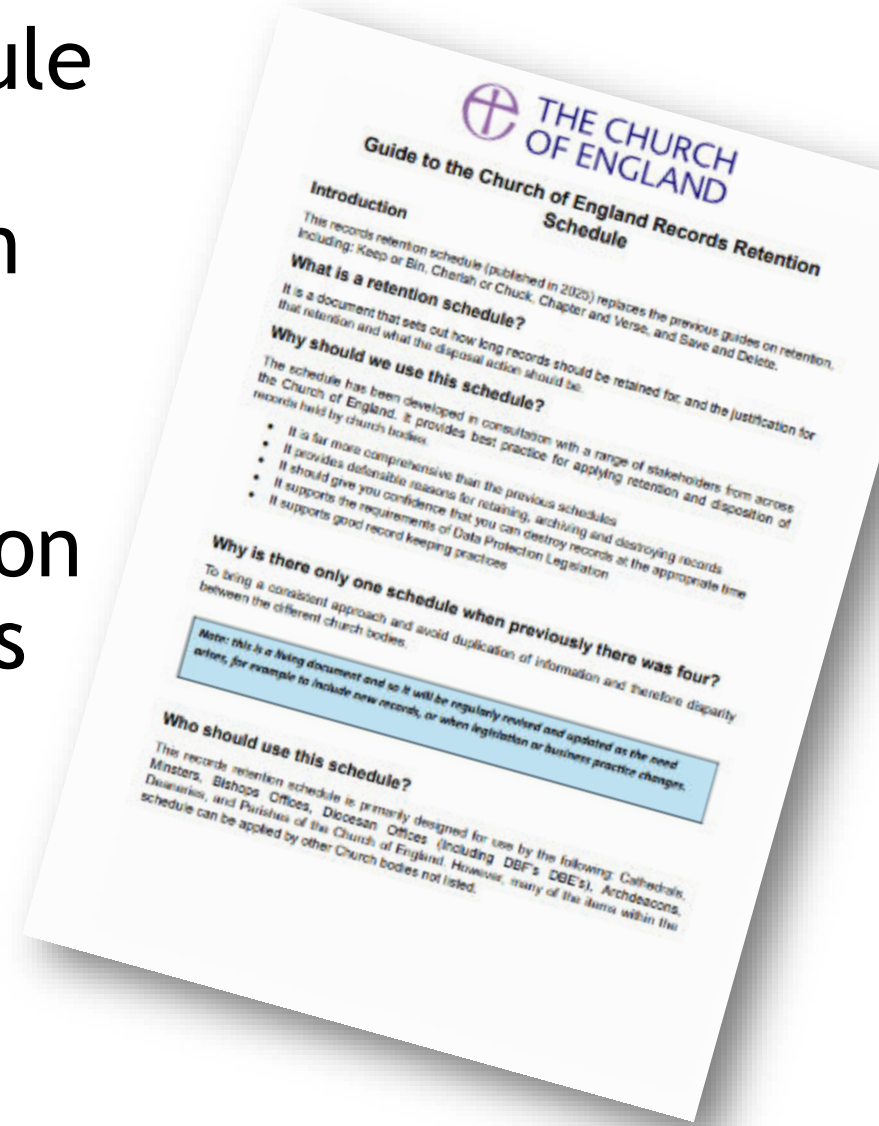
ALL OF THE MANY
DIFFERENT WAYS
YOU CONNECT WITH
THE COMMUNITY:

SCHOOLS WORK,
PASTORAL VISITS,
CHILDREN'S ACTIVITIES,
CHRISTMAS FAIRS,
AND MUCH MORE



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](#)



SIR DELEGATIONS BY 30 MAY ER RETURNS 1 JULY



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PCC Secretaries' Conference 2026