

# Church Buildings Team Bulletin January 2024



# Welcome

A very happy New Year to all our readers. 2024 is still in its early days but already we have seen torrential rain, flooding; snow and high winds – there is no better time to think about how well your church building is doing against the elements. I hope that you will find something in this edition of the Church Buildings Team Bulletin that will help you in doing that.

Our big news story is the Major Repair and Improvement Grants which we are able to offer through monies released by the Archbishops' Council and which we hope will be a help to so many churches throughout Greater Lincolnshire. We also highlight the great offer for contactless donation devices currently being made available by our Generosity colleagues. We give advice on the pros and cons of forming a friends group for your church and offer the usual round-up of new, events and resources.

As ever please do let us know if there is something in particular that you would like to see covered in the Bulletin. Professor Pinnacle hasn't had a question to answer this time and would be glad of something to exercise his grey matter ready for the next edition in March!

## Surgery Sessions Available

Remember that we are happy to arrange a Zoom meeting with you to discuss anything church building related. Whether you want to discuss what to do with your Quinquennial Inspection Report, plan some repair work, want to open your church building more but are not sure where to start or are looking to provide more interpretation of the heritage in your care, book an hour long appointment and we will be able to steer you in the right direction. Between us, we have come across most matters to do with church buildings and if we do not know the answer, we usually know someone who might!

Contact Fran to book an appointment.

## Have you got the right permissions?

A cautionary tale. Not naming any parishes, but it came to our attention that works had taken place without List B or Faculty permissions being in place on more than three occasions at the end of last year. This meant that the parishes had to pay the full faculty fee when works had been done that would otherwise have been List B. Do not be pressurised into accepting a contractor who has a free slot next week but otherwise tells you they will not be able to fit you in for months. Remember that this can also affect grant payments, as grant funders will not fund works that have already started.

## When is your Quinquennial Inspection due?

As you make plans for the year ahead, please check whether your Quinquennial Inspection is due. If you are not sure, ask the team and we can tell you the date of the last one we received. It is a requirement under the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 that the PCC arrange to have the church building inspected by an architect or surveyor, who then report on their findings.

Well done to the 52% of parishes who are up to date with their QI's. If you are part of the 48% who are not, please make this a point of action soon. Remember that your inspecting architect does not just work with you, but with many other churches, so you need to arrange an appointment in plenty of time.

# Good News

## Minor Repairs and Improvement Grants

We are delighted to announce that this diocese has received a share of the triennium funding from the Archbishops' Council to fund the Minor Repairs and Improvement Grant, which will run to December 2025. The majority of this funding will be for small-scale but urgent and necessary works of repair, that can help keep the building in good repair and save larger sums in the long term. However, some of the funding can be used for essential improvements for the ministry and mission of a church.

Total project costs must not exceed £10,000 (excluding VAT, which in most cases is reclaimable via the [Listed Places of Worship Grant Scheme](#)). Grants will be payable on a sliding scale depending on the Indices of Multiple Deprivation score as shown on the [Church of England Parish Map](#).

The following scale for grant rates will be used:

- Deprivation rank 6,236 to 12,307 – grant @ 50%
- Deprivation rank 5,012 to 6,235 – grant @ 60%
- Deprivation rank 3,812 to 5,011 – grant @ 70%
- Deprivation rank 2,558 to 3,811 – grant @ 80%
- Deprivation rank 1,232 to 2,557 – grant @ 90%
- Deprivation rank 1 to 1,231 – grant @ 90% (or more if exceptionally justified)

We hope that this grant money will help many to put necessary repairs in place. The project does not need to be large to be effective - think of the amount of small guttering repairs that could stop water getting into the building, so that the roof does not rot and need replacing.

Once we have received your application, it will go before a grant panel for approval (similar to how the Transformation Fund works) and you will then be informed whether you will receive a grant or not. Larger grants will be paid in stages. The grant will need to be spent within a year of the offer or by 31st December 2025, whichever is the shortest.

As you would expect, there will be some conditions to being awarded a grant. These will include that the scope of the work has to be agreed in advance, that works that have already taken place will be ineligible and that grants must be used for the work agreed and not for another purpose. For works costing more than £1,000, a competitive procurement (normally by obtaining itemised quotations for comparison) on a best value basis.

Eligible repairs will include works to external and internal fabric, repair of building services installations where essential for health and safety and/or continuity of worship and mission use and emergency repairs or holding works, e.g. propping, covering, protection etc.

For improvements, eligible work will include increasing drainage capacity, improving physical access, improving building services installations where essential to sustain worship and mission use, such as improvements to heating, lighting, wiring, kitchens, WCs and digital connectivity.

If you are interested in finding out more or receiving an application pack, contact the team. There is a simple application form to complete and you will also need quotations for the works. The works should be mentioned in the Quinquennial Inspection Report. If Faculty, List B or other permissions are required, this will need to be in place before a grant can be awarded. Also talk to us if you need a hand forming a suitable project.

# A Guide to setting up a Friends Group

Friends Groups can help fundraise for the upkeep of the building and promote the church building as a place of community and heritage. There are two main types of Friends Groups, one that is a part of the PCC and one that is an independent body. There are pros and cons to both types, but either way, it is imperative that communication is transparent and the aims of the Friends Group is clear. Otherwise, it can end up that the Friends and the PCC work against each other, rather than for the greater good of the church in that place. Ultimately, the PCC retains responsibility for the upkeep of the fabric and the churchyard, but the Friends can fundraise towards the costs of this. It needs to be clear that first and foremost the church is a place of worship but that it can be so much more.

If a Friends Group is part of the PCC:

- It will benefit from the existing structure of the PCC, so no need for separate gift aid, charity status, AGM or insurance.
- It does not need a separate bank account, but funds raised should be in a restricted fund, so that they cannot be spent on other activities than that which they were raised for.
- It may be difficult to attract members to the Friends Group given the closer link to the missional work of the church.
- It can be seen as yet another thing to do by the PCC.

If a Friends Group is an independent body of the PCC:

- It may be easier to attract membership and leadership being separate from the religious activity of the church.
- It will require a constitution, bank account, insurance and charity registration - which can all take time to set up.
- Friends would have no voting rights on the PCC (although it is good practice to have at least one member of the PCC as part of the Friends Group to act as liaison between the two).
- It removes some of the fundraising burden from the PCC.



There are lots of resources about Friends Groups and how to set one up out there and links to some of them are below. We also know of successful Friends Groups in the diocese, who we can put you in touch with if you want to hear some direct experience. Fran can also talk you through more of the detail as required.

## **Resources:**

Parish Resources: <https://parishresources.org.uk/friends-schemes/>

Diocese of London: <https://www.london.anglican.org/kb/building-friends-a-toolkit-for-new-friends-groups/>

Diocese of Norwich: <https://www.dioceseofnorwich.org/resource/lets-talk-about-friends-groups/>

Diocese of Ely / REACH project:

<https://d3hgrrlq6yacptf.cloudfront.net/5f0f7281dadce/content/pages/documents/setting-up-a-friends-group-guidance.pdf>

National Churches Trust: <https://www.nationalchurchestrust.org/get-support/buildings-maintenance/friends-group>

Growing the Rural Church: <https://www.growingtheruralchurch.org/wp-content/uploads/2021/11/Setting-Up-and-Support.pdf>

# Focus on - The DAC

Sarah Harrison, Representative of Local Government Conservation Officers writes:

My journey through my history career has been a catalogue of being in the right place at the right time by accident. Although I always loved history and old buildings, I had no idea what I wanted to do as a career after studying history and archaeology at university. After some time as a travel agent, the only way I could afford to go on holiday, I retrained as a conservator after hearing about a degree in conservation and restoration from a customer.

Luckily some students in the year above had secured summer work as stone conservators at Lincoln Cathedral and I managed to take on this work after they had left. This cemented (excuse the pun) my love of buildings rather than the museum objects I had trained to restore.

A work placement in a planning department via a friend who was an architect further introduced me to the work of a conservation officer, advising on works to listed buildings. After 5 years as a stone and sculpture conservator at the cathedral I realised that as much as I love 13th century stone I felt there was more to learn and this in turn inspired me to do a Masters in Architectural Conservation.

On the day I learned I had achieved my Master's, I was offered a job as a conservation officer at West Lindsey District Council. After 12 years there I then 'helped out' for a time at the City of Lincoln Council which then turned into a permanent post and I now work as the Principal Conservation Officer in the city of my birth. A conservation officer is often a jack of many trades. I advise on how to look after listed buildings which means I need to understand how they were built, why they were built in certain ways, and what happens to the materials they were built from over time especially if they are being damaged. Wet and dry rot, insect infestations, modern material repairs and water getting into the building are common problems.

I also advise on how alterations can be achieved without harming what is special about the building. Often we can agree a change but sometimes it's not possible and the job then is to explain, in a positive way, that the specialness of the building is more important than what the owners want – and ideally get them to agree.

It's not just historic buildings that I get involved in. New design which can affect the setting of listed buildings needs to be carried out in a way which doesn't detract from their special interest. This isn't about asking that all new buildings are in a traditional design; modern design can and often does work really well in historic settings. We should remember that when the Georgian buildings were put up next to their medieval neighbours the visual shock would be as great potentially as a modern design built next door to a Victorian house. Good design should be timeless and great architects can express contemporary ideas in a way that respond positively to sensitive contexts.

Working on the DAC has reinforced my knowledge and love for ecclesiastical buildings and its fascinating to be involved in all the other aspects of church life that come in front of the committee. I'm constantly impressed and grateful for the time and energy so many communities devote to these wonderful buildings.



# News, Events and Resources

## Churches' Environment Network

All are invited to join these half-termly zooms and connect with others in your Local Mission Partnership, the Deanery Environment Champions, in the Deanery Partnership and beyond. With guest speakers from across the diocese and support from experts in their field. Bring your questions and your stories!

All sessions are on Zoom and start at 7pm. The next three sessions can be booked [here](#):

Wildlife and Land (13th March)

Outdoor Worship (8th May)

Connecting Community (3rd July)

## Learn how to apply for a FREE Canva

### Pro account

Digital Labs, part of the Church of England digital team, has produced a [blog](#), explaining how churches can apply to access a free Canva Pro account. We use Canva to put together this bulletin. It is easy to use and if we can pick it up, so can you.



## Environment Programme Webinars

A reminder that you can access recordings of previous webinars and access the booking arrangements for future webinars via this [link](#). Wherever you are at on your journey to net zero carbon, these webinars are a useful resource to help you understand what you need to think about and what you need to do.

## Energy Footprint Tool opening soon

Well done to those who completed this for 2022. In February, the Energy Footprint Tool will open again for data from 2023. Having 90%+ parishes complete the EFT is one of the national targets for getting Net Zero Carbon. For 2022, we had 39% of parishes complete it. It is hoped that even more people will complete this for 2023. We are aware that it is a condition of some environment grant funding to have a complete EFT. For this year, following feedback to the national team, there will be an updated form, an FAQs document and video resource.



## Caring for God's Acre Annual Report

Caring for God's Acre have published their [Annual Report 2022-23](#). There are some exciting numbers about the number of people engaged in citizen science in burial ground projects and the contributions of churchyards to biodiversity and carbon storage. There is a summary of the year [here](#).

## Other Parish Support Teams bulletins

Just in case you missed them, here are links to the latest [Living Generously](#) newsletter from the Generosity Team and the [Training and Resources Bulletin](#) from the College of St Hugh.

# Church Times Green Awards 2024

The Church Times Green Church Awards have two objectives: to celebrate the remarkable efforts made in recent years by individuals and congregations to offset the damage being done to the earth, and to set good examples before others who might be inspired to follow suit.

The 2024 Church Times Green Church Awards are organised jointly with the [Church of England's environment programme](#), the [Methodist Church](#), the [Salvation Army](#), and Eco Congregation [Scotland](#). They are open to church groups and church schools of any denomination.



There are seven award categories:

- **Green building award:** projects that have significantly reduced the carbon footprint of an existing building or strengthened its climate resilience, or a new building built to high environmental standards which can be shown to have been the better option than refurbishment. Prize: £1000.
- **Land and nature award:** projects creating space for wildlife and encourage biodiversity. Prize: £1000.
- **Congregation and community action:** projects where a church, school, or other group has taken a leading part in environmental action, benefiting the wider community as well as its own. Prize: £1000.
- **Green champion award:** nominations are invited for an individual who has made a significant difference through their environmental efforts. Prize: £1000.
- **Training and education award:** projects promoting understanding about some aspect of environmental action, or destruction, and its impact, either at home or on the international community. Prize: £1000.
- **Green health award:** Projects making an active connection between faith, nature and health. Projects may be run by a faith organisation in association with a local health practice or charity. Prize: £1000.
- **Action on a shoestring award:** projects where a church, school, or other group has achieved a great deal with a little. Prize: £1000.

The panel of judges will be looking for projects that have made a positive change in the past two years in buildings, outdoors, and in the community. A building project can be nominated even if it hasn't been completed, with as much information as possible about known and projected environmental impacts. A group can enter in one or more categories.

The deadline for entries is 30th June 2024. Details of shortlisted entries will be published in the Church Times during the summer. The awards ceremony will take place during Creationtide next autumn, venue to be announced. Photos and videos to accompany entries are encouraged.

Nominate a project for the 2024 awards [here](#)

## Statement on Hydrogen and HVO

### (hydrogenated vegetable oil) as heating fuel

The Church Buildings Council, after careful consideration of advice from its Net-Zero Building Services Committee, has issued a statement on the use of Hydrogen and HVO (hydrogenated vegetable oil) as heating fuels. The statement shows why it does not consider that either fuel is appropriate to use as part of the move away from fossil fuels in the church setting. The reasons and some of the research to support this position is linked to the [statement](#).

# Contactless Giving - apply now for a chance to receive one at substantial discount!

As a Church Buildings Team, we encourage all parishes that we see in surgery sessions or in other parts of our work to consider having a contactless device. If your church is open during the week for visitors, this gives them an opportunity to donate instead of putting money on the plate or in the collection box. Even if your church is not open regularly during the week, a contactless device can be used for services and occasional offices; for visitor donations and other events including one off fundraising campaigns, concerts, fetes and other gatherings. Most people carry a bank card instead of cash and are more likely to tap to donate than give actual paper money. Others can give via their smart phone or watch. By not having contactless giving available, you are missing out.

Applications are now open for your church / parish to apply for a contactless donation device at the substantially discounted cost of just £50 (these devices retail at between £310 and £1,075). A variety of contactless donation devices will be available, to suit most contexts. It is not even necessary to have an internet connection in church, as there are devices available that will store the donations given until they can be taken somewhere with internet or mobile phone connectivity to download.

The Contactless Rollout Project is part of the implementation of the CofE's National Giving Strategy. One of the Strategy's top three priorities is to embed contactless / online giving in 50% of parishes by the end of 2025. In May, this diocese will receive 70 contactless donation devices from the National Giving Team, worth in excess of £30,000, which are funded by the National Church Institutions. Those parishes/churches which are successful in applying will receive training in how to set up and use the devices.

This month, the Generosity Team, with our help, we will begin the process of identifying where these devices might have most impact, starting with a form to complete if your parish should wish to express interest in receiving one. If there are more than 70 parishes interested in receiving a device, then there will be a process of prioritisation. An application pack is available.

Do not delay - fill the form in and see if you can be one of the recipients of this special offer. (You will need to set up a Parish Buying account if you do not already have one)





# Recommended Monthly Tasks

## (From SPAB's Faith in Maintenance calendar)

### **January**

- Have the electrical systems checked by a qualified person at least once every five years.
- Smoke alarms should be regularly tested and cleaned. Remember to replace the batteries too!
- Clear parapet and valley gutters of snow (see above).

### **February**

- Clear parapet and valley gutters of snow (see above). Make sure that the tower, roofs and windows are bird-proof before nesting starts. Do not disturb bats.
- Check the condition of any ladders in the tower and ask the tower captain to ensure that the bells and bellframe are in good order.

### **March**

- Check that eaves, gutters and downpipes have not been damaged by frost. Look for cracks and leaks in rainwater goods.
- Clear parapet and valley gutters of snow to prevent melt water rising above them and causing damp internally. Take care in icy conditions.

### **Risk Calendar**

Taken from *Ecclesiastical Insurance's Church Risk Calendar*, where more information can be found.

### **January - Water pipes and heating**

An escape of water can cause extensive and lasting damage. Check that your water pipes are lagged, the stopcock is clearly labelled, and your heating system has been serviced by a registered engineer.

### **February - Security**

From theft to arson and vandalism, security is key. As every place of worship and its location is unique, a tailored assessment and response, reflecting the individual risks faced, should be undertaken.

### **March - Ladders**

If using ladders or stepladders check that they are right for the job, free from defects and used properly, being appropriately positioned and secured.

Check out the proformas at [Ecclesiastical Insurance](#).

## ***Flooding case studies***

In light of recent events, you may like to read the various case studies on flooding, both recovery from and acting as a refuge or emergency response centre. These are part of a series produced by the Church of England and give examples from around the country.

[Responding to extreme flood events](#)

[Recovering from floods alongside the community](#)

[Adjusting a church building to regular floods](#)

[Providing a refuge against flooding](#)

[Responding as an emergency flood centre](#)

[Creating a flood resilient church building](#)



Radcliffe, St Mary  
2015 flood  
from [case study](#).

# Grant News

## **Parish Councils may fund churches and churchyards**

A small amendment has been included in the Levelling-Up and Regeneration Act 2023, that clarifies that Parish Councils may offer donations to the church. For some time there had been confusion about whether it was legal for the secular parish to support the work of the ecclesiastical parish and the upkeep of the church building. However, now this amendment is in place, such donations may be made, if wished. Parish councils cannot be made to donate.

Where a churchyard has been closed by Order in Council, the situation is different. Here, the local authority (which can be parish or district council, depending on which one is the burial authority) can be required to take on the cost of maintaining the churchyard,

If you have any questions, please contact the team.

## **National Churches Trust success**

Well done to the five churches in this diocese who were successful in receiving funding from National Churches Trust in the autumn. This follows the launch of the National Churches Trust revised strategy last year, with Large, Medium and Small grants replacing the previous grant programmes. Claypole, St Peter secured a Large grant of £10,000 to help replace the roof following lead theft and were also given a Wolfson Foundation grant of £10,000. Stamford Baron, St Martin received a £10,000 Large grant towards the installation of new facilities, vestry and accessibility works. Ulceby, St Nicholas secured £5,000 Medium grant and £5,000 Wolfson Foundation grant towards tower repairs. Little Steeping, St Andrew had a £5,000 Wolfson Foundation grant toward high level masonry and repointing repairs. Mareham on the Hill, All Saints gained a £4,994 Medium grant towards window repairs and replacement.

When an application for fabric repairs is made to the National Churches Trust, it is automatically put forward for consideration for a Wolfson Foundation grant, which is also administered by the NCT. Have a look at their [website](#) and consider whether your project is eligible.

## **National Lottery Heritage Fund opening for new grant applications**

By the end of January, the NLHF is expected to reveal the latest guidance notes and application forms for grants between £10,000 and £10 million as part of their Heritage 2033 strategy. Keep an eye on their [website](#) for further details. We will bring you more details in the next bulletin.

## **National Lottery Community Fund - Awards for All**

Our support officer friends across the region report that parishes have had some success with this fund where the focus is purely on community rather than faith activities directly. Awards for All seek to support community led projects that do at least one of the following:

- bring people together to build strong relationships in and across communities
- improve the places and spaces that matter to communities
- help more people to reach their potential, by supporting them at the earliest possible stage
- support people, communities and organisations facing more demands and challenges because of the cost-of-living crisis.

Grants from £300 up to £20,000 are available. There is no fixed application deadline, but you need to apply at least 16 weeks before you want to start the activities or spend any of the money.

# Grant Information

## Where to start

Please get in touch with the team, to discuss which grants to apply for and when. We can help you come up with a funding plan for repairs and new facilities.

You can register with this website for free to search for grant funding:

**Charity Excellence Framework:**

<https://www.charityexcellence.co.uk/>

The Voluntary Centre Services and Lincolnshire Community and Voluntary Service host a free web-based funding information service. For further information visit their webpage:

<https://lincolnshirevolunteering.org.uk/find-funding/>

Organisations can sign up to a regular funding newsletter here: <http://eepurl.com/hWu2Vn>

## Grants with no deadlines

ASDA Foundation: Green Tokens  Benefact Trust  The Barron Bell Trust  The Beatrice Laing Trust  The Bernard Sunley Foundation  Church Buildings Council Conservation Reports  The Clothworkers' Foundation  The Co-op Local Community Fund  The Foyle Foundation Small Grants  Garfield Weston  Henry Smith Charity  The Hobson Charity Ltd  John Warren Foundation  The Kochan Trust  Lincolnshire Churches Trust  National Lottery Community Fund: Awards for All  National Lottery Community Fund: Reaching Communities Fund  National Lottery Heritage Fund: Grants for Heritage (up to £250,000)  The Rank Foundation Pebble Grants  Tesco Bags of Help  The Tudor Trust

## Successful Grant Applications

If you have been successful in receiving grant money, please would you consider sharing your application with the team. We can then build a collection of good practice examples.

## Upcoming Grant Deadlines

January	
29th	Church Buildings Council (Wall Paintings)
February	
1st	East Coast Community Fund
8th	Congregational & General Charitable Trust
13th	Idlewild Trust
28th	FCC Communities Foundation
29th	War Memorials Trust
29th	National Churches Trust (Small Grant)
March	
1st	The Joseph Rank Trust
5th	National Churches Trust (Large Grants)
6th	Mick George Community Fund (Southern part of the diocese)
8th	Marshalls Charity
25th	Churchcare Bells and Bellframes

## Share your grant news and sources

Please do share your grant news, good and bad with us. We know that parishes starting out on a project find it really helpful to hear what others have done elsewhere. Help us to build the network across our Local Mission Partnerships.

## Key Dates

The DAC agenda dates and meeting dates for the next four meetings can be found below. Please get in touch with Steven or Peter for further information.

Meeting Date	Agenda Close
Wednesday 31st January	Wednesday 17th January
Thursday 13th March	Thursday 29th February
Thursday 2nd May	Thursday 18th April
Wednesday 5th June	Wednesday 22nd May



## Contact Details

Please contact the team if we can help with any church building related query.

**Steven Sleight**, DAC and Pastoral Secretary, [steven.sleight@lincoln.anglican.org](mailto:steven.sleight@lincoln.anglican.org)  
01522 504069

**Peter Duff**, Assistant DAC and Pastoral Secretary, [dac.assistant@lincoln.anglican.org](mailto:dac.assistant@lincoln.anglican.org)  
01522 504045

**Matthew Godfrey**, Historic Churches Support Officer, [matthew.godfrey@lincoln.anglican.org](mailto:matthew.godfrey@lincoln.anglican.org)  
01522 504048

**Fran Bell**, Church Development Officer, [fran.bell@lincoln.anglican.org](mailto:fran.bell@lincoln.anglican.org)  
01522 504018

## Contributions and Suggestions Please

Have you got a good news story about your church building, carried out a project, found grant funding or have something you'd like to share? We would like to include your contributions in future editions. If there is a subject you would like us to cover, let us know and we will see what we can do. Email the team via [churchbuildings.team@lincoln.anglican.org](mailto:churchbuildings.team@lincoln.anglican.org)

## Church Photographs

It would be really helpful if you could share your photographs of churches with the Church Buildings Team. Whilst we have an archive, they are not as up to date as they could be. Clear pictures through the seasons of the exterior as well as key items and facilities in the interior are always useful. Get in touch with the team via [churchbuildings.team@lincoln.anglican.org](mailto:churchbuildings.team@lincoln.anglican.org)