

 Diocese of Peterborough

# archdeacons' visitation news

## The people we are

If you want to find more information about churchwardens, a visit to Google will prove helpful. In my own Google search, I found a site called *WiseGeek*. I'm not especially wise and I'm not a geek. However, the site was useful. Here is an extract:

*"Churchwardens are often charged with the responsibility of providing a good example of Christian living to the rest of the members of the congregation. To that end, a churchwarden is expected to live a life that is in harmony with the teachings of the Church."*

What? No mention of gutters and drains? No mention of the DAC? No mention of vacancies? What sort of a churchwarden is this?! Well, *WiseGeek* may not provide the classic definition of a churchwarden, but it reminds me of that beautiful passage from Colossians 3. In the family of the church we are to be clothed with compassion, kindness, humility, gentleness and patience. This is to be the hallmark of the Church. This is how we are to behave. As senior lay leaders, churchwardens are to set the example.

Please note: It is the command of the Apostle Paul, based on the teachings of Jesus.

It is his command. Not his polite suggestion. Not his mild-mannered, rather British request.

This is a command that we need to hear and obey.

As Jesus prayed for his disciples, his longing was that they would love one another. And they did. The picture that is painted at the end of Acts 2 is of a united and giving church. Later, the early Christians were martyred for their faith in Jesus and the onlookers were heard to say: "See how these Christians love one another." That should be the hallmark of the Church.

Listen to these challenging words from Colossians:

*"...whatever you do, whether in word or deed, do it all in the name of the Lord Jesus."*

Whatever we do (all the nuts and bolts of being a churchwarden) do it in the name of Jesus.

It is easy to forget that the way we act and speak as church leaders (and that very much includes churchwardens as well as clergy) influences the way people in our communities think about God. It's quite a responsibility.

That is the big-picture backdrop – the people we are.

**Now, read on to find more of the practicalities of being a churchwarden.**



**Richard Ormston**  
Archdeacon of Northampton

**Chel Cullen**  
PA to the Archdeacons

**Alison Booker**  
Archdeacon of Oakham

## Churchwarden Training – Save the Date:

You have asked and we have listened. You will have noticed from the Articles of Enquiry that we are organising the annual Churchwarden Training Day. **The date will be 9 November** and will take place at **Bouverie Court**.

More details and an invitation will be circulated shortly.

Produced and printed by

 ecclesiastical

# The Role of a Churchwarden ...in a few words

**The office of Churchwarden is one of the most ancient in this country.**

As both a bishop's officer and a respected member of the local congregation, the churchwarden shares with the bishop, archdeacon and incumbent in the care of the benefice. Following the election at the annual meeting of parishioners, churchwardens are legally admitted to office each year before the end of August, otherwise the office falls vacant again. Churchwardens are invited to attend one of the seven Admission Services to be admitted.

Churchwardens are ex officio members of the PCC. A churchwarden wishing to step down from office should inform the parish priest and must tender his or her resignation in writing to the bishop. A replacement churchwarden can be elected at a meeting of parishioners which has been advertised for at least two Sundays prior. Churchwardens hold office for one year at a time up to a maximum normally of six years.

## The law

Churchwardens are appointed according to the qualifications and procedures set out in the Churchwardens Measure 2001, as amended. A churchwarden's duties are set out in full in Canon Law and are summarised below:

### Churchwardens

- form a link between the bishop, archdeacon and the parish
- represent the laity and co-operate with the Incumbent (i.e. rector, vicar or priest in charge)
- encourage the parishioners in their faith and promote unity and peace among them
- are responsible for maintaining order and decency in the church and churchyard especially during worship
- are the legal owners of the church's property – i.e. the plate, ornaments and other moveable goods – and are responsible for keeping an inventory of it
- ensure that all the property is stored safely when not in use
- hold a set of keys for the church
- carry out a range of duties which may be specific to the customs of the local church.

## What does this mean in practice?

The role will differ from parish to parish but these are some of the typical tasks a churchwarden might be expected to fulfil:

### Prayer and worship

- care and prayer for the clergy
- taking responsibility for keeping order during services
- lead services of the word, or arrange cover, in the absence of the parish priest
- ensure that a sufficient supply of bread and wine is provided for services of Holy Communion.

### Administration and governance

- become a member of the PCC and its standing committee
- may be responsible for taking offerings and recording the amounts received in the absence of a Treasurer

- discharging the office of Treasurer if the PCC fails to appoint one
- ensure that the service register and other registers are properly completed
- act as Trustee of any parochial charities that may exist
- complete the Articles of Enquiry sent to you by the archdeacon
- report to the bishop any matter of importance
- take on a significant role during a vacancy in collaboration with the Rural Dean
- undertake DBS checks as necessary and attend safeguarding training.

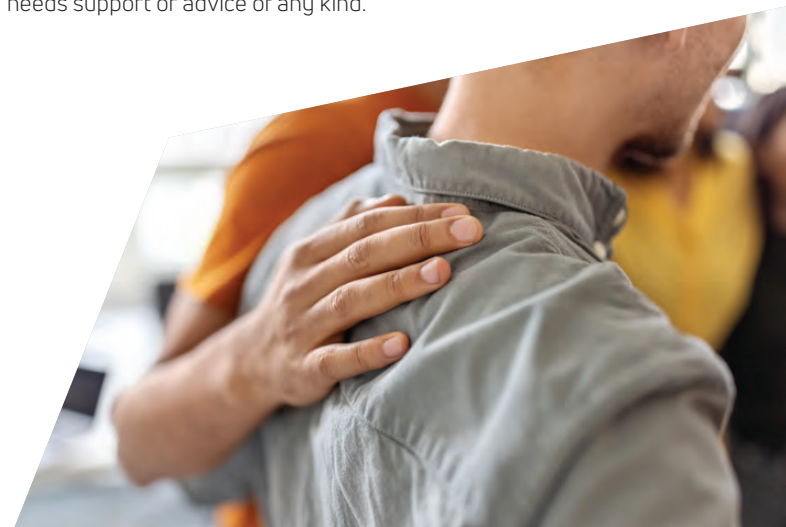
### Buildings and maintenance

- arrange to inspect the fabric of the church every year and make a report about the state of the building to the PCC and to the Annual Parochial Church Meeting (APCM)
- pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment
- ensure the PCC commissions a Quinquennial (five yearly) Inspection Report (QIR) of the church and act upon its recommendations
- ensure the electrical installation is checked every five years ideally to coincide with the QIR
- ensure the fire extinguishers are inspected annually
- ensure all portable electrical appliances are tested every year (PAT test)
- have the lightning conductor tested every three years
- make sure the church obtains a faculty or archdeacon's (List B) permission whenever necessary
- where appropriate, check stability of headstones annually, in accordance with the Diocesan Chancellor's instructions on the diocesan registry website
- keep the church Inventory and Log Book up to date.



At the end of a churchwarden's period of office, keys should be handed over to his/her successor with the Inventory. The handover should also include a description of the role and responsibilities within that particular parish.

The key to a successful period of office as churchwarden is regular meetings and communication with the Incumbent and other members of the leadership team to discuss and plan together for the life of the parish. The archdeacon's office is the 'first port of call' outside of the parish for a churchwarden who needs support or advice of any kind.





# Enhance your church's fundraising efforts

Whether you're raising funds for new facilities, building repairs, youth worker recruitment, or daily running costs, the Ecclesiastical Fundraising Hub provides resources to aid your church's growth in fundraising. This practical hub is organised into user-friendly steps, each offering information, guidance and tools, regardless of your fundraising experience.

Explore a wealth of articles, blogs and supporting documents on various topics such as digital fundraising, capital projects, understanding the grants process and forming fundraising teams. Access a free searchable list of church funders providing grants, along with tailored fundraising support for small rural churches.

Also, to support time-constrained churches and volunteers, looking for quick information on the diverse fundraising landscape, the hub offers concise, insightful bitesize videos addressing key fundraising issues. Additionally, sign up for live, free webinars conducted in collaboration with Philanthropy Company across 2024. For additional help, call the fundraising helpline below.

📞 0345 601 9959

🌐 [www.ecclesiastical.com/churchfundraising](http://www.ecclesiastical.com/churchfundraising)



## An update from grant-making charity, Benefact Trust



# BENEFACT TRUST

Every day, Benefact Trust, the charitable owner of Benefact Group, witnesses the crucial role churches and charities play in our communities. Since the Trust was established in 1972, it has awarded over £256m in funding to support these organisations to thrive and make a positive

impact in society. Benefact Trust's grants support a range of causes and there are many heart-warming stories to be found on the website.

🌐 [www.benefacttrust.co.uk/news](http://www.benefacttrust.co.uk/news)



## Nominate your church for a chance to win



The Movement for Good Awards programme is back again with grants of £1,000 and more to give to churches and charities. Ecclesiastical is proudly part of the Benefact Group, who are giving away over £1 million to churches and charities in the 2024 Movement for Good Awards.

### £1,000 draws are now open for nominations

- You can nominate your church or favourite charity for the £1,000 draw.
- You can nominate as many charities as you like; it's one nomination per charity per person.

There are six £1,000 draws this year giving away between £50,000 and £120,000 in each. Once you've nominated, share your nomination, and get your friends and family to support too.

### Did you know?

**The Movement for Good Awards has gifted over £5.75 million to more than 2,500 charities since the initiative started in 2019.**

Last year, A Rocha UK was awarded £5,000 in the Environment and Climate special draw. A Rocha UK is a Christian charity working to protect and restore the natural world and is committed to equipping Christians and churches in the UK to care for the environment.

Also, in 2023, £11,000 was awarded to 10 church-related charities through the £1,000 Movement for Good Awards; Kilkenny Christian Centre in ROI actually won twice! So please get nominating; next time it could be your church! You can find out more at:

🌐 [www.movementforgood.com/ecclesiastical](http://www.movementforgood.com/ecclesiastical)

Contains promotional material

# Would you like to sign up for e-news?

The monthly e-news is full of useful information to support you in areas such as fundraising, church security and environmental impact. Signing up is easy and you can unsubscribe whenever you choose. Many of Ecclesiastical's customers have chosen to receive this and we hope you would like to join them.

 [www.ecclesiastical.com/signup](http://www.ecclesiastical.com/signup)



## Financial support for your 2025 sabbatical

**Established in 1987, the Ecclesiastical Ministry Bursary Awards (MBAs) have assisted over 1,400 clergy members in funding a variety of extended leave projects.**


The experience of a sabbatical can be life-changing and have a positive and long-lasting impact on your church and community. One of the 2023 recipients, the Rev'd. Heston Groenewald, vicar of All Hallows Church in Leeds, received a bursary to support his local interfaith ministry.

He visited India and Pakistan to experience and learn more about the diverse cultures and customs that make up the fabric of the local community. On his trip, Heston experienced the Holi festival in India and celebrated Easter with Christians and Muslims in Lahore.

“ The MBA grant enabled an amazing adventure around India and Pakistan and so has been a valuable, wonderful investment in my wellbeing and in my local interfaith ministry. ” **Rev'd. Heston Groenewald**

The application window for the 2025 MBA programme is now open and closes in September 2024. In 2025, we are particularly keen to see more sabbaticals which aim to support the drive for net zero carbon.

**If you would like to find out more about the Awards, including eligibility criteria and application details, please visit:**

 [www.ecclesiastical.com/mba](http://www.ecclesiastical.com/mba)



## Invest in making a difference

Worries about social matters, our planet and the environment are factors most of us think about daily. To do more to help address these concerns, there is increasing interest from people looking to invest ethically in accordance with their principles.

### What is ethical investing?

Richard Wood, Director of Ecclesiastical Financial Advisory Services (pictured below), explains, "Put simply, ethical investments allow people to invest without sacrificing their environmental, social, moral or religious principles while at the same time aiming to make a profitable return."



Ethical investment funds can be screened using negative or positive criteria. For negatively screened funds, the fund manager will, for example, be screening investments to avoid a range of activities considered harmful – such as companies involved in manufacturing tobacco.

When using positive screening, fund managers actively identify companies that make a positive

social impact or who invest sustainably and/or responsibly. They will have, for example, good corporate governance and employment practices as well as being active in making a positive impact on the environment.

To find out more about ethical investing, contact Ecclesiastical Financial Advisory Services today.

 **0800 107 0190**  
 **[getadvice@ecclesiastical.com](mailto:getadvice@ecclesiastical.com)**  
 **[www.ecclesiastical.com/financial-advice](http://www.ecclesiastical.com/financial-advice)**

Please note: The value of investments can go down as well as up and you may not get back the amount you invested. Your capital is at risk.



# Looking for help to go green?

## Give your parishioners a warm welcome!

We all want our church buildings to be welcoming spaces for both prayer and for wider community activities, but particularly in the chilly months, keeping buildings warm is a challenge and can be costly and harmful to the environment.

Wherever you are in your journey to reduce your church's carbon emissions, Ecclesiastical would like to help. For example, they would like to spread the word about some interesting innovations that they've come across recently.

## Warming chandeliers

St Matthew's has been trialling innovative radiant heating chandeliers in their church in Bristol. These chandeliers use a very gentle wavelength of heat, like that of the winter sun, and they warm just the space needed, not the whole church. They have proved much cheaper to run than a central heating system and can help to lower your carbon footprint.



Through the Movement for Good awards, Ecclesiastical awarded a £35,000 grant to St Matthew's in 2023, which will allow them to make the trial installation permanent. If you would like to consider applying for a similar grant, further information can be found on page 3. Also, if you wish to install this type of heating, please let the Ecclesiastical Underwriters

know, so that they can advise on any potential insurance implications and ensure the system itself is covered.

## Heated cushions

Another innovation, helping church communities take steps to reduce their carbon emissions by warming people not spaces, is a heated seat cushion! These are powered by lithium-ion batteries which are widely used as a power source in portable electrical products. However,



if you do choose this option, it is important to select seat cushions and fabrics that have an appropriate fire performance and to follow the guidance on charging the cushions. Cushions should comply with British Standards and have the CE mark. If you think that this is an option for you, you will find guidance about the cushions here:

[www.ecclesiastical.com/risk-management/church-heated-cushions](http://www.ecclesiastical.com/risk-management/church-heated-cushions)

Ecclesiastical has also developed a new Made Simple guide, which can support you on your journey to make your church buildings more environmentally friendly. It includes information about other alternative heating systems like heat pumps, information about LED lighting and much more.

[www.ecclesiastical.com/madesimple](http://www.ecclesiastical.com/madesimple)

If you have any tips that have helped your church in its environmental journey, why not drop Ecclesiastical an email and they can share your ideas in their monthly digital newsletter.

[weboffice@ecclesiastical.com](mailto:weboffice@ecclesiastical.com)



# Insurance made simple!

As church insurance experts, Ecclesiastical is well placed to help you navigate many of the complicated insurance responsibilities of your church. They have created a series of 'Made Simple' guides which highlight potential risks and insurance implications of the day-to-day running of churches.



The guides also offer help with activities and projects that PCCs often become involved in, which include:

- Climate change and your church
- Administering insurance
- Building works
- Church events
- Church property
- Church valuation
- Community outreach
- Digital technology
- Legal expenses
- People on church premises
- Unoccupied buildings

You can find lots more information at:

[www.ecclesiastical.com/madesimple](http://www.ecclesiastical.com/madesimple)

Herschel Infrared



## Funeral planning

As you know, funerals can be costly, but Ecclesiastical can help you make provisions to reduce the financial worry for your family when the time comes and ensure your wishes are provided for.<sup>1</sup>

<sup>1</sup> Terms and conditions apply – see website for details.

☎ **0800 055 6503**  
✉ **info@epsfunerals.com**  
🌐 **www.funeralplans.co.uk**

## Car insurance

Ecclesiastical's Clergy Motor Insurance has been tailored specifically for the clergy and includes benefits such as business use, unlimited windscreen cover and up to £500 cover for church goods in the car.<sup>1</sup> To find out more about the benefits of this policy, get in touch with Ecclesiastical.

☎ **0345 450 9396**  
🌐 **www.ecclesiastical.com/church/car-insurance**  
<sup>1</sup> Subject to terms and conditions



## Month by month support



So you can better look after your church and parishioners, Ecclesiastical has again produced their easy-to-view calendar to help you plan maintenance activities throughout the year.

🌐 **www.ecclesiastical.com/risk-calendar**

## Insure your home with Ecclesiastical and they will donate £130 to a church of your choice

Trust130 is just one of the ways in which Ecclesiastical gives back to the community; for every new direct home insurance policy taken out, Ecclesiastical offers to donate £130 to an Anglican church or cathedral of the policyholder's choice.<sup>1</sup>

Since 2017, Ecclesiastical has donated over £500,000 to more than 2,500 churches in the UK.

A £130 donation really helped **St Peter's Church in Parwich**. Church Treasurer **Stuart Chambers** told Ecclesiastical:

“ If you're short of numbers, it's a big job keeping everything ship-shape. I have a ride-on mower, but you can't get to the actual graves on that so inevitably they can look a bit unkempt, which is a real shame. ”

With the £130 donation, St Peter's was able to keep its graveyard looking neat and tidy by paying for a man with a strimmer.

### Award-winning home insurance

As well as supporting your church, when you take out a home insurance policy with Ecclesiastical you are joining one of the most trusted home insurance providers with the happiest customers.<sup>2</sup>



Ecclesiastical continued to top the Fairer Finance league table in Spring 2024 for home insurance for a record 19th consecutive time, retaining the gold ribbon status. Their buildings and contents cover is also a Which? Best Buy and it was voted the best home insurance in the Times Money Mentor Awards in 2023.<sup>3</sup>



### Get a home insurance quote

Ecclesiastical is a specialist insurer who understands the needs of those working in the church and for the church. Their policy helps to protect your home and takes into account the extra duties you carry out for the church.

☎ **0345 777 3322** and quote **CHOPS24**  
🌐 **www.ecclesiastical.com/homeinsurance**

<sup>1</sup> Terms and conditions apply. Visit [www.ecclesiastical.com/trust130-terms](http://www.ecclesiastical.com/trust130-terms) <sup>2</sup> [www.fairerfinance.com/ratings/customer-experience-ratings/home-insurance](http://www.fairerfinance.com/ratings/customer-experience-ratings/home-insurance) <sup>3</sup> [www.ecclesiastical.com/homeinsurance](http://www.ecclesiastical.com/homeinsurance)



## What is the Parish Giving Scheme?

The Diocese of Peterborough was one of the first dioceses in the country to develop a giving scheme. Many churches found it a real blessing. Times change and technology moves on. Now, the diocese is partnering with the Parish Giving Scheme.



The Parish Giving Scheme (PGS) is an established service for managing one-off and Direct Debit giving, designed to support churches to fund their

mission and ministry. It reduces the burden of work on church volunteers and provides a simple and secure service to givers.

The service is freely available to all parishes, their churches and donors, within dioceses that have chosen to participate. The Diocese of Peterborough is a participating diocese. Uptake across the country is growing every year, with the majority of dioceses in the Church of England – and many of their parishes – now members of PGS and experiencing the benefits.

### PGS makes it possible for givers to:

- Give one-off amounts by credit/debit cards and Apple/Google pay wallets
- Give monthly, quarterly or annually by Direct Debit
- Sign up to inflation-linked giving annually
- Enhance your gift to your church by having Gift Aid at 25% added to your giving
- Give securely and donate anonymously, if you prefer

There are 149 parishes in the Diocese of Peterborough that have not yet signed up to PGS. That means 199 have already taken that step.

Your church may already have linked to PGS, but if not, why not get in touch with the Generous Giving Team? Pete Squires and Paul Adams will be glad to talk you through the details. At the end of the day, PGS is simply another way to make giving easier and more effective at a time when churches are coming under increasing financial pressure.

✉ [pete.squires@peterborough-diocese.org.uk](mailto:pete.squires@peterborough-diocese.org.uk)

✉ [paul.adams@peterborough-diocese.org.uk](mailto:paul.adams@peterborough-diocese.org.uk)

## Growing Faith Adventure



Growing Faith seeks to bring together the three spheres of church, school, and household – in how we think and in what we do. It is not another project but rather a new way of thinking about how we engage with children, young people and families. It requires a culture change in the whole church and diocese, where we seek to look at everything we

do, and every decision we make, through the lens of what it means for children, young people and families.

By looking through the lens of Growing Faith, we want to grow our relationship with schools. We are here to serve schools in their work caring for and educating children. Our work should be more than 'doing assemblies', although that is an important part of school life, we want our relationship with schools to be deeper than that.

Blessing your school with our presence will come in many forms, your church will have its own unique style of engagement, different people will bring different perspectives.

There are many ways in which the church can help schools in their work. Perhaps through helping create a 'happiness after school club' to encourage ways to promote wellbeing; listening to children as they read; supporting a gardening club to teach children where food comes from and how to care for the environment we live in; an assembly club to share assemblies in school and in church on Sunday; supporting vulnerable families in need of help; volunteering to be on the board of governors; being an active member of friends of the school committees.

Be a known and trusted member of your school to help faith grow.

Visit the Church of England Faith at Home web page for more information:

🌐 [www.churchofengland.org/faith-life/faith-home](http://www.churchofengland.org/faith-life/faith-home)

**Pete White**

Director of Children and Youth

✉ [peter.white@peterborough-diocese.org.uk](mailto:peter.white@peterborough-diocese.org.uk)



## Being Church in the Open Air?

For years, we have linked the word 'church' to an old building with a spire and a creaking roof. But for John Wesley, church was often to be found in the open air. It is thought that John Wesley rode far enough on horseback to circle the earth 10 times. That's 250,000 miles! He was convinced that it was important for him personally to spread the gospel through relationships and continue to grow closer to God in those relationships.

So, 230 (plus) years after his death, have you thought about some kind of outdoor church?

### Outdoor Church Network

Thinking of starting outdoor worship but don't know where to start? Why not start with joining the Outdoor Church Network?

Already leading worship outdoors, but would like inspiration and to be surrounded by like-minded individuals? Sounds like the Outdoor Church Network is for you!

Whether you're exploring Muddy Church for the first time or you've been leading Forest Church for many years, you're welcome to join our Outdoor Church Network.

You'll be the first to hear about training events and opportunities to meet up with other people that feel passionately about the church engaging with creation care and outdoor worship. Plus, you'll receive our mailing with loads of fresh resources and brilliant outdoor church ideas.

If this sounds like the sort of group you feel called to be a part of, do email Chad Chadwick on:

✉ [chad.chadwick@peterborough-diocese.org.uk](mailto:chad.chadwick@peterborough-diocese.org.uk)

### Muddy Church

Muddy Church is a great way of developing relationships with God, while engaging and learning from creation and nature. It is an all-age way of building connections within our communities.

If you would like some inspiration and resources, do have a browse of the Muddy Church website:

🌐 [www.muddychurch.co.uk](http://www.muddychurch.co.uk)



## Outdoor Church Training

### Intrigued by Wild Worship?

- Want to explore using Muddy Church or Forest Church ideas in your services?
- Keen to make the most of your churchyard or local green spaces?
- Or do you just love encouraging people to be outside with God?

These new, practical training sessions provide teaching, resources and everything you need to get started.

Email us for more information:

✉ [chad.chadwick@peterborough-diocese.org.uk](mailto:chad.chadwick@peterborough-diocese.org.uk)



### For more information

**Call:** 0345 777 3322 **Email:** [churches@ecclesiastical.com](mailto:churches@ecclesiastical.com)

**Facebook:** Ecclesiastical **X:** @churchmatters

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

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