

archdeacons'

visitation news

Spring 2020 - issue 15

Role of churchwarden

Welcome to the 2020 edition of Archdeacons' Visitation News – produced for us by Ecclesiastical at no cost to the diocese. We hope you enjoy browsing through the articles and finding out more about the work going on in the diocese.

Thank you for taking on the role of Churchwarden. The office of Churchwarden is one of the most ancient in this country. The churchwarden shares with the Bishop, Archdeacon and Incumbent in the care of the parish.

We are living in strange lock-down days where churchwardens' duties are not what they once were or what they will be in the future. However, this article assumes that, at some stage, normal service will be resumed.

The law

A churchwarden's duties are set out in full in Canon Law (Churchwardens Measure 2001). But what may this mean in practice?

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 priest

Administration and governance

- become an ex-officio member of PCC and standing committee
- discharging the office of Treasurer if the PCC fails to appoint one
- ensure that the service register and other registers are properly filled in
- act as Trustee of any parochial charities
- complete the Articles of Enquiry sent by the Archdeacon
- report to the Bishop any matters of concern
- take on a significant role during a vacancy
- undertake DBS checks as necessary and attend safeguarding training. Co-operate with the church leadership to manage any safeguarding cases that may arise, in line with Church of England policy

Buildings and maintenance

- report about the state of the building to the PCC and to the Annual Parochial Church Meeting

- 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 Inspection Report (QIR) of the church and act upon its recommendations
- ensure the electrical installation is checked every five years
- 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 whenever necessary
- check stability of headstones annually – following the Chancellor's instructions
- keep the Church Inventory and Log Book up to date

Sources of support

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.



Gordon Steele
Archdeacon of
Oakham



Richard Ormston
Archdeacon of
Northampton

Bishop Donald

Well! The Archdeacons have allowed (invited!) me to address you, dear churchwardens, in this newsletter. What an honour! I confess that in my eight years as an archdeacon I never let my bishop near these pages.



I am really deeply grateful. As some of you heard me say at the admission services last year, I very much appreciate the essential and brilliant work done by so

many churchwardens. We often, and rightly, talk about lay ministry in our churches, but far too rarely do we consider **lay leadership**. That is your calling.

PCCs are trustee bodies, and there for good governance, critically important. You are of course PCC members, but as churchwardens, you share with the incumbent in leadership of the parish. We need good leadership more than anything else.

May the Lord grant you wisdom, humility, grace and love as you work with and support your incumbent, and as you share in the leadership of God's people.



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Parish Giving Scheme update

As you may already know, the diocese is in the process of changing its planned giving arrangements to the Parish Giving Scheme (PGS). We have been proactive in getting this started and most of you will be aware of the new scheme.



However, if that is not the case, here is a short summary:

- Regular giving is essential and enables our churches to flourish and grow
- PGS was set up by Gloucester Diocese over ten years ago
- It now has 28 partner dioceses – including Peterborough
- This is a Direct Debit scheme
- It provides the option to increase donations on a yearly basis in line with inflation and is a remedy for the problem of static giving
- The scheme collects donations on the 1st of the month
- The money is returned to your church by the 10th of the month
- The Gift Aid is returned by the 13th of the month

- This scheme is open to all parishes

We have run 12 deanery workshops and two diocesan launch events. Since then, we have registered 85 Parishes to the new scheme. We have just over a year to get all those who give through the existing diocesan scheme moved over onto PGS.

We could not have done this without the hard work of treasurers, churchwardens, PCCs and individuals who have embraced the change. Your efforts are greatly appreciated!

We still have work to do, as a further 115 parishes need to register. The PGS scheme is very effective and parishes have found it easy to register. We have had some very positive feedback from the new scheme:

Comments from PGS users...

- *The changeover went very well, with about 30% signing to have the choice of an increase annually*
- *I would say our experience has been quite positive so far. In terms of dealing with the PGS, I've found them helpful and responsive*
- *Two members of the PCC volunteered to visit parishioners to explain finances and the new Parish Giving Scheme*
- *I am a PGS user and find it easy to understand the monthly reports I receive and download to check my records and it's great that PGS pays monies into our bank and claims the appropriate tax back and pays it into our bank also*

- *PGS will reduce some of my workload*
- *The internet visibility is great*
- *The cash flow is very prompt, base donation total followed in days by the gift aid total*
- *We've been on the scheme for six months, now and we have all our church members who give monthly to it*
- *We were blessed to see an increase in overall giving during this change*
- *The change has been good for us, we now know at the beginning of the month where we are financially*

We currently have some great advocates for the scheme who are willing to share experiences with you and your parishes.

We are encouraging parishes to register by June 2020 and begin the changeover process. You can run it alongside the existing scheme. This allows the chance to drip feed in over a period of time.

If your parish has not yet registered, we encourage you to consider using the new scheme. We are happy to walk you through the process. You will need a registration form, which you can use to get started.

You will need an agreement from your PCC and we will need signatures from your incumbent, treasurer and churchwarden. Contact us and we will send the required registration form out to you. Fill it in and return it to us with a bank paying-in slip, and we will complete the registration process.

The deadline to move over to PGS remains December 31st 2020.

Please feel free to contact us. We are here to help you on the journey.

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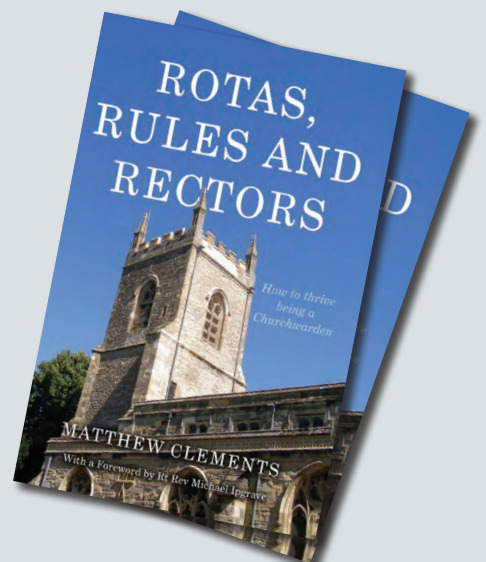
Churchwardens – unsung heroes!

Churchwardens are some of the most valuable volunteers in any church, bearing much of the responsibility of running and maintaining the building, not to mention the day-to-day functioning of the parish. The wide range of duties Churchwardens undertake makes the role one of the most varied in the church community. From rising damp to blocked drains, un-serviced boilers to crumbling stonework, they always have plenty on their plate!

Matthew Clements has written a book, *Rotas, Rules and Rectors*, to, 'help the churchwardens of the Anglican church to thrive, rather than merely survive in the role.'

With gentle humour based on solid experience and pragmatism, his book unravels what it is that Churchwardens actually do and what their job can entail. There are many pitfalls for the unwary ... and just as many joys as well. Filled with practical wisdom and shrewd common sense, *Rotas, Rules and Rectors* has practical advice for churchwardens and for those thinking of taking up the role or closely involved in parish work.

The book can be purchased online at: www.beingachurchwarden.com and any proceeds go to the Re-Ordering Fund at St Edburg's Church, Bicester.



Churchyard memorials

Sometimes the introduction of a headstone into a churchyard can seem like a high-blood pressure operation. Actually, it's not that complicated.



Here's a reminder of the basics:

The incumbent may only approve applications that fall within Churchyard Regulations. Other applications are passed on to the Registrar for the ruling of the Chancellor.

Materials

All memorials must be made of natural stone or of hardwood. Stones traditionally used in local buildings, or stones closely similar in colour and texture to local stone, are to be preferred. No surface of the stone may be finished with a reflecting surface. If desired, the front of the stone only may be finished to a fine rubbed surface provided it does not have a reflective or a 'mirror' effect. Gold or silver lettering is not permitted.

Sculpture, Statuary and Carving

The incumbent may approve a memorial which includes sculpture or carving on the front side of the memorial provided that this does not extend over more than one-fifth of the surface area of that side and is not inappropriate.

Designs

Provided that a memorial complies with the permitted measurements, either a curved top or a straight top is permitted. Photographs, porcelain portraits, kerbstones, chains, glass shades and chippings are not within the Regulations.

Temporary Wooden Cross

During the period between burial and the later introduction of a permanent memorial, the grave may be marked by a small temporary wooden cross.

Inscriptions

- Inscriptions should be simple and reverent. Quotations will often be taken from the Bible or Prayer Book or from other sources compatible with the Christian faith.
- Guidance is often sought in relation to applications for wording which includes informal references to the deceased such as 'Mum' or 'Dad'. Ministers should encourage applicants to use the full English terms such as 'Mother' and 'Father'. However, where applicants continue to want abbreviations, the minister may allow these if he/she considers it right to do so.

Commemoration after Cremation

If there is an area in the churchyard for the interment of cremated remains, a stone tablet (bearing the name of the deceased and the dates of birth and death) no larger than 18" x 18" may be laid flush with the ground.

Flowers

- The design of a memorial may include an integral flower receptacle.
- Where there is no receptacle, flowers must be placed in a removable water container.
- Wreaths and other cut flowers may be laid on a grave, but must be removed as soon as they appear to be withered. No artificial flowers are permitted except for Remembrance Day poppies and traditional Christmas wreaths.

Does that help at all? If you need to know more, take a look at:

www.peterboroughdiocesanregistry.co.uk/memorials.pdf



The Chancellor of the Diocese, David Pittaway QC...

For each diocese, there must be a Court of the Bishop which is known as the Consistory Court. Each court is presided over by a single judge appointed by the Bishop who is known as the Chancellor of the Diocese. A person may be appointed Chancellor only if he or she holds or has held high judicial office or has the qualifications for holding a high judicial office such as being Queen's Counsel. Before appointing a person as Chancellor, the Bishop must consult the Lord Chancellor and the Dean of Arches.

Though appointed by the Bishop in adjudicating matters in the Bishop's Court, the Chancellor is independent of the Bishop. The position reflects the separation of powers between the executive and the judiciary in the secular sphere.

The Office of the Chancellor technically combines that of Official Principal (who presides over and represents the Bishop in the Consistory Court) and Vicar General (who acts as the Bishop's deputy in non-judicial legal and administrative affairs). The Consistory Court has jurisdiction to hear and determines proceedings relating to consecrated land and buildings including faculties to authorise an act relating to church land or buildings, approval of memorials and authorising exhumations.

Helping one generation praise God's work to another

The Diocese of Peterborough Gen2 Team aims to encourage parishes in mission and ministry with children and young people. We are available to advise, train, resource and equip churches to fully include children and young people and to become intergenerational in all aspects of church life, so that 'one generation shall praise God's works to one another' (Psalm 145:4).



We believe that growth happens when all generations are engaged in being disciples of Jesus together. The Church of England's recent report, Rooted in the

Church, found that where children and young people are included in leadership and worship, treated as equals and unconditionally welcomed they will stay and be at the heart of their local church family.

As a Gen2 Team, we are committed to helping parishes make this their reality. In 2018, we were awarded a £1.2m development grant which has allowed us to invest in the high-quality training and employment of children and youth workers from 2018 – 2024. So far we have supported 4 people, who are helping to shape their parish ministry and are training full-time for a degree in mission and ministry. This has meant that:

- 400 people in the diocese who haven't been involved with their local church family have started to attend an outreach or discipleship activity
- nearly a third of those present have been adults (18+)
- grandparents have been volunteering at youth cafés
- youth groups are leading Sunday worship and sharing their excitement for God with others

- 5 parishes are part of a national pilot to pioneer new ways of working together with local schools and parents to grow faith.

Here are our FIVE BIG QUESTIONS for you and your Church:

1. **CHILDREN AND YOUNG PEOPLE** need Church as much as the Church needs them. *How can your Church become a fully intergenerational community?*
2. Churches are **MAKING SPACE TO GROW** by stopping some activities. *What do you need to change in order to make space for children, young people and families?*
3. **NEW GROUPS** are springing up in **SURPRISING PLACES**. *What opportunities and needs are there in your local community?*
4. Church leaders are **CHANGING THEIR PRIORITIES** to focus on children and young people. *How can you support your Church leader to do that?*
5. We're exploring **FRESH APPROACHES TO TRAINING** clergy, lay ministers and children's & youth workers. *What training and help do you need in your church?*

You can use these questions for everything from starting a conversation with your PCC to praying together as a Church. We're here to support you as you journey together.

Please get in touch or you could visit our website: www.gen2team.com



Roof alarms

Allchurches Trust Limited, the owner of the Ecclesiastical Insurance Group, has offered Northamptonshire Historic Churches Trust (NHCT) funding of up to £50,000 for the installation of a roof alarm protection system in churches within Northamptonshire.

This is to be distributed by NHCT on the basis of a grant of £1,000 to 50 individual churches in the county, which do not already have a roof alarm system. Allocations will be made on a 'first come, first served' basis.

The conditions to the making of the grant are very straightforward, each church benefiting from the scheme must:

1. not have already received a grant for a similar purpose directly from Allchurches Trust Ltd
2. ensure that the system to be installed is one approved by its insurer
3. obtain a faculty, or List B permission, for the installation of the system
4. commit to maintaining the system at its own expense for a minimum of 5 years
5. agree to an end date by which the grant will be used, and
6. return any residual amount to Allchurches Trust, via NHCT, shortly after that end date.

Metal theft from churches is, regrettably, all too common. As well as damaging our beautiful and historic buildings, it causes expense, distress and frustration. Replacement and subsequent insurance can be costly. A roof alarm goes a long way towards deterring the thieves.

Please let your Archdeacon know, as soon as possible, if your church wishes to take up this kind offer and he will pass your request on to NHCT for further action.

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 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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