

Churchwarden Training

September 2026

***‘It is our duty and joy to give
praise to Almighty God’***

Welcome and opening worship

**A service of the word for
Creationtide**

Gathering and Greeting

God in Christ has revealed his glory.

Come let us worship.

From the rising of the sun to its setting

the Lord's name is greatly to be praised.

Give him praise, you servants of the Lord.

O praise the name of the Lord!

.....

Hymn: God is working his Purpose Out

<https://youtu.be/Cr3goa3DXsw?si=ERjDokLszaqMFxkr>



Opening Prayer

We praise you, living God:

you give strength to the earth that sustains us,
you open your hand to feed all living things. (a)

We praise you, Lord Jesus Christ:

you teach us with stories of seeds and weeds and harvest time,
you call us to accept your word and bear much fruit. (b)

We praise you, Holy Spirit, fire of love:

you are the breath of life in every creature,
you refresh our thirsty souls with grace. (c)

Blessed be God, Source of Wisdom, living Word, abiding Spirit,

Blessed be God for ever.

.....

Climate Change Prayer (Collect)

Holy God, earth and air and water are your creation,
and every living thing belongs to you:

have mercy on us as climate change confronts us.

Give us the will and the courage to simplify the way we live,
to reduce the energy we use,
to share the resources you provide,
and to bear the cost of change.

Forgive our past mistakes
and send us your Spirit,
with wisdom in present controversies
and vision for the future to which you call us
in Jesus Christ our Lord.

.....

Penitence

God our Father, we are sorry
for the times when we have used your gifts carelessly,
and acted ungratefully.

Hear our prayer, and in your mercy:
forgive us and help us.

We enjoy the fruits of the harvest,
but sometimes forget that you have given them to us.
Father, in your mercy:
forgive us and help us.

We belong to a people who are full and satisfied,
but ignore the cry of the hungry.

Father, in your mercy:

forgive us and help us.

We are thoughtless,
and do not care enough for the world you have made.

Father, in your mercy:

forgive us and help us.

We store up goods for ourselves alone,
as if there were no God and no heaven.

Father, in your mercy:

forgive us and help us.

.....

Absolution

The Lord enrich you with his grace,
and nourish you with his blessing;
the Lord defend you in trouble and keep you from all evil;
the Lord accept your prayers,
and absolve you from your offences,
for the sake of Jesus Christ, our Saviour.

Amen.

All creation bless the Lord;
and you, angels of the Lord,
praise and glorify the Lord.

Sun and moon, bless the Lord;
and you, night and day, bless the Lord,
and you, light and darkness, bless the Lord.

Praise the Lord all the earth.
Birds of the air, bless the Lord,
all creatures of the sea, bless the Lord.

Fire and hail, bless the Lord.

Snow and frost, bless the Lord,
mountains and hills, bless the Lord.

Praised be Christ, he is our hope,
he is the joy of our hearts.

Compassionate and gracious is our God.

The Lord opens up a way,
and leads us on paths of life,
the earth is full of God's love.

The glory of the Lord fills the earth.
Let all peoples bless God's name,
Let everything that breathes bless the Lord.

.....

Liturgy of the Word

Bible reading From Job ch 38 v1 – 15

Then the LORD answered Job out of the whirlwind and said:

2 “Who is this that darkens counsel by words without knowledge?

3 Dress for action like a man;

I will question you, and you make it known to me.

4 “Where were you when I laid the foundation of the earth?

Tell me, if you have understanding.

5 Who determined its measurements—surely you know!

Or who stretched the line upon it?

6 On what were its bases sunk,

or who laid its cornerstone,

7 when the morning stars sang together
and all the sons of God shouted for joy?

8 “Or who shut in the sea with doors
when it burst out from the womb,

9 when I made clouds its garment
and thick darkness its swaddling band,
10 and prescribed limits for it
and set bars and doors,
11 and said, 'Thus far shall you come, and no farther,
and here shall your proud waves be stayed'?
12 "Have you commanded the morning since your days began,
and caused the dawn to know its place,
13 that it might take hold of the skirts of the earth,
and the wicked be shaken out of it?
14 It is changed like clay under the seal,
and its features stand out like a garment.
15 From the wicked their light is withheld,
and their uplifted arm is broken.

This is the Word of the Lord

Thanks be to God

Affirmation of faith

Let us declare our faith in God.

All We believe in God the Father,

from whom every family

in heaven and on earth is named.

We believe in God the Son,

who lives in our hearts through faith,

and fills us with his love.

We believe in God the Holy Spirit,

who strengthens us

with power from on high.

We believe in one God;

Father, Son and Holy Spirit. Amen.

.....

Prayers

God in creation

Let us pray for our own needs and for the needs of others,
following the pattern which Jesus gave
when he taught us to pray to God our Father.

Through our love of the countryside,
through our care for farmers and all who work on the land,
through our care for animals and wildlife,
through our respect for property and tools:
Father, hallowed be your name.

On our farms and in our homes,
in our colleges and schools,
where machinery is made,
and where policy is planned:

Father, your kingdom come.

By our seeking your guidance,
by our keeping your commandments,
by our living true to our consciences:

Father, your will be done.

For the millions who live in poverty and hunger,
for our own needs, and the requirements of our neighbours,
by cooperation, sympathy and generosity:

give us today our daily bread.

Because we have broken your commandments,
doing what we ought not to do and failing as
good stewards of your creation;
forgive us our sins.

If any have injured us by injustice, double dealing or exploitation:
we forgive those who sin against us.

When prosperity lulls us to false security,
or hard times prompt us to despair,
When success makes us boastful,
or failure makes us bitter:
**lead us not into temptation,
but deliver us from evil.**

In the assurance of faith,
in the confidence of hope,
in the will to serve,
help us to love Christ as Lord,
and our neighbour as ourselves.

**for the kingdom, the power,
and the glory are yours,
now and for ever.**

Amen.

.....

Creator God,
you give seed for us to sow,
and bread for us to eat;
make us thankful for what we have received
and generous in supplying the needs of others
so all the world may give you thanks and glory,
through Jesus Christ our Lord.

Amen.

.....

Dismissal

From St Patrick's Breastplate

**I bind unto myself today
the power of God to hold and lead,
his eye to watch, his might to stay,
his ear to hearken to my need;
the wisdom of my God to teach,
his hand to guide, his shield to ward,
the word of God to give me speech,
his heavenly host to be my guard.**

Amen

Go in strong and growing faith.
Trust in the tenderness of Christ
to heal a bruised and broken world.
Thanks be to God.

Go in eager and refreshing hope.
Work with Christ risen from the dead,
to fulfil the promise of a new creation.
Thanks be to God.

Let us go in peace,
to treasure and to tend the world God made
and loves.

In the name of Christ. Amen.

.....

Sources:

Patterns for Worship 1995,1998, New Patterns for Worship 2002 : Church House Publishing

Climate Change prayer; Dismissal, stewardship of creation; Anglican Communion Environmental Network



***‘Be zealous in forwarding the
witness and service of the Church’***

The Mission Context

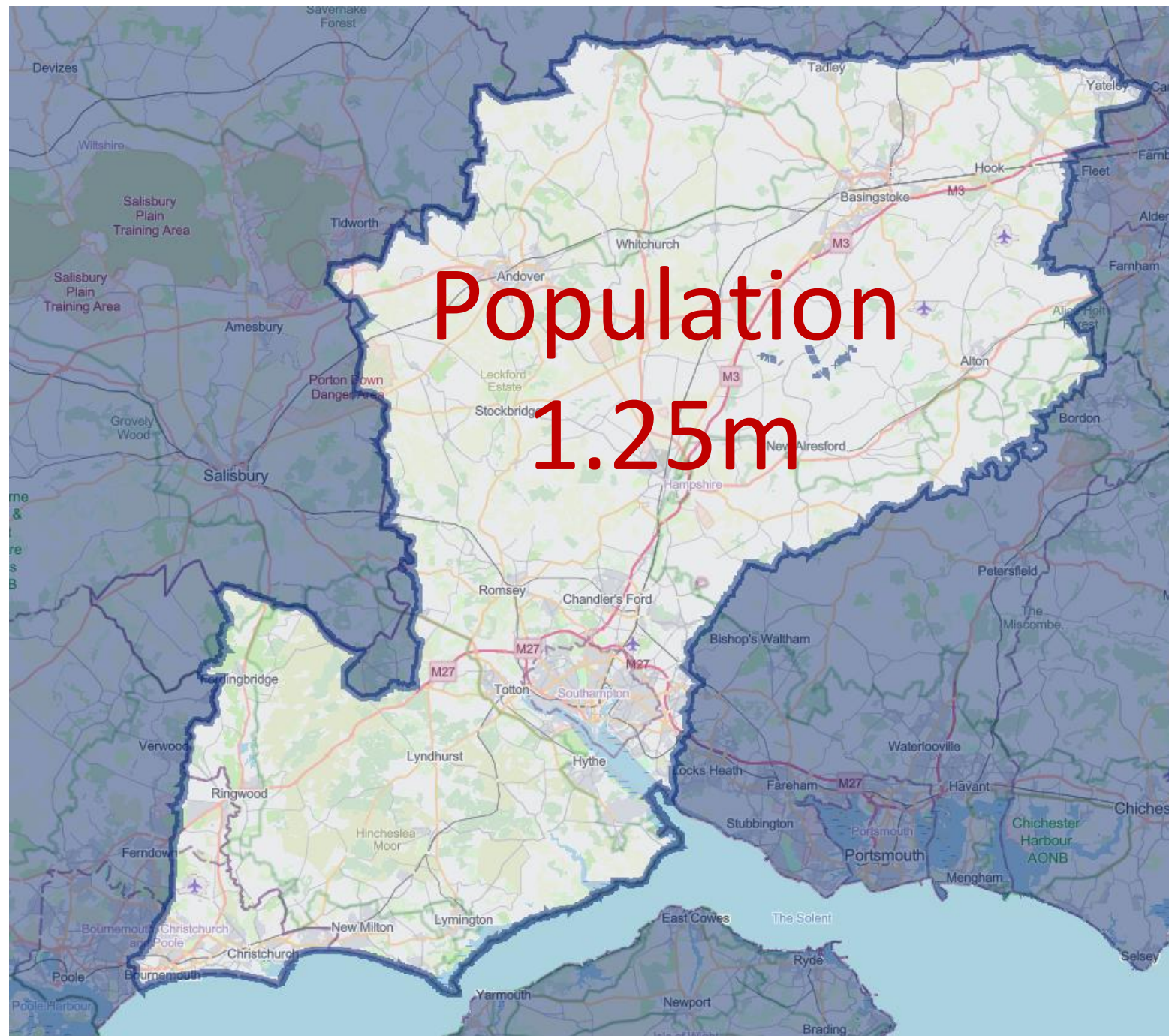
(Part I)

GETTING TO KNOW THE TEAM

Colin Harbidge
Diocesan Secretary



UNDERSTANDING OUR DIOCESE

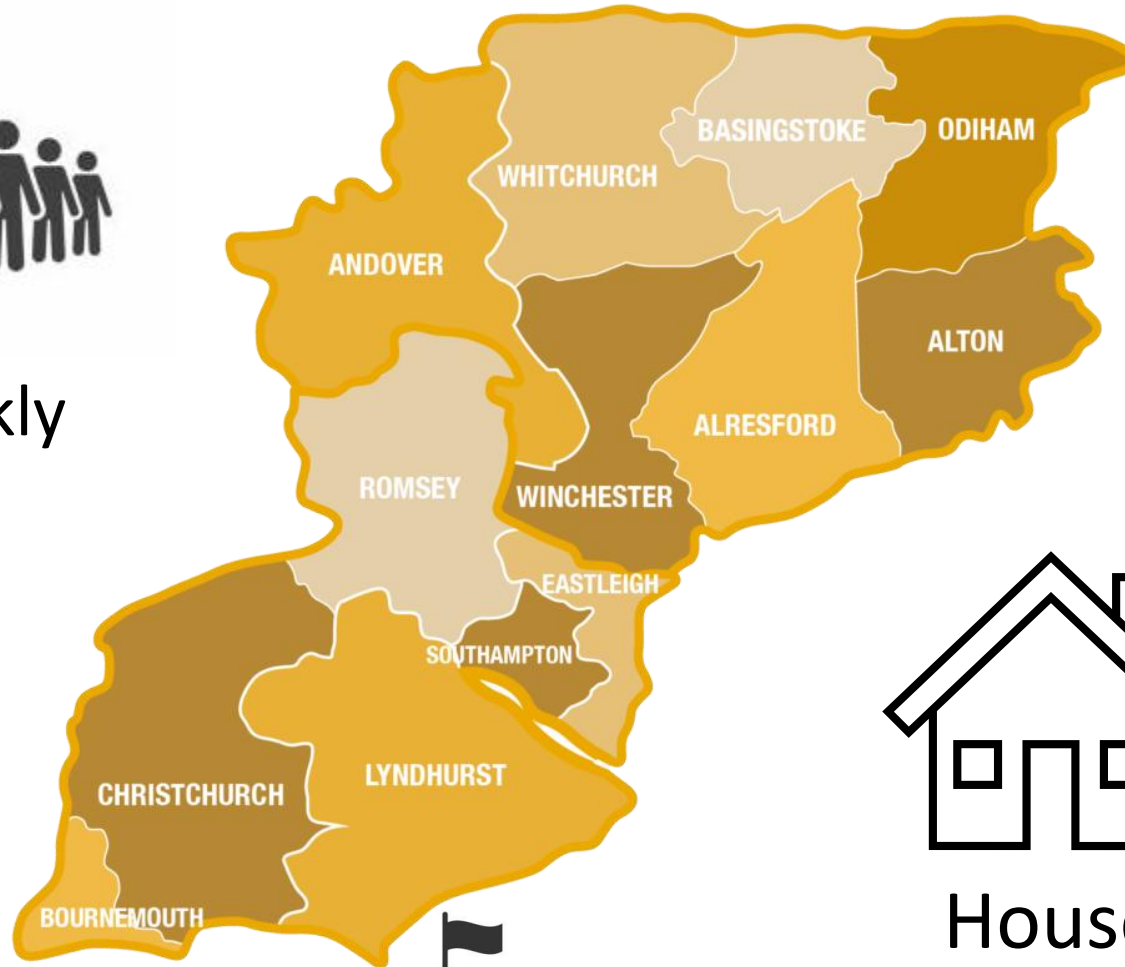




Average Weekly
Attendance
17,300



Church Buildings
349



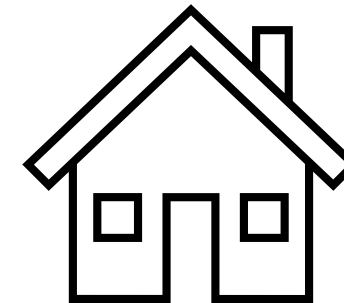
Church Schools
100



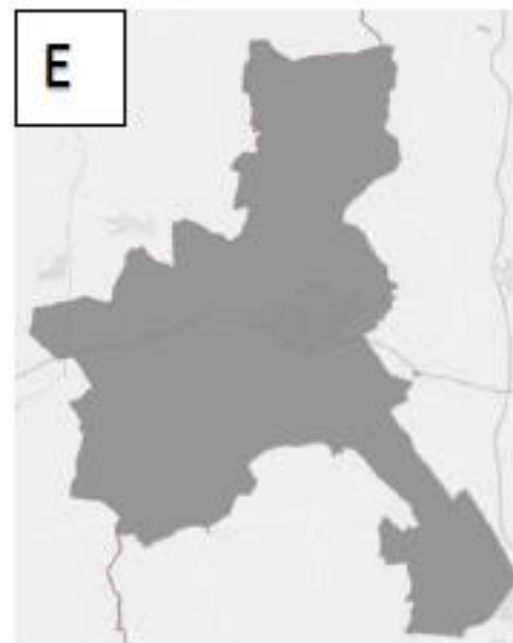
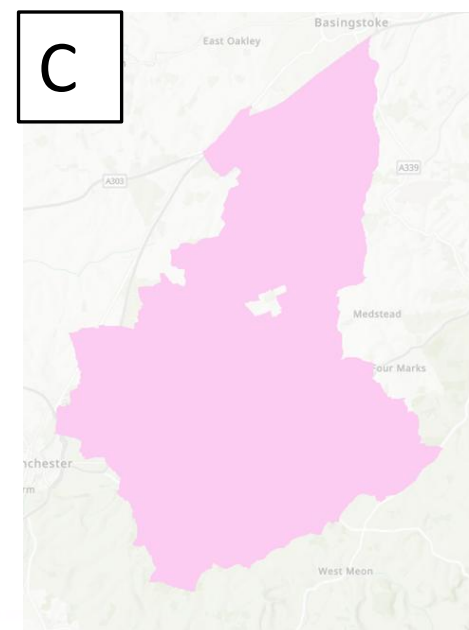
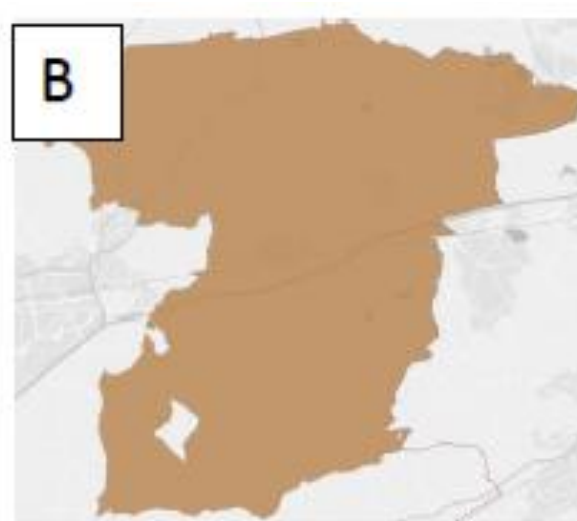
Parishes
232



Commissioned &
Authorised
Ministers:
920



Houses:
205



Which Deanery has...

- The smallest population?

Alresford 15,000

- The largest population?

Southampton 245,000

- The highest ratio of stipendiary clergy to population?

Alresford 1:3,660

- The lowest ratio of stipendiary clergy to population?

Southampton 1:13,633

- The greatest % of its population attending church?

Alresford 3.4%

- The lowest % of its population attending church?

Southampton 0.9%

Which Deanery has...

- The most affluent population?
- The least affluent population?
- The highest average weekly giving levels?
- The lowest average weekly giving levels?

Alresford

Southampton

Southampton £29.58

Andover £11.17

What is the (approximate) population of the *largest* parish in our Diocese?

26,400	30,900	44,900	61,959
			✓

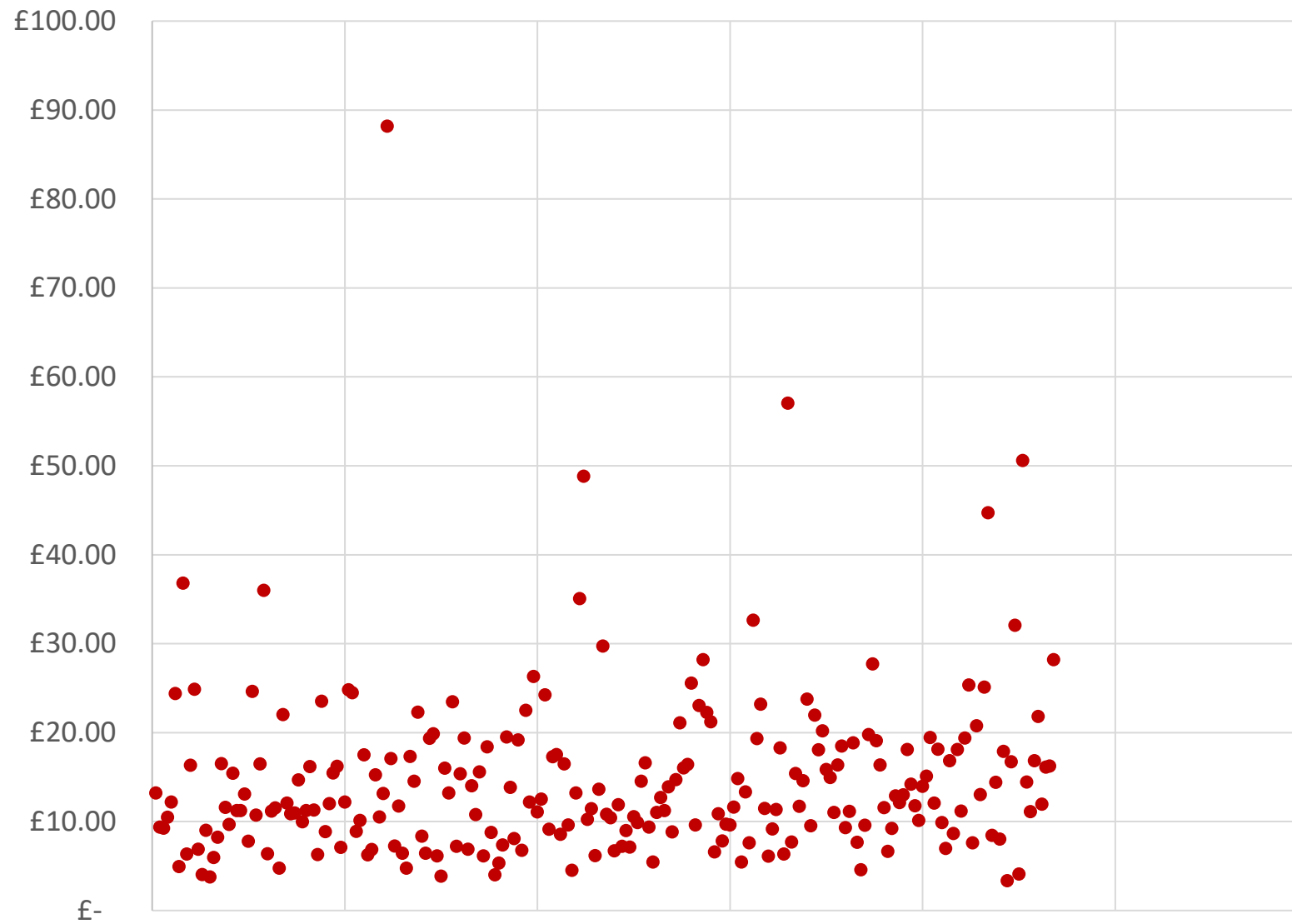
What is the (approximate) population of the *smallest* parish in our Diocese?

105	84	43	23
		✓	

Over the last 20 years, by what percentage has...

- The usual Sunday Attendance across our diocese reduced?
40%
- The number of stipendiary clergy reduced?
40%
- The number of church buildings reduced?
3%
- The number of individual parishes (PCCs) reduced?
9%
- The average weekly giving per planned giver increased?
242%

What does this chart illustrate?



BBC
RADIO



BBC
RADIO



BBC
RADIO



BBC
RADIO



"to act in the public interest, **serving all audiences** through the provision of impartial, high-quality and distinctive output and services which inform, educate and entertain".

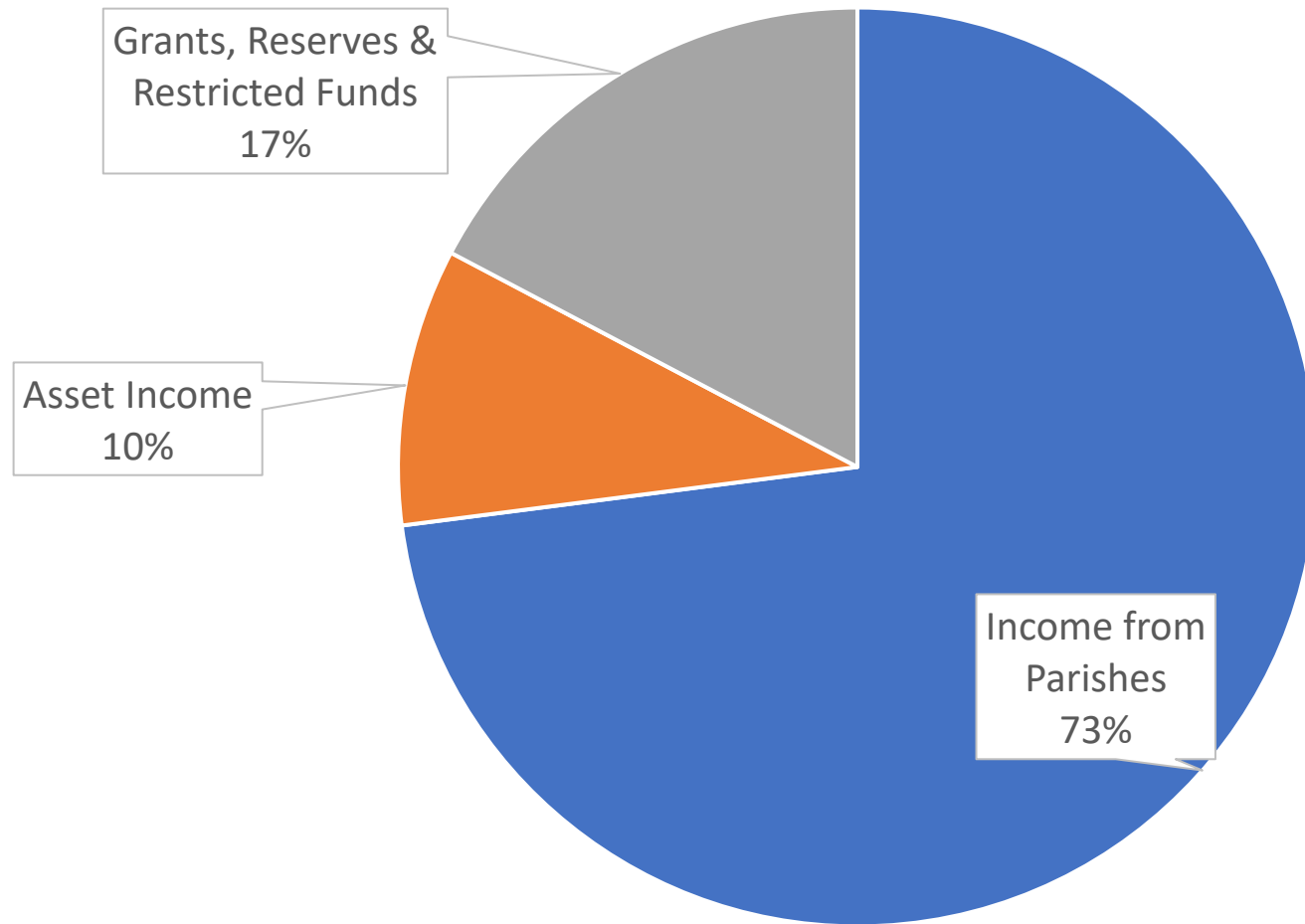
Across the 42 Dioceses, what is the average number of full-time equivalent employed staff in Diocesan Offices?

51.2	53.3	66.9	71.8
	✓		

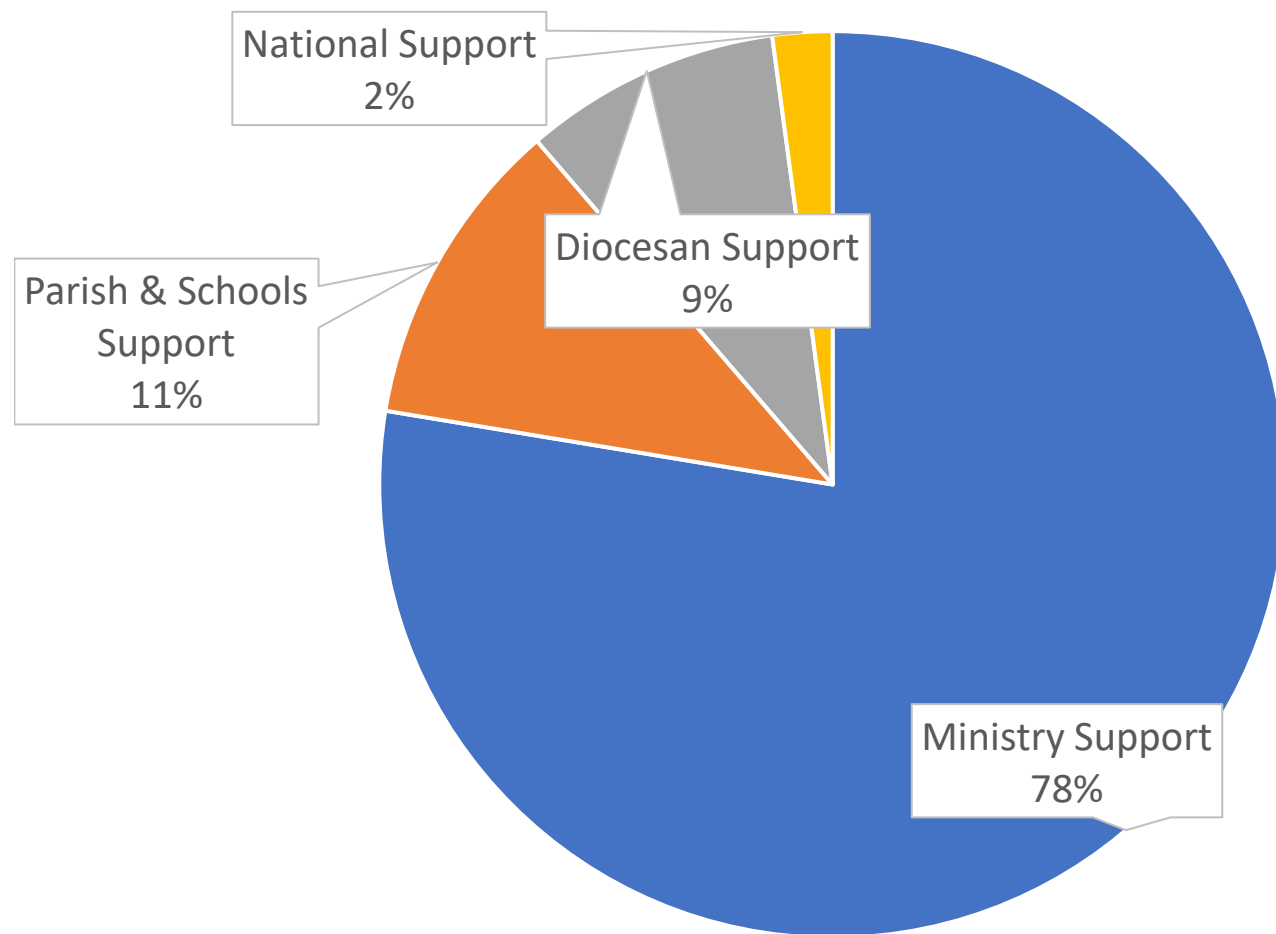
How many full-time equivalent employed staff are employed by Winchester?

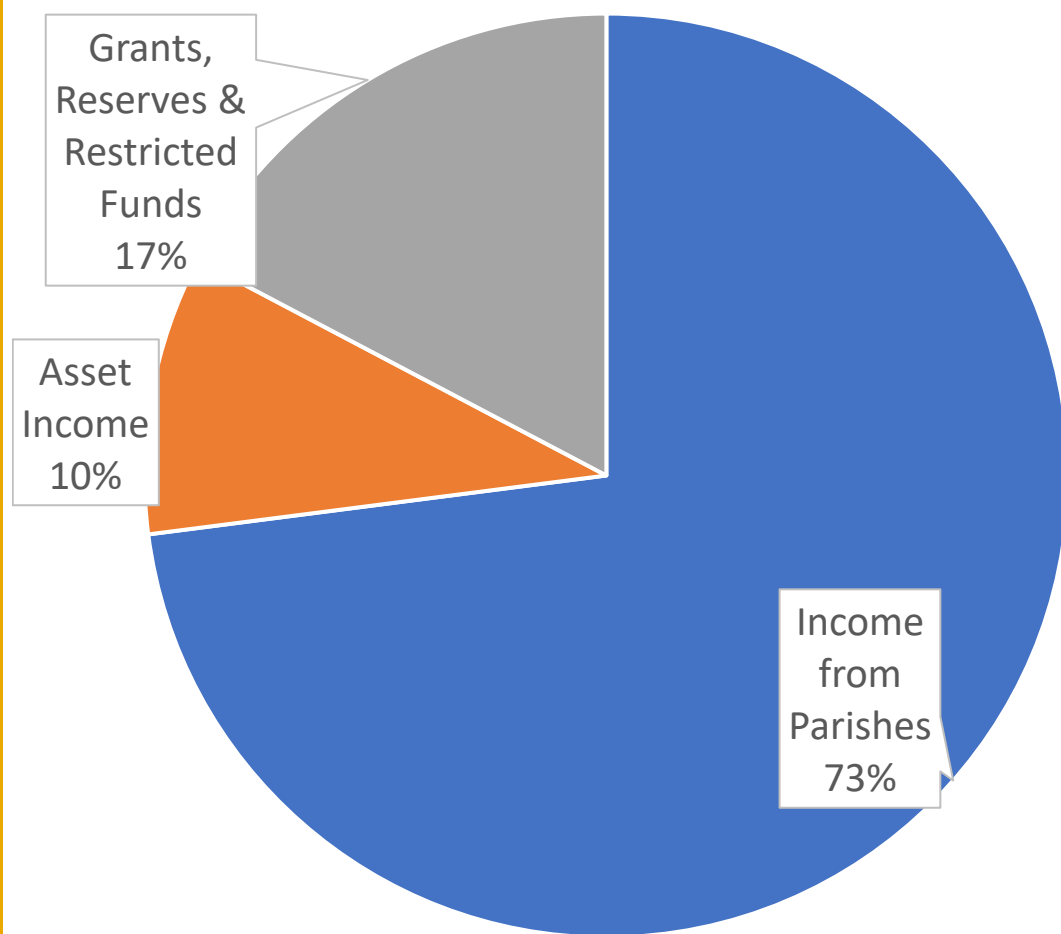
12.8	46	50.7	62.9
	✓		

What percentage of Diocesan annual income comes from parishes (CMF and fees)?

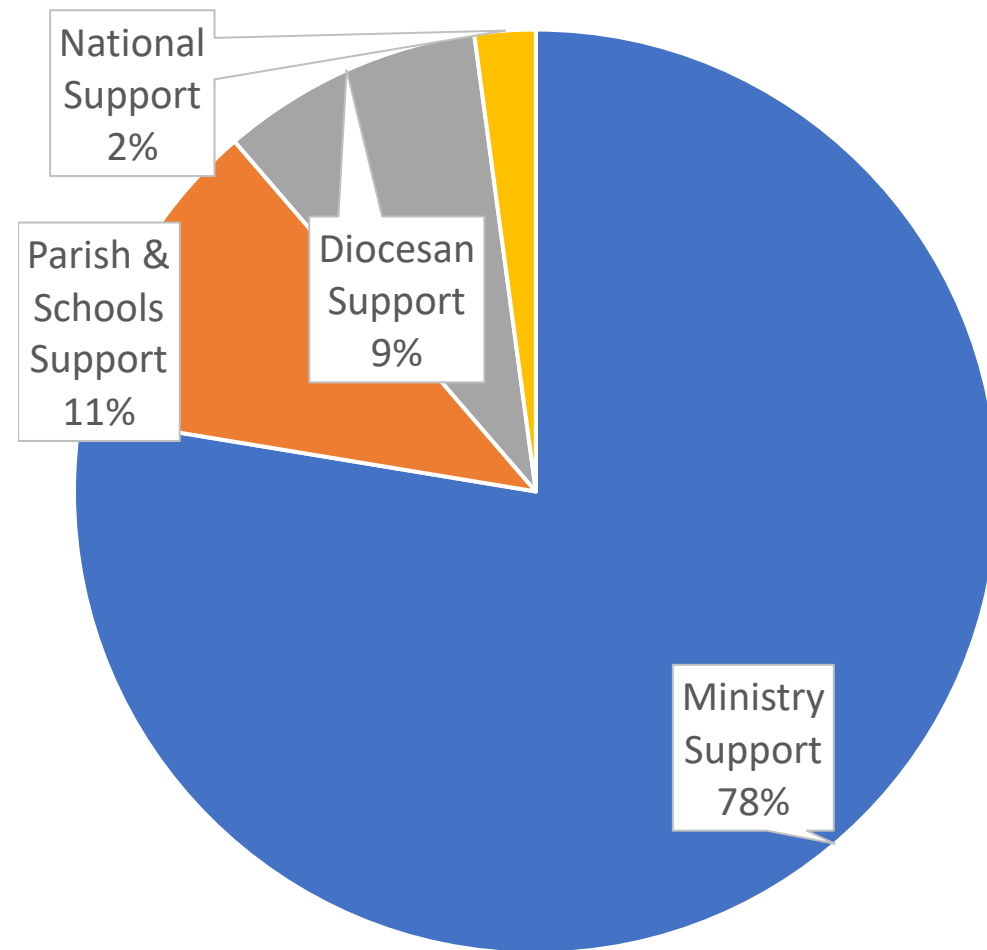


What percentage of Diocesan annual expenditure goes on local ministry and mission in our parishes and schools?





Diocesan Income



Diocesan Expenditure

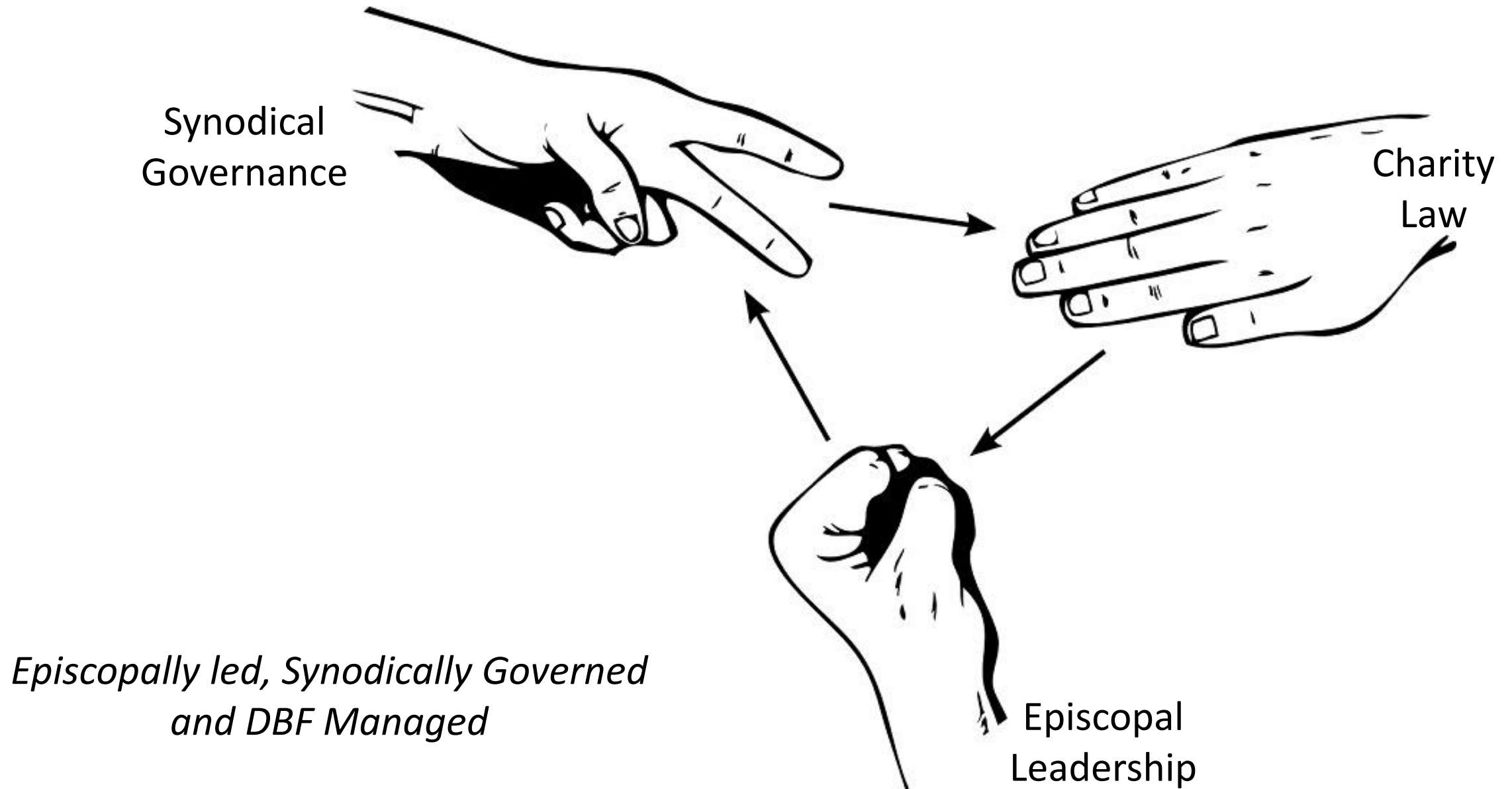
Three strands of governance

Episcopal Authority
Synodical Governance
Secular Charity Law

Bishop
Diocesan Synod
Trustees of the WDBF



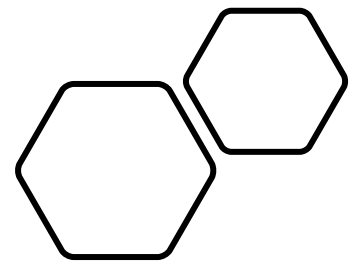
Which strand of Governance is the most powerful?



Solve this anagram:

Waxy Newsweek Alights

Walking the Wessex Way



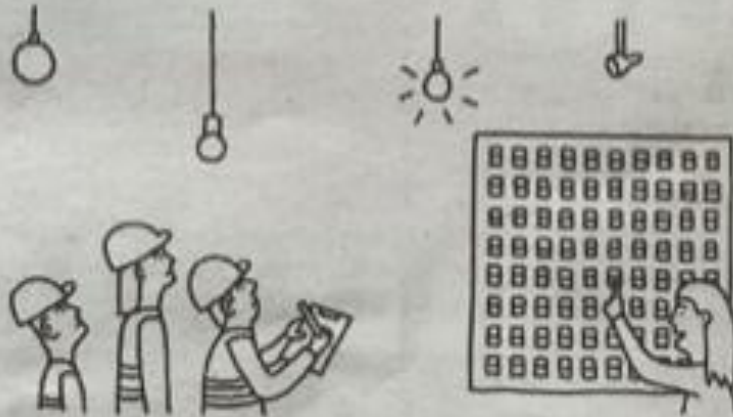
***‘Be zealous in forwarding the
witness and service of the Church’***

The Mission Context

(Part II)

TRAINING

ESSENTIAL SKILLS FOR NEW CHURCHWARDENS



WHICH LIGHT SWITCH DOES WHAT



WHEN TO PUT THE URN ON



THE BASICS OF THE
HEATING SYSTEM



ROLE PLAY: HOW TO HOLD A
CONVERSATION WITH A VISITOR

The Mission Context...





232 parishes

**352 church
buildings**

...The Mission Context



**116.5
stipendiary
clergy**



Why have a strategy at all?

- ❑ Society has changed, and is changing
- ❑ Missional context has changed, is changing
- ❑ Church needs to (keep on) changing
- ❑ New things as well as old

‘Therefore every scribe who has been trained for the kingdom of heaven is like the master of a household who brings out of his treasure what is new and what is old.’ **Matthew 13.52**

"If you don't like change,
you're going to like
irrelevance even less."

- General Eric Shinseki, U.S. Army Chief of Staff

ANDOVER



WALKING THE WESSEX WAY

SOUTHAMPTON



ANDOVER



LYNDHURST

*‘Walking the Wessex Way’ is a story and vision for the Diocese of Winchester, offering four lenses – **Loving, Serving, Learning and Growing** – through which we can reflect on where God is leading us.’*



WALKING THE WESSEX WAY

Serving – Christlike engagement with our communities, bringing peace, hope and reconciliation

Learning – deepening our discipleship as followers of Christ

A LEGACY OF GRACE

Growing – the renewal of the Church as the Body of Christ

Loving – making the loving presence of Jesus known in our midst, as his body



Saving the heritage of our church buildings

St Mary's Overton

Coffee

*To reduce waste,
please re-use
your cup*



Assistant Churchwardens



- No legal standing
- Not ex officio on the PCC
- No need to be admitted to office
- Avoid 'deputy' label if possible
- + Incredibly helpful to have!
- + Sharing the load
- + Succession planning
- + Creates local expertise
- + Could be co-opted to PCC (if not already an elected member)

‘Good stewards in the administration of our Church’



DIOCESE of
WINCHESTER



Churchwardens

The Legal Framework

Introduction

- Oldest of the lay roles in the Church
- Date from at least the 14th century as “lay guardians” of the parish church
- Traditionally seen as particularly linked to the edifice and goods of the church, and the finances
- Most of those responsibilities transferred to PCC in early 20th century

Qualifications

- Baptised
- Name on the electoral roll
- Actual communicants (3 x pa)
- (Implied: confirmed, or ready & desirous of being confirmed)
- At least 21 years old
- Not disqualified (eg Charity Commission, DBS)

Office

- Regulated by the Churchwardens Measure 2001
- Elected annually at meeting of parishioners
 - Annual meeting = electoral roll + local authority roll of electors
- Member of the PCC *ex officio*
 - Join PCC immediately after election as churchwarden-elect
 - Take over as churchwarden upon successor being sworn in
- Disqualified after 6 successive terms
 - But meeting of parishioners can waive this rule
- Resign in writing to the bishop
- Can be suspended for safeguarding reasons

Powers & Duties: (1) Building and fabric

- (With the minister) Duty to obtain a faculty for any alterations, additions, removals or repairs (Canon F 13)
- Keep:
 - **Inventory** of plate, ornaments and moveable goods
 - **Terrier** of all benefice land
 - **Log book** of all alterations, additions, repairs
- Inspect the fabric and articles of the church at least every year, and deliver a fabric report to the PCC
 - This becomes the basis of the report to the APCM

Powers & Duties: (2) Good order

- Maintain order and decency in the church and churchyard, especially during divine service
 - To “not suffer” the church to be used for “temporal objects inconsistent with the sanctity of the place” (Canon F 15)
 - Ensure the bells are not rung contrary to the direction of the minister (Canon F 15)
 - Powers of arrest for “riotous, violent or indecent behaviour” in church or churchyard
 - Allocate seats among parishioners

Powers & Duties: (2) Good order

- As *ex officio* member, ensure the business of the PCC is in good order
 1. Ensuring the PCC is carrying out its purposes
 2. Ensure the PCC is complying with the law (eg the Church Representation Rules)
 3. Act in the PCC's best interests
 4. Manage the PCC's resources responsibly
 5. Act with reasonable care and skill (taking advice as necessary)
 6. Ensure your PCC is accountable

Charity Commission guidance: Trustees' 6 main duties

Powers & Duties: (2) Good order

- Safeguarding
 - Duty to have due regard to House of Bishops' safeguarding guidance / comply with requirements of safeguarding code
 - Encourage a safe culture in the church

Powers & Duties: (3) Lay leaders

- Be foremost in representing the laity and in cooperating with the incumbent
- Use “best endeavours by example and precept to encourage the parishioners in the practice of true religion” and to promote unity and peace (Canon E 1)
- Provide bread and wine for communion (paid for by the PCC) (Canon B 17)

In a vacancy: sequestration

- In a vacancy, churchwardens (with the area dean and anyone else appointed by the bishop) are the sequestrators
 - ie they must account for the incumbent's income
- Occasional office fees
 - Legally, paid to DBF and PCC
 - Diocesan guidance allows sequestrators to pay directly appropriate ministers to take services
 - Also allows honorarium for regular services

In a vacancy: sequestration

- Parsonage house (rectory or vicarage)
 - May be asked to sign the lease, if let out
 - Asked to carry out general supervision and routine maintenance if left vacant



www.battbroadbent.co.uk

Salisbury Office

01722 411 141

Minster Chambers, 42/44 Castle Street, Salisbury, SP1 3TX

Chippenham Office

01249 472 444

65 St Mary Street, Chippenham, Wiltshire, SN15 3JF



People, buildings, and fabric

Church Buildings and DAC

Richard Streatfield

DAC Secretary

richard.streatfield@winchesterdiocese.org

Libby Davis

Church Buildings Support Officer

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DIOCESE of
WINCHESTER

Your Church Building

- Responsibility for your building
- Ecclesiastical Exemption Order 2010
- The process
 - Church Buildings Team
 - Diocesan Advisory Committee (DAC)
 - The Registry and Chancellor



Quinquennial Inspections

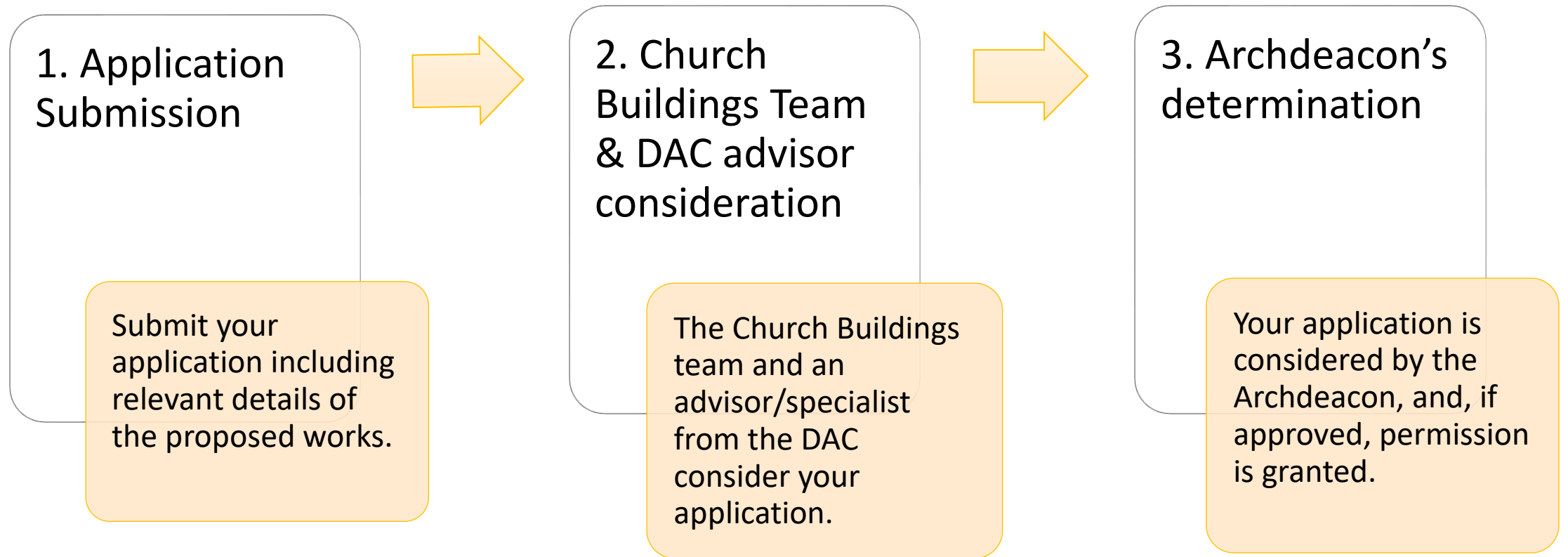
- Inspection of your church building every 5 years
- Carried out by a suitably qualified conservation accredited architect/surveyor (appointed by your PCC)
- Report issued outlining a snapshot of the condition of your church building
 - Not a detailed specification of works – but helps to provide an indicative insight into how to care/maintain/repair your building!

Don't forget! Report fees are reimbursed by the Diocese to the agreed fee grid

Permission Types

- **List A** – De Minimis items such as like for like repairs to non-historic plain window glass, installation of bat boxes, introduction of anti-roosting spikes etc.
- **List B** – Generally can be confined to routine maintenance and repair works with a general rule that no major addition, change in material or visual change is made to the building.
- **Faculty** – All works not covered in the aforementioned Lists are covered by a faculty.
- **TMRO** – This is a temporary permission that can be granted by the Archdeacon for up to 24 months.

List B permissions



Detailed breakdowns of permissions processes can be found on our website:

www.winchesterdiocese.org/church-buildings/

Faculty permissions

- Formally granted by the Chancellor of the Diocese
- Early engagement with Church Buildings Team is key
- May require external consultation
- Will require a public notice period
- Not a replacement for planning permission
- Work with relevant professionals
- Listen to local views – congregation and wider community

Detailed breakdowns of permissions processes can be found on our website:

www.winchester.anglican.org/church-buildings/

Supporting documents and images

- A **summary of the works/other proposals** on which advice is being sought
- Any **relevant designs/plans/photographs**
- Any other documents giving particulars of the works e.g. **schedule of works**
- Any **advice/material** obtained relating to **environmental implications** of the works proposed
- The **section of the PCC minutes** detailing the agreement/discussion of the proposed works
- Any documents detailing **quotations**
- Inspecting Architect consultation form

Statement of Need/Significance

- Statement of Need
 - A detailed document addressing the need for any proposed works and justifying the need against the significance of your church building.
- Statement of Significance
 - A detailed document outlining the most important aspects of your church – from a historical, architectural, artistic, and liturgical viewpoint.

These two documents heavily contribute to how your proposal is judged by the DAC, external bodies, and the Chancellor.

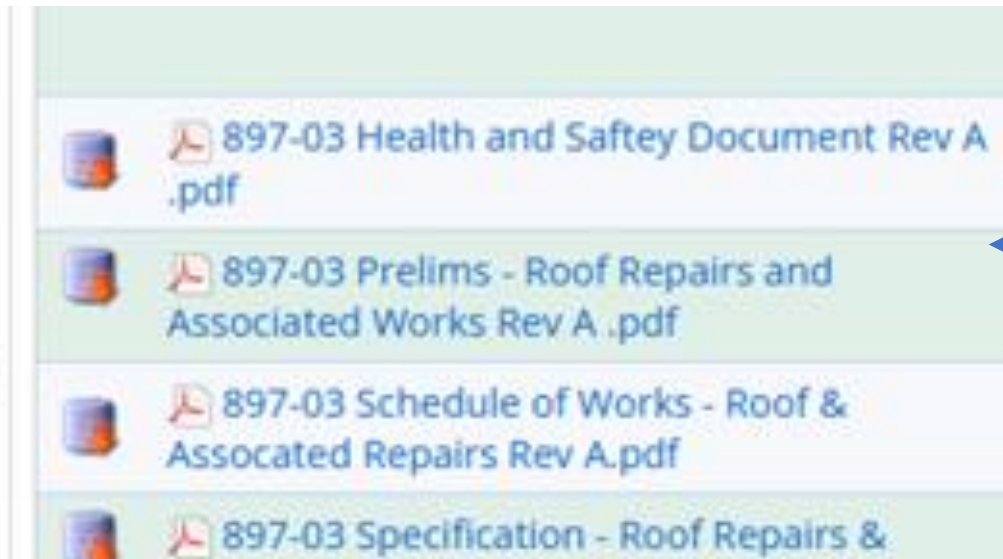
Top Tip: These should be the first things you write/create when considering your proposal – they are the basis of deciding what's best for your needs and building!

Templates can be found: [Statements of significance and needs | The Church of England](#)

Contact [Church Buildings Team](#) for assistance and advice in preparing your statements

Example Applications

- Repair faculty example



Summary: Stripping of roof coverings and battens and installation of new battens , counter battens and insulation .Repairs to guttering and downpipes and installation of new nave guttering and downpipes

The Faculty Application will be kept electronically by the DAC and the Diocesan Registrar, but you might find it helpful to save or print out the forms and documentation for your church records.

To download all the relevant information needed, select the "Download all forms & documents" button and this will download a zipped folder to your computer.

Details	Supporting documents and images	History	My Notes	Messages	Archived Forms
	File Name	Description	Size	Modified	Uploaded By
	Plan+showing+areas+of+works.pdf	Plan showing areas of work	858827	12/09/2024 02:50:10	
	Notes on Meeting 28.08.2024.pdf	Scope of work architect notes from meeting 28.08.24	151632	12/09/2024 02:50:59	
	BTCP PCC MINUTE- stonework repairs.docx	PCC minute approving works	12548	12/09/2024 02:51:45	
	SAGA email 04.09.	SAGA email to Planning Department setting out reasons for need to install Nave slop guttering, downpipes and lead flashings	16310	12/09/2024 03:17:04	
	897-03 Health and Safety Document Rev A .pdf	Health and Safety	275613	17/09/2024 10:36:54	
	897-03 Prelims - Roof Repairs and Associated Works Rev A .pdf	Prelims	244029	17/09/2024 10:37:12	
	897-03 Schedule of Works - Roof & Associated Repairs Rev A.pdf	Schedule of Works	807329	17/09/2024 10:37:30	
	897-03 Specification - Roof Repairs & Associated Works Rev A.pdf	Specification	528019	17/09/2024 10:41:20	
	897-03-400 Site Location Plan.pdf	Site Location Plan	435063	17/09/2024 10:41:38	
	897-03-401 Existing Roof Plan.pdf	Existing Roof Plan	565273	17/09/2024 10:41:52	
	897-03-402 Existing South Elevation.pdf	Existing South Elevation	559876	17/09/2024 10:42:36	
	897-03-405 Proposed Roof Plan.pdf	Proposed Roof Plan	600519	17/09/2024 10:42:58	
	897-03-406 Proposed Guttering and Flashings to Nave Roof.pdf	Proposed Guttering and Flashing	698107	17/09/2024 10:43:19	
	897-03-407 Proposed South Elevation.pdf	Proposed South Elevation	526554	17/09/2024 10:43:33	
	Decision Notice.pdf	Planning permission from Local Authority	107962	09/10/2024 09:05:52	
	14355_2024 1692024 Acknowledgement Letter R15a.v3 6th April 24 94317.pdf	Building regs letter re insulation	378008	09/10/2024 10:28:42	
	Re DAC Proviso Lead code - roof repairs etc.msg	Confirmation from Church Inspecting Architect that code 5 lead is preferred option	107520	18/12/2024 14:13:42	
Download all forms & documents					

Heating/lighting faculty example

Details	Supporting documents and images	History	My Notes	Messages	Archived Forms
File Name	Description	Size	Modified	Uploaded By	
AllSaintsChurch-Statement-Of-Significance_FINAL.pdf	All Saints' Statement of Significance and Heating and Lighting Project	2692379	08/09/2023 14:13:26		
Update-14Aug2023- Heating Lighting Report for PCC approval 13th Aug 2023.pdf	Feedback report from Project Group to Fabric Committee in response to questions prior to All Saints' PCC vote of approval and submission of Faculty Application.	794622	08/09/2023 14:18:25		
Report_ConsultationMeeting_26Jan2020.pdf	Report from Community Consultation Meeting Jan 2020, which led to fund raising effort to refurbish the church roof, heating and lighting. Project was delayed by COVID.	452885	08/09/2023 14:21:38		
AllSaints_ProjectFunding.pdf	All Saints' Heating and Lighting - Sources and Application of Funds	128480	08/09/2023 14:31:48		
Humphrey& Crocket heater lighting bid Quote QU3574 - V3 quote.pdf	Humphrey and Crocket QU3574: supply and installation of Herschel heating panels and installation of lights excl VAT	500267	08/09/2023 17:58:59		
Elektroko Electrical Heating Panel Supply Quoteaug23.pdf	Elektroko Quote (504kb): supply of Herschel heating panels (excl VAT)	516247	08/09/2023 17:59:47		
FDL-Projects-2274FDL-EDULES-Manual-Phase-1-20230821.pdf	FDL - Schedule Lighting Phase 1: schedule of lights fittings (for explanation of Phase 1 - see Faculty Application)	6938558	08/09/2023 18:02:26		
FDL-Projects-2274FDL-EDULES-Manual-Phase-2-20230821.pdf	FDL - Schedule Lighting Phase 2: schedule of lights fittings (for explanation of Phase 2 - see Faculty Application)	1877743	08/09/2023 18:02:53		
FDL-Projects-2274FDL-All-Saints-Church-Upper-Clatford-CLIENT-Quotations-3_2681-2682-20230804.pdf	FDL - Project 2274 Quotation: supply of light fittings as per schedule (Phase 1 and 2)	1074781	08/09/2023 18:03:13		
Elektroko Electrical Panel & Lighting Installation Quote aug23 (1).pdf	Elektroko Quote (376 kb): installation of all heating panels and lights incl VAT	385535	08/09/2023 18:03:28		
letter of support from Archdeacon 03.10.23.pdf	Document to support 17.1	143999	03/10/2023 12:25:09		
DAC All Saints (641057) Notification of DAC Advice ref 2023-089583.msg	DAC Approval email	53760	03/10/2023 12:38:13		
Insurance approval letter.pdf 485191 (003).pdf	Insurers letter of approval	133175	03/10/2023 12:39:13		
Architect Comment re ating and Lighting Project.msg	Architect's comments on planned works	41472	03/10/2023 12:40:11		
Update-14Aug2023- Heating Lighting Report for PCC approval 13th Aug 2023.pdf	Note provided to PCC in support of decision to approve works	791146	03/10/2023 12:43:12		
ExtraordinaryMeeting-SaintsPCC_15-8-23_Updated-with-decision_21-8-2023_Signed.pdf	Minutes of meeting approving project	1372440	03/10/2023 13:50:56		
AllSaints_FinancialStatement_3-23.pdf	Report and Accounts March 2023	980905	03/10/2023 13:54:33		
Add a file Add					
Download all forms & documents					
Site Map Privacy T & C © 2014 - 2025 Archbishops' Council Web site by exeGesIS SOM Rev. 3.4.8529.22773					

Documents submitted in application

1 THE CHURCH IN ITS URBAN / RURAL ENVIRONMENT.

1.1 SETTING OF THE CHURCH



to the north and west are meadows and watercourses. The northern boundary consists of a 1m high timber fence which offers open views across the meadow. The views across the meadows from the north side of the church and from the 'Thirteen arches' railway bridge in Church Lane are highly valued by community and visitors.

There are several mature trees along the western boundary of the graveyard with the meadows.

The flows to the east adjacent to the graveyard with mature trees and hedging on the boundary, screening the church from the river.

The church is set back from Church Lane, behind the graveyard, by 58 metres. The extension for the church room, kitchen and vestry on the north side of the church, which was completed in 1998, is obscured by the original church building from the south side. It can be seen from the eastern side of the churchyard and from some gardens in the village which are adjacent to the water meadows.

Within the churchyard, there is a small, 20th century outbuilding on the eastern side, near to Church Lane, which is used for storage. The original graveyard consisted of the land immediately surrounding the church itself; in the 19th century, the lower half of the land on the right-hand side of the church path, was donated to the church. During the first half of the 20th century, the land on the far right of the graveyard was raised and filled to provide extra grave space, as this part of the graveyard was close to the water table. The raised section of the graveyard was widened slightly in the first decade of the 21st century when a brick and flint retaining wall was built along the length of this section, providing increased grave space.

There is also a stone War Memorial adjacent to the Lych Gate. The wooden Lych Gate, at the entrance to the church yard, was built in 1905. There are two large memorial stones in the 'garden of remembrance'.

Extract of Statement of Significance/Need: An overview of the context of the church building



Photo 6: The Nave - showing the 3.5m and 4.5m heights. The central fire beams are 4.5m above the Nave floor.

One option considered was to suspend the heaters one meter below the beams to optimise height and reduce energy consumption by minimising the number of heating panels and the time they are on. However, this clearly has a negative impact on the archaeological heritage of the building through the negative visual impact.

The work-around to achieving the desired heating potential is to increase the number of heating panels but have them at the higher and less visually obtrusive locations. By increasing the number of Summit panels, the additional height can be offset, and the preheating time of 30 minutes maintained. Four 4 sets of Black Summits will be located on either side of the beams at 4.5m as shown. Being black, their visual impact will be minimised.



Photo 7: Nave showing mock-up of proposed Summit heating panels on central beams.

Table 4 below summarises the options, issues and justification for rejection.

Option considered	Benefits	Costs	DECISION and reasons
Oil/Gas boiler and wet heating		- CO₂ emissions - Installation impact - Installation cost - Running costs	REJECTED - No Gas supply - Retrospective map - Too expensive in every respect - Fabric impact
Ground and Air Source	Clean energy	- Church use incompatible with low quality heat generated - Ideal for underfloor heating - incompatible with fabric impact - Fuel source and storage	REJECTED - Instant heating required over short periods - Impact of installation on fabric / heritage
Biomass	Clean Energy	- Problems of fuel source and storage - Church use incompatible with low quality heat generated - Ideal for underfloor heating - incompatible with fabric impact	REJECTED - Instant heating required over short periods - Impact of installation on fabric / heritage
Water Source	Renewable energy	- Stream/water too far from church - Low quality heat - Cost	REJECTED - Instant heating required over short periods - Impact of installation on fabric / heritage
Solar PV	- Low cost - Renewable energy	- Existing so PV panels are on the only south facing Meadow Room roof. - No space for ground array - Church is in conservation area - ground array not compatible.	REJECTED - Instant heating required over short periods. - Siting of panels and Conservation - Not possible on main roof
Quartz electrical radiators	- Like for Like replacement - Utilise renewable energy - Achieve Net Zero	- Requires heaters to be on two hours before service - Uncomfortable heat - Heaters unsightly - Light emissions from heaters - Impact on building fabric	REJECTED - Pre-heating costs - Poor quality heat
Halo Infra-Red	- High energy efficiency - Combined heat and light	- High cost of Halo Units - Doesn't work with All Saints' layout 3 phase supply required	REJECTED - Cost of 3 phase supply - Cost of Halo

PAGE 18

Option considered	Benefits	Costs	DECISION and reasons
Herschel FAR Infra-red	- Low cost - Short pre heat time per service - Zero light emission - Range of models matches needs	- Timber beams are 4.5m - Optional sighting is 3.5m - Height and spatial issues can be overcome by additional heaters	SELECTED - Capital cost - Operating cost - Zero light - Heat quality - Flexible options for different spaces

Table 4: Heating - analysis of advantages and disadvantages of technology options available.

Extract of Statement of Significance/Need: Detailed options appraisal considering different options

Applying for permission

Training webinars (Online)

- Monday 19th October, 7pm
- Tuesday 3rd November, 7pm

Drop-in support sessions for user registration (at Old Alresford Place, SO24 9DH)

- Wednesday 21st October, 10am-1pm
- Wednesday 28th October, 10am-1pm

The screenshot displays the 'CofE Building Management Portal' for 'Richard Streatfield, Applicant'. The left sidebar contains navigation links: 'Applications' (active), 'Public Notices', and 'Contact'. Below this, the user's name 'Richard Streatfield' and role 'Acting as Applicant' are shown, along with links for 'Change role', 'Account settings', and 'Sign out'.

The main content area is titled 'Welcome to the CofE Building Management Portal' and includes a message: 'You are logged in as Richard Streatfield, Applicant. Before starting your application, please take time to read the Guidance Notes and watch the video, which you can access in the sidebar. You may find more diocesan specific information on your Diocese's website.' A blue button labeled 'Explore case types or start a case +' is present.

Under the 'Current applications' section, it states 'You are viewing applications for 1 church view more info'. Three summary cards are shown: 'Applications requiring action' (5), 'All open applications by my churches' (6), and 'All completed applications' (5).

A search bar and filter icon are located above a table of applications. The table has columns: Reference, Description, Type, Church, Started by, Status, and Updated.

Reference	Description	Type	Church	Started by	Status	Updated
2026-1000424	Creation of WC and kitchenette	Faculty			Faculty application in preparation	2 weeks ago
2026-129048	Rplacement of two coping stones on the N Transept roof	List B1-1			List B application in preparation	1 month ago

[Sign up for training events](#)

[See national website for further updates](#)

Comms & Useful Resources



Church Buildings Hub



Caring for church buildings is about more than maintenance – it’s an important element of ensuring our churches remain open, welcoming, and sustainable for generations to come.

The Church Buildings team and the DAC (Diocesan Advisory Committee) work in partnership with parishes across the Diocese. PCCs are legally responsible for the upkeep of their church buildings, but we can provide support by offering guidance and advice with applications for repair works and changes.

Many works will require permission through the [Online Faculty System \(OFS\)](#), an online platform where you can submit applications, consult the DAC, and track your progress. You can find more information on how to use the OFS in our [Permissions and How to Apply](#) section.

The team are always willing to offer support on any queries or concerns you may have, and we would encourage you to get in touch by filling out the contact form below or emailing us at dac@winchesterdiocese.org.

Welcome to the Church Buildings Hub! You can find all the information you need to help take care of your Church Building here.



Permissions and How to Apply



Quinquennial Inspections



Meet the Team



Quinquennial Inspections

[Hub Homepage](#) [Permissions & Applying](#) [Quinquennial Inspections](#) [Meet the Team](#) [Advice & Guidance Notes](#) [Our Diocese](#)

Every five years, your church building must be inspected by a suitably experienced and qualified professional. This is a legal requirement, and it helps with the care and repair of your building. Responsibility for managing the [Quinquennial Inspection](#) (QI) process falls to the PCC, including the appointment of the architect, arranging the inspection, and enacting recommendations from the report.

Quinquennial Inspection Fees are reimbursed in accordance with an agreed fee grid. You can claim reimbursement by contacting the Church Buildings team. Additionally, the team are always available if you have questions about any stage of the Quinquennial process.

Choosing an Inspecting Architect



The Quinquennial Process Step-by-Step



Fee Reimbursement



Need to speak to someone from the Church Buildings Team?

DAC Secretary
Richard Streatfield
richard.streatfield@winchesterdiocese.org // 01962 737308

Assistant DAC Secretary



Key things to remember

- Keep your Quinquennial Inspection up to date
- Take early action
- Consult your inspecting architect
- Write any Statements of Need and Significance early on
- Consider environmental impacts of proposed works
- This is a legal process and requirement
- Visit our website

Get in touch with us!

CHURCHWARDENS' TRAINING

Scenario 1

You're the churchwarden, and you're heading to your church building early on a damp Sunday morning to open-up before the service. The heating system failed again a couple of weeks ago, and everyone's been shivering through services since.

In the nave, you notice a fresh drip of water falling from the ceiling – the roof leak is getting worse. In the vestry, the organist has left a note reminding you that several keys on the organ have stuck. You set up the three children's toys you have in a small, cramped space at the back of the building, navigating around the pews and obstacles.

Outside, the churchyard path is uneven and slippery and you've already had complaints from worried parishioners who are concerned about the safety hazard.

You need to do something to get started on sorting these things out, but you just don't know where to begin.

What are your options? Brainstorm potential ways to start sorting things out.

CHURCHWARDENS' TRAINING

Scenario 2

Following an inspection, you have been advised that the current gas boiler heating system won't last much longer.

What are your next steps?

*To reduce waste,
please re-use
your cup*

Lunch



Faith & Generosity

Georgi Thompson Leask
Faith & Generosity Adviser

Jordan Shepherd
Digital Giving Adviser

Caring for God's Creation

Sam Scott

sam.scott@winchester.anglican.org

Creation Care

An opportunity for our:

- Discipleship
- Mission
- Resource stewardship.



Colossians 1:15-20

The Son is the image of the invisible God, the firstborn over all creation. **For in him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things have been created through him and for him.** He is before all things, and in him all things hold together. And he is the head of the body, the church; he is the beginning and the firstborn from among the dead, so that in everything he might have the supremacy. For God was pleased to have all his fullness dwell in him, and **through him to reconcile to himself all things, whether things on earth or things in heaven,** by making peace through his blood, shed on the cross.

Missional Opportunity

- 77% of adults in Great Britain are worried about the impact of climate change.
- The environment risks becoming an obstacle to mission, but it is an opportunity.



Creation Care

An opportunity for our:

- Discipleship
- Mission
- Resource stewardship.



What's Our Commitment?

The Church of England nationally and at diocesan level have a target to reduce our scope 1 & 2 emissions.

This means focusing on reducing or offsetting our emissions from:

- Electricity use
- Building emissions from gas & oil heating
- Reimbursable travel



**Net Zero
Carbon
2030**

What Does Net Zero Mean For Most Parishes?

Reducing emissions from:



Heating
(Gas & Oil, etc.)



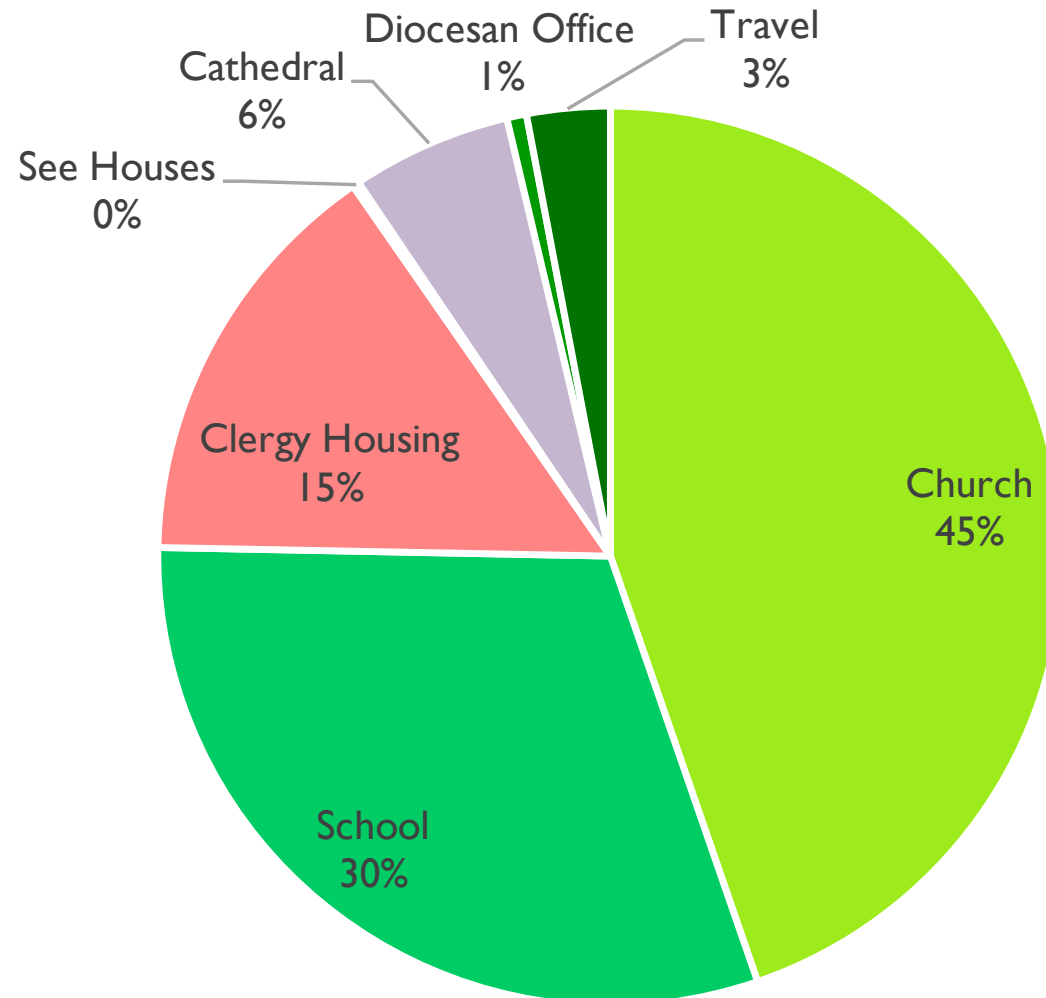
Electricity



Travel

To zero, through modifications (e.g. removal of fossil fuel boilers, installation of LED lights) or accredited offsetting by 2030.

Diocese Of Winchester Emissions, 2024



Parish Journey To Net Zero

Where are we now?

Energy Footprint Tool

Energy Audit

Eco Church

**Switch to renewable
tariff**

**Address reimbursable
travel**

How can we reduce?

Heating Timetables

LED Lighting

Triple Insulated Urns

Insulating Pipes

Monitoring Electrical Use

**Switch to low carbon
heating source**

Plan

Creating A Plan

What are we already doing?

- Fairtrade
- Renewable tariff
- No mow section of the church yard

Where do we want to be?

- Net Zero
- Eco Church Awards
- Community Engagement

How do we get there?

**Work out your
church's carbon
footprint to help care
for God's creation.**

ENERGY **FOOTPRINT** TOOL



Your findings
will help inform
carbon reducing
projects



Understand your
energy use



Take first steps
as a church on
your eco journey

Energy Footprint Tool

- Required for some grants.
- Provides a Carbon Footprint number to work towards reducing.
- Simpler form this year.
- Gather all energy bills and reimbursable travel details.
- Fill in through parish returns.
- Opens Jan 2027.

Eco Church

- Helps build a wholistic action plan, focusing on 5 areas:
 - Worship and Teaching
 - Buildings
 - Land
 - Lifestyle
 - Community and Global Engagement
- Registration is increasingly important for grant applications.
- Sign up through A Rocha: [Eco Church - An A Rocha UK Project](https://ecochurch.arocha.org.uk)



What can we reduce?

Energy Usage

- Heating timetables
- LED bulbs
- Smart meters

Energy Loss

- Draught proofing – Thermal camera
- Water ingress – Guttering, leaks, etc.
- Insulating pipes

Energy Efficient Devices

- Triple insulated urns
- Heated cushions
- Digital Thermostat

Energy Audits

Looks at your buildings usage and make recommendations on:

- Energy saving measures
- Low carbon heating
- Low carbon energy generation

A key first step to creating the practical plan needed for grants.

Grant

Grants of up to £500 towards audit.



What can we reduce?

St Deny's, Southampton



Small changes, have helped St Denys save £5000 a year on energy.

Marown Parish



Now use heated cushions, rather than oil, saving bills and carbon.

Renewable Tarriff

In 2025, the national church carried out market research to divide 'green tariffs' into three categories:

Best – 100% traceable UK renewable energy with wider ethical compliance.

Better – 100% renewable energy, but 50% is more traceable than the other 50%, some ethical compliance.

Basic – 100% renewable energy, but 10% is more traceable than the other 90%.

WHO SHOULD WE SWITCH TO?

We have conducted rigorous research into which suppliers meet our low carbon and ethical criteria, divided into three key categories². While we are always striving for the greenest option, we encourage you to make decisions based on what makes the most sense for your church:

²Read the full detail behind our definition [here](#)

GREEN ELECTRICITY TARIFFS	
DEFINITIONS	SUPPLIERS
BEST Electricity is supplied directly from 100% UK-based renewable energy sources, backed by the relevant energy certificates. The supplier and their parent company: • Has no investment in fossil fuels • Transparently report their emissions • Have no evidence of ethical non-compliance • Is working to support wider decarbonisation	No supplier currently meets the best criteria. This is an aspirational target because we believe the energy market should – and can – do better for people and the planet. We will continue to analyse suppliers over the coming years to push them to achieve the highest standards.
BETTER Electricity is supplied by 100% renewable energy sources, but 50% of this is more traceable than the other 50%. All sources are backed by the relevant energy certificates. The supplier and their parent company: • Has no investment in fossil fuels • Transparently report their emissions • Have no evidence of ethical non-compliance • Is working to support wider decarbonisation	Better green electricity suppliers: • Bryt Energy • Ecotricity • Good Energy • Octopus Energy • Parish Energy (using Ecotricity) • 100 Green
BASIC Electricity is supplied by 100% renewable energy sources, but 10% of this is more traceable than the other 90%. All sources are backed by the relevant energy certificates. The supplier and their parent company: • Has no new fossil fuel investments planned • Transparently report their emissions • Have no evidence of ethical non-compliance • Is working to support wider decarbonisation	Basic green electricity suppliers: • Engie • Opus Energy • Smartest Energy

GREEN GAS TARIFFS	
BASIC The most sustainable energy procurement strategy would exclude the use of gas entirely. However, if your church uses mains gas, a basic green gas tariff will supply gas from 100% biomethane produced in the UK from renewable sources, backed by Green Gas Certificates. The supplier and their parent company: • Has no new fossil fuel investments planned • Transparently report their emissions • Have no evidence of ethical non-compliance • Is working to support wider decarbonisation	Basic green gas suppliers: • 100 Green • Parish Energy (using Corona Energy) 100% biogas and expected to meet our definition, but still undergoing assessment across the other criteria.

WATCH OUR ANIMATION

Parish Journey To Net Zero

Where are we now?

Energy Footprint Tool

Energy Audit

Eco Church

**Switch to renewable
tariff**

**Address reimbursable
travel**

How can we reduce?

Heating Timetables

LED Lighting

Triple Insulated Urns

Insulating Pipes

Monitoring Electrical Use

**Switch to low carbon
heating source**

Plan

Heating Feasibility Report

The PCC may need to conduct a heating options appraisal. There are two options:

1. Use the Church of England heating guidance document.
2. Or a professional heating feasibility report.

These reports consider:

- Building fabric, context and use
- Running costs and carbon footprint
- Viable heat sources and emitters

An independent M&E engineer is best rather than a supplier selling a solution.

Grant Available: Up to £2k towards a report





Remember your land

- Churchyards are often green islands in our communities.
- Eco Church will help you make a plan for your land.
- Caring for God's Acre – resource for churchyard management.
- Communicate with your community – signage is key!

Funding Net Zero

- **Energy Audit Grant** – Up to £500.
- **Heating Feasibility Grant** – Up to £2k.
- **Quick Wins Grant** – Small grants up to (£3k usually) for quick carbon reduction projects. Expected to open Spring 2027.
- **Diocesan Loan Fund** – Up to £20,000.
- **Outside Funders** – Partnership and community is key.

HOPE for all creation

Inspirational, interactive and practical conferences to help you and your church on your creation care journey

**Saturday 13th February
10am to 4:30pm
Christ Church, Winchester**

Guests & Speakers include:
Diocesan Bishops and other senior clergy
Ruth Valerio, Climate and creation theologian
Vitalis Ngwambi, Racial Justice Coordinator
Local NZC/environment organisations and groups,
including **A Rocha**, **Climate Stewards**, **Christian Aid**, and
Hazelnut Community

Creation Care

An opportunity for discipleship, mission and resource stewardship.

How can we help?

- Registering and filling in Eco Church.
- Support drawing up an action plan.
- Present/talk with PCC's.
- Preach at Sunday services.
- Support access to grants.
- School & Community outreach.
- Deanery chapters and synods.

Practicalities

Jayne Tarry
Assistant Diocesan Secretary

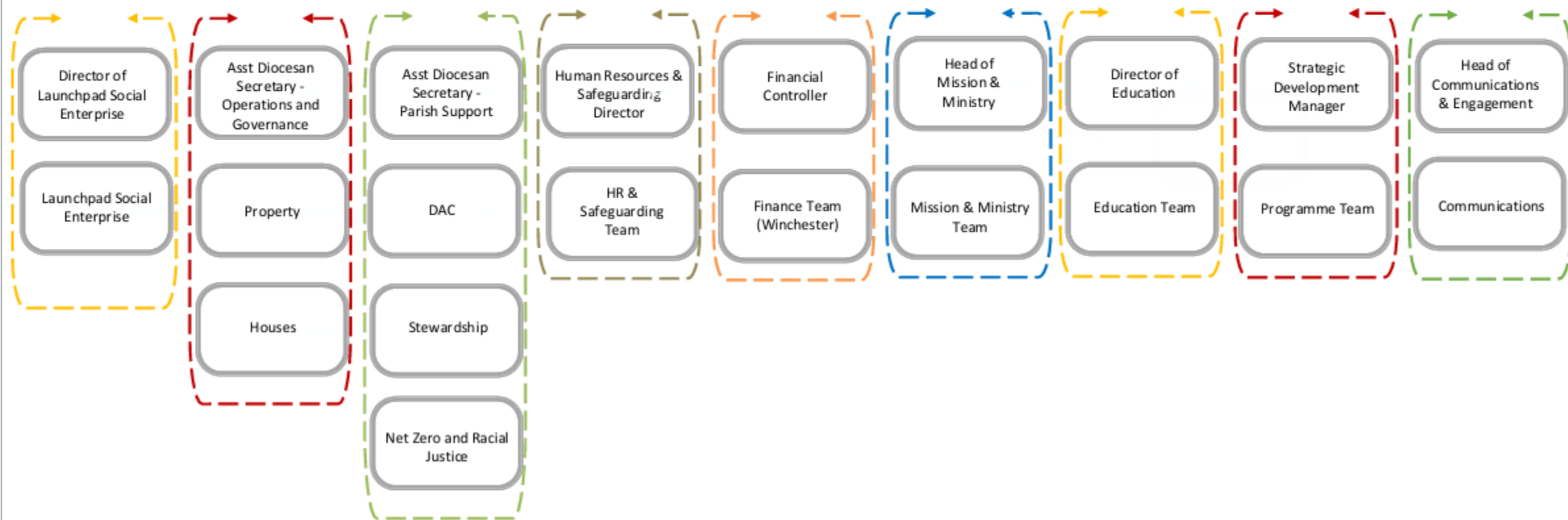




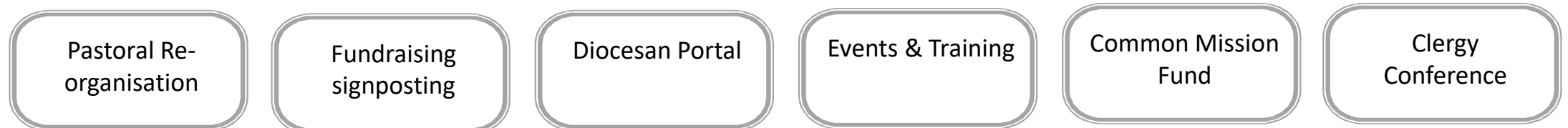
DIOCESAN OFFICE TEAM

Bishop of
Winchester

Diocesan
Secretary



The Parish Support Team



Charity Commission Registration

Most frequently asked question? How can we prove that we are a charity?

All PCCs are charities, which are governed by two pieces of legislation. These are : **The Parochial Church Councils (Powers) Measure 1956**. This defines the principal purpose of the PCC as “promoting in the parish the whole mission of the Church”. And **The Church Representation Rules**. These are the rules that govern local, diocesan, and national governance of the Church of England.

A PDF summarising our Governing Documents can be downloaded via your [A Church Near You](#) webpage.

[Registration with the Charity Commission - Parish Resources](#)

Lots of advantages plus looming 2031 deadline!

Parishes which employ!

The diocese pays a retainer for the services of an independent HR Consultant, enabling the parish to have free access to remote HR support. He works remotely, by phone and by email, and can be contacted on:

phil.garrard@btinternet.com

07908 714896

Phil can provide templates for recruitment, contracts, staff handbooks, policies etc.

[Phil will travel for face-to-face meetings but this is not included in the retainer. If a parish wishes to request that level of support it can usually be arranged with him personally, the diocese will not cover the cost.]

Portals



[Diocesan Online Directory / Portal](#): Use this link to access both the online directory (contact other wardens, clergy, etc) or to access parish information, such as CMF, upload fee returns and annual report and financial statements.



[Online Parish Returns](#): national church portal for uploading Statistics for Mission (SfM) and Return of Parish Finance (ROPF). Energy audit tool (EFT) also available.



[Safeguarding Dashboard](#): an online tool that helps PSO's and PCCs to keep track of their safeguarding governance within their parish.



Safeguarding Hubs: can help parishes keep track of DBS checks, safeguarding training, create role descriptions and track the safer recruitment of your new volunteers.

Web resources



[Parish Buying](#): as the Church of England and Church in Wales' buying service, Parish Buying is here to help you save time (buying guides) and money (on energy, stationery, phone and broadband, church supplies, IT, audio/visual etc) which can then be spent on your church's mission and ministry.



[Parish Resources](#): provided by the Church of England's National Stewardship & Resources team and offers over 400 pages of resources (web & pdf) to support all aspects of administration, management and stewardship in the local church, as well as links to other sites and pages of interest.



[Church Support Hub](#): the latest information and practical resources to support ministry and mission for: weddings; baptisms; funerals; life events; everyday church; sport and wellbeing.

Memberships



[The Parish Giving Scheme](#): PGS is an established service for managing 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.



[Association of Church Accountants & Treasurers](#): aim to advance the Christian faith by providing members with the most appropriate advice, training and information on accounting, financial, legal and other related issues. There is a diocesan-wide membership with entitles each parish treasurer to login and use the site, access resources, attend training.

Insurance



[Ecclesiastical Insurance Group](#): from caring for your congregation to the heritage hidden in your vestry, churches are so much more than simple buildings. EIG have the expert knowledge and understanding to help you protect your church and its community and be there should the unthinkable happen.

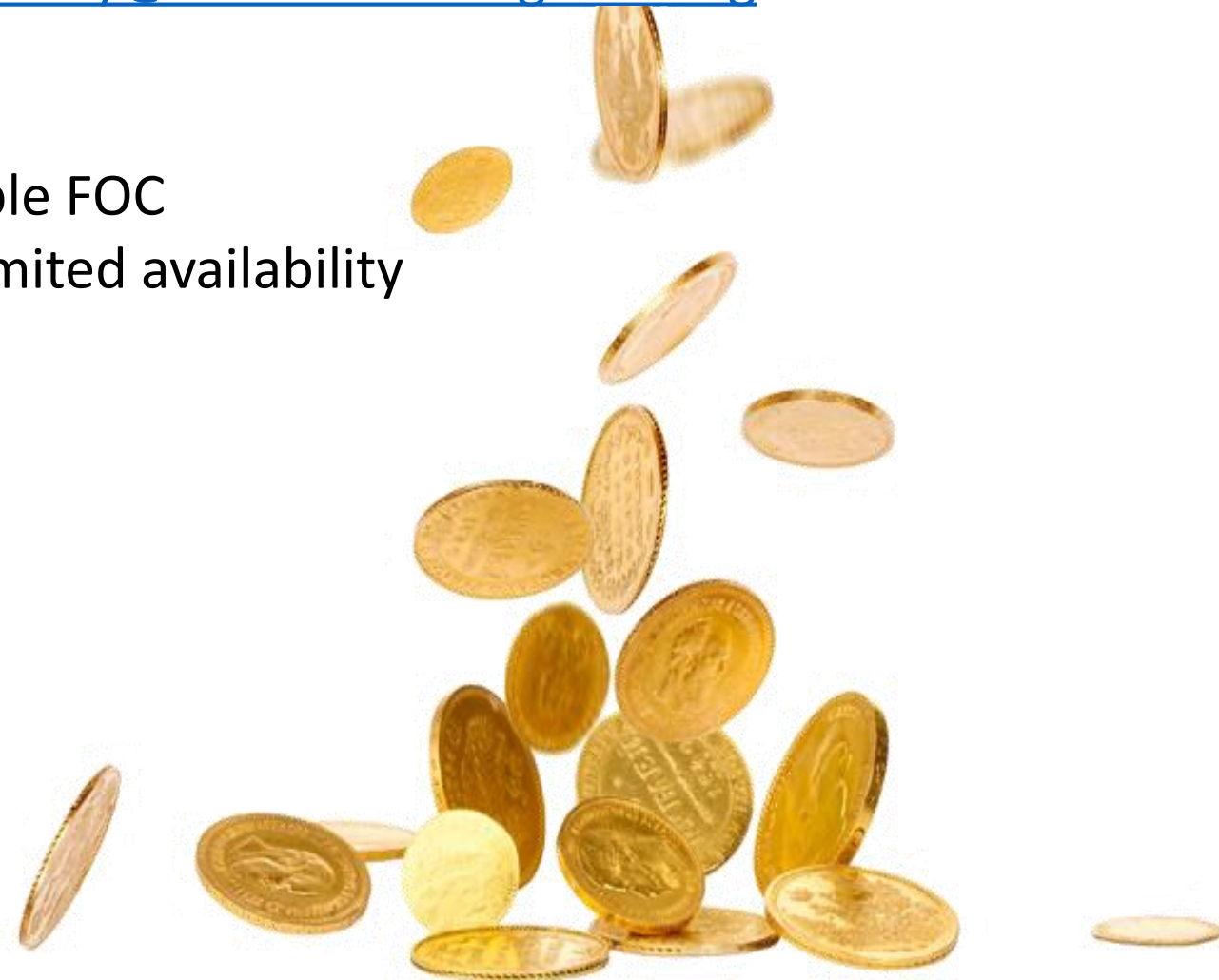
Fire	Health and Safety	Security	Weather conditions
Arson >	Health and safety policy >	Metal theft >	Cold weather >
Biomass >	Hiring out premises >	Open churches >	Floods >
Bonfire and firework >	Planning events >	Roof protection systems >	Lightning advice >
Candle safety >	Risk assessments >	Security tips >	Solar panels >
Electrical wiring >	Slips and trips >	SmartWater >	Storms >
View all >	View all >	View all >	View all >



[Trinitas Church Insurance](#): Our ParishCare insurance policy has been developed following research at parish level, offering parishes a new level of flexibility and convenience as well as the unique opportunity to be rewarded for loyalty

Fundraising

- General advice available from jayne.tarry@winchester.anglican.org
- Meet the Funder event every spring
- Top Tips webinar every winter
- Cornerstone grants database available FOC
- Diocesan fundraising consultant – limited availability



Grants



[National Churches Trust](#): national grant body for large- or small-scale projects, including maintenance.



[Hampshire & the Islands Historic Churches Trust](#): local grant body which seeks to support our local churches through donations received from the annual Ride & Stride event.



[Benefact Trust](#): part of Ecclesiastical Insurance Group and welcoming of all grant applications (awarding many grants but usually for small amounts, ie 00s, lower 000s).

Church Management Systems



[Church Organiser](#): The Life Events Diary is custom-built online software which can radically streamline administration for baptisms, weddings, banns and funerals. The Life Events Diary helps churches build and develop lasting relationships with new contacts through life events



[iKnow Church](#): The Life Events Diary is built upon the iKnow Church Platform and integrated within our Church Management Software, where you'll find all the tools you need to equip your church, giving you more time for mission. If you upgrade to the full version of iKnow Church, as part of our partnership with the Church of England, churches will receive an exclusive discount.

Other systems available include:

- ChurchSuite
- ChurchDesk

iKnow Church is the Church Administration Software Partner for the Church of England

iKnow Church has been working closely with The Church of England since 2018 when we were chosen to develop The Life Events Diary - custom-built online software which can radically streamline administration for baptisms, weddings, banns and funerals. This helpful tool enables churches to build and develop lasting relationships with new contacts through life events.

The Church Organiser is available FREE to every church in the Church of England, paid for by the Church of England and it is designed to work with any parish structure, from a single church, a multi-parish benefice, even a whole deanery. It is also included as a module built into the full version of iKnow Church.

iKnow Church has worked on a number of other modules including:

- > **Governance Module** - a tool to manage APCM and PCC meetings along with Regular Tasks
- > **Parish Returns** - submit your Parish Returns data directly through iKnow Church (launching early 2026)

Churches in The Church of England receive a 35% monthly discount on iKnow Church. See the [special Church of England Pricing](#).

Finance Management Systems

There are various software products available that PCCs can opt to use to support them with managing finances. [Data Developments](#) is the official church accounting software partner of the Church of England.

[MyFundAccounting.online](#) is accounting software specially designed for church treasurers. Record all your accounting transactions and funds; submit Parish Returns at the push of a button; produce a range of church and charity specific reports such as the trustees' annual report; as well as print or email invoices.

[MyGiving.online](#) is a donations management system designed to work with the Parish Giving Scheme and Give A Little to support parishes with submitting both Gift Aid and GADS claims directly to HMRC.

A free 30 day no obligation trial is available to all users, with those eligible for discount offered the reduced rate at the end of the trial period.

Some other useful online resources:

- [Governing documents](#) and
- [Church Representation Rules](#)
- [A Church Near You](#)
- [Trusteeship](#)
- [PCC Accountability](#) (recommended reading for every treasurer)

Parochial Fees Webinar
Deanery Roadshows
Basics for Treasurers 2 Day Training
Parochial Visitations Webinar
Caring for Your Church Building
Creation Care & Sustainable Buildings
Parish Records Workshop
Meet the Funders
CMF Webinar
Faculty Applications Webinars
Working Well as a PCC
Parish Giving Scheme Webinar
Parish Admin Day
Legacy Campaign Webinar
Churchwarden Day
Top Tips for Grant Applications Webinar
Gift Aid
NZC Webinars

Other training &
events
which take place
throughout the year:

Coming in 2027!

- *Faith Security Training*
- *CCLA Investments*
- *Health & Safety*
- *Emergency Planning*

'Seek his grace and guidance'



Closing prayer