



NORWICH

CATHEDRAL

Mission and Your Parish Church

3 March 2017

Useful Resources

Diocese of Norwich

- **Diocesan website.** <http://www.dioceseofnorwich.org/>. Here you can find information on how to care for your church buildings and churchyards, approach faculty applications, apply for Heritage Lottery funds, publicise your church, and other relevant links: <http://www.dioceseofnorwich.org/churches/buildings/>.

For upcoming Diocesan training days for church building projects, visit:
<http://www.dioceseofnorwich.org/tags?cat=8>.

- **Norwich Cathedral Library.** The Library at Norwich Cathedral incorporates the Dean and Chapter's historic collection, as well as the library of the Lincoln Theological Institute. It is also the teaching base for the *Norwich Centre for Christian Learning*. You can spend time in the Library during its normal opening hours of 9.30am – 4.30pm on Tuesdays, Wednesdays and Thursdays, as well as on the first and third Saturdays of the month, 12.30 - 2.30pm. There are also plenty of activities and events that take place in the Library, including seminars and talks, training courses and workshops and exhibitions. The Parish Outreach Officer is available on Fridays from 9.30am-4.30pm to assist with one-to-one sessions regarding parish research (please arrange an appointment in advance).
<http://www.cathedral.org.uk/learning/library>

Where to Start

- **ChurchCare.** This website is maintained by the Church of England's Cathedral and Church Buildings Division, but is a comprehensive resource for anyone managing a church building. There is guidance on developing a church for wider community use as well as information on funding sources. It explains the Church of England's Faculty System and what to consider when making changes to the use or physical fabric of your church. <http://www.churchcare.co.uk/>

A key part of ChurchCare is the section called *Open and Sustainable Churches*. This aims to help churches select the right legal and funding model to develop their building for uses beyond the primary role of worship; these could be community activities, cultural events or even commercial activities.

<http://www.churchcare.co.uk/churches/open-sustainable>

- **Shrinking the Footprint.** An initiative is the Church of England's national environmental campaign aimed at helping the Church's 42 dioceses and 16,000 churches reduce their carbon. The website has guidance on how to make your church building greener and more energy efficient as well as plenty of case studies. <http://www.churchcare.co.uk/shrinking-the-footprint/about-shrinking-the-footprint>
- **National Churches Trust.** There is a detailed *Building Advice* section on their website. There are sections on knowing, managing and making the most of your building as well as advice on managing building projects. There is also a huge *Resource Centre* with over 2500 documents and web links to other sources of advice, sorted into topics and easily searchable. <http://www.nationalchurchestrust.org/building-advice>
- **The Churches Conservation Trust (CCT)** is increasingly encouraging and supporting community-based extended uses to help sustain the churches in their care. The *Regenerating Communities* section on their website provides guidance as well as inspirational case studies. <https://www.visitchurches.org.uk/what-we-do/regeneration-and-communities.html>

CCT have also produced a *Business Plan* toolkit which focuses on this crucial part of the process for achieving funding and ensuring long-term sustainability. It is illustrated with helpful hints and case studies from other community groups who have gone through the process. <https://www.visitchurches.org.uk/what-we-do/regeneration-and-communities/project-toolkits.html>
- **Germinate: the Arthur Rank Centre.** Since 1972 Germinate has been an ecumenical Christian charity, serving both the spiritual and practical needs of the rural community by working alongside rural churches and offering a programme of community and social projects, resourcing and training. <http://germinate.net/> There are also plenty of case studies and inspirational ideas. There is also a comprehensive resource to support individual congregations in looking after and maintaining their building, adapting it for today's needs,

balancing conservation and mission and helping to make rural churches more accessible. <http://germinate.net/church-life/rural-church-buildings/>

Advice on Heritage

- **Historic England** is part of the regulatory process and also offers advice and support. They offer useful advice on balancing the needs of congregations with the desirability of conserving heritage as well as guidance on obtaining permission and consents for works to places of worship. In 2012, they published a revised edition of their guidance on New Work in Historic Places of Worship. All can be downloaded here: <https://historicengland.org.uk/advice/caring-for-heritage/places-of-worship/>
- **The Royal Institute of British Architects** has a register of architects <http://www.architecture.com>
- **The Council for British Archaeology** <http://www.new.archaeologyuk.org>
- **The Ancient Monuments Society** <http://www.ancientmonumentsociety.org.uk>
- **The Society for the Protection of Ancient Buildings** <http://www.spab.org.uk>
- **The Georgian Group** <http://www.georgiangroup.org.uk>
- **The Victorian Society** <http://www.victoriansociety.org.uk>
- **The Twentieth Century Society** <http://www.c20society.org.uk>
- **The Building Conservation Directory** provides a list of over 1,000 practitioners and suppliers in the areas of conservation, restoration and repairs from access audits to wall painting conservators. You can access the Directory free here <http://www.buildingconservation.com>

Community Engagement

- **Diocese of Hereford** (CofE) toolkit - *Crossing the Threshold: a community development approach to the use of church buildings* – a step-by-step guide to developing and delivering sustainable community projects in church buildings. Download for FREE from: http://www.hereford.anglican.org/churchgoers/community_partnership_and_funding/about_us_and_latest_news/index.aspx

- **Village SOS** offer tools, support and expert guidance to help communities take a step towards starting their own community businesses/social enterprises and guide them through the journey from their initial idea to transforming the area. There are plenty of case studies on the website. There is also an advice phone line.
<http://www.villagesos.org.uk/>
- **The Plunkett Foundation** supports rural communities to set up a wide range of community-owned enterprises and social enterprises providing vital rural services:
<http://www.plunkett.co.uk/>
- **Community Tool Box** provides practical guidance on all aspects around setting up community projects. <http://ctb.ku.edu/en>
- **Locality** is the leading nationwide network of community-led organisations. Provides advice on setting up community enterprises etc including setting up community share funded projects. <http://locality.org.uk/>
- **Action with Communities in Rural England (ACRE)** is the national umbrella body for the 38 charitable local development agencies, also known as Rural Community Councils (RCCs) that make up the Rural Community Action Network (RCAN). <http://www.acre.org.uk/in-your-area/network-members/>
RCCs can offer advice, support, and access to local grant databases. They also offer a Village Hall and Community Buildings Advisers who offer advice and support to those running community buildings. <http://www.acre.org.uk/rural-issues/village-halls>
- **The Big Lottery** have undertaken research into the community projects they have funded and provide good advice to those planning new projects
<http://www.biglotteryfund.org.uk/research>

Friends Groups

- **The National Churches Trust** has guidance on how to set up a Friends Group and offers a model constitution
http://www.nationalchurchestrust.org/building-advice/resource-centre?category_tag=434&search=&search_resources=1
- **London Diocese** has also written a toolkit on setting up a Friends Group
<http://www.london.anglican.org/?s=Friends+GRoups>

Different models for sharing the responsibility of looking after your church building with your community

- St Leonard's, Yarpole, Herefordshire <http://www.yarpole.com/index.php/the-church>
- St John the Evangelist, Fernham, Oxfordshire <http://fernham.info/fernham-village-trust/>
- St John the Baptist, Stadhampton, Oxfordshire <http://www.stadhampton.org/village/village-hall-at-st-john-s>
- St Thomas of Canterbury, Elsfield, Oxfordshire <http://www.stnicholasmarston.org.uk/about/elsfield/history/>

Fundraising

- **The National Churches Trust** offers its own grants <http://www.nationalchurchestrust.org/our-grants>

Their website also has a section on fundraising.

<http://www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project>

- **Giving to Heritage** is the Heritage Alliance's training programme for fundraisers in the heritage sector. It offers a range of training workshops across England as well as webinars you can watch at home where people talk about they raised funds for their particular project including places of worship. <http://www.theheritagealliance.org.uk/gth/>
- **Parish Resources** (CofE) website offers a range of funding guides to help you target funding for projects – either for capital works or for mission. They are intended to be simple “how-to” guides and cover a range of topics from *Preparing a Funding Strategy*, *A Simple Guide to writing a Business Plan* to running *Fundraising Events*. <http://www.parishresources.org.uk/resources-for-treasurers/funding/>
- **The Institute of Fundraising** has produced a series of short videos providing a snapshot of the key principles of successful fundraising <http://www.institute-of-fundraising.org.uk/guidance/five-minute-fundraiser/> <http://www.fbrn.org.uk/reading/good-fundraising-guide-where-start>

- **Voluntary and community sector (VCS)** infrastructure organisation can provide vital support for voluntary organisations and community groups in the form of advice on setting up new projects as well as information on local grants available and support in the application process. **NAVCA** (National Association for Voluntary and Community Action) is the national voice of local support and development organisations and their directory will help you identify your local organisations. <http://data.navca.org.uk/members/directory>
- **The Near Neighbours Project** (funded by DCLG) has produced a series of guidance notes on faith based fundraising. <http://www.cuf.org.uk/near-neighbours/Resources>

Funding Directories

- **The Heritage Alliance Funding Directory**
<http://www.theheritagealliance.org.uk/fundingdirectory/>
- **The Architectural Heritage Fund** gives grants and loans
<http://www.ahfund.org.uk/> and also runs the *Funds for Historic Buildings* website
<http://www.ffhb.org.uk/>
- **Funding Central** provides up to date information on local and national sources of funding for charities and projects as well as funding training opportunities. Subscribe to a free alert service to hear about new funding programmes that match your criteria. <http://www.fundingcentral.org.uk/>
- **Directory of Social Change** is probably the most comprehensive directory available and provides links to the main funding websites:
www.dsc.org.uk , www.trustfunding.org.uk
www.governmentfunding.org.uk . There is a registration fee for these, but your local authority or local library may be able to provide cheaper access.

Guidance on completing applications to the HLF GPOW programme

- **Heritage Lottery Fund's Grants for Places of Worship**
<https://www.hlf.org.uk/looking-funding/our-grant-programmes/grants-places-worship-england>
- **The Heritage Lottery Fund** provides guidance on reducing environmental impacts, guidance on carrying out evaluation, making your project fully accessible, using digital technology in heritage projects, how to encourage community participation and working with volunteers.
<https://www.hlf.org.uk/apply/how-apply/guidance-applying>

- **Caring for God's Acre** offers a wealth of resources on how to get the most out of your churchyard as a place of peace, a wildlife habitat, a source of community history. <http://www.caringforgodsacre.org.uk/>

Maintenance

- **SPAB's Faith in Maintenance** training programme has come to an end, but you can still download, for FREE, the Good Maintenance Guide from the website along with other technical advice.
http://www.spabfm.org.uk/pages/resources_home.html

There is also useful technical advice on the SPAB Maintenance Co-operative project's website from cleaning interior fixtures and fittings as well as windows and understanding how to care for different types of external building materials. There is also information on how to set up your own Co-operative.
<http://www.spabmcp.org.uk/technical-advice>

Opening and Welcoming

- **The Churches Visitor and Tourism Association** – a wealth of resources on Opening up your Church
<http://cvta.org.uk/>
- **The Revd Nigel Lacey** has been visiting churches on his motorbike across England and reporting back on what sort of welcome he finds
<http://churchtourismstudy.com/about/>
- **NADFAS** can help churches design church trails for children
<http://www.nadfas.org.uk/what-we-do/nadfas-church-trails>

You can also promote your church via these **two websites**:

- **Church Days** which is there to help promote the Church of England's 16,000 parish churches
<http://www.churchdays.co.uk/>
- **Explore Churches** – *the website for those who love churches* - which is a high quality resource for visitors and churches, supporting and promoting a churches of all denominations as fascinating places to visit.
<http://www.nationalchurchestrust.org/explore-churches>

Managing Building Projects within Places of Worship

- **The National Churches Trust** has a very useful section on their website on managing building projects. <http://www.nationalchurchestrust.org/building-advice/managing-building-projects>

If your church is considering undertaking a building project you will find a wealth of useful information in the **ChurchBuild Project Guide**. This provides a framework for developing and running a project.
<http://www.churchbuildingprojects.co.uk/>

Related Publications

Fundraising for a Community Project by Simon Whaley (How To Books, 2007). ISBN: 978 184528174-8)

Grow Your Church's Income: A guide to securing long-term financial health by Maggie Durran (Canterbury Press Norwich 2011). ISBN-13: 9781848250390

Making Church Buildings Work by Maggie Durran (Canterbury Press Norwich 2005). ISBN: 978-185311597-4. Practical guidance on ways churches can be a more effective local presence and serve their neighbours' needs.

Fund Raising for Churches by Jane Grieve. Aimed at all churches, from those in the smallest villages to the large secular organisations, this text takes the methods of modern fundraisers and adapts them specifically for Christian churches. (1999). ISBN-13: 9780281050581. Only available on Amazon

Buildings for Mission: A complete guide to the care, conservation and development of churches by Nigel Walter and Andrew Mottram. Paperback. September 2015 (Canterbury Press Norwich). ISBN-13: 978-184825760 See also these related websites: www.archangelic.co.uk and www.churchbuildingprojects.co.uk.

Churches for Communities: Adapting Oxfordshire's Churches for Wider Use by Becky Payne. Paperback. February 2014 (Oxfordshire Historic Churches Trust). ISBN-13: 978-099276930