

PCC Members' Newsletter

January 2025

You are receiving this email because you are registered on the Chichester diocesan database as Priest, Administrator, Churchwarden or Treasurer of your PCC, DCC or Deanery.

If any of this information is incorrect please email our database administrator to make the change:

databaseadministrator@chichester.anglican.org

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Online Portal - Mission stats open

The Church of England online portal for 2024 has opened for parishes to enter their Easter, October and Christmas data. This data allows us to see any emerging trends for strategic planning. Anyone new to the portal who needs access please do get in touch and we can set you up as a user. Similarly, anyone who is locked out do let us know and we can reset it for you. The online portal link is <https://parishreturns.churchofengland.org/>. The deadline for submission is the 31st January 2025.

Once you have finished filling in your data don't forget to press submit! Submitting your data to the Diocese completes the process from the parish side. We review the data and submit it onwards to the National Church.

Fraudulent email regarding parish share

Please be vigilant about any emails asking you to send your parish share to a different account. A parish treasurer in another diocese received such an email which was well designed, mirroring the diocese's own email including the contact details and branding in the footer. The diocesan finance team intercepted this and reported to the relevant authorities and contacted NatWest who have frozen the account of the intended fraudulent recipient. If you receive an email from the diocese that you are unsure about, please contact accounts@chichester.anglican.org to check.

Parish share information

Thank you to all parishes who have made regular Parish Share payments last year. The DBF is dependent on Parish Share to fund ministry and mission across the Diocese, and so we are grateful to all those parishes who have given generously over the past year. As we start the new year please consider the following:

- If you would like any payments made in January allocated to 2024 Parish Share then please ensure that the amounts reach us by Friday 10 January 2025. Also please make clear that the amount relates to 2024 (in the payment reference, or by emailing accounts@chichester.anglican.org)
- We would also be grateful if you could review your 2024 Parish Share pledge in light of your expected outturn for 2024. We recognise that PCCs are rightly prudent when setting their pledge for the forthcoming year. We now ask that you consider whether you could have afforded to pledge more, now you know how the year has panned out, and make an additional contribution for 2024 if you are able.
- Please send your 2025 Parish Share pledges to your Deanery Treasurer as soon as possible. As over 80% of diocesan income comes from parish share, information on the level of parish pledges is particularly important to judge whether our budget for 2025 is realistic.
- Please remember that you can pay your Parish Share by direct debit which reduces the administrative burden on the PCC. If you would like to set up a direct debit then please email accounts@chichester.anglican.org

End of Year Accounts

If you have any questions regarding end of year accounts please do contact Sarah Rogers or Molly Reuter. Alternatively, please follow this link for more information: <https://www.chichester.anglican.org/annual-reporting/>

ACAT

ACAT is the charity for Christian treasurers of Christian churches. ACAT aims to advance the Christian faith across all denominations by providing members with the most appropriate advice, training and information on accounting, financial, legal and other related issues. The Diocese of Chichester has purchased a trial 2 year subscription for all churches within the diocese to use. Benefits include a handbook covering everything a treasurer might need, a regular newsletter containing essential updates for treasurers, access to a team of expert advisers as well as training courses and online tutorial videos. If you would like to benefit from this subscription, please see the attached document which will talk you through how to login and access the available ACAT resources. **When creating an account, do not enter your card details. Complete the block code box with Chichester1 and then click apply.** It then removes the need for the credit card, and you can complete the account. If you need any additional help or have any questions please don't hesitate to contact Sarah or Molly.

New PCC and Treasurer training

For those that were unable to attend the training there is now a copy of the slides with a voiceover available. Please get in touch if you would like a copy to view at home. If you have any questions following listening to the training, of course, do get in touch. This training will run again in person and online after the APCM 2025 season, for those taking up these roles in parish.

Fundraising guidance from the National Church

Writing a fundraising plan is an important step towards helping your church fundraise successfully. The fundraising plan helps your church to identify funding opportunities, organise your time, allocate tasks and make sure you meet deadlines.

Like all projects that are important but not urgent, it might feel as if writing the fundraising plan is a distraction from your project, such as supporting isolated people in your community or growing disciples. In the long run, however, every hour you spend planning and getting organised now will help raise the funds that will enable your church to achieve its vision. For helpful guidance and tips for writing fundraising plans please follow [this link](#).

Church wardens safeguarding training

If you have been elected as a church warden for this year, we firstly want to thank you so much for prayerfully considering and taking on this crucial role in the life and work of our parishes across the diocese. Please do remember that as church wardens we ask that you complete level C0 and C1 safeguarding training which can be found by following this link <https://safeguardingtraining.cofeportal.org/>. The training takes about 30 minutes online. If you are unable to complete the training online for any reason and need more support, please contact Charlier Parker in the safeguarding team (charlie.parker@chichester.anglican.org) who would be very happy to support you.

Patronal Festival Grants 2025

The Choral Evensong Trust is delighted to offer Grants of £250 and £500 to parish churches to celebrate their patronal festivals in 2025. This initiative builds on the success of recent trials in rural churches, where choral evensong services drew remarkable attendance and fostered community engagement.

They especially encourage applications from Anglican churches where patronal festivals and choral evensong are not regular traditions. Such churches are eligible to apply for the full Patronal Festival grant of £500. If your church already has a choir that can sing choral evensong for the patronal festival, they offer Patronal Festivities Grants of £250.

The full Patronal Festival Grant of £500 is intended to support a service of choral evensong sung by a visiting choir, (and several excellent London-based choirs have already expressed an interest in singing at these services) followed by a community reception featuring complimentary food and drinks. Receptions can be held in the church, a village hall, or outdoors in the summer. Additional activities, such as bell-ringing, flower displays, bric-a-brac stalls, local pilgrimages, or children's events, are also welcome to enhance the celebration.

The Patronal Festivities Grant of £250 is intended to cover the costs of a community reception following choral evensong, sung by the church's own choir, to celebrate the patronal festival, and to encourage other festivities.

To apply for a grant please complete this [Application Form](#).

To request more details, please contact hello@choralevensong.org

Listed Places of Worship Grant Scheme - Urgent

The Listed Places of Worship Grant Scheme, set to run only until the end of March 2025, gives out grants to cover the VAT for repairs to listed buildings. This grant scheme is an important source of funding for parishes and losing it would mean that repairs to listed churches would end up costing an additional 20%.

You must claim any invoice on eligible works within 12 months of the date of the invoice. It is good to review any invoices from 2024 when you are finalising your end of year accounts. You can have one claim for an invoice (or group of invoices) of £500 annually and the following claims are minimum £1000. This is the total cost of the invoices and not just the VAT. The VAT refund if approved is usually BACS paid back in 6 weeks.

For more information and to claim see the website here <https://listed-places-of-worship-grant.dcms.gov.uk/>

Grants for Urgent Maintenance Works & Small Repairs to Churches

Grants for Urgent Maintenance Works & Small Repairs to Churches (UK)

Grants of between £500 and £5,000 (exceptionally up to £10,000) are available to churches across the UK identified as high priority within a recent Quinquennial Inspection. Applications until midnight on the 28th February 2025.

[Further grants information here](#)

Change to Parochial Fees for Funerals from 1 January 2025

Following a motion at General Synod the parochial fees for funeral services held at crematoria and cemeteries has changed and the fee payable to the PCC has been reinstated. This returns the fee structure for funerals to the position before 2020 when the PCC portion of the fee was removed.

The process for administering funeral fees will also revert to the previous system which was in place until 2020. From 1 January 2025 all fees for funerals should be paid to the PCC and the PCC will be responsible for forwarding the appropriate amounts to the DBF and/or retired clergy who have taken the service.

Further information will be circulated to parishes, funeral directors and PTO clergy in due course. The 2025 fee table can be found [here](#).

Church House Vacancies

Officer for Lay Ministry and Training

Could you oversee the delivery of our strategy for lay vocations and ministry in Sussex?

The principal duties include:

- Offering support and guidance to individuals interesting in exploring and/or developing their calling to lay ministries.
- Identifying, planning and delivering new opportunities for training and CMD
- Leading the selection of Readers, Authorised Lay Ministers and Lay Apostolic Workers
- Overseeing the provision of training programmes including; the Bishop's Certificate, the Living Faith course, Authorised Lay Ministry, Lay Ministers of Communion and Reader training and CMD
- Overseeing the design, development and ongoing running of the diocesan Virtual Learning Environment (VLE) to enable an online training provision across the diocese.

For full details of the job please see the job description and person specification [here](#).

School Governance and Admissions Officer

We wish to appoint a skilled and experienced team member to be the lead officer for school governance and admissions in Church of England schools across the Diocese who will work closely with the Director and Deputy Director of Education.

The principal duties include:

- Providing advice and support relating to school admissions to headteachers and school governors
- Advising school governing boards and headteachers on issues of compliance and governance, including complaints and disciplinary issues
- Developing and delivering training related to admissions and governance
- Managing the recruitment and appointment process of foundation governors
- Working with the Deputy Director and School Effectiveness Team to address leadership and management issues in schools with the purpose of raising standards and improving outcomes for children

For full details of the job please see the job description and person specification [here](#).

Kind Regards,

Sarah and Molly

[Sarah Rogers and Molly Reuter](#)

Parish Advisors

Finance, Governance and Stewardship

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