

PCC Members' Newsletter

February 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 Information

The Church of England online portal for 2024 deadline for parishes to enter their Easter, October and Christmas data has been extended. Thank you to the many parishes who have submitted their data on time. This data allows us to see any emerging trends and is extremely useful 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/>. To the remaining 88 churches, please submit your data as soon as possible.

The finance portal and energy return is open and will close on 28th June. There is information on annual reporting and the APCM here <https://www.chichester.anglican.org/apcm/> <https://www.chichester.anglican.org/annual-reporting/>

Parish share direct debits

Did you know you can pay your Parish Share by Direct Debit? It is a great way to pay and is the payment method recommended by the Diocese of Chichester.

- By default you pay your full Parish Share pledge spread evenly over the year, but you can choose to only pay part of your Parish Share by direct debit (and the rest by another method) or ask to pay in quarterly instalments etc.
- It is really flexible... your payment can be reduced, increased or set to zero temporarily at any time by a telephone call or e-mail to the Finance team at Church House. All we ask is that notification is given by the 15th of the month at the latest, as we make our submission to the bank for collection on this date.
- You only need to set it up once and it is in place for the future and you can amend it.

- It saves you the time and effort of organising one off payments.
- It is one of the safest and most secure payment methods available. All transactions are covered by the Direct Debit Guarantees– you can get an immediate refund for any payment made through an error by the Diocese or by your bank.
- It helps you budget and manage your cashflow as you know what you are paying and when.
- It helps the Diocese keep its costs down and better manage its cashflow, which all helps control the level of Parish Ministry Costs.
- It is possible for you to cancel a direct debit mandate at any time. However, we request that you do not cancel the direct debit if you want to pause payments as we need a new mandate form to reinstate the direct debit collection once you're ready to pay again. In these circumstances we can temporarily set the collection amount to zero until you're ready to pay again which is much simpler.

Please do consider setting up a Direct Debit for Parish Share. Contact Neil Roberts (Management Accountant – Maternity Cover) in the Finance Team on 01273 421021 or accounts@chichester.anglican.org

VAT refund

The government has announced that the VAT refund scheme will continue in 2025. Please note the major change is that there will be a cap per parish (not per church) of £25,000 per annum of VAT that can be reclaimed. This is a major change as there was previously no cap annually. If you have large building works coming up and VAT refund was part of the plan please check the numbers. If you have had works done recently our advice is to claim as much refund as possible before the end of March when the cap will come into effect. For more information on eligible works and how to claim please see their website <https://listed-places-of-worship-grant.dcms.gov.uk/>

Banking with Barclays

Transactional Freezing for Barclays Bank Accounts opened pre-2019

We have been made aware that following their '[Know Your Customer](#)' (KYC) data refresh programme, Barclays Bank have identified a number of PCCs amongst account holders who have not completed the KYC verification. These accounts are due to be included in a staggered process of transactional freezing with the first due to be frozen from 13th February 2025.

Affected PCCs may find the following information useful:

1. At this stage, transactional freezing is a result of there being no engagement from the account holder. We have been advised that as soon as contact has been established, the freeze can usually be lifted within 24 hours, restoring use of the account while checks and any necessary changes to mandates are completed.
2. It is important to continue engaging with Barclays once contact has been reestablished, as not doing so could lead to further freezes.

3. We understand that the 60-day process for contacting customers has included communications via letter, email and SMS— though of course this is dependent on what contact details are held for the account. Making sure banking mandates and contact details are up to date should be part of a PCC's [internal financial controls](#).
4. When the freeze takes effect, a stop will be placed on any debit cards and online banking.
5. Customers will likely have been invited to upload ID and verification documentation through an online portal. We highlighted that this may in some cases have been a barrier due to the digital divide. If for any reason PCCs are experiencing difficulties engaging with the online portal, they can call **03300580087**, choosing **option 1**.
6. The Charity Commission are aware of an increase in requests from banks for documentation from charities. PCCs may find their [information on charity banking helpful](#). As a reminder, PCCs have charitable status whether registered with the Charity Commission or not. For more information and links to the governing documents for PCCs visit the [Parish Resources Website](#).

There could be any number of reasons why ID and verification checks have not been completed, for example— out of date contact details meaning the PCC is unaware of an issue, forgotten accounts or problems responding through the online portal. Whatever the reason, Barclays is keen to reiterate its commitment to supporting non-profits and encourages affected PCCs to get in touch so that issues can be resolved.

Church House vacancy

Archdeacon of Chichester

The Bishop of Chichester seeks to appoint an experienced, inspiring and liturgically confident leader as the next Archdeacon of Chichester; a priest who is gifted in pastoral and prayerful ministry and who will foster unity across the spectrum of traditions and support the mission of the diocese as together we seek to 'know, love, and follow Jesus.'

We are praying for an Archdeacon who will:

- Be a passionate disciple of Jesus Christ with a devotion to the kingdom of God and the health of the Church, who can inspire people within and beyond the household of faith
- Share closely with the Bishops in the pastoral care of clergy, lay leaders, congregations and schools
- Work collaboratively with other members of the Bishop's staff and diocesan team
- Encourage and engage with clergy, laity, and schools across the archdeaconry
- Fulfil all the statutory functions of an Archdeacon

The Archdeacon of Chichester will need to be:

- Ordained for at least six years (Canon C22(1)) and have significant senior leadership experience within a diocesan or parish context.
- Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults
- A person with imagination, fortitude and humility
- Committed to inclusion and diversity, showing compassion and empathy
- A skilled administrator able to organise and prioritise a demanding workload
- Confident in contributing to financial and legal discussions
- Able to navigate sensitive and complex situations, always maintaining appropriate boundaries and confidentiality
- A gifted communicator and preacher with sound theological understanding and ability to engage with a variety of theological perspectives

For more information or to arrange an informal conversation about the role, please contact the Appointments Secretary, Imogen Robins at applications@chichester.anglican.org

Please apply through the [CofE Pathways Website](#)

Closing date: Sunday 23 February 2025
Interview date: Wednesday 12 March 2025

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.

Year end valuation certificates for parish trusts

The year end valuation certificates for parish trusts have now been issued to PCC Treasurers. Where no treasurer is listed on our contact management system the certificate has been sent to a Church Warden instead.

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. This is a service that is free to you as a parish as the cost is covered by the diocese.

Developing Ministries Training

Revd Dr Earl Collins is leading a variety of seminars which take place over zoom and can be circulated to your congregations as they are 'open to all', clergy, lay people, PCC members and congregational members who would find the content interesting. The only events that are 'clergy only' are stated in the top right of each page. Please see the brochure by following this link: <https://www.chichester.anglican.org/training-brochure/>

Kind Regards,
Sarah and Molly

[Sarah Rogers and Molly Reuter](#)

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