

PCC Members' Newsletter

March 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 27 churches, please submit your mission statistics returns by **Friday 14th March**.

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/>

APCM and End of Year Reporting

As we are now in the APCM season please see this page on our website or get in touch if you have any questions. <https://www.chichester.anglican.org/apcm/>

Following your APCM the finance return is open until 28th June 2025, on the online portal, for parishes to submit their data.

Please remember to return your changes in postholders, electoral roll certificate and a copy of your accounts and annual report to us. This can all be done online and we encourage email copies of the accounts.

For those registered with the Charity Commission you have until 31st October to submit your return for 2024 on their portal. Please note that if your income has gone over £100k, for whatever reason in 2024, and you are not registered, you will now be required to register with them.

You can find more information on registering with the Charity Commission here or email us for more details <https://www.gov.uk/setting-up-charity/register-your-charity>

VAT refund survey

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/>

Due to these changes, the DMCS are looking for feedback using the survey below:

The online survey is at

<https://harlowconsulting.welcomesyourfeedback.net/s/listedplacesofworshipgrantscheme>

To help you plan your answers, they have extracted the questions into a pdf of Survey Questions, available at <https://www.hrballiance.org.uk/campaigns/>

Church House vacancy

Vacancy for Bishop's Chaplain for Retired Clergy and their Households

Retired clergy remain a huge asset in the Diocese of Chichester, being present in parishes preaching, leading, taking special services, serving and supporting our communities in all kinds of ways. We are seeing a Bishop's Chaplain for Retired Clergy and their Households to provide support and advice to those preparing for retirement and to clergy and their households in their retirement. This role is offered at 7.5 hours per week and could be combined with another position by someone either lay or ordained. Closing date is 23rd March.

For more information visit <https://pathways.churchofengland.org/en/jobs/bishop-s-chaplain-for-retired-clergy-and-their-households/2021>

2025 parochial fees and fees for visiting clergy

Please follow this link to find information regarding parochial fees for 2025:

<https://www.chichester.anglican.org/parochial-fees/>

Please follow this link for information regarding fees for visiting clergy:

<https://www.chichester.anglican.org/pto-fees-expenses/>

Kind Regards,
Sarah and Molly

Sarah Rogers and Molly Reuter

Parish Advisors

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