

PCC Members' Newsletter

May 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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New PCC trustee, secretary and treasurer training

If you are newly elected as a member of the PCC or taking up the role of secretary or treasurer for the first time, we will be putting on some online training sessions in June (on zoom) to talk you through the roles and responsibilities of these positions.

For new PCC secretary training, please book on to one of our training sessions using this link: <https://www.trybooking.com/uk/EURL>

For new PCC trustee training, please follow this link: <https://www.trybooking.com/uk/EURN>

For new PCC treasurer training, please follow this link: <https://www.trybooking.com/uk/EURP>

Annual Accounts and Charity Commission

The finance portal and energy return is open and will close on 28th June. Thank you to those churches who have already completed this.

There is information on annual reporting and the APCM here:

<https://www.chichester.anglican.org/apcm/> <https://www.chichester.anglican.org/annual-reporting/>.

Once you have had your APCM, please email your annual return and 2024 accounts to annualaccounts@chichester.anglican.org

If your income for 2024 exceeded £100,000 for any reason and you are not yet registered with the charity commission you will need to sign up for an account. Please follow this link for further information:

<https://parishresources.org.uk/the-pcc-as-a-charity/registration-with-the-charity-commission/>

For those PCCs who already have a Charity Commission account, you have until 31st October to submit your Charity Commission return.

The charity commission is inviting feedback on the changes made to the statement of recommended practice. If you wish to comment, please follow this link: <https://www.charityscorp.org/invitation-to-comment>

Legacy webinar

Our churches were well-provided for by the generous giving of those who have passed on before us and many of our churches continue to exist because of that enduring generosity. If you are interested in running a legacy campaign in your church, please come along to our legacy webinar to find out more about how you can do that. We will be running our legacy webinar on Tuesday 20th May at 10am. To book on to this webinar please follow this link:

<https://www.trybooking.com/uk/ERHP>

Charity numbers

Currently PCCs with incomes over £100,000 a year need to register with the Charity Commission. Smaller PCCs are currently excepted from registering with the Charity Commission by statute which means that they do not have a Registered Charity number. For some grant applications and other purposes, you can supply the Inland Revenue "Gift Aid" claims reference number as a substitute, but you should be clear that this is what you are supplying. The Charity number for Chichester Diocesan Board of Finance Ltd should not be used by a PCC.

PTO service fees and parochial fees

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.

The 2025 fee table can be found [here](#).

More information and forms for PTO service fees can be found here:

<https://www.chichester.anglican.org/documents/occasional-clerical-duty-fees-and-travelling-expenses-word/>
<https://www.chichester.anglican.org/pto-fees-expenses/>

Easy fundraising

Tesco and our partner easyfundraising have come together again to give a little help to our churches this May - by offering five £1,000 funding pots!

This month, thanks to the Tesco Community Pledge, when your congregation shops online with Tesco via the easyfundraising website or app, your church will not only raise free funds, but is also in the draw to receive £1,000 in funding! Follow these simple steps to take part:

Firstly, make sure your church is registered with easyfundraising using the link below. Then ask everyone connected to your church to sign up in support and encourage them to try it out with a Tesco shop. Each time one of them shops online at Tesco, your church will be entered into the draw to receive a £1,000 funding boost. The more people who shop online with Tesco on your behalf, the more chances your church has of receiving this funding boost!

Get your church involved by registering here: <https://www.easyfundraising.org.uk/diocese-of-chichester/>

The Diocesan Digital Team visited churches across the Diocese to hear what they had to say about **easyfundraising**. The team recently visited St Dunstan's in the parish of Forest Row and asked the Vicar, Jamie Gater, and his team about their experience with Easyfundraising. To view the video, please follow this link:

<https://www.youtube.com/watch?v=zU4fXcjhDkI>

Church House vacancies

The Diocese of Chichester are seeking to employ an Assistant Diocesan Safeguarding Adviser and Cathedral Safeguarding Officer. This is a dual-role post with time divided between the Chichester DBF and Chichester Cathedral with the postholder being a member of the established Diocesan Safeguarding Team for both roles.

The successful applicant will work with colleagues in the Diocesan Safeguarding Team (DST) to manage safeguarding casework and promote best safeguarding practice across the Diocese of Chichester, ensuring that all safeguarding casework is managed according to the Church of England's Safeguarding Code of Practice, alongside the Sussex Child Protection and Safeguarding Adults Procedures and statutory guidance such as 'Working Together to Safeguard Children'.

As the Cathedral Safeguarding Officer you will work with the Dean and Chapter of Chichester Cathedral, along with staff, volunteers, congregation members and others to ensure that all participants in Cathedral life are able to fulfil their safeguarding responsibilities, and that the safeguarding culture is appropriately nurtured and resourced in line with the Church of England's National Safeguarding Standards.

The post role is offered on an 18-month fixed term basis with 23.5 hours worked for Chichester DBF in the west of the Diocese and 14 hours per week for Chichester Cathedral – with an expectation that these hours will be conducted from Chichester Cathedral offices.

For more information, please click [here](#).

80th VE Day Celebrations

With the 80th Anniversary of VE Day approaching many churches are likely to be planning a celebration event, taking part in the Ring Out In Celebration or lighting a beacon. To help you organise a successful event Ecclesiastical have lots of guidance to help you prepare. These resources can be downloaded from the Ecclesiastical website and can be found here:

[Responsibility For Church Organised Events | Church Insurance Made Simple | Ecclesiastical](#)
[Self-Assessment for Churches | Risk Management](#)
[Bell ringing in Churches | Risk Management | Ecclesiastical](#)
[Beacons | Church guidance | Ecclesiastical](#)
[Food safety for churches | Risk Management](#)

Kind Regards,

Sarah and Molly

[Sarah Rogers and Molly Reuter](#)

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