

26th February 2015

Hope Church at St David's
Westbourne Road
Islington
London N7 8AB



Managing major building projects in *places of worship*

Sources of further guidance and information on looking after a church building and developing it for wider community use. (The links will take you to the relevant sections of the websites listed below)

DENOMINATION WEBSITES

The first place to visit will be your denomination's website.

The **Churchcare** 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. 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>

Church of England dioceses have very useful guidance and information on their websites usually under a menu heading of *church buildings* or *looking after your church buildings*.

In the **Roman Catholic Church for England and Wales**, the care and management of church buildings comes under the Patrimony Committee.

<http://www.cbcew.org.uk/CBCEW-Home/Departments/Christian-Life-and-Worship/Patrimony>

The Methodist Church has guidance

on managing and developing their churches here

<http://www.methodist.org.uk/ministers-and-office-holders/property>

The **Baptist Union Corporation** has written a series of guidance leaflets to help local churches with practical building issues, legal matters, property opportunities and problems, and charity law.

http://www.baptist.org.uk/Groups/220864/The_Baptist_Union/Resource_Library/Free_Resources_and/BUC_Guidelines/BUC_Guidelines.aspx

The **United Reformed Church's** Plato Property Handbook which covers all issues to do with buildings. <http://www.urc.org.uk/plato-property-handbook/613-plato-property-handbook.html>

The **Quakers** have information on managing meeting houses and developing new building projects here <http://www.quaker.org.uk/property-matters>

OTHER SOURCES OF ADVICE

The National Churches Trust offers grants, a Building Advice section and a Resource Centre which links to further guidance on all aspects of looking after and developing a church building <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. <http://www.visitchurches.org.uk/Aboutus/Regeneratingcommunities>

CCT have also produced a developing *Business Plan* toolkit which focusses 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. <http://www.visitchurches.org.uk/regenerationtaskforce/Businessplankit>

The **Arthur Rank Centre** (ARC) is an ecumenical Christian charity with the aim of resourcing rural churches of all denominations. <http://www.arthurrankcentre.org.uk/home>

There is a comprehensive online resource to support individual congregations in maintaining their building, adapting it for today's needs, balancing conservation and mission and helping to make rural churches more accessible. <http://www.arthurrankcentre.org.uk/publications-and-resources/rural-church-buildings>



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Resourcing Christian Community Action

This study brings together current best practice in Christian care in local communities with the resources and knowledge base needed to multiply those good works across the country. <http://how2help.net> offers information on how to start a project, how to manage a project, where to get advice and good case studies.

The Church Urban Fund has resources for churches that want to set up projects to tackle poverty. <http://www.cuf.org.uk/get-involved/act/resources>

The **Church Growth Research and Development** website aims to communicate and disseminate some of the Church of England's work on church growth research and development. This includes resources for churches wishing to grow through wider use of their buildings and community engagement. <http://www.churchgrowthrd.org.uk>

The **Faith Based Regeneration Network UK** (FbRN) is the leading national multi faith network for community development, regeneration and social action. There is guidance on every aspect of setting up and managing a community project and case studies. <http://www.fbrn.org.uk/resources>
FbRN also produced an extremely useful toolkit *Tools for Regeneration – Practical Advice for Faith Communities*.

<http://www.fbrn.org.uk/factsheets/tools-regeneration-practical-advice-faith-communities>

The **Churches Trust for Cumbria** offers case studies illustrating rural places of worship engaging with their communities in innovative ways. There is also guidance and other support to help churches of all denominations develop their own projects. <http://www.ctfc.org.uk>

ADVICE ON HERITAGE

English Heritage 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 <http://www.english-heritage.org.uk/caring/places-of-worship>

Statements of Need and Significance. Most denominations have produced guidance on writing these statements. You can also find help here: <http://www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need>

English Heritage and the **University of York** have produced a free online

tool for creating a Statement of Significance for all places of worship. <http://www.statementsofsignificance.org.uk>

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>

The Heritage Lottery Fund

provides a range of good-practice guidance to help you plan and deliver your heritage project. This includes 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.



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<http://www.hlf.org.uk/HowToApply/goodpractice/Pages/Goodpracticeguidance.aspx#>.
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GUIDANCE ON COMMUNITY PROJECTS

The **Diocese of Hereford** (CofE) has produced a 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

One Church 100 Uses has a range of templates to help churches explore their potential as music venues, cafes and other uses. They can offer advice on the facilitation, networking, fundraising and project management of church developments. <http://www.onechurch100uses.org/cms>

Approach your **local authority** (ask for Community Development) or **local strategic partnership** (your local authority can point you in their direction). Your local **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. data.navca.org.uk/members/directory

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://www.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>

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 is also an advice phone line. <http://www.villagesos.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 that make up the Rural Community Action Network (RCAN). RCCs can offer advice, support, and access to grant databases.

<http://www.acre.org.uk/about-rcan>

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>

GUIDANCE ON FUNDING

Here are the most relevant links. Liaise with your local authority, local strategic partnership, voluntary action, council for voluntary services, or rural community council. Some can offer you free access to national funding databases, whilst others produce funding directories of regional and local sources of funding.

Funding Sources – you will find information on other sources from websites listed above.

The Heritage Lottery Fund – <http://www.hlf.org.uk>

The Big Lottery Fund – <http://www.biglotteryfund.org.uk>

The National Churches Trust – <http://www.nationalchurchestrust.org/our-grants>

The All Churches Trust – <http://www>.



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The Church and Community Fund –

<http://www.ccfund.org.uk>

Landfill Communities Fund –

<http://www.entrust.org.uk/landfill-community-fund>

FUNDING GUIDANCE

Giving to Heritage is the Heritage Alliance's new training programme for fundraisers in the heritage sector. Aimed at any member of staff, volunteer, committee member or trustee, from a heritage or community group with responsibility for developing and delivering fundraising activities, it offers a series of workshops across the country. <http://www.theheritagealliance.org.uk/gth>

The Church of England's **Parish Resources** <http://www.parishresources.org.uk/resources-for-treasurers/funding> 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.

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>

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>

The Big Lottery website also offers guidance <http://www.biglotteryfund.org.uk/funding>

The two main heritage focused **Funding Directories** are:

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>

The **Directory of Social Change** is probably the most comprehensive directory available and provides links to the main funding websites <http://www.dsc.org.uk>, <http://www.trustfunding.org.uk> and

<http://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.

PUBLICATIONS

1. *Fundraising for a Community Project* by Simon Whaley (How To Books, 2007, ISBN: 978 184528174-8)
2. *Grow Your Church's Income: A guide to securing long-term financial health* by Maggie Durran (Canterbury Press Norwich 2011, ISBN-13: 9781848250390)
3. *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. Also available from the Arthur Rank Centre <http://www.arthurrankcentre.org.uk/publications-and-resources/book-stall>
4. *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
5. *Ten Years on: a Review of Rural Churches in Community Service Programme* (2009), Susan Rowe. This can be downloaded from the Arthur Rank Centre website. http://www.arthurrankcentre.org.uk/images/stories/resources/Ten_Years_On.pdf