

PLANNING YOUR PROJECT

Ann Wise, Historic Church Buildings Support Officer



Arrival of the Quinquennial Inspection Report is often the trigger to get something done!

**You may feel like
this at first!**





**From the beginning plan where you are going to start from and where you aim to end up.
Then think about how you going to get there.**

Why you might decide to get started on a project:

Repairs and new facilities – triggered by quinquennial inspection or sudden failure plus the needs of the church

Repairs – packages of priority repairs identified with church architect with an eye on any appropriate grants

New facilities – if there is a need – prove it!

Have a clear **vision** of what you want to do.

What is your church going to do with the funds its raises?

What do you want to achieve?

Why now?

Take a look at St Nicholas, Stevenage's project:

[display-after-work-2020-FINAL-to-print.pdf \(saintnicholaschurch.org.uk\)](https://saintnicholaschurch.org.uk/display-after-work-2020-FINAL-to-print.pdf)

Draw up a vision statement that everyone can support!

Have brainstorming sessions with lots of ideas and gradually whittle them down to something that is ambitious yet realistic and everyone is enthused about!

It is that vision that funders want to know about.

Keep it short and concise. Make it relevant to your church. Make it compelling and say what impact it will have on people and their lives.

Don't just use your vision statement for funding applications!

Let everyone know that your church has a vision.

Put it on your website!

Pin it on your Facebook page!

Include it in all newsletters!

Make a space for it on your noticeboard.

Is there a need for your project?

- Base your project on a proven need.
- Carry out consultation with the whole community – people and organisations.
- Talk to stakeholders – at all levels who may be useful to your project.
- Build a case based on statistics – local council web sites etc
- Use existing research and consultations – CLP's, Local Strategies, Neighbourhood Plans.

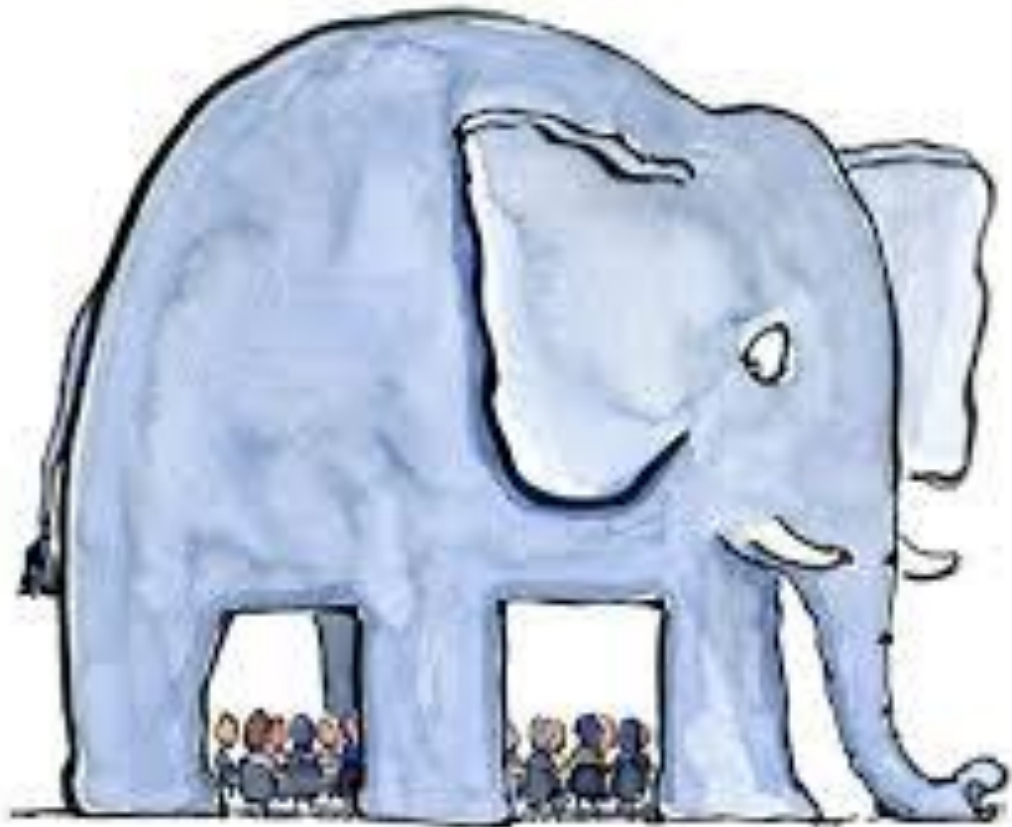
Developing (and justifying) your project -

What are you trying to achieve for your church and the wider community? What is the need you are meeting?

How do you know that it is the right thing? How will you build or realise it in practice?

Form a project team

Involve the community, Diocesan Advisory Committee etc.



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Crisis, Action, Hope

Applying for a Faculty

... when drawing up your action plan include how long it will take to get one. Otherwise, it will be the elephant in the room holding up your project. Allow a minimum of 5 months.....

An example of next steps in the advice and faculty application process:

12 September DAC meeting – initial consideration of proposals - could be Statements plus outline drawings including plans and elevations

September- November – PCC consults statutory external bodies (e.g. Historic England) via the DAC portal, allowing 42 days/6 weeks for responses

14 November DAC meeting – further consideration of proposals including responses to statutory consultations – if appropriate, DAC issues formal advice

Once DAC has issued formal advice, PCC applies for faculty (petition form/form 3A) and displays public notice(form 4A) for 30 days

After completion of public notice, assuming no objections, Chancellor considers application and may grant a faculty with a condition about providing evidence when funding is all in place. The earliest this is likely, with a following wind, is January 2025.

This will allow you to make grant applications to funding bodies (e.g.: National Churches Trust) that expect permissions to be in place. You will then need to allow time for funders to consider your applications, provide tender-level details for consideration by the DAC and, once you have the funds in place, agree a start date with the main contractor.



For any building work not only factor in the time it takes in getting a Faculty but also any necessary rules or external permissions that may be needed.

When starting a project of any kind, I would encourage you to make a plan for raising the funds. Knowing where you think the funds will come from, makes your ask to others stronger – and could influence the grant amount you receive.

There are several funders who are ready to accept applications for church building projects, although their criteria will differ, and some will expect you to have some funds in place – or pledged – already. This can seem off-putting, but actually it can help pave the way for an ask to individual donors to pledge an amount in writing, that will enable you to apply for a grant. It can also act like a target for community fundraising events.

[garfield-weston-finances-template.docx \(live.com\)](https://www.live.com/garfield-weston-finances-template.docx)

MAKE A BIG NOISE!

Your church deserves it

**Being positive creates enthusiasm
and attracts support from others**

There are many reasons why your church is great

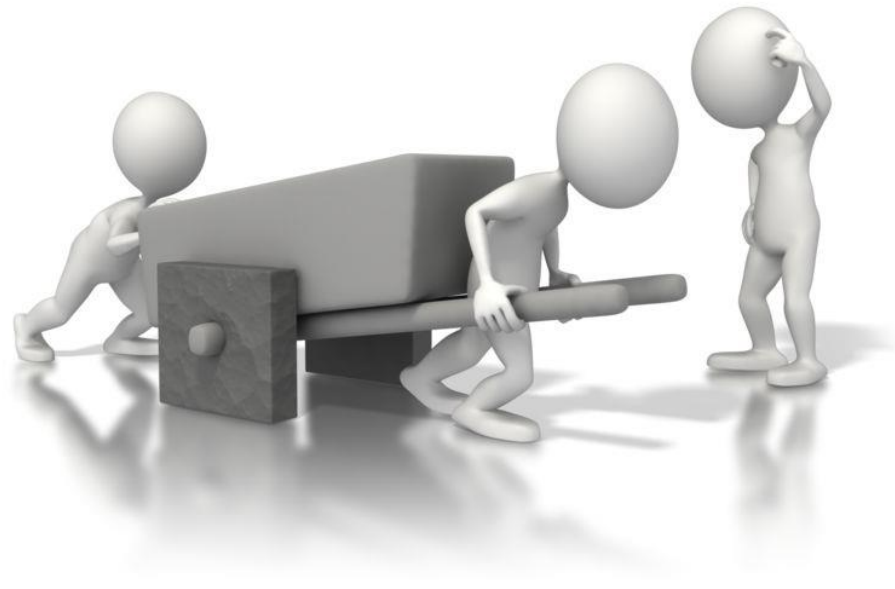
These can help your fundraising case

- Keep accurate minutes of meetings – some funders may ask to see them and it helps to keep track of what has been agreed!
- Have clearly defined actions – assigned to individuals who will report back at meetings.
- How are you going to manage your project – who will have overall responsibility?
- Have regular meetings – plan them in advance and put in diary!
- Think about the skills that may be needed for your project – do you know anyone who can help?
- Look to your wider community for help – let people know you need certain skills for the project.
- Don't let one person do it all!
- Keep telling your story – how is the project going – any successful fundraising events?
- Be prepared that large projects can change while being developed. Adjust and be flexible.
- Be inclusive – involve as many people as possible – be prepared that some people will come and go

Preparing a brief for your architect

- You don't have to go straight to an architect.
- Take the time to figure out how the church will be used and what you need the designs to deliver.
- Base the brief on what your consultation has told you – what is it people said they need and what does the church need?
- Check it with your consultees and then check it again with an objective 3rd party.

**Use existing resources – no
need to reinvent the wheel!**



Organising projects

National Churches Trust – Managing building projects

[Developing and managing church building projects | National Churches Trust](#)

ChurchCare – All Guidance Notes including project planning

[Making changes to your building and churchyard | The Church of England](#)

Diocese of St Albans

Developing your church building -

<https://www.stalbansdiocese.org/parishsupport/buildings-and-churchyards/developing-your-church-building/>



Published by the Historic Religious Buildings Alliance (HRBA) in collaboration with the Diocese of Hereford

Available for FREE download from
hrballiance.org.uk
hereford.anglican.org

CROSSING THE THRESHOLD

A STEP-BY-STEP GUIDE TO DEVELOPING YOUR PLACE OF WORSHIP FOR WIDER COMMUNITY USE AND MANAGING A SUCCESSFUL BUILDING PROJECT



Making your case - every church is unique and has its own story to tell

The what, when, where, who, why and how

And the tale of the people of the church and local community through time



Most churches are listed and the rest are important too

Parish churches have been called
'England's Finest Work of Art'

Three-quarters of the diocese's churches are listed for their special architectural or historic interest

A high proportion are Grade I and II*

Unlisted churches also have heritage interest and can be good architecture too

St George's, Norton, Letchworth by Peter Bosanquet, 1961-1964, unlisted



Your church is part of national and local history

Dunstable Priory was '*witness to the start of the English Reformation*' when Henry left Catherine

The Priory shows what was lost and survived as a result

All churches reflect changes that have swept across the country

All churches have played a part in local if not national history



Churches inspire wonder, pleasure and delight

Most have a **WOW** factor whether it's a piece of stained glass or the vaulted nave

Standing in the street above the churchyard of St Mary's, Hemel Hempstead Alec Clifton-Taylor had *'almost the sensation of being able to clasp within his arms the central tower with its lofty, slender, lead-covered spire'*

He called it *'a delightfully intimate relationship'*



St Mary's, Hemel Hempstead



KEEP MAKING A BIG NOISE!

Your church is wonderful and has fascinating stories to tell.
Win support from the parish, community and funders with your passion!

Finally – try to focus on the impact and benefit of your project you are raising funds for rather than the actual sum needed.

Remember – you are not alone, I am here to help!

Email: awise@stalbans.anglican.org

