

PCC News

The newspaper for all PCC members to help support your church



Chancellor's changes to Gift Aid 3



Rabbits in the Headlights 5



Theological Am Dram 9



Farewell Bishop Graham 10

The countdown begins

During the Christmas period we will see a marked increase in footfall through our church doors, and we need to maintain some sort of contact with these people. With recent GDPR legislation, keeping data has become more involved so why not ask people to be friends on your facebook page? You might like to run a draw whereby one person who has joined will win a bottle of wine? Give children attending the plethora of services a leaflet to take home asking parents/carers to be friends on facebook. It is an ideal way to keep in touch and advertise events.

Does your church send a Christmas card to everyone in your parish? It is a great way to wish everyone a Happy Christmas but also a superb way to let people know about your services, and explain that everyone is welcome. Make a point of inviting people personally at Christmas to your services or events. It is an ideal opportunity to speak to new people.

Christingle, it is one word which will need no explanation to those who have come across it. The Children's Society introduced Christingle celebrations in this country 50 years ago to raise money for vulnerable young people. Even when the child has grown into an adult the thought of Christingle brings a smile to the face. In the cup shape made by a pair of hands sits an orange representing the world. It is adorned by a red ribbon, the blood of Jesus. In the middle sits a lit candle: Jesus the light of the world. Once more the Christian story is shared and brought to life through the magic of glowing candles shining in the darkness. If you would like more information on holding a Christingle service visit the Children's Society website www.childrenssociety.org.uk/what-you-can-do/fundraising-and-events/christingle-resources

The Revd Penny Goodman

Card readers



James South
Senior Finance Officer

As some of you may have seen in March of this year, the Church of England issued a press release which was picked up by many mainstream media organisations in relation to card readers being available to churches.

This followed a trial which ran across the Church of England through late 2017 and into 2018.

Some of the benefits of using a card reader include:

- More security compared to holding cash
- A convenient way of giving for those who do not carry cash
- Donations through contactless giving are eligible for the Gift Aid Small Donations Scheme (if less than £20), meaning that donations could potentially be enhanced.

At present, this initiative is best used for one-off payments. Such as the payment of statutory fees or donor instigated one-off donations.

However, the national church is currently working on providing additional options, including, but not limited to, a cost-effective method of utilising readily available hardware to provide a convenient option for one-off, contactless donations. We understand that they will be providing an update on this soon.

Therefore, if you have yet to do so, you may wish to sign up to the Parish Buying website www.parishbuying.org to receive updates.

Editorial

Robert Culyer
Parish Funding Support Officer
01603 882326
robert.culyer@dioceseofnorwich.org



Recently I attended a study day in London looking at making churches sustainable. Initially I was a little sceptical because quite often ideas that work in London do not transfer to our lovely rural villages.

But armed with an open mind I was pleasantly surprised at how many of the ideas are transferable to Norfolk. Before I go into the detail of generic ideas that are usable I will tell you briefly about a couple of the churches that we visited in the Eastend.

The first was a church that has made itself into a community hub at the centre of the parish. They have built a doctor's surgery and have advice clinics which help with everything from housing to language lessons. The next church was a barn of a church, that had been derelict and unusable. They raised over £3million to restore it. They placed a pod, very much in the shape of an ark inside the church. This has created valuable rental space for the church. The top floor is rented out as a gym for disabled people and the first floor is rented out to an educational trust that helps children from 10-18 years old. On the ground floor there is a café, a space for worship and more rental space. The church now has a thriving worshipping community and is self funding.

The first thing that I found these two projects had in common was that before they started the project the church goes made themselves very visible in the local community. They engaged with the people who did not attend worship. In

doing so they identified who the movers and shakers are in their local community. I think we all have them in our local community; the person who gets everyone together and organises events in our villages. It was then a case of seeing how they could work with this person or group. For example, letting them use the church/church rooms/hall for classes or events. At the first church it was a group of artists whom the vicar befriended. He let them use the church space to work in. This group of people then went on to develop and build a second, different service of worship on Sunday afternoons. In your local community it might be a group of young people looking for a venue to do band practise. Another interesting thing was the fact that they rented the space out to groups who were doing activities that would attract funding in their own right. For example the gym specially designed for disabled people. Also both churches found that it was a steep learning curve, and they needed to adapt and mould to their changing environment. As we know each of our parishes across the diocese is different and it is a case of providing what local people want and we can only do this by talking to people.

So with this in mind it is important that we don't stagnate. I am a great list maker to ensure that I get things done and don't put jobs off until tomorrow, but I do know a few people who don't make lists and instead never get around to it.



Professional help to complete our project

Starting a project for most of us is a daunting prospect, so it is important to get the right professional help. Here we have two parish stories (one from Sustead and one from Yaxham) that have used Spire Property Consultants (a company owned by the Diocese of Norwich).

Priscilla McDougal
St Peter & St Paul, Sustead

Our Quinquennial Reports for St Peter & St Paul, Sustead had been warning us for some time that the tiles on the chancel roof were badly laminated. This was threatening our unique painted roof below, and also our rather special stained-glass windows by C.W. Whall.

Our surveyor, David Lemon of Spire Property Consultants, advised us that there was a window of opportunity to apply to the Listed

Places of Worship Roof Repair Fund for a grant. Unfortunately, this fund was heavily oversubscribed and despite much time and effort on everyone's part, our application was rejected. We were somewhat downhearted but David encouraged us to persevere.

Good fortune followed and we were awarded a grant of £10,000 by the Norfolk Churches Trust that gave us a very welcome kick-start to our appeal. Subsequently, we were fortunate to obtain grants from other organisations for which we are most grateful and were able to take the plunge and sign a contract.

It was a difficult time to find an appropriate builder - especially with competition from the churches who HAD obtained a grant from the Roof Repair Fund - but David obtained quotations for us, including one from Nigel Coverdale. We were very happy to be able to accept this quote and the work began at the beginning of

April 2018.

The job was carried out during a period of difficult and unseasonable weather conditions. However, everything went more or less according to plan, with works finishing before the estimated date and with minimal upheaval and mess. We are delighted with the quality of the building works and the co-operation between our surveyor and the builder was seamless and good humoured.

David has seen us through the various processes of obtaining a faculty, VAT reclaim, and dare I say it, negotiating all the red tape needed to obtain the relevant permissions and reports required.

A bonus was the choice of appropriate clay roof tiles which have proved to be the piece de résistance. David made a special visit on a Saturday morning to bring the tiles to us to approve, which was typical of the service we have received from him throughout our project.



The Beast from the East

Matthew McDade
Care of Church Buildings

Thinking back to the 'Beast from the East' we all need to be aware of precautions we can take if such inclement weather strikes again. Freezing can occur in church water pipes, especially if the system has been unused for a number of days. Frozen water inside pipes can cause them to split, producing leaks once thawing has occurred. If churches are connected to a mains water supply and it is safe to do so then it may be advisable to visit and turn off the stop cock before the system freezes or unfreezes. This can lessen potential damage

caused by undiscovered leaks, as the only water likely to flow into the church is what remains in the pipe, rather than it coming straight from the mains in a continuous flow. However, people should not put themselves in harm's way and make special journeys to churches if there is a risk of falling over or slipping on ice and snow. People should also not switch off water supplies if doing so would cause malfunctions within equipment in the church. In short, be aware and make a judgement!

General advice regarding frozen pipes can be found on the Ecclesiastical Insurance website: www.ecclesiastical.com/risk-

management/

If you discover a frozen pipe, don't wait for it to burst. Turn off your water supply and then slowly thaw the affected pipe by introducing gentle heat to the area eg by using a hairdryer, space heater or hot water bottle. Do not attempt to thaw the pipe with a blow torch or other open flame.

If the worst happens and you do have a burst pipe, turn off the water supply at the stopcock and try to catch any excess water in a bucket or other container. Do not use any electricians if you believe they may have been affected by the escaping water. You will need to have these checked by a professional electrician.

Simple suggestion leads to perfect finish

Susan Martin
St Peter's, Yaxham

After receiving a donation, St Peter's PCC embarked upon obtaining quotations from local electrical contractors for the renewal of their outdated heating installation and obtaining a Faculty.

It soon became apparent to the PCC that they had reached a stage where the members felt that they did not have the skills to bring the project to fruition and sought advice from Spire Property Consultants.

Following an initial site meeting with the preferred electrical contractor, Spire's surveyor raised concerns about the number of surface run cables that would be affixed to the walls of St Peter's particularly those crossing the impost to the Tower arch which is of particular architectural significance. David Lemon (a Chartered Surveyor with Spire Property Consultants) suggested that these could be avoided if the electricity meter for the new 3 phase underground supply was re-sited within the base of the tower rather than in the South Porch.

Further improvements could also be made by burying some of the cables beneath floors and concealing others behind cornice rails to make them less obtrusive. These recommendations were accepted by the PCC who in turn appointed Spire Property Consultants to move the project forward and project manage the work. The works commenced in



September 2018, and hopefully will be completed in time for the Christmas Services.

David currently acts as Quinquennial Surveyor to

120 churches on behalf of PCCs, the Diocese of Norwich Churches Trust, the Diocese of St Edmundsbury & Ipswich, and the Diocese of Ely.



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If you have a building project that you are thinking about, call Les Bailey or David Lemon at Spire on 01603 882333 for an initial discussion on how Spire might help you.

www.spirepropertyconsultants.co.uk

Gift Aid Small Donations Scheme (GASDS)

Autumn budget update:

In the budget the Chancellor announced the limit on single donations that churches can claim Gift Aid relief on is to be raised from £20 to £30 from 6 April 2019. In your last copy of PCC News, Susan Bunting wrote an article on Gift Aid. In this article she specifically looks at GASDS. If you have any queries about claiming contact Susan Bunting 01603 882377 or susan.bunting@dioceseofnorwich.org



Image: Shutterstock.com

Susan Bunting
Director of Finance

The Gift Aid Small Donations Scheme (GASDS) allows parishes to claim a Gift-Aid style repayment to be received on small cash and contactless donations of £20 or less up to a threshold of £8,000

of donated income per tax year per church. (The £8,000 threshold applies from the 2016/17 tax year – the limit for prior years was £5,000).

In total, it should benefit parishes by more than £15 million a year.

GASDS is claimed alongside Gift Aid using the same processes.

What you need to do now:

You need to make sure you're keeping the right records. HMRC require you to keep three elements of evidence, all of which you should already have in place:

1. To be eligible, small donations must be banked at a bank or post office branch in the UK. You must

keep evidence to show that you have deposited at least the amount claimed under GASDS. So, for example, if after a service you have £250 which is eligible for the small donations scheme, the amount banked must be at least that. In practice, because of cash in Gift-Aided planned giving envelopes it will be higher than that – this is fine. It doesn't need banking separately.

2. You will also need records showing when the cash was collected. For most parishes, this will be in two parts:

a) Vestry forms showing the cash collected at services, which provides evidence of the donations that are eligible. These forms should separate out loose cash from that given in envelopes, and can exclude donations where you know that an individual gave more than £20.

b) The envelope register, which will identify regular planned giving in

envelopes not covered by a Gift Aid declaration. These can also be included in the scheme provided the donation given in a particular week is in cash and is of £20 or less.

3. In order to claim under the Community Buildings element of the scheme (which parishes with more than one church are likely to need to do) on donations received prior to 6 April 2017, you will need evidence to show that collections were taken at services or other charitable activities when there were more than ten people attending. This will usually be your service register.

If you do not operate Gift Aid then you are missing out, please contact the Diocesan Finance team who can offer advice on how to set this up.

If you do operate Gift Aid and have any questions on the article above please do call or email the Diocesan Finance team.

Leading your Church into Growth



Leading your Church into Growth

The Revd Canon Keith James
Continuing Ministerial
Development Officer

Leading your Church into Growth (LYCIG) is an organisation that has been running for almost 25 years, serving the local church across the country with a vision to equip churches to grow both numerically and spiritually.

In June this year, as part of our Mission Strategy 2021, we hosted a LYCIG conference in which fifty people from the Diocese spent four days together at Belsey Bridge Conference Centre.

The conference was a mixture of interactive talks, practical exercises, workshops and time for personal reflection. There were opportunities for informal conversations so that we could ask questions and explore the challenges of our own churches.

We were a mixture of lay people and clergy and we came



from churches that face the sorts of challenges that most of us recognise – such as balancing the books, reaching new and young people etc. Most of us came from multi-parish benefices.

The feedback from participants was full of appreciation. The speakers were inspiring and engaging – all had worked and worshipped in local churches like ours. We became a community

over those four days – praying, worshipping, eating, laughing, as well as learning together. Best of all, the conference did what it said on the tin; it gave us simple, practical steps for us to follow in helping our churches grow.

The steps include:

- Establishing a desire for growth – remember how much God wants churches to grow and flourish
- Praying for growth as a church

community

- Working and collaborating with others
- Planning a strategy for growth and outreach
- Developing a culture of invitation, welcome & hospitality
- Learning to tell our story of faith
- Being disciples who are learning more about following Jesus
- Developing worship that helps all ages to grow.

At the end of the conference, we went away with our own Growth Plans, as well as with materials for a course to run at home – Leading your Church into Growth Local – so that the fruit of our learning could be shared with those who weren't present.

Hopefully next year we will host a day in which everyone who came on the conference, together with others from their churches, can come together to share encouragements and discoveries. And we hope we can host another LYCIG conference in 2020.

If reading about LYCIG has left you wondering about how your church can grow then think about the following – with others...

Healthy churches are a mixture of Prayer, Presence, Proclamation and Persuasion. Which of those

four Ps is your church strong on – where are you weaker? Many of our local churches have a well established pattern of prayer and are obviously present and rooted in the community – we aren't always so strong in proclaiming and persuading people about the Gospel. What simple step could you make to change that? As you consider that, pray this prayer we used during the conference:

God of Mission who alone brings growth to your Church: Send your Holy Spirit to give vision to our planning, wisdom to our actions, and power to our witness. Help our church to grow in numbers, in spiritual commitment to you, and in service to our local community, through Jesus Christ our Lord. Amen.

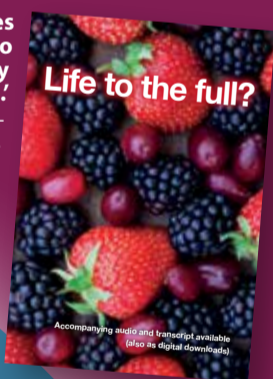
I think we have all been on courses which were enjoyable but have led to nothing. The parish stories adjacent, just two of many, show how the people attending the course have returned to their benefices and put what they have learnt into action.

Two NEW Discussion Courses for Groups

Explores the themes raised by Jesus Christ's promise in John 10.10 to abundantly fill our lives: 'I have come so that they may have life, and have it to the full.'

written by Matt Woodcock - who also features on the course audio

4-sessions



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Christmas Festive Menu

**10th ~22nd
December 2018**
(Excluding Sunday 15th)

Starters

Broccoli & Stilton Soup
Served with a Granary Roll

Smoked Salmon Pate
Served with Wholemeal Toast & Butter

Mains

Roast Turkey
Served with Pigs in Blankets, Christmas Stuffing, Roast Potatoes, Brussel Sprouts, Carrots, Roast Parsnips & Homemade Gravy

Mushroom & Tarragon Strudel in Madeira Sauce (v)
Medley of Mushrooms with Pine Nuts, Sundried Tomatoes, wrapped in butter Puff Pastry

Desserts

Christmas Pudding
Served with homemade Brandy Sauce

Cranachan
Layers of Tippy Cream, Caramelised Oatmeal & Raspberries

Mincemeat Crumble Tart
Layers of Mincemeat, Apple & Cranberry with Almond Crumble Topping

Served with a Tea or Coffee & Mints at the end of your Meal

2 courses £15.95 per head
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Risk and the comfort zone

The Revd Deborah Hamilton-Grey
Rector of The Waterside Benefice
www.watersidegroup.org.uk

We found the Leading your Church into Growth course was a natural progression and an excellent vehicle for encouragement for all who want to see their communities grow in faith, service and numbers. It is the perfect follow up leading on from the Mission Track course presented last year in the Diocese.

It helped us as a team to begin to dig a bit deeper and commit ourselves to making a date and putting service in our community into action. It was also a wonderful opportunity for like minded people to come together and be encouraged and it is a powerful vehicle in helping to think about and reflect on what it means to Grow the Kingdom of God. We went as a team of four, one clergy member and three lay people. I was already feeling encouraged before we arrived because those wonderful people signed themselves up and paid for it themselves because they wanted to, I didn't have to pressgang anybody or bribe them! This was despite never having been on a course like this before. Julia and Joan were a little bit daunted, not knowing what to expect and



Michael applied himself stoically as he does (being the Rector's husband.) All came away from the course excited about future possibilities and we also used the time to plot and plan ahead.

Although it is very good to be excited about possibilities and to meet like-minded people, the course more importantly affirmed a sense of affirmation and calling to all, was the feedback I received from our team.

We decided to take a risk and put a date in our diaries to begin our parent and toddler group. We had been thinking about it for a few weeks and of course had the approval of the PCC so that all were on board in the Parish. The great day arrived, we had borrowed, bought and begged for toys and new play mats, games and blow up swimming pools. We leafleted and stuck posters up everywhere, we put it on the

website and went to the schools and children went home with flyers in their book bags. Then we waited to see what would happen on the day. On that very first day we had 16 adults (including four helpers) and 15 children. We were so excited and all the carers were so grateful and excited to finally have something in the village for their children. We discovered that most of the parents had older children of primary school age and

so we decided to continue with a Holiday Club on Fridays during the summer and opened it up to all. We had to move out of the Church Room and into the church and we play games in the grounds of the churchyard. We now have 43 kids registered and 22 adults and sixish helpers who come. And it has been a joy. The parents are planning ahead for parties and harvest festivals and have taken on bringing refreshments and helping pack up. It felt very risky when we set the date and stepping out of ones comfort zone is always a risk, but I am acutely aware that we need to provide the opportunities to make invitation in our communities.

Can I encourage you to take a risk about whatever that thing you have been thinking about for some time is, it doesn't even matter if you fall down or it needs tweaking and if you get a chance to go on a LYCiG course do it! Can I say to all those who are offering amazing invitations to all in their parishes, be encouraged it isn't our job to convert the people, it is our role to allow God to use us in his Mission of love to make Christ known to the world and this happens through welcoming communities of hospitality and service wherever we are.

Rabbits in the headlights

The Revd Margaret McPhee
Horford Benefice

18 months into incumbency, this LYCiG course was perfect timing. It was an exciting project not just for me but an opportunity for the Benefice as we continue our journey with God. My Lay Reader and two of my AWAs attended the course with me.

For me, it provided space to reflect, to stop and to hear God speak and be encouraged personally in my calling. Wendy, one of my AWAs, found Rowan Williams' quote "Mission is about finding where God is at work, and joining in" gave a whole new perspective on thinking about mission.

As the four days went on so our excitement grew. Our discussions were focused, wide ranging and in context. The practical examples and structures to help us look with new eyes at our parishes was helpful. The activities provided focus, identifying areas to grow in and a sharpness to the priorities; it was like pieces of the jigsaw falling into place for our next steps.

As Maggie, another of the AWAs said "When I focused on the huge number of people in our Benefice who know little or nothing about the Gospel, the task of reaching them seemed



daunting and overwhelming and I felt like a rabbit in headlights. I learned that it becomes more achievable when we focus on those who we identify as seekers."

We came away with a plan for 2018/2019. Being back in the Benefice it was important not to lose our excitement but it was crucial the three congregations were also informed, and encouraged as we embark on this phase of our mission journey together. As I write this we've completed five of a six week sermon series focusing on vision and our sense of calling, prayer, welcome and hospitality, radical inclusion, worship (our heart)

and building a plan for growth. The LYCiG prayer is prayed in a variety of ways each week with every member of the congregation having a copy to use in their own prayer time. Our missional priority is developing family work, the area that "screamed" at us following an activity around our connections in an activity on the course. Another incumbent and I have buddied up as encouraging challengers, planning to meet quarterly.

My Lay Reader, Richard, sums up the potential, "It has drawn us together to hear God, rejuvenate our prayers and focus on what really matters".

It's a Saturday!
Save the date

THE
ARCHDEACON'S
CHARGE

18
MAY

SANDRINGHAM

An easy way to raise money for Parish Share

The Archdeacon's Charge is an excellent way for parishes to raise money towards their Parish Share. The Diocese organises the venue, course route, refreshments, family

activities and more – all you have to do is walk the route and ask your friends and family for sponsorship. Why not give it a go? Put the date in your diary and read more in the next issue.

What's new in A Church Near You

Amaris Cole
Digital Communications Manager
for the Church of England

AChurchNearYou.com, our national church-finder tool, receives more than 10 million page views a year – 80 per cent of these are from people visiting the site for the first time.

All of the 16,500 churches in the CofE have a page on the website, including the nearly 300 churches across Europe and Morocco. Churches can log in and edit these pages, adding photos, services and events and information about the life of the church. Follow the steps on our Editor Help Centre to claim your church's page if you are not yet using the site.

After relaunching the seven-year-old site in time for Christmas last year to get the site secure, mobile-friendly and easier to edit, we started work on phase two of the new ACNY this summer.

These changes now mean churches can use the site as their website for FREE. By following these simple steps, you can point your domain towards your A Church Near You page, so you can still use your existing URL to encourage people to find out more about your church. This means you



won't have to reprint literature with your URL on – using your existing www. will take visitors through to your ACNY page.

These pages have lots of new functionality, as requested through our regular editor surveys, to help meet the digital evangelism and discipleship priorities of our churches – as well as the more practical ones!

The upgrade we launched in the last month includes the ability to add a gallery, news stories and news sheets and to see your

analytics on your church's page, showing you how many people have visited your page this week, month and year when logged in. As ever, our Editor Help Centre is on hand to guide you through the new features, so if you would like some help, do read the help articles provided.

As we prepare for Christmas and work to encourage a record-number of visitors into our churches, we hope you will find these new changes helpful in sharing the news of

the events and services you're planning in Advent, Christmas and through to Epiphany.

For the first time this Christmas, you'll also be able to pull all the #FollowTheStar branding onto your homepage, giving you a personalised look and making it even easier for visitors to find out about all you have going on.

As the digital team continues the work on A Church Near You as a key strategic tool in our digital evangelism and discipleship priorities, we're encouraged by

New step-by-step guides

Visit www.DofN.org/acnyhelp to find step-by-step guides on how to:

- Use the new gallery
- Choose which of your services or events appear on your homepage
- Add a news story
- Add a notice sheet
- Edit and unpublish new stories or news sheets
- Use the new campaign feature
- Use the new inbox on ACNY

messages of support like this, from the Bishop of Ripon, Helen-Ann Hartley: "A Church Near You is a fantastic, free resource. I'm delighted by the way so many editors in my diocese - and beyond - are claiming their pages and using them to let millions of visitors to the site know what they get up to each week. I'm excited to see how churches now make the most of the ability to use their ACNY page as their website, saving these churches money that can be freed up for other church projects."

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Inspired Classrooms

Exploring churches as places of creative learning across the curriculum



You will see from the article that this is an ideal toolkit to help our churches engage with children. It might also help you fulfil some of your community engagement requirements needed to support a grant application.

Saul Penfold MA PGCE
Inspired Classrooms
Project Manager

Inspired Classrooms is a highly innovative and free online Toolkit designed to better connect parish churches to their local schools. It provides churches with the practical 'tools' and resources to better understand, encourage and

support schools in their visits and can be used by any church and by any school at any time.

Inspired Classrooms has done the hard work for you - providing highly creative and practical ways in which your church can support English, Science, Maths, Humanities, the Arts and PSHE for Key Stages 1, 2 and 3 (5-14 year olds). You can reference Inspired Classrooms in your applications to the Heritage Lottery Fund too - it is funded by the HLF and they are (rightly) keen to see examples of innovative learning and outreach taking place in parish churches.

'It was the best literacy lesson - much better than writing in the classroom.'
Key Stage 2 pupil,
Bure Valley School

The Toolkit includes:

Visit Practicalities

All the practical tools to help plan and deliver the perfect day of learning within your church, with resources including a model Risk Assessment, Itinerary, Equipment List, Parents Letter and sample Press Release.

Lesson Plans and Challenges

Over thirty cross-curricular lesson plans, challenges and supporting resources for Key Stages 1, 2 and 3, allowing you to easily find the lesson(s) you want. These help pupils develop a range of skills including research, teamwork, focus and creativity, encouraging feelings of ownership and attachment to their parish churches.

QR Code Offline Web App

Our QR Code Offline Web App gives access to a bank of supporting information even in churches with no wifi connection! All QR codes relate directly to and support the lesson plans and challenges.

'I really enjoyed working at the church as working in a different environment inspired me.'

Key Stage 3 pupil,
Aylsham High School

We have worked very closely with the Aylsham & District Team Ministry and with teachers from across the Aylsham Cluster to develop Inspired Classrooms. Each lesson has been trialled in parish churches

and feedback from clergy and church volunteers has always been sought and incorporated as the Toolkit has developed.

No other heritage learning resource has the richness or cross-curricular potential of parish churches and we hope that this Toolkit encourages and empowers you to work with your local schools in these 'Inspired Classrooms'.

For more information please contact: Saul Penfold MA PGCE
Inspired Classrooms Project Manager
info@inspiredclassrooms.org
www.inspiredclassrooms.org



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Diocese of Norwich
Children, Youth & Families
Charter 2019

Children, Youth & Families Charter

Anna Walker
Children, Youth & Families
Administrator

There is an African proverb: 'It takes a village to raise a child.' It also takes a church to raise a family, and supporting families takes whole church action.

We recognise that creating connections with local families, responding to their needs, offering and welcoming them to church activities, and discipling them on a

journey of faith is a process.

To encourage and enable churches to do this more effectively - with the desire to put the whole family at the centre of church - we are pleased that in January 2019 we will be launching the Diocese of Norwich Children, Youth & Families Charter.

The Charter is a three fold commitment to:

- the community
- children and young people
- those working with children,

young people and families.

Joining the scheme is a clear commitment to welcoming children, young people and families into the heart of your congregation. We hope that signing up to the Charter will enable churches to drill down on what it means to love children, young people and families - rather than being anxious about the lack of them or what to do with them. In turn, by displaying the Children, Youth & Family Charter

sign, families will more readily be able to identify churches who have adopted the Charter's principles and are putting them into action, helping make a church more attractive to families and a more positive experience for those who already attend.

Benefits of the scheme include access to a network of churches on the same journey, registration for access to borrow resources and membership to access reduced price training and grant funding.

We hope the Children, Youth & Families Charter will promote conversation and discussion amongst your church leadership, PCC and congregation and through prayerful consideration you may be led to adopt the scheme and see fruitful growth through it.

If you are interested in discussing the new Charter please do get in touch with the CYF team via email jonathan.richardson@dioceseofnorwich.org or phone 01603 882354.

Classifieds

PCC News is published three times a year, has a print run of 5,000 copies, and is posted to every PCC member. We charge just £25 per issue for an advert (minimum 3 placements).

Contact Sally Finn on 01603 882322 or sally.finn@dioceseofnorwich.org to discuss placing your advert.

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Theological Am Dram

I think there is little doubt that we want all of our churches to engage with children and families. Please have a look at the new Charter (p8). I hope that you will see from the 'Open the Book' article the pleasure that the group doing the project get from doing it. Brings to mind the phrase 'give and you shall receive'.

Eunice Norwood
Heart of Norfolk Benefice

Children love stories and each week thousands of primary aged children nationally have the chance to experience and engage with great classic stories from the Bible through the Open the Book initiative.

Open the Book, which celebrates its 20th anniversary in 2019, involves Christians from local churches forming a team who then go into their local school - usually once a week or fortnightly - to present a story during an assembly/act of Collective Worship. Each scripted presentation, takes around 10-15 minutes and includes a dramatised telling of the story taken from the Lion Storyteller Bible by Bob Hartman. Registered storytellers



can purchase the storytelling materials which are presented on a three-year rolling programme with an additional, but optional year of material based on Christian Values.

Eunice Norwood tells their story: "The handful of Diocesan Mothers' Union members in the very large Heart of Norfolk Benefice, were

looking for a project that would benefit the work of the church and encompass the aims and objectives of the Mothers' Union. Open the Book was perfect for us, it answered our 5th object 'to teach children the faith.' We knew we were not strong enough to go it alone and recruited

from amongst our 13 churches and the local Baptist Church.

In September 2017 with a team of seven we were warmly welcomed at St Mary's CofE Primary School in North Elmham. This September, having increased our numbers to 10, we started in All Saints Primary School,

Stibbard. As the children filed out of the hall, the Assistant Head brought a young lad to us and asked him to repeat what he had said to her, he gave a huge grin and said "That was the best assembly EVER". Another teacher said, "That was fantastic, I can't wait till the next one!". So I think we are appreciated.

In July of this year we gave a presentation of 'The Marvellous Picnic' (John 6:1-14) at our benefice service to raise awareness of the project and to encourage the gathered community with visual evidence of outreach and potential growth. From that service there has come a further request to take it into a third school, which we would love to do if we can recruit more team members.

Do the children talk about Open the Book at home? We may never know, but perhaps they might retell the story they heard and then who knows what seeds of faith are being sown?"

If you enjoy being part of a team and want to ensure that the children in your parish hear the story of the Bible in an exciting and interactive way, then Open the Book could be for you. Contact anna.walker@dioceseofnorwich.org for more information or visit www.biblesociety.org.uk/get-involved/open-the-book/

Advertorial

Slash the cost, the mess and the hassle of candles!

Mike Winterbotham
Clearcraft, 01279 731621
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Many of you will already be aware of the benefits of using Nylon Oil candles, instead of traditional wax. The mess and hassle is all gone, no more cleaning spilt wax, or trimming wicks and wax. If you are already using them, the good news is that now you can save money on your lamp oil. After doing a little research, we discovered that the main ecclesiastical suppliers are charging anything up to £8 per litre for lamp oil. With our prices from just £2.97 a litre, you can see that there are some massive savings to be had. And the quality of our lamp oil is second to none. Ninety five percent of our customers are restaurants, who have very high standards. Furthermore, we already supply some fine establishments like York Minster



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GDPR: Don't panic!

Sally Finn
Data Protection Officer

Over the past few months it has been impossible to escape the constant flow of emails and news articles about the new General Data Protection Regulation (GDPR).

It may have all seemed daunting, however it's not as scary as it seems. The new regulations have been created in order to update the old Data Protection Act; bringing it into today's world due to the rise of the internet and social media.

Many people are seeing this as an attack on companies and organisations and the way they operate, but this is not the case. It's merely a way to give individuals more control over their personal data.

Although the compliance deadline of 25 May 2018 has passed, the Information Commissioner's Office (ICO) - the authority responsible for enforcing the GDPR - realises that the path to compliance is a marathon, not a sprint. Of course, there is still work to be done, and it is important. However, there is a wealth of information and resources available to your PCC both through the Diocese and national church to help with this.

The ICO's own website is a great resource. It breaks down the legislation into readable sections, including the six lawful bases for processing personal data and the lawful reasons with which you're able to use people's personal data. This is a great start for understanding the GDPR, as it uses everyday language without complicated legal language.

The Church of England's Parish Resources website is also useful with more specific guidance in relation to churches. See the box to the right with examples of templates it gives PCCs.

New online GDPR training for PCC members

PCC members can also have access to discounted online training through MeLearning. This step-by-step training provides PCC members the chance to undertake GDPR e-learning to further understand the ins and outs of the legislation. This costs only £10 (+VAT) per license with different levels to choose from.

Ultimately, common sense is what it comes down to. For each way that you use personal data, do you have a lawful reason? If yes, then record it somewhere. If no, then it's worth reassessing why you're using that data in the first place.

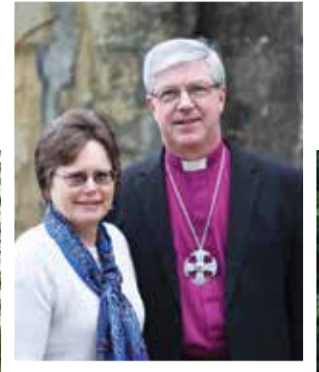
GDPR Checklist

The Parish Resources website has a number of helpful documents:

- a two page GDPR overview (designed for use with PCCs)
- a more detailed guide for the person implementing GDPR in the parish
- frequently asked questions
- a checklist which covers the actions outlined in the guides to help you monitor progress.

Start by carrying out a data audit using the template provided - you may be surprised at just how much personal data is stored and processed around the parish.

A fond farewell from across the Diocese



Thank you, Bishop Graham, for being a true friend to All Saints', Besthorpe / With all good wishes for a long, happy and relaxing retirement. Love and prayers from the PCC of St Nicholas, Bradwell / Thanking you for sharing the joys and sorrows of the Diocese and wishing you the joy of our Lord's presence in your retirement adventures, from the Trunch Group Benefice / St Mary, Saxlingham Nethergate PCC thank Bishop Graham for his diplomacy, his accessibility, his visible presence in the county, but above all for the godliness of his ministry amongst us; and we wish him well / The Churchwardens and members of the PCC at St Mary the Virgin's Church, Blundeston, would like to thank Bishop Graham for all his hard work and commitment and wish him a long and happy retirement / The Parishes of the Brooke Benefice give grateful thanks to God for Bishop Graham's many years of dedicated service and wish Bishop Graham and Julie a long and happy retirement / Thank you for your gentle leadership and wisdom, and long may you enjoy a peaceful and fruitful retirement; love and best wishes from St Margaret's, Drayton / We have enjoyed feeding you at Attleborough with physical food while you have fed us with spiritual food / Grateful thanks for an exceptional Ministry in Norwich and very best wishes to you and Julie in your retirement in Devon- The Parish of Broome (St Michael's) / Bishop Graham is a man of God and a man of the people - among us and bringing us into the presence of God at the same time. We send our heartfelt thanks and prayers for the future. From St Peter with St Benedict, Gunton, N Lowestoft / We wish you well for your retirement and would like to say that we will miss the dedication and integrity, with which you have led the church and enriched the diocese for the past years. The PCC hope to continue your legacy lead by your inspirational leadership in the years to come. From the Swainsthorpe PCC / Glanford PCC would like to record our grateful appreciation of all the support given by Bishop Graham, particularly at the outset of his tenure when he came to sanctify our churchyard after a tragic death there, and send our best wishes to him and his wife for the future / Tatterford St Margaret has very happy memories of your visits to our corner of Norfolk and wishes you both every happiness in your retirement / The PCC of St Luke with St Augustine, New Catton send you our thanks and very best wishes for this new phase of your life / Thank you so much for your ministry, your thoughts for the day, wonderful pastoral care and amazing/amusing graces, and we pray you and Julie will have many sparkling celebrations in the future-PCC Christ Church Eaton.

The Peers are quaking in their gaiters,
"Gosh, Norvic's going! What awaits us?"
There'll be a vast vacancy on his bench;
How can we cope with such a wrench?"

In rural Norfolk, 'cross the see
The faithful wail most plaintively.
The unfaithful too, in several places
Commit their sins with anguished faces.

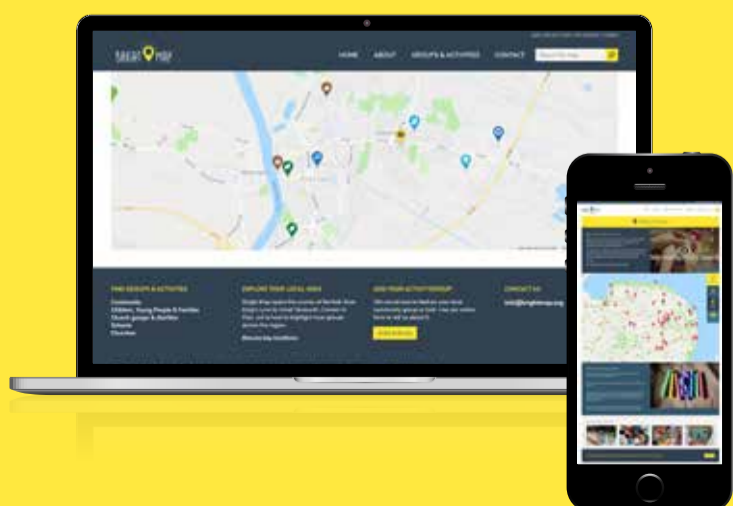
In just one household hearts are light –
Days crossed off the calendar each night.
"My dear, will there really be room for the crozier?
Remember, our next house is very much cosier!"

All of the books in the library sold:
An American 'varsity thinks they are gold.
The ermine in tissue packed neatly away,
The surplices destined for nighties one day.

And it's off to the land of sardines and old mines,
Where the people are kind and the sun always shines!
Geologists tell us you're really in France:
Nous vous souhaitons joie et bonne chance!

By Helen Steele, Middlewinch

Unfortunately we were only able to use the small selection of the heartfelt messages sent in. Please except my apologies if your message has not appeared. Editor.



Parent & toddler groups • Coffee mornings • Messy Church • Alpha
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£22,000 pours in for leaking roof

Read how one church raised a substantial amount of money by holding an auction of promises. Hopefully some of you may feel that this might be a great way for you to raise some money.

Corrine Youngs
Baconsthorpe Church

In March 2018 a large amount of lead was stolen from the church roof. In April the thieves returned to remove yet more lead. The cost of repairing the roof will be £135,000 – the insurance came to £7,000. We have applied to the Heritage Lottery and Norfolk Churches Trust for grants which, if successful, will come to £101,000. To raise money ourselves the PCC decided to hold an Auction of Promises and Interesting Things – we could not manage this alone but five villagers volunteered to help us. The obvious place to hold



the event was the church itself and the date, 6th July was before the schools broke up.

An Art dealer and a computer whiz took on the jobs of organising the auction and setting up a website.

We decided on a live auction, mainly promises of experiences and a silent auction mainly objects which could be bid for online and then at the venue on the day.

We then set about approaching

friends and acquaintances for the lots! Promises included dinner at a stately home, a visit to Emma Bridgewater's factory, fishing, shooting, a load of muck – a list of 40 quirky and different things.

The silent auction was 80 lots of mainly antiques, but a bidding war started over a scaffolding tower!

We approached every local publication and radio station to advertise the event. Most mentioned it and Radio Norfolk was terrific with its coverage which definitely engendered interest.

On the night it helped having two very efficient cashiers and a card machine.

In conjunction with the event we held a licenced raffle with cash prizes which made £4,000. A Just Giving page produced £1,360. Donations to date are £2,210. The artist Mungo McCosh made a limited edition lino cut print of Baconsthorpe Castle which has made £1,575. The silent auction made £5,000, the live auction £7,545. Tickets were £5 and included limitless drink and canapés. EVERYTHING was given and there were no expenses. In all we have raised over £22,000 – made possible by the generosity of friends and neighbours.

VAT is a grey area... but let's add a little colour!

Following the Church Building's Workshop, run by the Listening Stream of the Mission Strategy, there were requests on the feedback forms for information on VAT, so Susan Bunting has provided us with an excellent article about VAT.

Susan Bunting
Director of Finance

Parochial Church Councils come within the scope of registration for VAT. Whether they do so in practice depends on the extent to which they supply items which are taxable. In most cases, the taxable turnover will not be great enough to call for registration.

Some expenditure that most of our PCCs have are listed below, some of which attract reduced or zero-rated VAT.

Fuel and power - charges for the supply of fuel and power are subject to a reduced rate of 5%, provided that any business activities of the church, eg admission to premises for a charge or the letting of church buildings, represent no more than 40% of the total usage of the building. Where business use is 40% or more, supplies are apportioned, e.g. business use is 55% then 45% of the fuel can be supplied at the 5% rate and the remainder at the standard rate. Also, the 5% rate is applicable on a de minimis basis where the supplies do not exceed 2,300 litres of fuel oil, gas oil, or kerosene, or 1,000 kwh of electricity per month. If you are

being charged the incorrect rate, contact your supplier as soon as possible, also request that they amend past bills.

The following items are zero-rated:

- Pre-printed envelopes etc. used for fund raising
- Collecting-boxes, regardless of the material from which they are constructed
- Printed collecting envelopes appealing for money (usually hand-delivered to domestic premises: envelopes used in the operation of planned giving schemes are not included)
- Pre-printed letters appealing solely for money for the charity.
- Pre-printed planned giving envelopes
- Envelopes used in conjunction with appeal letters and for forwarding donations, provided they are over-printed with an appeal request related to that contained in the letter
- Lapel badges of a nominal value given as a token in return for a donation, whatever the material of the badge.

Buildings

The VAT position about building work relating to churches is as follows:

a) Construction works

The following are zero-rated (so that the builder/supplier doing the work should not charge VAT).

- Construction of a new church This is subject to the issue of the appropriate certificate to the builder. A church building is

regarded as new for this purpose if:

- there was no building on the area of construction before OR
- the previous building was demolished to ground level OR
- all that remains of the previous building is a single facade or when on a corner site, a double facade. In both cases, retention of the facades must be a condition of the planning consent
- Construction of a new annexe to a church.

Where:

- the annexe is capable of functioning independently from the existing building
- the main access to the annexe is not through the existing building or converse.

In cases where what is constructed does not meet the conditions above, it will not be zero-rated for VAT purposes and is likely to be an extension to the building. As such, it would therefore be eligible for the Listed Places of Worship Grant Scheme.

b) Construction of a new church hall

This is subject to the issue of the appropriate certificate, provided that the hall is to be used for the provision of social or recreational facilities for the good of the local community.

c) Demolition

Where the work is in the course of construction or re-construction which will itself be zero rated, and the demolition is down to ground level (but leaving foundations or leaving a single facade wall).



d) Repairs, maintenance and alterations

These are standard rated but in the case of listed buildings mainly used for public worship the VAT can be recovered under the Listed Places of Worship Grant Scheme. The Listed Places of Worship Grant Scheme makes grants towards the VAT incurred in making repairs and carrying out necessary alterations to listed buildings mainly used for public worship. The grant is paid to you after the work has been done and paid for. You need to retain original copies of all receipted repair invoices.

Details of the Scheme are available on a helpline: 0845 013 6601. There is also a Memorials Grant Scheme.

Aids for people with disabilities on church premises

The following are zero rated:

- the supply of the service of the construction of ramps and widening of doorways and passages in any building for the purpose of facilitating a disabled person's entry and movement therein
- the supply of the service of providing, extending or adapting a bathroom or toilet for use by a disabled person in a building used mainly for charitable purposes.

If you have any questions on the article above please do contact Susan Bunting 01603 882377 or susan.bunting@dioceseofnorwich.org

A gift made with love

Jackie Crisp
Mattishall & Tudd Valley Benefice

I read with interest in the last edition on PCC News the different ways in which people connect with their communities.

I thought my fellow readers may wish to hear about the novel ways in which we do this in the Mattishall and Tudd Valley Benefice:

We have plates! Around the outside it says 'a gift made with love from your local church' and in the middle 'John 3:16'.

You simply bake a cake, or get someone to do this for you, put it on the plate and hand it over to the recipient.

A very simple way of sharing God's love with others you may not

know.

The hope is the cake is eaten, enjoyed and then the bible message is found. We leave Google or a Bible to do the rest!

The recipient gets to keep the plate as a reminder and useful addition to their crockery.

We have used the cake on a plate for:

- Births
- Deaths
- Moving into the village
- For those having a bad time
- For those celebrating anything
- Birthdays
- In fact for any use you can think of... the limitation is your imagination.

A good way to share your faith.



Here to help...

To speak to the most appropriate person at Diocesan House contact:

01603 880853

info@dioceseofnorwich.org

Useful websites

Previous editions of PCC News

Download and read previous editions in PDF format
www.DofN.org/pccnews

Grant Finder

A free online funding website for local parishes to help you find grants and funding
www.DofN.org/grantfinder

Diocesan Registry

For advice on legal matters
www.dofn.org/registry

Churchcare

Lots of information on caring for church building, contents, churchyards and developing your church building
www.churchcare.co.uk

Church Legacy

Quick and easy access to essential information for individuals considering leaving a gift in their Will to their local church
www.churchlegacy.org.uk

Parish Resources

Information from the National Stewardship & Resources team: resources to support all aspects of stewardship, administration and church management
www.parishresources.org.uk

Why am I receiving PCC News?

PCC News is sent to all PCC members in the Diocese of Norwich. In addition to stories and top tips from parishes, it highlights information you need to be aware of in your role as a church charity trustee. The cost of postage is paid for by advertising revenue. You can unsubscribe at any time by contacting sally.finn@dioceseofnorwich.org or **01603 882322**.

If you go down to the woods today

Sometimes with running our churches we lose focus and forget to do things for the community. I felt really proud when I read this story, because one of our churches had done such a lovely thing for the local community. An event like this endorses what we are trying to achieve, and that is to be a relevant part of our local community. Could you run a similar event?

Jason Davies
Salhouse & Rackheath Benefice

The idea for our event was to celebrate Norfolk Day (Friday 27 July 2018) in association with Radio Norfolk and the Eastern Daily Press. I listen to Radio Norfolk on my journey from Rackheath to Hingham daily and had heard Nick Conrad, the breakfast show host, promoting the forthcoming event.

Our Churchwarden at Holy Trinity, Rackheath rang me and asked if I had any thoughts on what we as a church could do to support this within our village. I explained I had been thinking about putting on a Teddy Bears Picnic but that I did not want to make this a church 'fundraising event'. Everything would be free.

Before committing myself, I contacted other groups within the village (WI, Parish Council etc) to see if they were planning on celebrating the day. Luckily for me they were not! I then spoke with the PCC and proposed how I envisaged the event would go and that the church would not incur any costs, and that I would do all the organising and obtain/donate the funds.

Planning - I sat down and thought of the logistics - the weather,



location, the date - a Friday, would anyone actually come along! How was I going to make this fun and attract people and get across our mission as a church without putting them off?

Who was I hoping would attend the event? - Non-churchgoing families, people within the village? I then thought of what Teddy Bears and God have got in common? Firstly, I thought both bring comfort. A bear is an animal, how do animals and God blend. I sat down with my favourite bible, my colourful children's bible and the Noah's Ark story sprang to mind!

In order to make it fun I wanted to do things we do not usually have at church or village events. I wanted it to be fun for the children and younger people. I found a visiting Zoo with owls, snakes, big spiders and exotic animals that everyone could hold and learn about.

I contacted a local magician and engaged him to entertain everyone throughout the event, with magic tricks, balloon art and a magic show finale for all ages!

I asked a local young non-church attending football enthusiast to

come along to play football and ball games. This was a huge success.

We had arts and crafts, guess the name of the teddy, how many sweets in the jar etc.

The idea was the event would be for two hours (12-2pm), fun and busy. The church hall was decorated with bunting and flowers, and we had a big ark in the chancel with lots of teddy bears. Quality refreshments were offered and served to everyone including a free ice cream from the ice cream van.

The event was advertised via the local village Facebook pages weekly, in the local shops, pubs and notice boards, on the radio and in the EDP. I produced two posters one eight weeks before the event. Saying "Save The Date" giving details of when and where it was happening. Two weeks before the event I updated the poster. Both were sent home with every school child, and to every playgroup and children's organisation (Rainbows, Scouts etc) in Rackheath and Salhouse. I then invited people personally by hand delivering invitations.

The planning went well and people approached me with

donations to fund the event. The entire event cost around £600 to put on. This was funded via private donations from local people and the Parish Council.

On the day the weather was perfect. Within the first ten minutes 250 people had arrived! Everyone was kept busy taking part in activities, petting animals and eating whilst being entertained. At the end of the event everyone gathered to watch the magic show finale and hear a brief story of Noah's Ark read by one of the church's lay ministers (unrobed).

Fundraising for EACH - A donation box was left by the exit of the venue for EACH. This raised £800. If the church had funded this event it would have still returned a £200 surplus and attracted lots of people who do not normally attend such events.

I think we can safely say that Norfolk Day has been very successfully launched in Rackheath.

Would I do it again? Yes, but not the same thing. I never repeat events. Things are often not the same the second time round! We are planning another event for 2019.