



THE DIOCESE OF
SHEFFIELD

New Churchwardens' Conference

Saturday 21 June 2025



RENEWED



RELEASED



REJUVENATED

Welcome!

- 09.30 am Arrival and Refreshments
- 10:00 am Welcome and Opening Prayers
- 10:20 am Introduction and gathering questions
- 10:35 am Nuts & Bolts: part 1
 - The Churchwarden and strategic leadership,
 - Church of England structures/legislation/governance
- 11:20 am Insurance Matters
- 11.25 am Break
- 11:45 am Nuts & Bolts: part 2
 - The Churchwarden and the buildings
 - The Churchwarden and safeguarding
- 12:30 pm Remaining questions and closing prayer
- 1.00 pm Finish

Opening Prayers



O Lord, open our lips
And our mouth shall proclaim your praise.

Blessed are you, Sovereign God, creator of all,
to you be glory and praise for ever.

You founded the earth in the beginning
and the heavens are the work of your hands.
In the fullness of time you made us in your image,
and in these last days you have spoken to us
in your Son Jesus Christ, the Word made flesh.
As we rejoice in the gift of your presence among us
let the light of your love always shine in our hearts,
your Spirit ever renew our lives
and your praises ever be on our lips.

Blessed be God, Father, Son and Holy Spirit.

The night has passed, and the day lies open before us;
let us pray with one heart and mind.

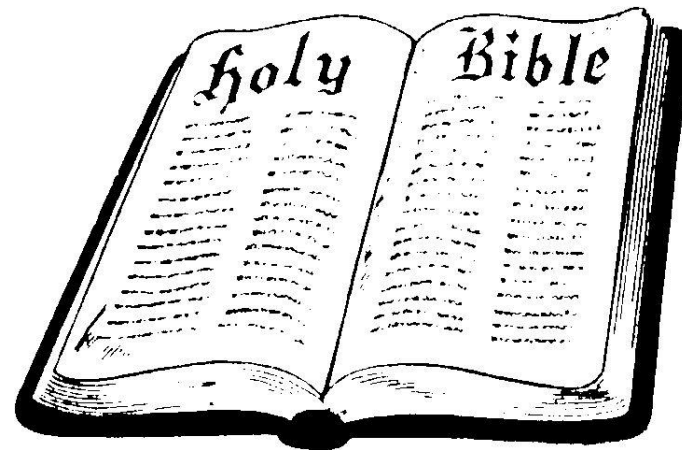
Silence is kept

As we rejoice in the gift of this new day,
so may the light of your presence, O God,
set our hearts on fire with love for you;
now and for ever.

Amen

Bible Reading

2 Cor 21:1-10



This is the word of the Lord
Thanks be to God.

Prayers

Lord, Hear us
Lord, Graciously hear us



Diocesan Vision Prayer

Living God, Jesus calls his followers to seek first your Kingdom.

Renew us as we make your love known;

**Release us to share freely together in mission;
and Rejuvenate us to be fruitful in your service.**

**Give us courage, wisdom and compassion,
that strengthened with the grace of the Holy Spirit,
we may, as the Diocese of Sheffield,
both flourish and grow through Christ our Lord.**

Amen



The Lord's Prayer

**Our Father in heaven,
hallowed be your name, your kingdom come,
your will be done, on earth as in heaven.**

Give us today our daily bread.

**Forgive us our sins
as we forgive those who sin against us.**

**Lead us not into temptation
but deliver us from evil.**

**For the kingdom, the power,
and the glory are yours
now and for ever.**

Amen.

The Lord bless us, and preserve us from all evil,
and keep us in eternal life.

Amen.

Let us bless the Lord.

Thanks be to God.



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Introduction and gathering questions





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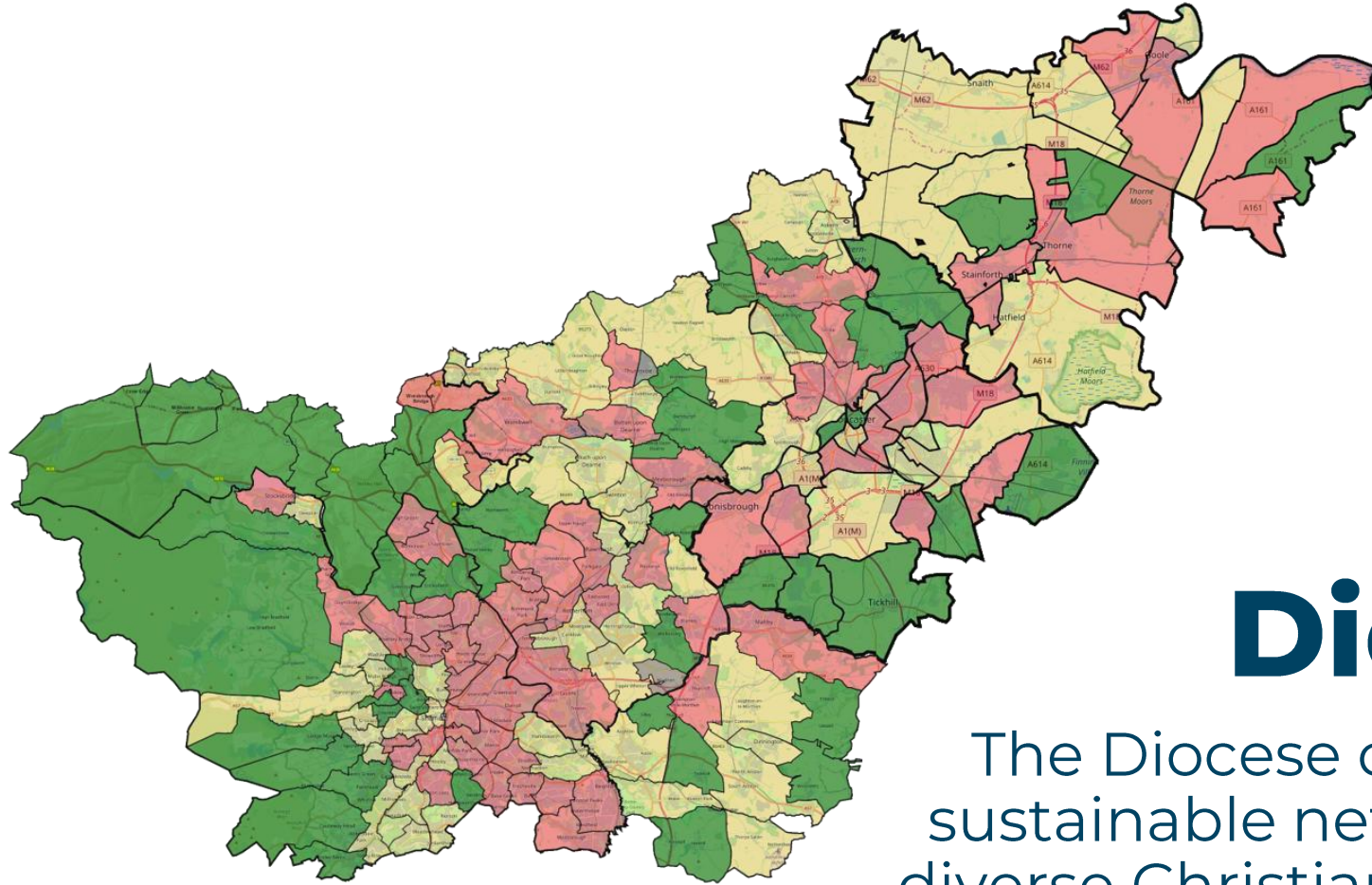
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Diocesan Vision

The Diocese of Sheffield is called to grow a sustainable network of Christ-like, lively and diverse Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world

2018



The Four-Headed Beast:

- **A**ttendance trends were downwards
- **B**udgets in deficit with a downwards trend
- **C**hurch Structures were draining missional energy
- **D**emographics were ageing

Diocese of Sheffield strategy for 2019-2025:

- **Renewed:** in God through prayer
- **Released:** from constraints into discipleship
- **Rejuvenated:** younger and new congregations



Impact to date...



1456

Members in the
prayer community



422

Rule of Life
participants



109

Focal
Ministers



21

Mission Areas
formed



11

Resourcing
Churches



11

Grafts
and Plants



43

New
Congregations



800

Children & Young People
engaged through
Centenary Project monthly



Impact to date...



Emerging themes

- Strong steer not to move away from 3Rs
- Desire for more collaborative working across Mission Areas
- Desire to grow children & young people's ministry, esp. schools & youth
- Social action activities meet local need and generate new faith
- Desire to be good news to our communities by serving need
- Plea for more support in living confidently as followers of Jesus
- Plea for more support in the practicalities of running a church



The Churchwarden as a Strategic Leader



championing

your parish and the diocesan vision

encouraging

the members of your church to get involved

supporting

your oversight minsters and focal leadership teams

modelling

being a Light for Christ in your daily life





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The Churchwarden, governance and
strategic leadership

The Church Warden

In the Church of England, churchwardens are lay officers of the bishop, primarily responsible for representing the laity and collaborating with the parish priest. They play a vital role in the day-to-day functioning of a parish, focusing on matters related to church life, governance, buildings, and worship.



THE DIOCESE OF
SHEFFIELD

extract from Canon E1 'Of Churchwardens'

1. are officers of the bishop.
2. They shall discharge such duties as are by law and custom assigned to them;
3. they shall be foremost in representing the laity and in cooperating with the incumbent;
4. they shall use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them.
5. They shall also maintain order and decency in the church and churchyard, especially during the time of divine service.
6. In the churchwardens are vested the property in the plate, ornaments, and other movable goods of the church.
7. They shall keep an inventory thereof, which they shall revise from time to time as occasion may require.
8. Ongoing out of office, they shall duly deliver to their successors any goods of the church remaining in their hands together with the said inventory, which shall be checked by their successors.

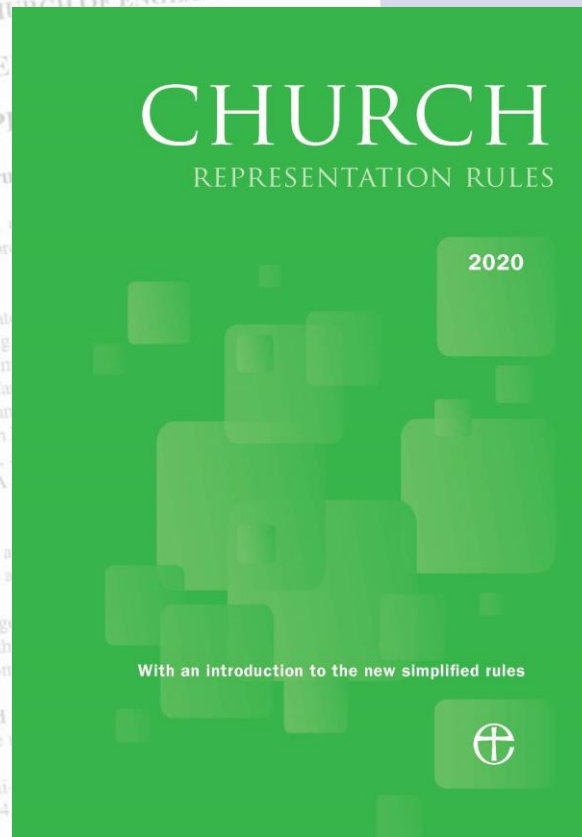
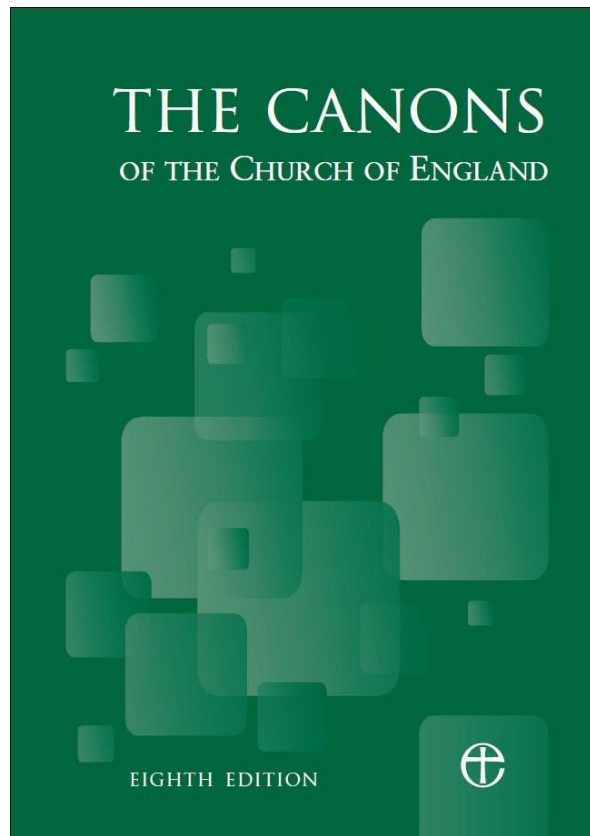
THE CANONS OF THE CHURCH OF ENGLAND
SEVENTH EDITION
FIRST SUPPLEMENT

good governance & leadership
faithfulness to the past
long term stewardship
the mission of God

- February 2015
Subscribers to the seventh edition of the Canons of the Church of England (October 2012) are hereby informed that the first supplement to that edition.
2. This supplement incorporates amendments made as a result of the enactment of the following Canons Nos. 31-33. Amending Canon No. 31 to amend Canon No. 16, relating to the consecration of women to the episcopate, amended Canons C 2, C 4, C 8 and C 10, revoked Canons C 4A and C 4B and inserted a new Canon C 29.
 3. A number of amendments have been made to the supplementary Canons Nos. 31-33.
 4. The enclosed new pages are marked with the date 02/15 at their foot and replace the following pages marked 02/12, which should be removed from the binder and discarded.
- To be removed and replaced with identically numbered pages (italics indicate pages to be removed)
- i-ii, vii-viii, ix-x, xiii-xiv, 31-32, 67-68, 69-70, 71-72, 77-78, 81-82, 83-84, 85-86, 89-90, 91-92, 93-94, 101-102, 107-108, 115-116, 123-124, 133-134, 137-138, 161-162, 163-164, 173-174, 175-176, 177-178, 179-180, 181-182, 187-188, 189-190, 215-216, 217-218, 219-220, 221-222, 223-224, 225-226, 227-228

THE CANONS
OF THE CHURCH OF ENGLAND

SEVENTH EDITION



CHURCH POLITICS

EXPLAINED USING CHESS PIECES



BISHOP:
MOVES DIAGONALLY.
COMES INTO PLAY
EVERY NOW AND
THEN FOR
CONFIRMATIONS
ETC



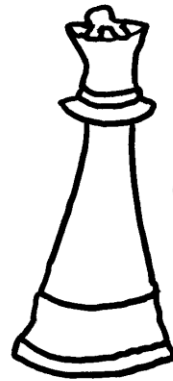
VICAR:
FOR EVERY
STEP FORWARD
TAKES TWO
TO THE SIDE.
LOOKS A BIT
LIKE A HORSE



CHURCH
FIXTURES AND
FITTINGS:
MAY NOT BE
MOVED
WITHOUT
A FACULTY



ORDINARY
CHURCHGOER:
LOTS OF THEM,
MOVE SLOWLY
IN ONE
DIRECTION.
FAIRLY
DISPENSABLE



CHURCHWARDEN:
MOST
POWERFUL
PIECE.
CAN ATTACK
IN ANY
DIRECTION



THIS PIECE
IS THE ONE WE
ARE TRYING
TO PROTECT.
I FORGET WHAT
IT IS CALLED

CHURCH POLITICS

EXPLAINS CHURCH POLITICS

Diocesan bishop Suffragan bishop Archdeacons



BISHOP:
MOVES DIAGONALLY
COMES INTO PLAY
EVERY NOW AND
THEN FOR
CONFIRMATIONS
ETC



SUFFRAGAN BISHOP:
TAKES TWO
STEP FORWARD
LOOKS A BIT
LIKE A HORSE



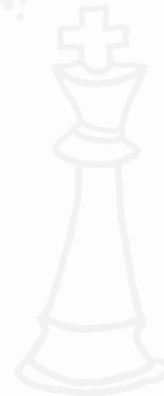
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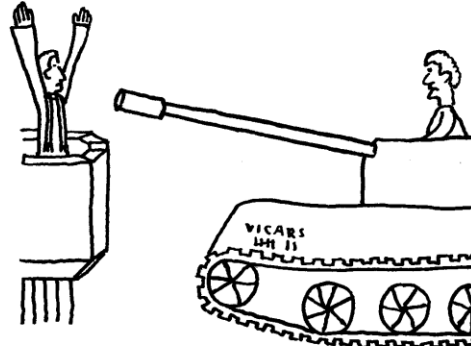
THE DIOCESE OF
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ARCHDEACONS

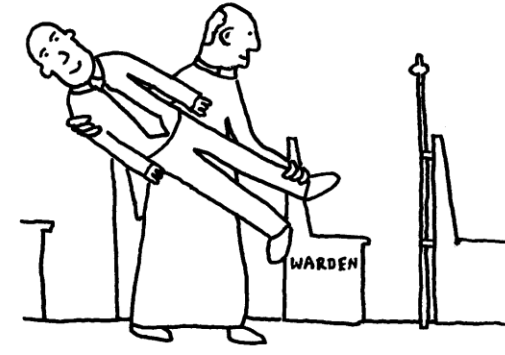
THESE ARE SOME OF THE THINGS THEY DO



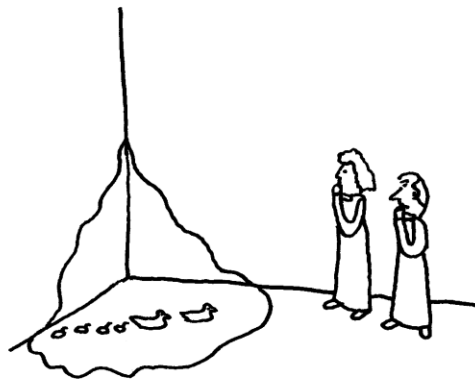
MAKING SURE THAT PARISHES
TAKE CARE OF THEIR BUILDINGS



RESOLVING PROBLEMS BETWEEN
CLERGY AND THEIR CONGREGATIONS



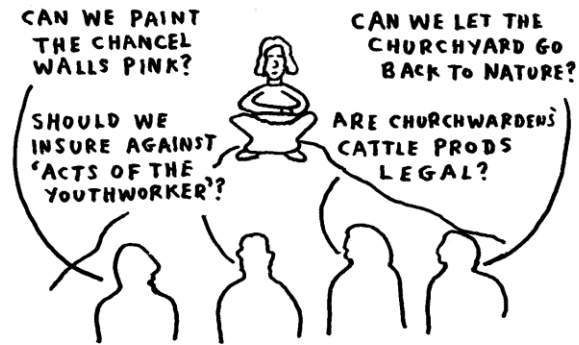
INSTALLING CHURCHWARDENS
(PUTTING THEM IN THEIR PLACE)



ADVISING ABOUT THE DAMP
IN THE NORTH WEST CORNER



MAKING SURE THAT YOU ARE
RUNNING A CHURCH AS OPPOSED
TO ANY OTHER SORT OF ENTERPRISE



ACTING AS A FOUNT
OF ALL KNOWLEDGE

CHURCH POLITICS

EXPLAINS

diocesan bishop

suffragan bishop

Archdeacons

AA-TEs

bishop's senior staff

diocesan office

area deans, chapters and synods

incumbent and assistant clergy

PCC and wardens



BISHOP:
MOVES DIAGONALLY
COMES INTO PLAY
EVERY NOW AND
THEN FOR
CONFIRMATIONS
ETC



ARCHBISHOP:
TAKES TWO
STEPS FORWARD
LOOKS A BIT
LIKE A HORSE



CHURCH
FIXTURES AND
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MAY NOT BE
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LOTS OF THEM,
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MOST
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THIS PIECE
IS THE ONE WE
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WHAT
IT IS CALLED

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**don't need to remember everything
don't need to know everything
don't get in a mess!**



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Insurance Matters

Heather Ford

heather.ford@ecclesiastical.com

(Ecclesiastical Insurance)

New Churchwardens Conference 2025



Break



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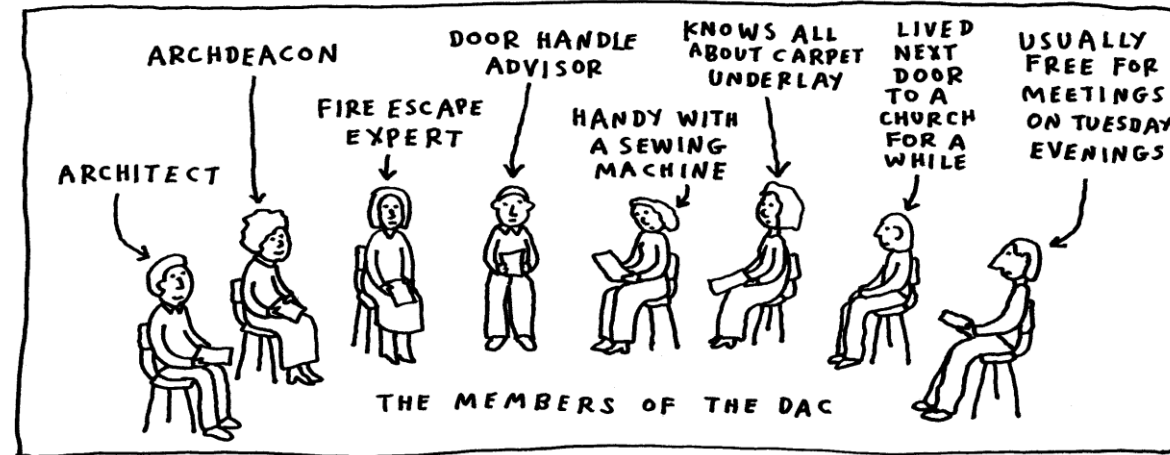
THE DIOCESE OF
SHEFFIELD

The Churchwarden
and buildings

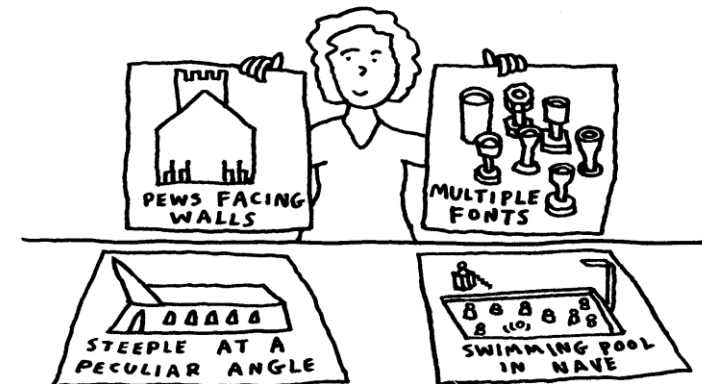
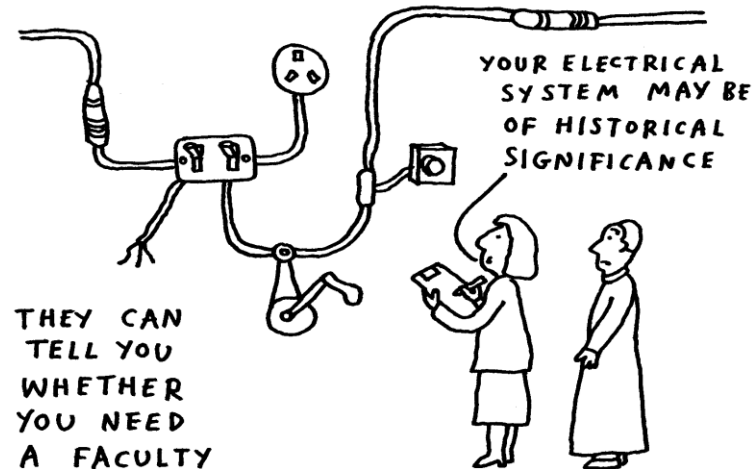
THE DAC

(THE DIOCESAN ADVISORY COMMITTEE)

THIS IS A GROUP OF PEOPLE WHO OFFER EXPERT ADVICE ON CHURCH BUILDINGS TO PARISHES WHO ARE THINKING OF GIVING THEM A MAKEOVER



THEY HAVE COPIES OF THE PLANS FROM PREVIOUS PROJECTS



ESPECIALLY THOSE THAT DID NOT REALLY WORK VERY WELL

“Any person or body carrying out functions of care and conservation under this Measure or under any other enactment or rule of law relating to churches shall have due regard to the role of a church as a local centre of worship and mission.”

*General Duty, from the
Ecclesiastical Jurisdiction and Care of Churches Measure 2018*



THE DIOCESE
OF SHEFFIELD

consistory court

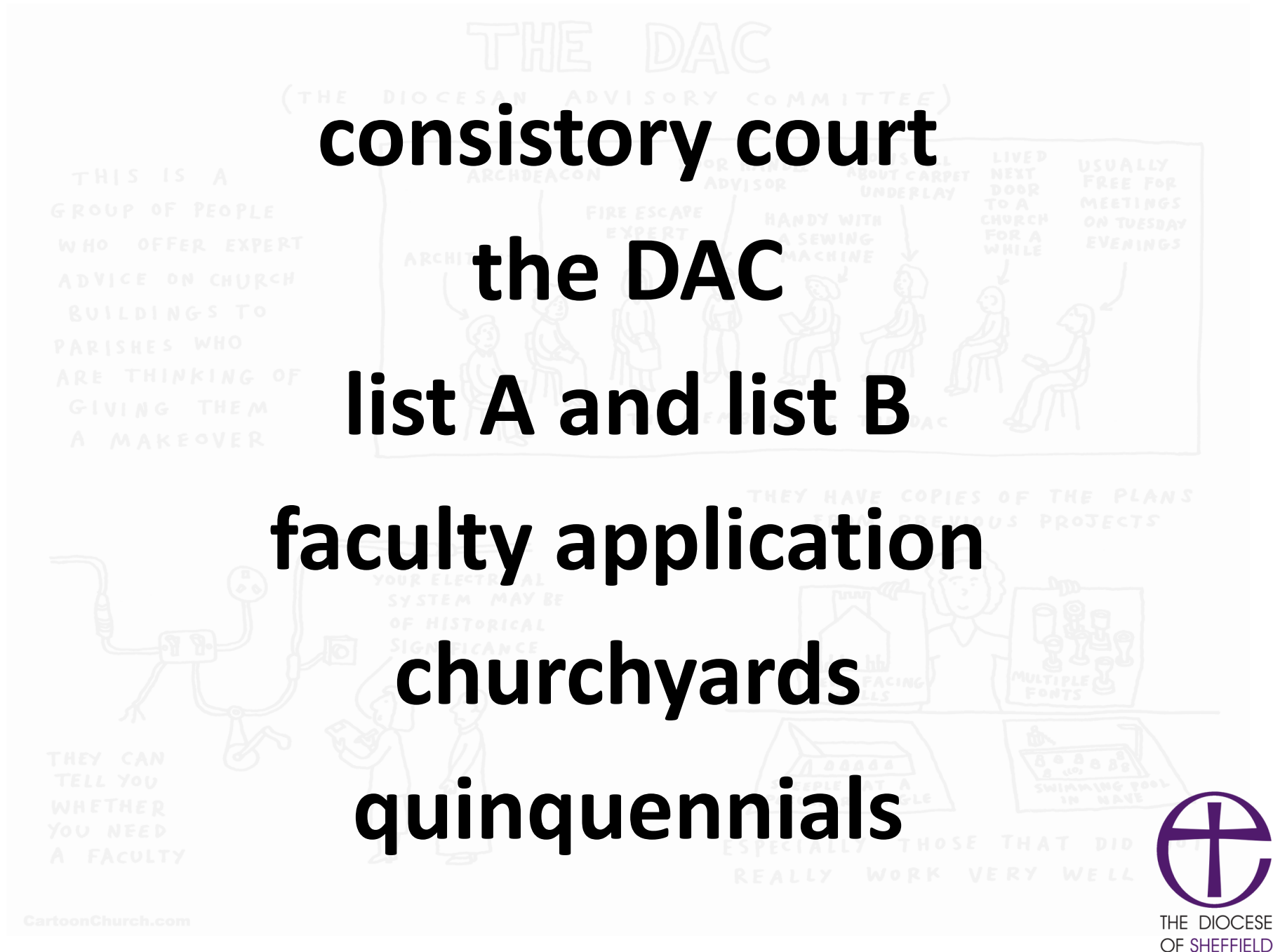
the DAC

list A and list B

faculty application

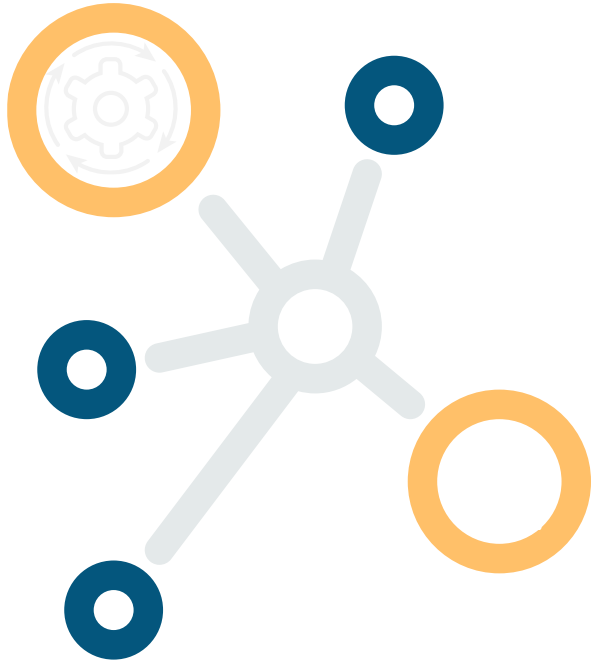
churchyards

quinquennials





The Churchwarden
and buildings



The Team

Church Buildings Team



Jo Edwards



Chris Ellis

Giving and Generosity Team



Luke Bunting



Paul Sheridan

Support Officers



Claire Stinson



Janet Daye



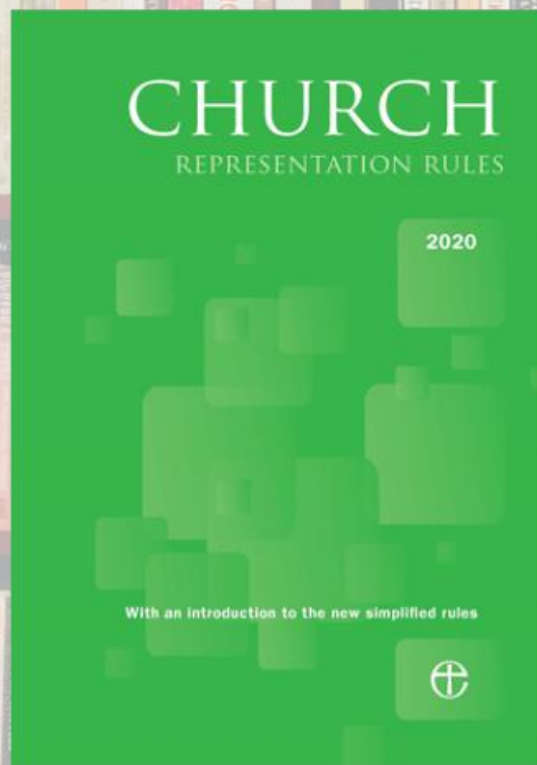
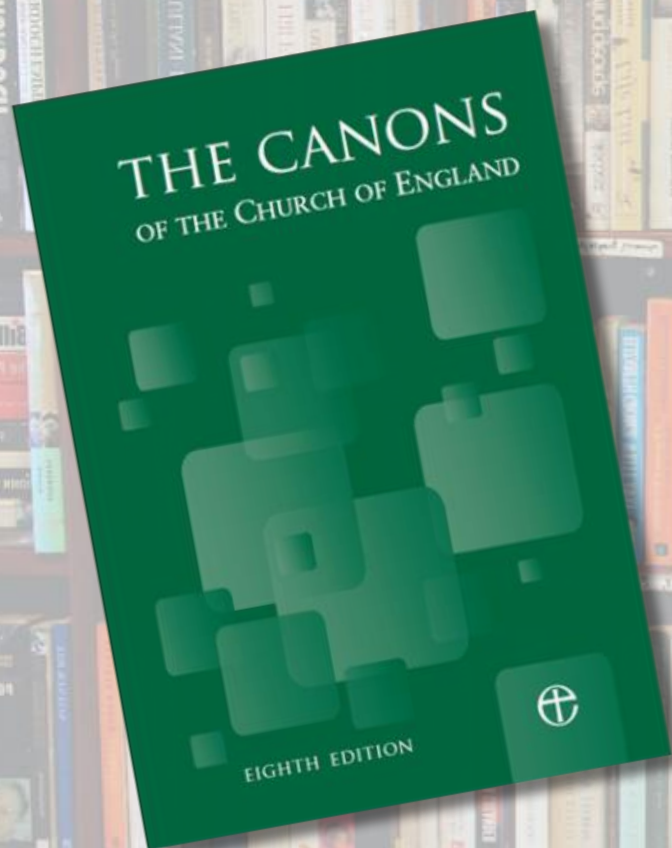
Caroline Langston

How we help you



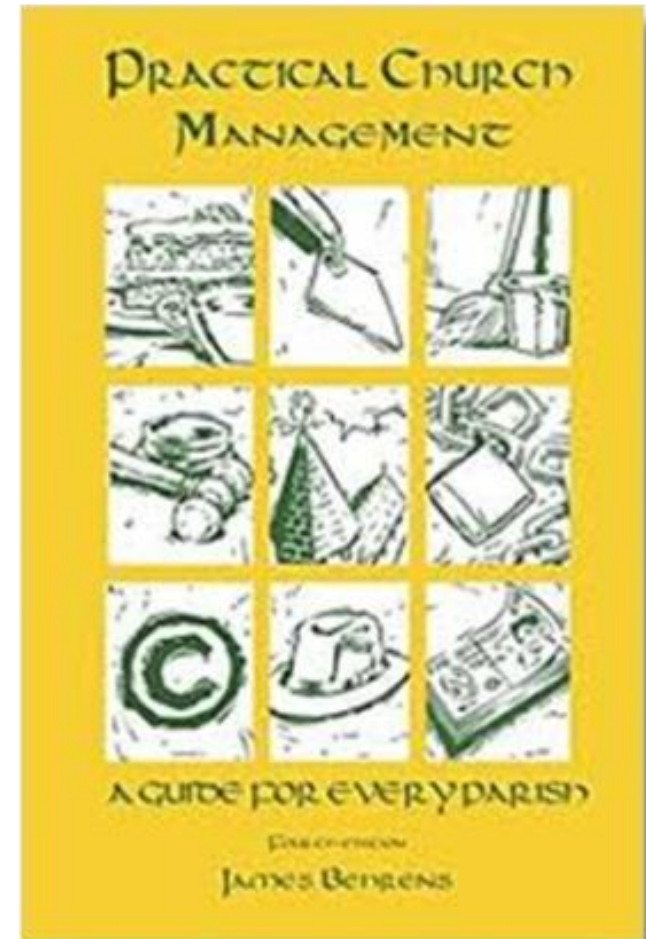
Support with new building projects
Help prepare maintenance plans
Support with Faculty applications
Drone inspections of church buildings
Support with Net Zero targets
Provide building related training sessions
General church building queries
Heating system advice

Resources



chpublishing.co.uk

Other helpful resources



The Church Warden and the Building

Insuring your Church building

Q.I – Every 5 years *(legal requirement, needed for valid insurance)*

Ensuring Faculties are submitted

Maintenance – *regularly planned with PCC*

Fabric report at APCM

Health and Safety checks

Electrical Checks

Asbestos survey & plan

Fire drills and plans

Tree surveys & Maintaining church yards

A photograph of a churchyard. In the background, a church building with a light-colored wall and a Gothic-style window is visible. The foreground is filled with tall, green grass. Several tombstones are scattered throughout the grass. One prominent tombstone in the center-right is covered in moss and lichen. The text "Church Yards" is overlaid in the upper center, and "Church regulation rules were updated last year" is overlaid in the lower center.

Church Yards

Church regulation rules were updated last year

A photograph of a church with a Gothic window and a weathered tombstone in a field of tall grass. The church is on the left, with a window featuring a cross and diamond-patterned glass. A tall, thin stone structure, possibly a steeple, rises behind the church. In the foreground, a large, flat, rectangular tombstone is partially obscured by tall, green grass. The tombstone is covered in white lichen and orange-brown rust. The background is filled with more tall grass and trees under a bright sky.

Q.I.'s and Faculties

If you're not sure, ask!



Who Can help me?

Teams at Church House

- The DAC
- MAS TEAM
- AATES
- Archdeacons
- Registrar

Teams at Church House

- Fire Marshalls
- CCT
- CBC
- Your insurance provider
- Fabric sub committees

A photograph of a church with a steeple, surrounded by trees and a path. In the foreground, there are several yellow daffodils in bloom. The image is slightly faded, giving it a soft, ethereal feel.

QUESTIONS?

libby.culmer@sheffield.anglican.org



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parish safeguarding

handbook



Promoting a Safer Church

With an introductory message from the Archbishop of Canterbury



THE CHURCH
OF ENGLAND

Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance

House of Bishops

Version Control		
V1	October 2017	Published
V2	December 2017	Minor amendment to section 2.1



- The church welcomes all people.
- Christian communities should be places where all people feel welcomed, respected and safe from abuse and harm.
- Safeguarding should be at the heart of all that we do in church. It is about the safe culture not the box ticking in the spirit of fear.
- Safeguarding in church setting is about assessing and managing and risk.
- Safeguarding is not judging or policing, punishing; that responsibility belongs to the police, Ministry of Justice and statutory service.
- Our responsibility is to, Recognise, Respond, Record and Report.

Churchwarden's Responsibilities

3.2. Churchwardens

Churchwardens are the senior lay representatives of the parish.

In relation to safeguarding, the churchwardens work with the incumbent, PCC and parish safeguarding officer to:

- Ensure that in the period of a vacancy (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding officer and the area dean;
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment;
- Ensure that risk assessments are carried out before new activities are undertaken;
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
- Ensure that the parish has procedures for responding to complaints⁵¹ and grievances;
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

Training Courses

Basic Awareness	Recommended for anyone who needs a basic level of awareness of safeguarding.
Foundation	Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults.
Leadership	Required for anyone who has safeguarding leadership responsibilities/is leading activities involving children and/or vulnerable adults.
Senior Staff	Senior staff who have key roles in safeguarding policy, strategy and practice.

Promoting a Safer Church



THE DIOCESE OF
SHEFFIELD

Training Courses

Safer Recruitment	Recommended
Domestic Abuse	Recommended
Modern Slavery and Human Trafficking	

Promoting a Safer Church

Training Courses

Basic Awareness and Foundation

The Basic Awareness and Foundation courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. They can be undertaken online at <https://safeguardingtraining.cofeportal.org/login/index.php>.

However, it is recommended that those in the following roles are encouraged to complete them: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bell-ringers, Choir Members/Music Group Members (including Sound/AV Technicians).

Promoting a Safer Church



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How can I contact the Safeguarding team?

9am to 5pm Monday to Friday.

Siân Checkley (**DSA**) (Mon-Thurs, 9am to 5pm)

e: sian.checkley@sheffield.anglican.org m: 07741 013 775

Elna Penttila (**ADSA**) (Mon-Fri, 9am to 5pm)

e: elina.penttila@sheffield.anglican.org m: 07871 796 682

Rachel Tankard (**ADSA**) (Tues, Wed, Fri, 9am to 3pm)

e: Rachel.Tankard@sheffield.anglican.org m: 07874 859062

The **Christian safeguarding charity, 31:8** provide support with urgent enquiries outside of office hours. 31:8 can be contacted on: 0303 003 1111.

This means you should be able to access relevant safeguarding advice 24/7.

Some other Headlines

- The parish safeguarding dashboard is great – do make use of it and the training that is offered in relation to it
- Please be aware of safe recruitment: use the internet to find reference templates and role description templates. It is always a good idea to have periods of review for volunteer helpers in the role description
- Please answer emails and encourage others to do the same!
- Complete activity risk assessments – again find examples online



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Remaining questions





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Final Comments



Important information:

- Our Diocesan Website has a very useful page for Churchwardens <https://www.sheffield.anglican.org/our-diocese/who-we-are/governance/churchwardens/>
- We thoroughly recommend you look at the Churchwardens Toolkit - link on website page
- We warmly invite you to our *Annual Conference* for ALL Churchwardens on 15 November 2025 at the Holiday Inn Rotherham. Further details to come
- Take a note of the Archdeacon Visitation Services where you will be formally Admitted to your role.:

Monday 16 June Doncaster Minster 7.30pm

Wednesday 18 June Rotherham Minster 7.30pm

Monday 23 June Swinton St Margaret 7.30pm

Thursday 26 June Sheffield Cathedral 7.30pm



Closing Prayer





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