



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



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# Opening Prayers



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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**



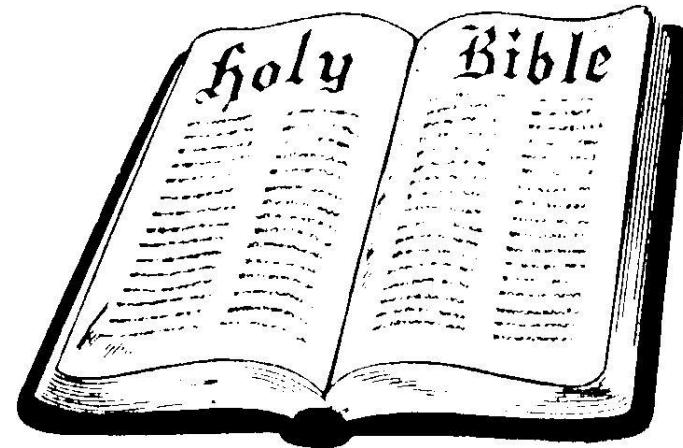
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# Bible Reading

## 2 Cor 21:1-10



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

# Prayers

Lord, Hear us

**Lord, Graciously hear us**



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# **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**



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# 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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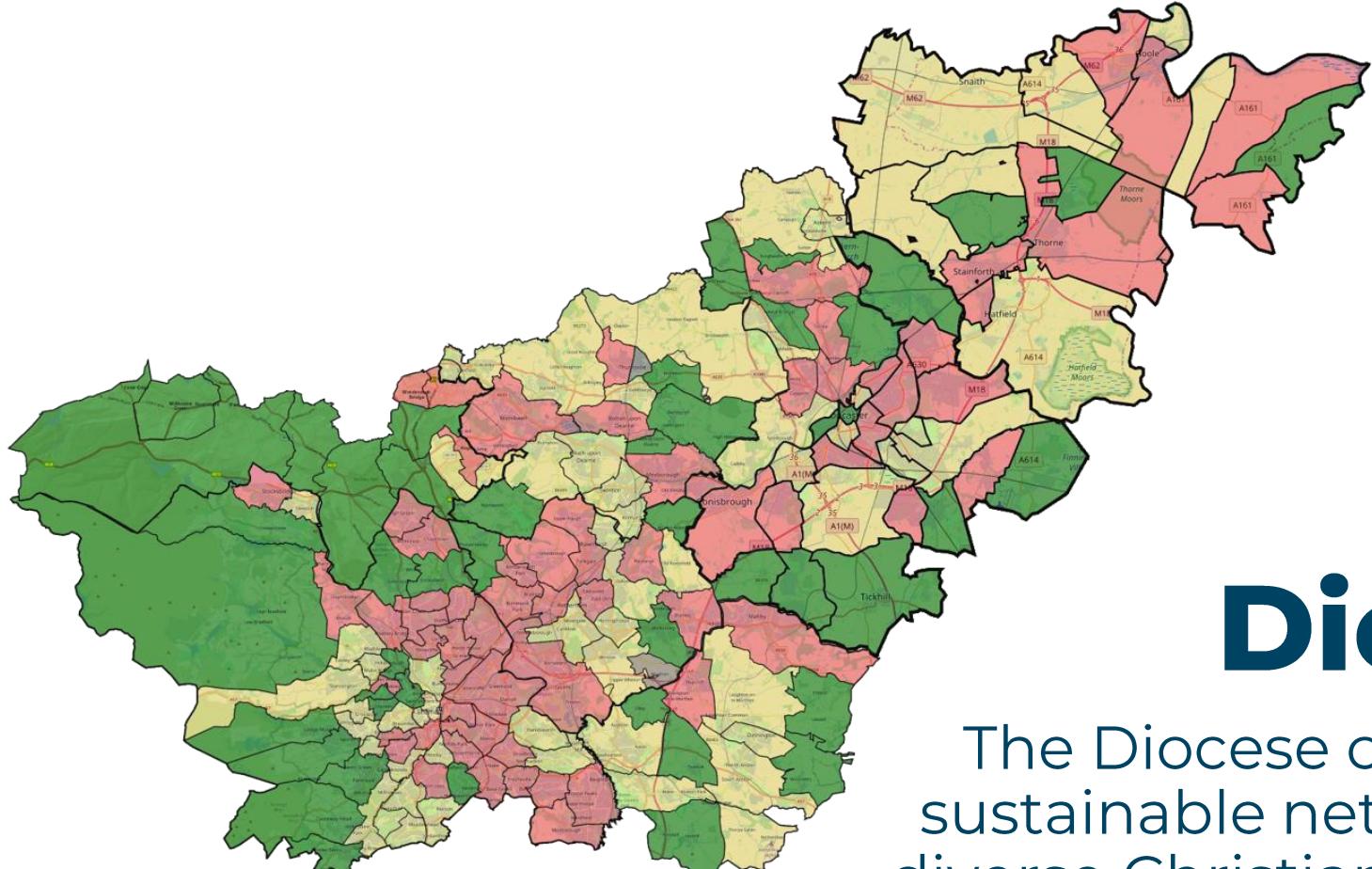
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# Diocesan Vision

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



THE DIOCESE OF SHEFFIELD

# 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:

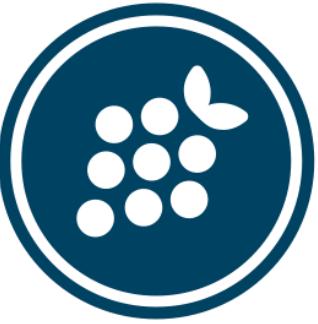
- **Renewed:** in God through prayer
- **Released:** from constraints into discipleship
- **Rejuvenated:** younger and new congregations



# Impact to date...



**1456**  
Members in the  
prayer community



**422**  
Rule of Life  
participants



**109**  
Focal  
Ministers



**21**  
Mission Areas  
formed



**11**  
Resourcing  
Churches



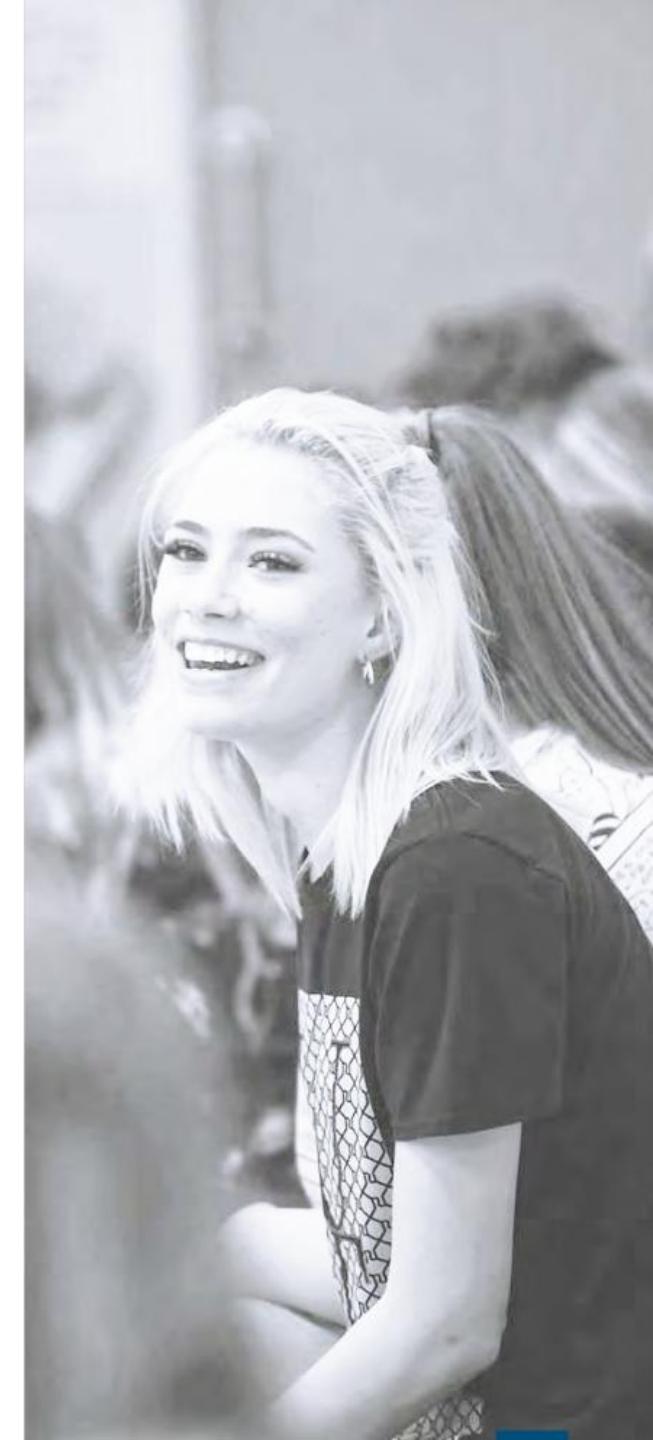
**11**  
Grafts  
and Plants



**43**  
New  
Congregations



**800**  
Children & Young People  
engaged through  
Centenary Project monthly



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# 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



RENEWED

**championing**

your parish and the diocesan vision

**encouraging**

the members of your church to get involved

**supporting**

your oversight ministers and focal leadership teams

**modelling**

being a Light for Christ in your daily life



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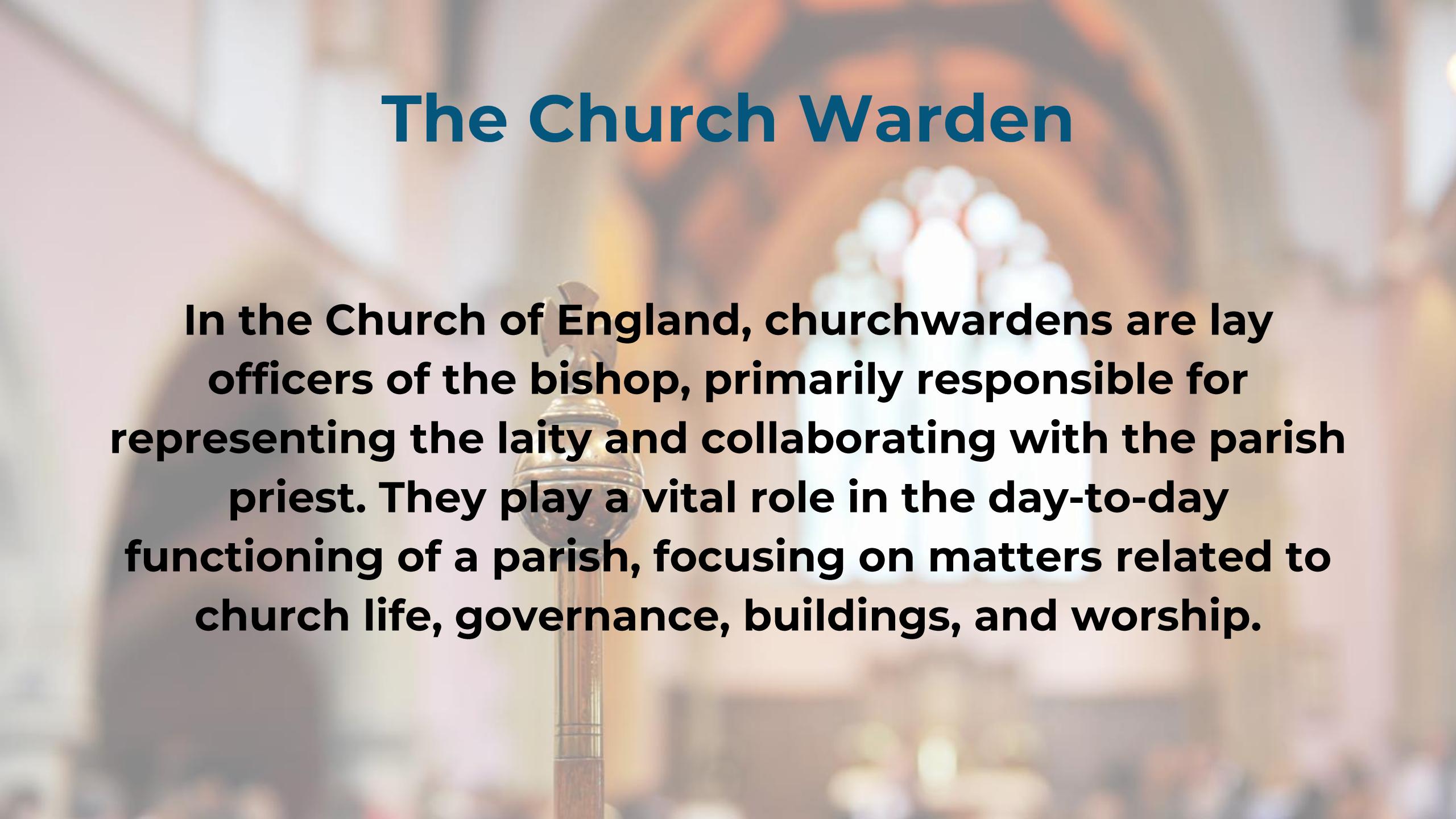
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The Churchwarden, governance and  
strategic leadership

# 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.**

# KEEPING ORDER



PRIEST IN CHARGE



PRIEST NOT IN CHARGE

## ***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

February 2015  
Subscribers to the seventh edition (October 2012) are hereby provided with the first supplement to that edition.

2. This supplement incorporates amendments made as a result of the enactment of the Canon Law (Amendment) Act 2012. The amendments to the Canons are as follows: Canon No. 31 is amended by inserting a new section 3, E 6, E 8, G 2, H 2 and H 3. Amending Canon No. 33, 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 new pages have been added to the supplement, which should be discarded.

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 where changes have been made)

i–ii, vii–viii, ix–x, xiii–xiv, 31–32, 67–68, 69–70, 71–72, 73–74, 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

**good governance & leadership**

**faithfulness to the past**

**long term stewardship**

**the mission of God**

SEVENTH EDITION



# THE CANONS OF THE CHURCH OF ENGLAND

EIGHTH EDITION



## CHURCH REPRESENTATION RULES

2020

With an introduction to the new simplified rules



To be removed and  
pages (italics indicate)

i–ii, vii–viii, ix–x, xii–  
77–78, 81–82, 83–84,  
107–108, 115–116,  
163–164, 173–174, 175–176, 177–178, 179–  
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

THE CHURCH  
OF ENGLAND  
HOUSE OF BISHOPS

## parish safeguarding handbook



*Promoting a Safer Church*

*With an introductory message from the Archbishop of Canterbury*

# CHURCH POLITICS

EXPLAINED USING CHESS PIECES



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



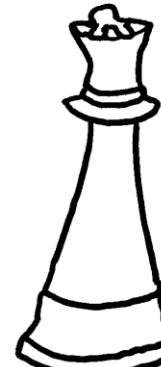
**VICAR:**  
FOR EVERY  
STEP FORWARD  
TAKES TWO  
TO THE SIDE.  
LOOKS A BIT  
LIKE A HORSE



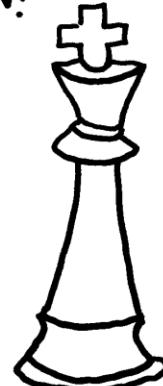
**CHURCH  
FIXTURES AND  
FITTINGS:**  
MAY NOT BE  
MOVED  
WITHOUT  
A FACULTY



**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  
EXPLAINED

## Diocesan bishop



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

## Suffragan bishop

## Archdeacons



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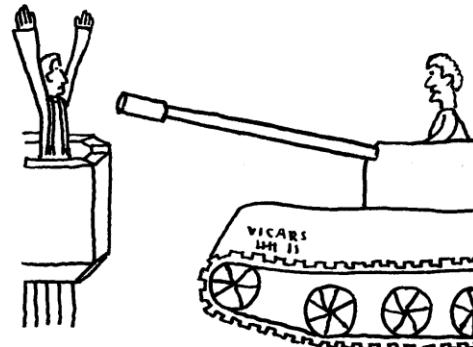
THIS PIECE  
IS THE ONE WE  
ARE TRYING  
TO PROTECT.  
I FORGET WHAT  
IT IS CALLED

# ARCHDEACONS

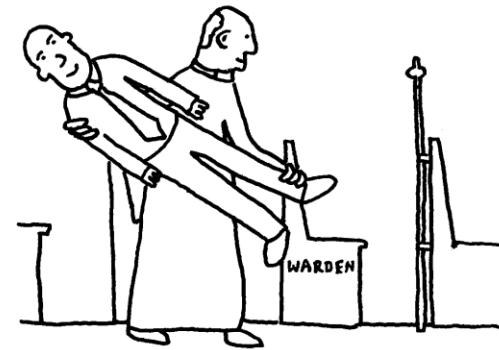
THESE ARE SOME OF THE THINGS THEY DO



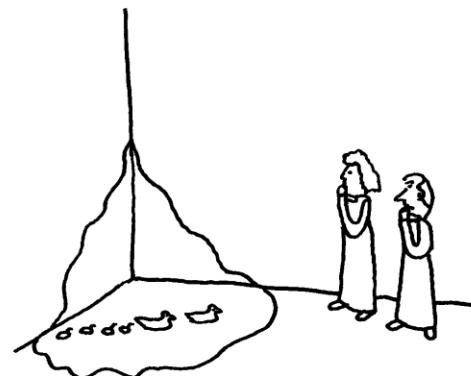
MAKING SURE THAT PARISHES  
TAKE CARE OF THEIR BUILDINGS



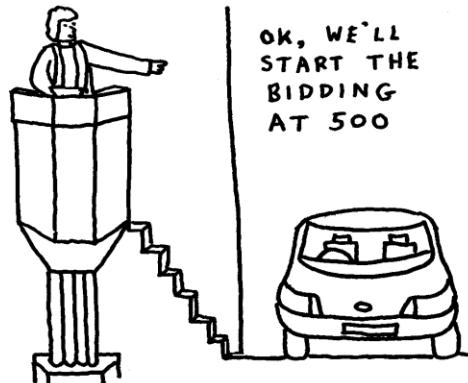
RESOLVING PROBLEMS BETWEEN  
CLERGY AND THEIR CONGREGATIONS



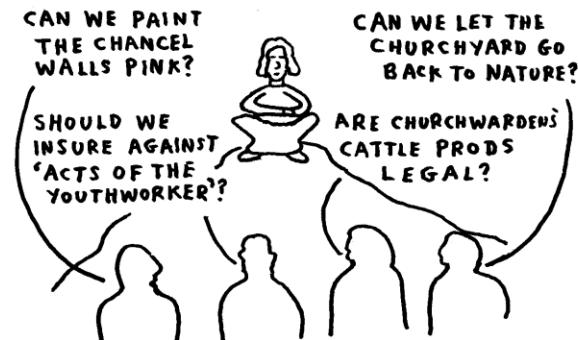
INSTALLING CHURCHWARDENS  
(PUTTING THEM IN THEIR PLACE)



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

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

**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](mailto:heather.ford@ecclesiastical.com)

(Ecclesiastical Insurance)

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# Break



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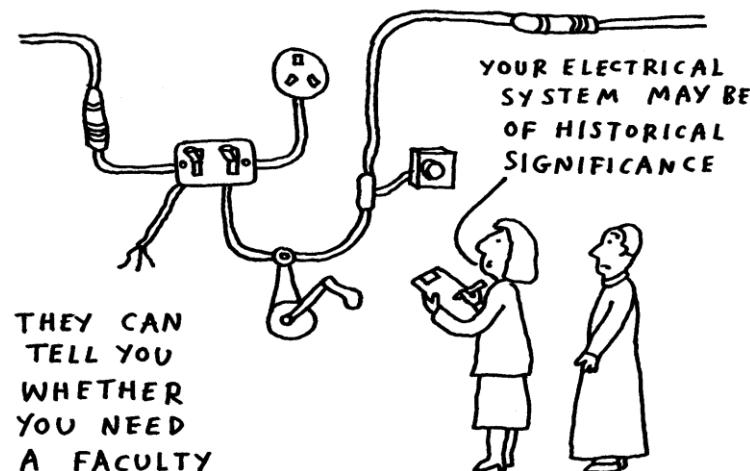
THE DIOCESE OF  
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The Churchwarden  
and buildings

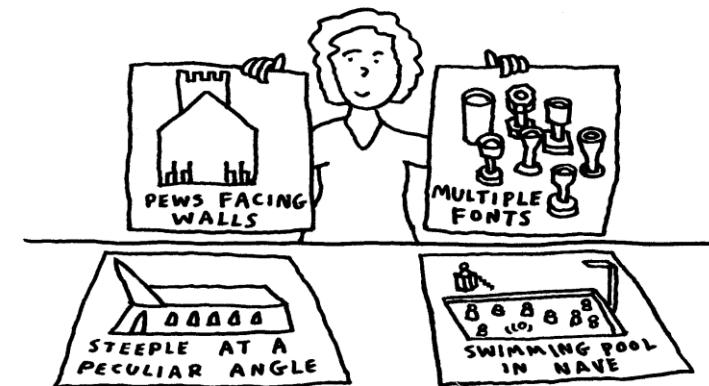
# THE DAC

(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

THE DAC  
(THE DIOCESAN ADVISORY COMMITTEE)

**“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*

# consistory court

## the DAC

### list A and list B

## faculty application

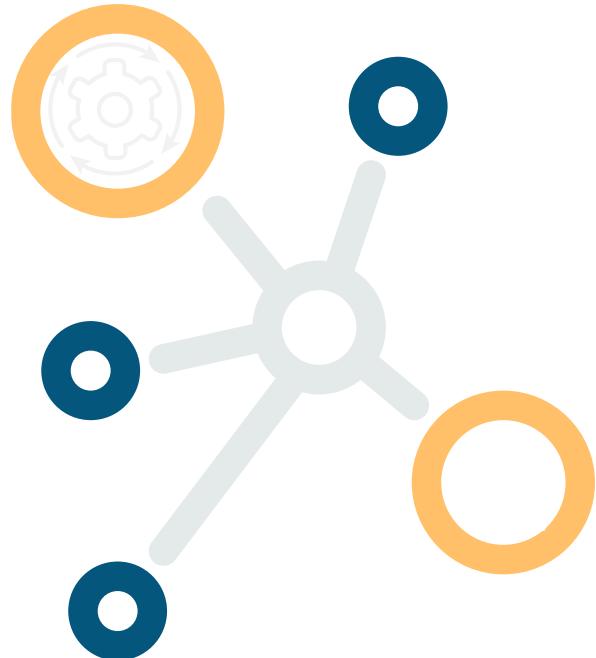
## churchyards

## quinquennials



THE DIOCESE OF  
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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**

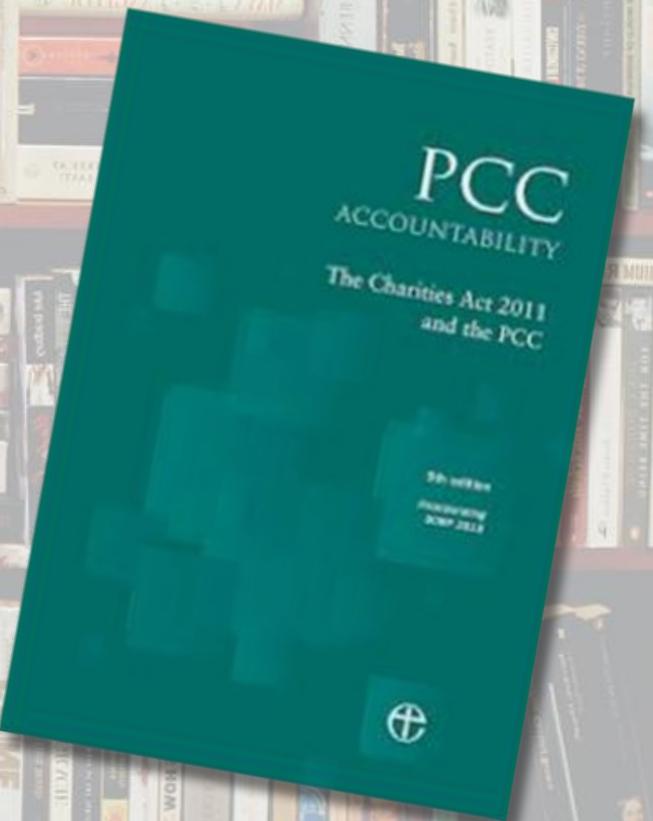
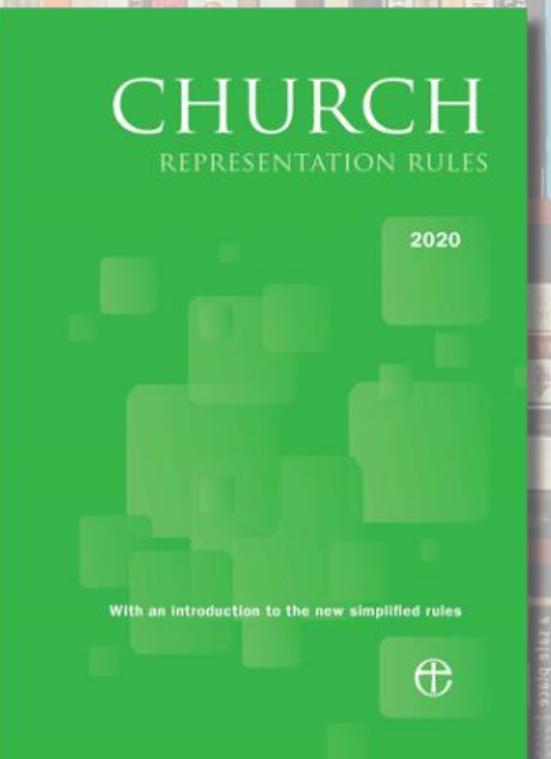
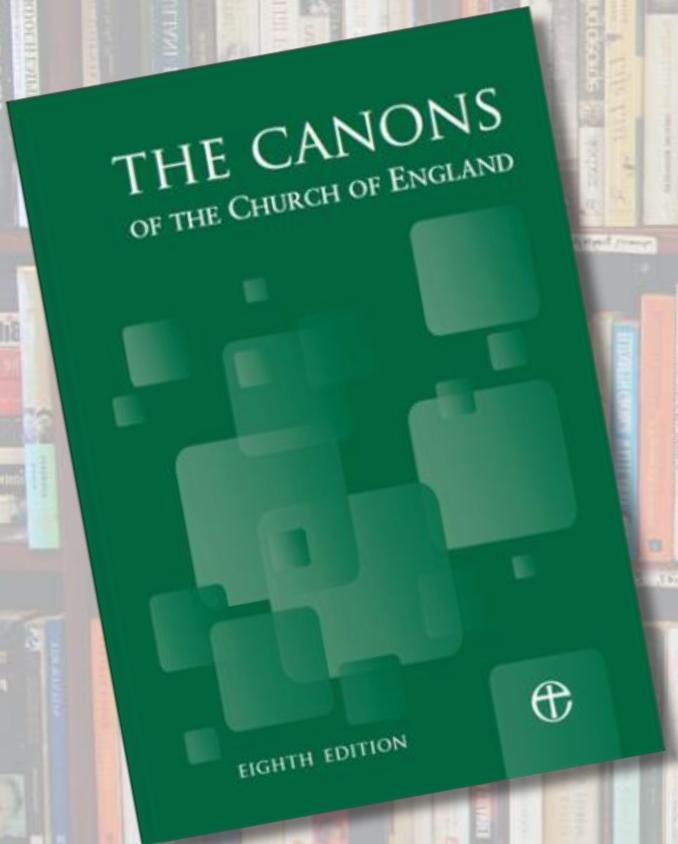
**Support with Net Zero targets**

**Provide building related training  
sessions**

**General church building queries**

**Heating system advice**

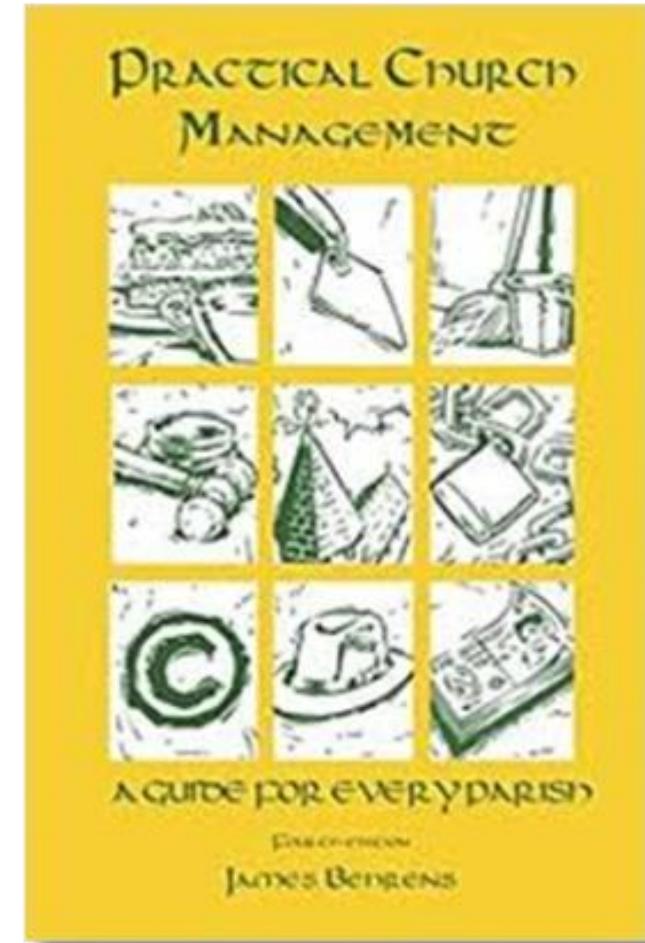
# Resources



chpublishing.co.uk

k

# 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**

**Maintance** – *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**

# Church Yards

**Church regulation rules were updated last year**

# **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

# QUESTIONS?

[libby.culmer@sheffield.anglican.org](mailto: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 risk.
- Safeguarding is not judging or policing, punishing; that responsibility belongs to the police, Ministry of Justice and statuary service.
- Our responsibility is to, Recognise, Respond, Record and Report.

## 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 complaints<sup>51</sup> 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.

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

Promoting a Safer Church



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<b>Safer Recruitment</b>	Recommended
<b>Domestic Abuse</b>	Recommended
<b>Modern Slavery and Human Trafficking</b>	

*Promoting a Safer Church*

## 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*

# 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](mailto:sian.checkley@sheffield.anglican.org) m: 07741 013 775

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

e: [elina.penttila@sheffield.anglican.org](mailto:elina.penttila@sheffield.anglican.org) m: 07871 796 682

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

e: [Rachel.Tankard@sheffield.anglican.org](mailto: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



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# 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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