**Sources of advice on looking after a historic religious building and developing it for wider community use**

Produced by Becky Payne for the Historic Religious Buildings Alliance (HRBA) [www.hrballiance.org.uk](file:///C%3A%5CUsers%5Ctrevor%20cooper%5C1.%20TREVDOC%5C9%20HRBAlliance%5Ca%20activities%5C1%20%20training%20days%5C5%20sheffield%20training%20day%5Cbecky%20payne%20note%5Cwww.hrballiance.org.uk)

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We welcome corrections and updates, which should be sent to hrb@theheritagealliance.org.uk

You are free to copy and redistribute this material in any format. You can download copies from the HRBA website.

This document provides a list of sources of further guidance and information on looking after a historic religious building and developing it for wider community use.

**DENOMINATIONAL WEBSITES**

*The first place to visit will always be your faith group or denomination’s website. The following is only a selection of what is available – you will need to explore for yourself.*

The **ChurchCare** website is maintained by the **Church of England**‘s Cathedral and Church Buildings Division and is a **comprehensive resource for anyone managing a church building.**. <http://www.churchcare.co.uk/churches>

A key part **of ChurchCare** is the section called *Making Changes to your Building and your Churchyard*. There is guidance on developing a church for wider community use including developing a vision and engaging with your wider community. It explains the Church of England’s Faculty System and what to consider when making changes to the use or physical fabric of your church. It will also help churches select the right legal and funding model to develop their building for uses beyond the primary role of worship; these could be community activities, cultural events or even commercial activities.

<https://www.churchofengland.org/more/church-resources/churchcare/making-changes-your-building-and-churchyard>

**ChurchCare** has also provided a set of case studies describing different projects where churches have successfully opened for wider community use. <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/sharing-your-building>

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

The **Parish Resources** website is provided by the Church of England’s National Stewardship & Resources team and offers over 400 pages of resources (web & pdf) to support all aspects of stewardship, administration and management in the local church. They also offer a range of funding guides to help you target funding for projects – either for capital works or for mission. They are intended to be simple “how-to” guides and cover a range of topics from Preparing a Funding Strategy, A Simple Guide to writing a Business Plan to running Fundraising Events. <https://www.parishresources.org.uk/resources-for-treasurers/funding/>

The **Church in Wales**’s Property Department website provides information and guidance notes to parishes on every aspect of managing and maintaining their buildings. <https://www.churchinwales.org.uk/structure/representative-body/property/>

There are various resources for those caring for church buildings including a grants and funding search facility here

<https://www.churchinwales.org.uk/resources/grants-funding-search-facility/>

Within the **Church in Scotland**, it is the Mission and Discipleship Council’s Committee on Church Art and Architecture (CARTA) which advises and regulates the development of buildings to meet new needs and circumstances in partnership with the General Trustees. CARTA advises congregations and presbyteries on the most appropriate way of carrying out renovations, alterations and the reordering of interiors, having regard to the architectural quality of Church buildings. It also advises on the installation of stained glass, tapestries, memorials, furniture and furnishings, and offers advice on repair, maintenance or renewal of organs. <http://www.churchofscotland.org.uk/resources/subjects/art_and_architecture_resources>

The link to their General Trustees building and property resources is here <https://www.churchofscotland.org.uk/resources/building_and_property_resources>

It has also produced ‘Letting it happen’, a booklet to help congregations manage and develop the use of their buildings. Available at: <http://www.churchofscotland.org.uk/__data/assets/pdf_file/0017/3248/priority_handbook.pdf>

**The Church of Ireland** provides help and guidance for parishes into one place on their website under the heading of Parish Resources. Here you will find information on all aspects of managing church buildings including funding and grants. <https://www.ireland.anglican.org/parish-resources>

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

[http://www.cbcew.org.uk/CBCEW-Home/Departments/Christian-Life-and-Worship/Patrimony](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cbcew.org.uk%2FCBCEW-Home%2FDepartments%2FChristian-Life-and-Worship%2FPatrimony&data=02%7C01%7C%7Cae107d00c4e64c7e6c5308d6ecebd806%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636956895012682196&sdata=VYcxygqZGtCFEdryYOMGphGoY9kXcDDtbQF4ByaOmNY%3D&reserved=0)

The **Methodist Church** in Britain has guidance on managing and developing their churches here [www.methodist.org.uk/for-ministers-and-office-holders/](http://www.methodist.org.uk/for-ministers-and-office-holders/) and here [www.methodist.org.uk/for-ministers-and-office-holders/online-suite-and-guidance](http://www.methodist.org.uk/for-ministers-and-office-holders/online-suite-and-guidance)

The **Baptist Union of Great Britain’s** main web page is here[https://www.baptist.org.uk/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.baptist.org.uk%2F&data=02%7C01%7C%7C27b40c642dd142d5556508d6eced7335%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636956901909716726&sdata=NTKwIP8lMwRhRlZaWjt03pz5emVNH0WeAq%2Fdbg9gS5o%3D&reserved=0) and for detailed support on buildings go here <https://www.baptist.org.uk/Groups/220716/Legal_and_Operations.aspx>

The **United Reformed Church** is currently preparing revised and updated pages on all issues to do with buildings. If you have questions please contact your synod’s Property/Trust Officer’. [www.urc.org.uk/plato-property-handbook1/613-plato-propertyhandbook.html](file:///C%3A%5CUsers%5CRebecca%5CDownloads%5Cwww.urc.org.uk%5Cplato-property-handbook1%5C613-plato-propertyhandbook.html)

The **British Quakers** website provides a set of property advice sheets which cover a wide range of topics, including building maintenance, facilities for people with disabilities, gardens and burial grounds, health and safety, security, insurance, risk assessments, as well as issues relating to historic meeting houses, conservation areas and listed buildings. [www.quaker.org.uk/resources/directory-of-services/property](http://www.quaker.org.uk/resources/directory-of-services/property)

**OTHER SOURCES OF ADVICE**

The **National Churches Trust** provides grants, practical support and information as well as signposting to other sources of useful advice. There is a detailed Building Advice section on their website which covers care and maintenance, making the most of your building as well as advice on managing building projects.

<https://www.nationalchurchestrust.org/building-advice>

There is also a **Resource Centre** with over 2500 documents and web links to other sources of advice, sorted into topics and easily searchable.

The **Churches Conservation Trust** (CCT) is increasingly encouraging and supporting community-based extended uses to help sustain the churches in their care. The Regenerating Communities section on their website provides guidance as well as inspirational case studies.

<https://www.visitchurches.org.uk/what-we-do/regeneration-and-communities.html>

**Germinate: The Arthur Rank Centre** is an independent ecumenical charity that helps UK rural communities flourish by inspiring, encouraging and equipping local churches. They do this in three distinct but overlapping ways:

• Church Life: supporting congregations with resources for worship, discipleship and the maintenance and creative use of buildings

• Mission: helping communities flourish by equipping rural churches to identify and meet local physical, social and spiritual needs

• Training: developing leaders and church members through training programmes, events, conferences and learning communities

The website also offers many case studies, ‘how to’ articles, theological reflections, worship resources, papers, etc. Use the powerful search facility to find exactly what you need. Sign up to their monthly e-news ‘*Germinate News*’ for details of their latest resources and sources of funding. **Country Way** magazine is published three times a year and is packed full of real-life stories, resources and practical support for rural congregations and clergy. For more information, [www.germinate.net](file:///C%3A%5CUsers%5CRebecca%5CDownloads%5Cwww.germinate.net) ; email: [info@germinate.net](file:///C%3A%5CUsers%5CRebecca%5CDownloads%5Cinfo%40germinate.net) or phone: 024 7685 3060. There is more detailed information on caring for churches here

<https://germinate.net/church-life/rural-church-buildings-resource-2018/>

**Resourcing Christian Community Action**

This study brings together current best practice in Christian care in local communities with the resources and knowledge base needed to multiply those good works across the country. [http://www.how2help.net/](http://www.how2help.net/%20) offers information on how to start a project, how to manage a project, where to get advice and good case studies.

The **Church Urban Fund** works through the Church of England’s local parish networks, alongside other faith-based and secular organisations, to bring about positive change in neighbourhoods. They largely work through four programmes: Together Network, Near Neighbours, Places of Welcome and Just Finance Network. [www.cuf.org.uk/about-us](http://www.cuf.org.uk/about-us)

The **Church Growth Research and Development** website aims to communicate and disseminate some of the Church of England’s work on church growth research and development. This includes resources for churches wishing to grow through

wider use of their buildings and community engagement.

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

The **Faith Based Regeneration Network UK** (FbRN) is the leading national multi-faith network for community development, regeneration and social action. There

is guidance on every aspect of setting up and managing a community project and case studies. <https://www.fbrn.org.uk/>

**The Centre for the Study of Christianity and Culture**, University of York has produced a DVD on the History of the English Parish Church that can help in understanding your parish church and developing a Statement of Significance. There is also useful information on developing your church building for wider community use. The DVD can be ordered here [www.christianityandculture.org.uk/resources](file:///C%3A%5CUsers%5CRebecca%5CDownloads%5Cwww.christianityandculture.org.uk%5Cresources)

The Centre for Lifelong Learning, at the **University of York** also offers an online study course leading to a postgraduate diploma in Parish Church Studies which offers a unique opportunity to gain detailed and practical knowledge of the history, use, care and conservation of parish churches. <https://www.york.ac.uk/study/postgraduate-taught/courses/pg-dip-parish-church-studies/>

**MAINTENANCE**

**The Historic England** website gives advice on maintenance here:

<http://historicengland.org.uk/advice/caring-for-heritage/places-of-worship/maintenance/>

**MaintenanceBooker** is a service available, to churches and chapels throughout England and Wales, developed by the **National Churches Trust**. It makes it easier for places of worship to book maintenance services using professional and experienced contractors. Services available include gutter clearance and repairs, lightning protection inspections, tree surveys and maintenance as well as asbestos surveys and removal. More Services are to be added soon. There are also grants available. [www.maintenancebooker.org.uk](http://www.maintenancebooker.org.uk)

The Society for the Preservation of Ancient Buildings (SPAB) have produced a practical toolkit containing information and resources drawn from the Faith in Maintenance Project (FiM) and Maintenance Co-operatives Project (MCP) to help you take care of your place of worship and set up your own Maintenance Co-operative.

[www.spab.org.uk/campaigning/maintenance-co-operatives-project/mcp-fim-resources](http://www.spab.org.uk/campaigning/maintenance-co-operatives-project/mcp-fim-resources)

**ADVICE ON HERITAGE**

**Historic England** (HE) have a role in the regulatory process and also offer advice and support. They offer useful advice on balancing the needs of congregations with the desirability of conserving heritage as well as guidance on obtaining permission and consents for works to places of worship. Their website is well-structured and informative and should be consulted by anyone thinking of making a change to a listed place of worship. <http://www.historicengland.org.uk/advice/caring-for-heritage/places-of-worship/>

In 2018, they published a revised edition of their guidance on *Making Changes to Places of Worship*. <https://historicengland.org.uk/advice/caring-for-heritage/places-of-worship/making-changes-to-your-place-of-worship/>

In Wales, **Cadw** is part of the regulatory process and also offers advice and support. They have recently updated all their heritage and conservation guidance and are currently working on revising their guidance on ecclesiastical exemption [www.cadw.gov.wales/historicenvironment/conservation/?lang=en](http://www.cadw.gov.wales/historicenvironment/conservation/?lang=en)

In 2015, **Cadw** wrote astrategic action plan for historic places of worship which aims ‘to find ways in which these cherished buildings can retain or renew their value at the heart of Welsh communities, with their significance sustained or enhanced.’ [www.cadw.gov.wales/docs/cadw/publications/historicenvironment/29012016CadwHistoricPlacesOfWorship-en.pdf](file:///C%3A%5CUsers%5CRebecca%5CDownloads%5Cwww.cadw.gov.wales%5Cdocs%5Ccadw%5Cpublications%5Chistoricenvironment%5C29012016CadwHistoricPlacesOfWorship-en.pdf)

**Historic Environment Scotland** is the lead public body set up to investigate, care for and promote Scotland’s historic environment.

They are part of the regulatory process and can offer advice and have some funding available. <https://www.historicenvironment.scot/>

**PROFESSIONAL AND SPECIAL INTEREST GROUPS**

Plans for work to churches involving changes to the historic building and its contents are referred to a number of organisations for comment. They are also able to offer expert advice and guidance.

**The Council for British Archaeology**

<http://new.archaeologyuk.org/>

**The Ancient Monuments Society**

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

**The Society for the Protection of Ancient Buildings**

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

**The Georgian Group**

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

**The Victorian Society**

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

**The Twentieth Century Society**

<http://www.c20society.org.uk>

**Heritage Help** sets out the basics for anyone who is caring for an historic building. It includes understanding the planning system, conservation and other elements such as energy efficiency and grants. [www.heritagehelp.org.uk](http://www.heritagehelp.org.uk)

The **Heritage Network Trust** is a membership organisation for groups who are working to restore an historic building. As a member you will benefit from advice specifically tailored to your needs, networking events, special offers for selected professional services, and access to our extensive interactive on-line ‘toolkit’. <http://www.heritagetrustnetwork.org.uk/>

**Statements of Need and Significance**

Most denominations require these statements as part of their process of approving proposed works to listed places of worship.

The Church of England’s **ChurchCare** website has advice on understanding your Church prior to considering making any changes, which can be read here

<https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/statements-significance-and-needs>

**Historic England** has overall advice here:

<https://historicengland.org.uk/advice/caring-for-heritage/places-of-worship/making-changes-to-your-place-of-worship/principles-for-making-changes/assessing-significance/>

**SUPPLIERS**

*Always ask the advice of your denomination about suppliers.*

The **Building Conservation Directory** provides a list of over 1,000 practitioners and suppliers in the areas of conservation, restoration and repairs from access audits to wall painting conservators. You can access the Directory free here

[http://www.buildingconservation.com](http://www.buildingconservation.com/)

The **National Churches Trust** has a **Professional Trades Directory** which offers a wide range of specialist trades people

<https://www.nationalchurchestrust.org/building-advice/professional-trades-directory>

The **Royal Institute of British Architects** has a register of conservation architects

<https://www.architecture.com/knowledge-and-resources/resources-landing-page/find-a-conservation-architect>

**GUIDANCE ON PROJECTS, INCLUDING COMMUNITY PROJECTS**

The **Diocese of Hereford** (CofE) has produced a **toolkit** – *Crossing the Threshold: a community development approach to the use of church buildings* – a step-by-step guide to developing and delivering sustainable community projects in

church buildings. Download for FREE from <https://www.hereford.anglican.org/Crossingthethresholdtoolkit/>

Approach your **local authority** (ask for Community Development) or **local strategic partnership** (your local authority can point you in their direction).

Your local **voluntary and community sector** (VCS) infrastructure organisation can provide vital support for voluntary organisations and community groups in the

form of advice on setting up new projects as well as information on local grants available and support in the application process.

**NAVCA (National Association for Voluntary and Community Action)** <https://navca.org.uk/> is the national voice of local support and development organisations and their directory will help you identify your local organisations. [navca.org.uk/find-a-member-1](https://navca.org.uk/find-a-member-1)

The **Plunkett Foundation supports rural communities** to set up a wide range of community-owned enterprises and social enterprises providing vital rural services

[www.plunkett.co.uk](http://www.plunkett.co.uk)

**Community Tool** **Box** provides practical guidance on all aspects around setting up community projects. [www.ctb.ku.edu/en](http://www.ctb.ku.edu/en)

**Locality** is the leading nationwide network of community-led organisations. It provides advice on setting up community-led enterprises etc including setting up community share

funded projects [http://locality.org.uk](http://locality.org.uk/)

**Action with Communities in Rural England (ACRE)** is the national umbrella body for the 38 charitable local development agencies, formerly known as Rural Community Councils (RCCs), across England that make up the ACRE Network. They can offer advice on local grants as well as guidance on running community buildings

 <http://acre.org.uk/in-your-area/network-members/> and <http://acre.org.uk/our-work/village-halls>

The **Community Fund** (formerly the Big Lottery) have undertaken research into the community projects they have funded and provide good advice to those planning new projects

<https://www.tnlcommunityfund.org.uk/>

The **National Lottery** **Heritage Fund** (formerly Heritage Lottery Fund) provides a range of good-practice guidance to help you plan and deliver your heritage project. This includes reducing environmental impacts, guidance on carrying out evaluation, making your project fully accessible, using digital technology in heritage projects, how to encourage community participation and working with volunteers. <https://www.heritagefund.org.uk/hub/good-practice-guidance>

**SOURCES OF FUNDING**

A good starting point is the **HRBA** webpage on Funding, which points to a number of useful websites for sources and **Directories of Funding**.

<http://www.hrballiance.org.uk/resources/funding/>

**Don’t forget to liaise** with your local authority, local strategic partnership, voluntary action, council for voluntary services, or rural community council. Some can offer you free access to national funding databases, whilst others produce funding directories of regional and

local sources of funding.

For convenience, **some major funders** are listed here:

The National Lottery Heritage Fund – <https://www.heritagefund.org.uk/>

The Community Fund – <https://www.tnlcommunityfund.org.uk/>

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

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

Landfill Communities Fund – <https://www.entrust.org.uk/landfill-community-fund>

The **Listed Places of Worship** (LPW) Grant Scheme gives grants that cover the VAT incurred in making **repairs** **and alterations** to **listed buildings** in use as **places of worship**. <http://www.lpwscheme.org.uk/index-2.html>

**FUNDRAISING GUIDANCE**

**Giving to Heritage** was the Heritage Alliance’s training programme for fundraisers whether professional or volunteers in the heritage sector which ended in 2017. Along with other advice about the training opportunities that have run across the two-year project, over 30 recorded webinars are still available to watch on the website <https://www.theheritagealliance.org.uk/gth/?page_id=8>

The **Church of England’s Parish Resources** [http://www.parishresources.org.uk/resourcesfor-treasurers/funding](http://www.parishresources.org.uk/resourcesfor-treasurers/funding%20) offers a range of funding guides to help you target funding for projects – either for capital works or for mission. They are intended to be simple “how-to” guides and cover a range of topics from Preparing a Funding Strategy, A Simple Guide to writing a Business Plan to running Fundraising Events.

The **Institute of Fundraising** offers useful material (including short videos providing a snapshot of the key principles of successful fundraising) <http://www.institute-of-fundraising.org.uk/guidance/introduction-to-fundraising/>

The **Near Neighbours Project** (funded by DCLG) has produced a series of guidance notes on faith based fundraising <https://www.near-neighbours.org.uk/resources>

**SOME PUBLICATIONS**

**Regenerating Local** Churches by Maggie Durran (Canterbury Press, Norwich, 2006, ISBN-13: 9781853116957) Mission-based Strategies for Transformation and Growth, a practical handbook.

<https://canterburypress.hymnsam.co.uk/books/9781853116957/regenerating-local-churches>

**Tools for Regeneration – Practical Advice for Faith Communities** by Rumman Ahmed, Doreen Finneron, Steve Miller and Harminder Singh (Faith Based Regeneration Network, 2006) [www.fbrn.org.uk/factsheets/tools-regeneration-practical-advice-faith-communities](http://www.fbrn.org.uk/factsheets/tools-regeneration-practical-advice-faith-communities)

**Running Successful Projects in the Voluntary Sector** by Stuart Kelly published by 3rd Sector Skills (2012). This is a project management textbook for the lay person. Published by 3rd Sector Skills. <https://www.amazon.co.uk/Running-Successful-Projects-Voluntary-Sector-ebook/dp/B0085BCJDC>

**Churches for Communities: Adapting Oxfordshire’s Churches for Wider Use** by Becky Payne. Paperback. February 2014 (Oxfordshire Historic Churches Trust) ISBN-13: 978-099276930 [www.waterstones.com/book/churches-for-communities/becky-payne/9780992769307](http://www.waterstones.com/book/churches-for-communities/becky-payne/9780992769307)

**Buildings for Mission: A complete guide to the care, conservation and development of churches** by Nigel Walter and Andrew Mottram. Paperback. September 2015 (Canterbury Press Norwich) ISBN-13: 978-184825760.

<https://canterburypress.hymnsam.co.uk/books/9781848257603/buildings-for-mission>

See also these related websites: [www.archangelic.co.uk](http://www.archangelic.co.uk) and [www.churchbuildingprojects.co.uk](http://www.churchbuildingprojects.co.uk)

**Assets not Burdens: using church property to accelerate mission** by Tim Thorlby, The Centre for Theology and Community, January 2017

<http://www.theology-centre.org.uk/wp-content/uploads/2013/04/CTC-Research-6-Assets-not-Burdens-Feb2017.pdf>