



Managing major  
building projects in  
*places of worship*

WENDY COOMBES  
DIOCESE OF HEREFORD



Historic Religious  
Buildings Alliance  
*a group within the Heritage Alliance*

# Wendy Coombey

## Diocese of Hereford

Capital Projects: Keeping Everyone on  
Board and Setting Up Longer Term  
Structures

# Community Partnership and Funding

- **Community** – working with the wider community.
- **Partnership** – working with other organisations at all levels, local, regional and national.
- **Funding** – sourcing the funding for activities.

# Not just about the Build!!

- Sustainability is about the long term future of a project – it's about structures for the future.
- It's about project development and management in the long term.
- It can make or break a project if you get it wrong.
- So, based on our experience and the experience of others these are my top 10 tips.

# Tip 1: Evidence of Need

- Base your project on a proven need.
- Carry out consultation with the whole community.
- Talk to Stakeholders – at all levels that can be useful to your project.
- Interrogate the Statistics – LA, Church House, web sites.
- Use existing research – CLP's, Local Strategies.

## Tip 2: Set up a 'working' group.

- Involve as many people as you can that can usefully contribute to the project.
- Set terms of reference so the responsibilities are clear.
- Make sure there are clear lines of authority and communication.

## Tip 3: Ensure there is an effective secretariat

- Accurate minutes.
- Clearly defined actions, that are followed up.
- Regular cycle of meetings – keep things moving.

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## Tip 4: Find the right skills

- Don't use the usual suspects.
- Carry out a skills audit.
- Cast the net as widely as possible.



## Tip 5: Write a good architects brief.

- Take your time.
- Base the brief on what your consultation has told you.
- Check it with your consultees and check it again.
- Check it out with an objective 3<sup>rd</sup> party.

## Tip 6: Write a business plan

- Think about money!!
- It's what the funders will want to see.
- Great for focussing the mind on project development.
- Covers most elements you need to think about.

## Tip 7: Legalities

- What are the legal requirements of your project?
- What do the funders want to see?
- Is a lease or license necessary?
- Take legal advice – this may have a cost but it's better to pay now than later when you are in a legal dispute.

## Tip 8: Communication

- Keep talking !!
- Use all the means available.
- Twitter, face book and other social media can be a way of engaging with young people.
- Use local web sites, local media and newspapers and radio.
- Use your Diocesan Communications officer.

## Tip 9: Governance

- What is the right structure?
- Agree the structure and lines of communication and levels of authority. These need to be articulated.
- Make sure everyone involved knows who retains overall responsibility?
- Do things need to change as the project develops?

## Tip 10: Learn from others

- Go and visit other projects.
- Talk to your local VCS support service.
- Use existing resources and case studies.

Crossing the Threshold  
Community Development Approach to  
the Use of Church Buildings.

[www.hereford.anglican.org](http://www.hereford.anglican.org)

- Questions?