



archdeacons'

visitation news

Spring 2017

Dear Churchwardens

It is really good to be able to write this letter and to say a huge **THANK YOU** to all churchwardens across the Diocese of Chelmsford.



Wherever you worship, in whichever part of our amazing diocese, thank you for being willing to serve God in this very special role and ministry. Churchwardens are key lay leaders and the declarations you make

tonight remind us that your faith inspires you to encourage people to work well together in mission. You delight in worship and have a special responsibility for the church building – its fabric and contents. Churchwardens have many gifts and talents and are often seen to be sorting out practical matters. During 2016, as the new legislation that simplified the process for seeking permission for some church repairs/additions began to work through, some churchwardens were heard to give three cheers for Lists A and B! (see Faculty Jurisdiction Rules 2015).

Whether you are a new churchwarden attending a Visitation Service for the first time tonight or someone with more experience being admitted to office for another year, do not let the tasks ahead overwhelm you, especially some of the bits of church legislation; your archdeacon is able to advise and can guide you through. If you are unsure of anything or have concerns you need to share, please get in touch for help and support.

Special thanks tonight go to the churchwardens who are standing down from office; your work is much appreciated by so many people. Thank you also needs to be expressed to Ecclesiastical which sponsors this Archdeacons' Visitation News at no cost to us. I hope the contents you find in this edition will help all churchwardens in the year ahead.

During 2017, encouraged by Bishop Stephen, we shall be thinking a lot about deepening our discipleship as followers of our Lord Jesus Christ. As a churchwarden in the busyness and challenges we face, don't forget to give some space and time to getting to know Jesus better and to growing in love and faithfulness.

May God richly bless you in all you do for Him and may you know his loving presence day by day,

The Venerable Annette Cooper

on behalf of:

The Venerable Robin King

The Venerable Elwin Cockett

The Venerable Martin Webster
(to March 2017)

The Venerable John Perumbalath

The Venerable Elizabeth Snowden

The Venerable Mina Smallman
(to December 2016)

The Venerable Mike Lodge (from March 2017)

Farewells

This time last year, we had just said 'farewell' to David Lowman and welcomed Elizabeth Snowden as his successor as Archdeacon of Chelmsford. The last few months have seen two more retirements of much-loved colleagues.

Mina Smallman, Archdeacon of Southend until the end of 2016, was the first female Archdeacon from a minority ethnic background in the Church of England. As such, she was a pioneer and a role model, and a fantastic ambassador for the Christian faith. We were deeply sorry that ill health led to her early retirement and we wish her and her husband, Chris, every happiness in retirement.

Martin Webster, who retired at the end of March, served in the diocese for very nearly forty years, in Thundersley, Canvey Island, Nazeing and Waltham Abbey, before becoming Archdeacon of Harlow in 2009. As Bishop Stephen said, "Martin is one of those people who knows the diocese inside out and has earned the trust, love, respect and admiration of many, many people".

Martin has been a great colleague, a true friend and an inspiration in his walk of faith.



We will miss him and Vicky enormously and we wish them a long and happy retirement in Wiltshire.

The Venerable Elwin Cockett

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Safeguarding

In 2014 the Bishop of Chelmsford issued a 'Safeguarding Pack' to all parishes. In his introductory letter to the Diocesan Safeguarding Manual, Bishop Stephen commends the policy and the practice of safeguarding, saying "The Gospel demands nothing less".

Through this Archdeacons' Visitation News, your Archdeacons want to provide ongoing encouragement to all our parishes and in particular to incumbents and churchwardens, to ensure that those in positions of responsibility and trust, both lay and ordained, in our parishes are familiar with our Diocesan Policy and have undertaken the appropriate safeguarding training.

I have heard it said that this "doesn't apply to us we have no children attending our church". Firstly, it is exceedingly tragic for any church to assume that no children will ever attend, but secondly it shows a misunderstanding of the nature of safeguarding. Safeguarding refers to the range of plans and activities that are put in place to protect children and adults who may be vulnerable to abuse and neglect from being exploited or harmed. Since the worship in our churches is open to all, as well as many of the other activities we provide, it means that each and every one of us has a responsibility to ensure that our churches are safe – for children, for young people and for vulnerable adults.

As churchwarden, can I encourage you to seek to encourage others to support and develop this good practice? To enable you to be confident that there is good practice within your church community and that it is practised by your PCC, there is a checklist on the diocesan website that you can download and use to help you monitor your practice: www.chelmsford.anglican.org/uploads/2014_PRACTICE_GUIDANCE-RESOURCES.pdf



1. **For yourself, you need to make sure that you have a current DBS. You also need to complete the latest training. This involves undertaking the current diocesan online training and, in due course, the new face-to-face training as it is rolled out.**
2. **You need, through the PCC, to make sure that you have:**
 - a. appointed at least one Parish Safeguarding Representative (PSR) to work with the incumbent and the PCC to implement the Diocese of Chelmsford Safeguarding Policy and associated procedures.
 - b. displayed:
 - i. a formal statement of adoption of the Diocese of Chelmsford Safeguarding Policy and Statement of Commitment. This should be signed on behalf of the PCC. (A copy of the formal statement

- ii. contact details for the Parish Safeguarding Representative (PSR)
- iii. information about where to get help with child and adult safeguarding issues and with domestic abuse – these should include local and national numbers and contact details for the relevant local authority safeguarding teams
- iv. contact details for the Diocesan Safeguarding Team – including phone, email and website details
- v. access to a hard copy of the Diocese of Chelmsford Safeguarding Policy Manual

3. The PCC must:

- a. formally adopt the Diocese of Chelmsford Safeguarding Policy
- b. review the implementation of the Diocese of Chelmsford Safeguarding Policy annually (we suggest that this is done through discussion of a report written by the PSR and presented at a PCC meeting)
- c. invite the PSR to attend at least one PCC meeting each year (at this meeting the PSR should report on safeguarding for the parish)
- d. ensure that all those authorised to work with children and vulnerable adults are appropriately recruited, according to safer recruitment practice, and are adequately supported
- e. ensure that all those authorised to work with children and vulnerable adults are trained appropriately for their roles, including Diocesan Safeguarding Training
- f. provide appropriate insurance cover for all activities undertaken in the name of the church, which involve children or vulnerable adults
- g. ensure that an activity plan and risk assessment is completed and reviewed (at least once a year) for each activity associated with either children or vulnerable adults and run in the name of the church
- h. comply with data protection principles – specifically with reference to storing information about the 'church workforce', including volunteers, who have completed a confidential declaration and/or undergone DBS checks

Finally, thank you churchwardens for all you do in the service of God and our churches,



particularly in connection with the area of safeguarding, as we seek to live out the Good News of Jesus.

The Venerable Elizabeth Snowden



The Great Community Mural – win £10,000 for your church

This year, we really want to celebrate the community work of the UK's churches. In order to do this we want you to help us create 'The Great Community Mural'.

It is time for your church to get creative!

We are inviting all of our church insurance customers to submit a piece of original artwork that celebrates the role their church plays as part of the fabric of its local community. Entries can be created by anyone with a connection to the church and we're actively encouraging collaborations!

The artists can be young or old (or a combination of the two!) and we welcome submissions via any medium: collage, crayons, chalk, felt-tip or embroidery. We're insisting only that the work is original and is true to our theme of celebrating the church as part of the fabric of the community.

We will be combining the best entries with the aim of creating the largest piece of community art that has ever been produced in the UK. 'The Great Community Mural' will be 10 metres in length and three metres high, and will feature as many of the entries as we can include, with the very best five printed at a larger scale, and the overall winner given pride of place in the centre of the mural.



The Great Community Mural Competition 2017

The winning church will receive a prize of £10,000; with four runners-up receiving £2,500 each. The Great Community Mural will be unveiled at a prestigious London venue before touring to a select number of cathedrals around the UK. So, don't delay, get your church to be creative today!



The cloth and the community

Quietly, in every corner of the country, fantastic things are happening. Much of this activity goes unnoticed but its impact is felt by many, weaving its way into the darkest of places and making the world a better place.

In 2016, Ecclesiastical launched a national competition to celebrate the crucial role our churches have in supporting local communities. We asked churches to share their success stories and tell us how they are reaching out to their local community.

With a £20,000 prize fund up for grabs, we were inundated with inspirational projects. The eventual winner, St. John's church in Shildon, who won the top prize of £10,000, had knitted itself into the very fabric of its community. The range of activities not only stretched to every corner but instilled a sense of pride in the people of Shildon, bringing them closer together.

In fact, all of the 372 entries revealed the true value and reach of the work churches are doing. We believe that this should be celebrated and brought to life and as the UK's leading church insurer we are uniquely placed to support and highlight this.

For 130 years, we've had the privilege of protecting our churches and their communities so throughout 2017 we'll be doing even more to highlight and support the fantastic things that they are quietly delivering.

Keep up to date via our website at www.ecclesiastical.com/community or our Facebook page **Church Matters with Ecclesiastical** or via Twitter



@churchmatters

Artist Tim Steward

Our ambassador for the Great Community Mural project is Tim Steward, a Christian artist who has been exhibited all around the UK and whose work is notable, among many outstanding features, for its celebration of church architecture. Tim will be joining the judging panel for the competition and he'll produce an original piece of artwork that will form part of the completed Mural.

Tim said: "As an artist, I'm thrilled to be the ambassador for The Great Community Mural project. I am passionate about the



role of art within churches and this project is a wonderful way of celebrating the unique place that churches hold in our country's diverse communities."

How to enter the competition

Entry forms are being sent out during May to all of our customers in their **Church Matters newsletter**. If you don't get the newsletter or want further information about how to enter, go to our website. There you'll

also find more details about The Great Community Mural competition, including a video of Tim Steward talking through some ideas that might inspire you. **The closing date for entries is 21st August 2017.**

www.ecclesiastical.com/churchcomp

Roof alarms

Based on our claims experience, Ecclesiastical believes roof alarms provide the best deterrent to metal thieves. Alarms are highly effective at deterring metal theft and perfect for buildings in remote or rural locations – if the security system is activated, a planned response based on your specific instructions is carried out.

Ecclesiastical maintains a list of approved suppliers who meet our security requirements – call **0345 777 3322** for more information.



Is the price of lead fuelling theft from church roofs?

The price of scrap lead has reached record highs in the last year or so with prices continuing to increase. Andrew Mulholland, Crime Reduction Consultant at SmartWater Technology Ltd updates us on the outlook for this destructive crime now.



The theft of lead from a church roof is a particularly damaging crime. Not only does it cause a severe financial loss, it can also result in water damage to the church and to contents, some of which can be irreplaceable. Even if your church hasn't been subject to lead theft, you are likely to know one that has. So what is fuelling these attacks and what can be done about it?

The vast majority of metal thefts relate to lead and this is not surprising given the rising demand and increasing resale value of scrap lead. There was a clear price increase around 2010-11 and many will remember the surge of lead thefts with around 2,500 crimes against churches reported that year alone.

A national taskforce on metal theft was established with dedicated police resources assigned to address the problem. There was also new legislation with the Scrap Metal Dealer Act and support provided by companies such as SmartWater with both forensic marking and enforcement activities and from Ecclesiastical with the 'Hands off our Church

Roofs' campaign. Although the price of scrap lead remained high in the years that followed, the number of churches falling victim decreased. In fact, by 2015, the number of reported crimes was around a tenth of what it was five years earlier.

However, since then the national task force has been disbanded, police numbers have reduced and priorities have moved away from metal theft. At the same time, the crimes have also become much more organised and large scale. Although the overall number of crimes has reduced, some counties have seen a significant increase in attacks. These are now much more industrial with teams of criminals working overnight to strip lead from whole roofs.

With new record prices for scrap lead it is likely that criminals will become more interested in it again. Given the increase in crime during previous price peaks, it is essential that churches do not lose their focus on this problem and take steps to do everything they can to prevent theft.

Forensic marking

It is a condition of your insurance that you apply SmartWater or an alternative forensic marker approved by us. You will not have metal theft cover if you do not follow this condition. Make sure you have applied the solution to any external metal, put up signage in a prominent position and register with the supplier to comply with your policy.



Here are Andrew's top tips:



- **Be aware** – make sure the local community is 'on the lookout'
- **Take security measures** – remove climbing aids such as wheelie bins
- **Apply a forensic marking solution** – reduce the attraction of handling stolen items
- **Consider a roof alarm** – the ultimate deterrent

Don't forget you can also download Ecclesiastical's Metal Theft checklist from:

www.ecclesiastical.com/metaltheft

A day in the life of an Allchurches Trust Grants officer

Allchurches Trust is the charitable owner of the Ecclesiastical Insurance Group which grants a significant proportion of its profits to the trust so that this money can be given back to society for good causes.

Last year, Allchurches Trust gave grants totalling more than £13 million to Anglican churches and cathedrals, churches of other denominations, heritage and community projects. Paul Playford is one of three Allchurches Trust Grants Officers who visit groups applying for grants. In this article, we find out more about his typical day.



➤ **7.15am** Drive from home in Ledbury, Herefordshire, to Allchurches Trust Gloucester office. Time for coffee and a few emails before my first visit.

➤ **9.30am** A crisp winter morning's walk through Gloucester to St. Mary de Crypt, a medieval church with a Tudor schoolroom that stands on the main thoroughfare between the Quays and the Cathedral. These are the two most visited places in the entire county and St. Mary's plans to entice those passing between them to venture in and discover not just a beautiful church but a venue for art, culture and community.

When projects are over £500,000 in total, I make a point of visiting. It gives applicants a chance to describe their vision to me in person and explain in more detail how the project will address local needs.

St. Mary de Crypt's Project Manager Rachel Court and her team have already formed partnerships with local charities working with refugees, dementia sufferers and young unemployed people, who will become users of the newly equipped church. I'm impressed. The Heritage Lottery Fund is too and has given them £1.36m towards their £2m goal.

➤ **11.00am** Back to the office and straight into a presentation to people who have recently joined Ecclesiastical Insurance –

it's important we let Ecclesiastical's employees know of all the good causes their hard work benefits.

➤ **12.00pm** I'm welcomed at Widden Primary School by Special Needs Co-ordinator Karen Hughes. Of Widden's 380 children, 200 are considered 'vulnerable' and of those, the 10-15 with the most significant emotional needs are given special sessions in a Nurture Room. "Allchurches Trusts' grant has made us able to make the room more like a home than a classroom," explains Karen. "With sofas, a dining table and chairs, toys and furnishings, we can help these children to develop the emotional and social skills they need to succeed back in the classroom." I'm humbled by the scale of the problems Karen and her colleagues are tackling but it's obviously working.

➤ **3.00pm** It's now a rainy afternoon in Bristol at John and Charles Wesley's New Room, the meeting house built in 1739 which is the earliest Methodist building in the world.



I'm greeted by David Worthington, the New Room's Manager. As with so many of the grant applicants I meet, David has an extraordinary depth of knowledge combined with a passionate determination to see the project through. Pilgrims from among the world's 75 million Methodists arrive daily and David's on a mission to make the New Room a welcoming place for them with a museum and archive, conference facilities and a cafe. It's a £4.5m project to which Allchurches Trust is proud to have contributed.

➤ **7.30pm** Just time to write up the day's visits for the next Board meeting. Today, not unusually, it's all good news.



Paul's most memorable visit?

It has to be my first ever visit as a new Grants Officer. It was to the Salvation Army in Droitwich. Their work opened my eyes to the challenges out there and the fact that the church, in all its forms, is having a hugely positive impact. Its contribution often goes under the radar but take the church out of social care and you'd have a huge gap.



Paul's toughest visit!

I had to visit the church on Lundy Island. The vicar very kindly had arranged for me to be invited onto the bridge by the Captain for the two-hour crossing. Sadly, I was horribly sea-sick. We docked and I had to ask if I could go and lie down! However, once I had recovered, the stunning location and inspirational project fully made up for the travel experience.





SPRING 2017

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How to contact us

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(8am-6pm Monday to Friday except Bank Holidays)

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Report a claim

Call: 0345 603 8381

At any time on any day of the week

Email: faithclaims@ecclesiastical.com

Dedicated church customer website:

www.ecclesiastical.com/church

Facebook: **Church Matters with Ecclesiastical**

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Insurance you can believe in

It's our belief that the best insurance is about much more than just words. It's about what we do as well as what we say. Indeed, we have a proven track record of being there for our church customers when they need us most.

Established by the Church of England 130 years ago, we have a unique understanding of how to protect churches. This depth of experience and commitment means that when the worst happens you know that you are in safe hands. We are proud to have been trusted to protect churches and their communities since 1887.

Expertise that sets us apart

We have a dedicated team of church specialists who can respond to your needs

quickly and compassionately. They only deal with church insurance so they understand the issues that you face. Our experts can provide you with a wide range of free advice and support at any time.

And when the unthinkable happens, we want the best outcome for you – to pay you quickly and without fuss – so that you can get on with running your church.

To us, doing the right thing is simply what we do. To our church customers, it's what sets us apart.

Church Insurance Made Simple

Have you looked at our new series of Made Simple guides designed to make understanding your church insurance easier? Based on feedback from customers, the guides look at the insurance aspects of legal protection, building works, church events, community outreach and more. You can read them online or download the guides at:

www.ecclesiastical.com/madesimple

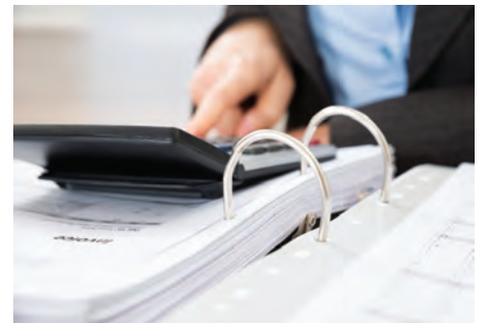


Need financial advice you can trust?

Perhaps you're worried about getting the best return on your savings or you'd like to make sure you're investing ethically. You might be thinking about taking out a mortgage, protecting your family or planning for retirement. Whatever your concerns, Ecclesiastical Financial Advisory Services can bring you independent financial advice from a company you know and trust.

Our team of independent financial advisers offer expert advice and help with your personal finances and can find suitable solutions from across the relevant market.

Our advice doesn't stop at personal finance; we also help PCCs and their members review their investments and find ways to improve potential returns. Please note, the value of investments can fall as well as rise and past performance is not a guide to future performance. Your home may be repossessed if you do not keep up repayments on your mortgage.



Like all advisers, we charge a fee for providing financial advice, and your adviser will talk you through the charges and make sure you understand them before there is any commitment on either part. The first meeting or conversation is at our expense.

Contact Ecclesiastical Financial Advisory Services Call: **0800 107 0190** or email: getadvice@ecclesiastical.com

'B Smarter'

The beginning of 2016 saw one of the biggest changes to the Faculty Jurisdiction rules for some time with the introduction of the new 'Lists A & B' items. These changes have been very well received and made life much easier for parishes, Archdeacons and the Diocesan Advisory Committee (DAC). Our thanks to all of you who have engaged so well with the new system.



Over the past year between ten and thirty 'List B' items have been approved each month – all things that would previously have been dealt with at a DAC meeting. This has inevitably made the life of the DAC easier and made for much speedier decisions for the parishes – to say nothing of the benefits 'List A' has also had.

As many of you will know by now, List A replaces the old 'De Minimis' list and gives parishes a bit more scope simply to get on with minor works without having to consult further. List B is more extensive and covers works that can be carried out once the written permission of the Archdeacon has been obtained. Although the project might still be highly significant (some have been for projects costing a six-figure sum), much of this work will be repairs and routine maintenance identified in the QI report, but the process allows for a lot more to be done without you having to make a full faculty application. But (there's always a 'but')...

Just because an item is on List B doesn't mean that it can be approved on a nod and a wink. Not having to apply for a faculty doesn't mean that you don't have to supply any information to your Archdeacon – it may well require as much as a faculty would.

In order for us to give authorisation for works under List B, you will need to provide details of

the proposals – which should include (where appropriate):

- works for routine maintenance and repair that should have been identified in the QI report
- an outline of proposals and the needs/reasons behind them
- architect/professional specification and/or design
- supporting photos or plans
- Statement of Need (if need is unclear)
- quotations or estimates for the proposed works from contractors
- relevant PCC/Standing Committee minute.

Your Archdeacon will consult with all or some of the other DAC members as he or she sees fit and the proposals may be subject to conditions, so the more information we have, the quicker and easier it is for a decision to be made. Hence, our encouragement for you to 'B smarter'!

If you are unsure as to what is required, please contact your Archdeacon who will be happy to give you guidance on what is necessary.

The Venerable Robin King



The Revd Canon Mike Lodge has been Acting Archdeacon of Southend since 1st January 2017 and was collated and inducted as Archdeacon on 19th March 2017.

Churchwarden's checklist

The specific duties of a churchwarden vary from parish to parish. To help them – and your church – the leading church insurer, Ecclesiastical, has put together some guidance on key tasks and responsibilities. If the answer to any of the questions below is 'no', it's a good idea to speak to your churchwarden and work out a plan of action.

Your church and churchyard

1. At the last annual meeting of the PCC, did anyone present a report on the fabric, goods and ornaments of the church?
2. (i) Are any essential works for the church building, as noted on the last quinquennial report, in hand or planned?
(ii) Do you have proper arrangements in place for routine maintenance, including the regular clearance of gutters and down-pipes to prevent blockages?
(iii) Are arrangements in hand for proper maintenance of the churchyard?

Presentation and care of church records

3. (i) Are your service book records and registers for burials, baptisms and marriages up to date?
(ii) Are all your church registers, records and books in a satisfactory condition and properly stored or deposited within the archives?
4. (i) Are your external and internal noticeboards in good order and up to date?
(ii) Is the current Table of Parochial Fees displayed clearly in the church?
(iii) Is the Churchyard Directive displayed prominently and publicly?
5. Are you satisfied with arrangements for the care and cleaning of the church's interior, church linen and other ornaments and vessels?
6. Do you have up-to-date church guidebooks available and, if appropriate, are they available in other languages?
7. Is there a logbook for your church and is it up to date?
8. Is there a plan of your churchyard and is it up to date?

Finances

9. Last year, did you pay your clergy expenses in full?
10. Is all your church insurance up to date and does it give you appropriate cover?

If you'd like to know more about the role of the churchwarden, your diocese can provide you with a guide, and you'll find a number of books available commercially too. If you'd like to raise an issue with your Archdeacon, please contact them directly.



Churchwardens as enabling disciples

There is a tendency to define the role of churchwarden as temporal. Churchwardens are to look after the properties that belong to their church and all the material aspects of running a church!

There are two problems with this approach. Firstly, it is too narrow an interpretation of the churchwarden's role. Secondly, it is based on an unchristian understanding of reality where 'spiritual' is opposed to 'temporal'.

Even in these temporal aspects of their role, churchwardens offer spiritual leadership by being the stewards of the gifts of God and the gifts of God's people. Their calling is to maintain and maximise the use of such gifts for God's purposes. They are not just disciples of Jesus, but in their role they enable others in their journey of discipleship.

Elected by the parishioners – not by the congregation – they symbolise the Church's relationship with the wider community in a unique way. They have a leading role in God's

mission to their community. They are called to have an outward-looking focus and to lead their congregation in Christian witness, evangelism and service in their communities.

Another aspect of Christian discipleship is unity and fellowship that the people of God enjoy. A churchwarden is an officer of the bishop in his or her parish. The bishop is a focus of unity in the diocese. Therefore, the churchwardens have a role in holding the congregation together and offering pastoral care to the clergy, especially to the incumbent. They are required to practice a collaborative ministry, working alongside the clergy and the PCC. This unifying role that is exercised in care and love makes the churchwarden an enabling disciple.

The disciples of Jesus take people seriously and it is an aspect of nurturing ourselves. We can experience God's love meaningfully only in the company of other saints. Welcome them, make them feel at home and love them and experience being loved and supported. Share some duties with others. Laugh, cry, worship and pray with others. We become wise, free and loving in the context of a loving and caring community.

As the churchwardens are serving God, God's Church and God's world, it is necessary that they are connected to God, experience intimacy with him and grow in their relationship with him. Unlocking the church and getting the church ready for services will not come across to us as spiritual activities unless we are able to practice the presence of God in our daily lives.

This relationship with God is essential as churchwardens have the specific responsibility of making sure that church services run smoothly. How do we enable others to worship if we do not practice the worship of God in our own lives? Prayer is a relationship with the source of wisdom, love and freedom. As we grow in that relationship, prayer becomes a means to see divine purposes. Apart from personal prayers and corporate worship, there needs to be a place for the churchwardens, their incumbent and others in the leadership of the parish to pray together.

As disciples of Jesus we also need to find time for reflection. Churchwardens can be too busy doing things and hence not able to find time to pause and reflect. If we can quietly reflect on our own actions and reactions, we would sooner learn how foolish, unloving and fearful we are at certain times; or find how God is using us in his wonderful



ways in spite of our limitations and shortcomings. Let us journey on and enable others to journey with God.

**The Venerable
Dr John Perumbalath**

Whilst Ecclesiastical has used reasonable endeavours to ensure that the information in this newsletter is correct at the time of publication, please note: (a) the information is not intended to constitute a definitive or complete statement of the law on any subject, (b) the information may over the course of time become incorrect or out of date; and (c) neither Ecclesiastical Insurance Office plc. nor its subsidiaries can accept any responsibility or liability for action taken or losses suffered as a result of reliance placed on the information provided in this newsletter.



For more information
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