

# Energy Footprint Tool Instructions

Before you start this process, please know that you will need the following information:

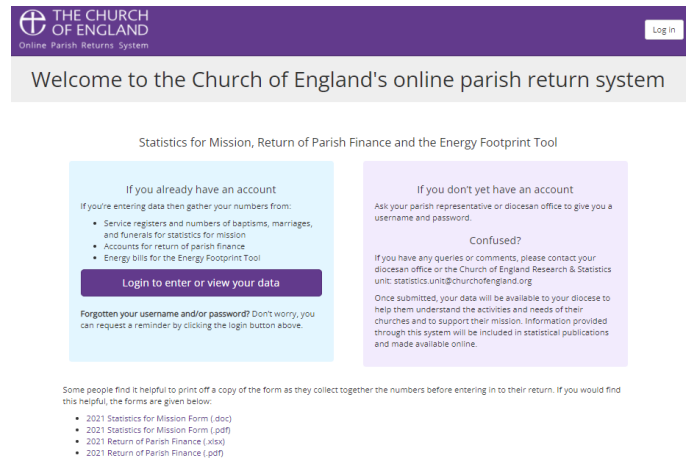
- A figure for energy use for the year.
  - o This can come in the form of kWh used, AND/OR cost (£).

The following information is optional:

- Estimated size of the building (in metres squared).
- Estimated average number of people visiting the church (either in a week or across a year).
- Estimated number of hours a week the church is open.
- Estimated number of miles OR money claimed for work-related travel across the year.

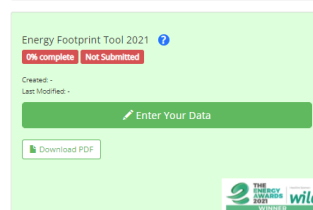
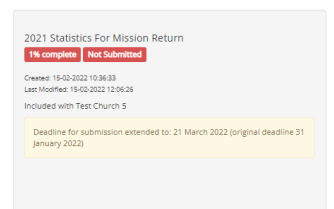
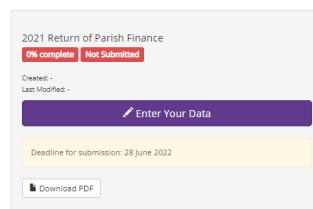
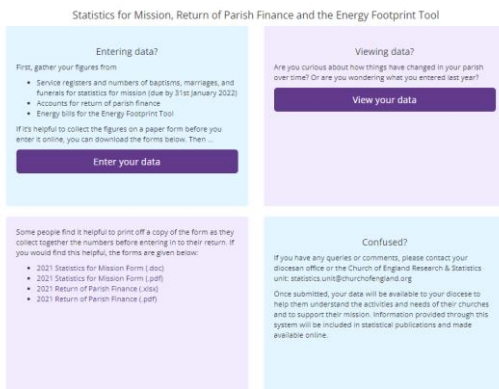
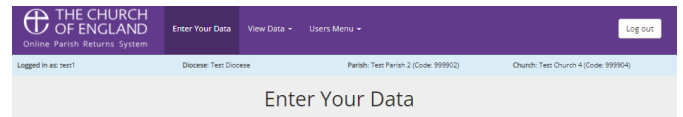
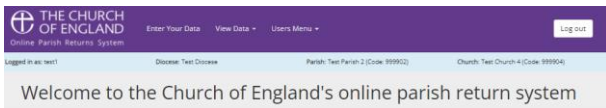
## Logging in to the system

- Please visit <https://parishreturns.churchofengland.org/>
- Click “Login to enter or view your data” and enter your details.
  - o If you do not have a username/password, or have forgotten them, please contact your diocesan administrator and they can set it up for you.



## Entering your data

- Click “Enter your data” and then click the green “Enter your data” button under the “Energy Footprint Tool” header.



## Buildings and Fuels Used

- The first question asks: “For how many buildings would you like to enter data?”. This is for if you have multiple buildings or blocks, with different readings for each. This will multiply the form to allow you to enter your data for the different buildings/blocks.

## Energy Usage

- On the ‘Energy Usage’ page, please enter the relevant energy information, where possible (i.e., energy use in either kWh annually, or the cost of the annual energy type in £).
  - o When moving on to the next page, you may get a message of “Are you sure?” if there are any blank spaces. If you do wish to continue, please do press the “Continue” button.

## Building Size

- On this page there are optional demographic information asked about the building.
- Building footprint (square metres).
  - o This will be prepopulated for 75% of churches.
  - o If this is not prepopulated, please feel free to estimate the size of the building.
    - The average church size is around 400m<sup>2</sup>
    - A large church is around 650-1200m<sup>2</sup>
    - A small church is around 100-250m<sup>2</sup>
- Average attendance.
  - o Estimated to incorporate any person that would enter the building (including services, groups, weddings, visitors etc) across an average week/year (which ever answer you give will prepopulate the other).
  - o For example:
    - An average of 50 people attending services a week = 2600 a year.
    - An average of 20 people visiting a week = 1040 a year.
    - A fresh expression that has 10 people a week = 520 a year.
    - Having an average of 1000 people attending weddings across a year = 19 a week.
    - Altogether, this would give around 100 people a week and 5000 people a year.
    - **Please remember, this just needs to be an estimate or best guess, please do not spend too much time on this!**
- Number of hours church is open in an average week.
  - o There are 168 hours in a full week.
  - o Again, please do not spend too much time on this, an estimate or best guess is more than enough.
- Work-Related Travel Expenses.
  - o Whether any work-related travel expenses claims were made in the past year.
  - o If yes, how much? – The answer can be given in either Number of Miles or Cost Claimed (£).
  - o Again, if the information is not easily found/known, please do not spend too much time on this question and either guess or leave it blank.

## Results Page

- Please scroll down and click “Submit”!
- Gross CO<sub>2</sub> emissions (tonnes): The total number of emissions attributed to the energy used by that building.
- Net CO<sub>2</sub> emissions (tonnes): The total number of emissions attributed, minus the emissions attributed by certified green/renewable suppliers.
- Reported Offset (tonnes): The number of emissions reported as offset by the energy suppliers.
- Emissions per m<sup>2</sup> rating: Equivalent to national Display Energy Certificates for public buildings.
- Net CO<sub>2</sub> Percentile: Where your net footprint lies alongside all churches within the Church of England.