

Addendum

All links to Church of England website have been either re-connected or replaced with a holding link while the website is rebuilt.

A 10.5.1 Emergency contact numbers – updated: *(an up to date list can be found on the Diocesan Website)*

Builders

J. A Childs	0208-468-7877	(mobile – 07951 – 204399)
Calmore Construction	020 8290 1545	David Moore (Bromley/Beckenham area)
Lang Contractors	0788 7598974	John Lang
M P Hare Ltd (roofing specialist)	07971 902631	Marc Hare
Barratt Roofing	01892 730581	

also

Drains

Hyro De-Scaling	01634 867297
CS Drainage	07761 853780

Also

Glass

Bell Glass	01634 377776
Fleet Glass	01474 323535

Deleted:

Fire Extinguishers

Kidde	01293-583420
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A10.18 The Purchase of Curate's Houses – amended to:

"Before purchasing a curate house, consultation must take place with the [Director of Formation and Ministry](#) who holds responsibility for the placement of curates, and with the [Finance Director](#) (it is, of course, essential that funding has been agreed and is in place).

If the parish is to be responsible for funding, under the [Parochial Church Council \(Powers\) Measure 1956](#), the DBF will be the Custodian Trustees of the property with the PCC being the Managing Trustee. The consent of the DBF to the purchase will be required and Under the Parochial Church Council (Powers) Measure, the PCC is responsible for all fees (legal and surveying) to be incurred in a transaction and the PCC must indemnify the DBF in this respect.

Following the purchase the property will be registered in the name of the DBF at The Land Registry. Under the Parochial Church Council (Powers) Measure, the PCC cannot hold property in its own right.

The PCC will be responsible for the ongoing maintenance, repairs, insurance and council tax of the property (see also [G2 – the Diocesan Church Repair Fund](#)).

Whether the purchase is funded by the DBF, the parish or a mixture of both, a report and valuation of the property will be required and it should be carried out by a qualified surveyor. Where the property will be owned or partly owned by the DBF, the Board's property adviser is appointed as surveyor. It is recommended that the PCC appoints the DBF's solicitor to act on its behalf. S/he will already be advising the DBF and this can save on fees.

Once the PCC has found a suitable property, it should notify the DBF for its consent. However, no offer should be made as this will be done by the Board's solicitor. The offer will be made subject to contract following a favourable surveyor's report and valuation.

It is important to consider whether it will be necessary to spend any money on "ingoing works", for example, decorating and upgrading. The kitchen is often one area in need of this.

When the PCC has identified a property which is thought suitable it should contact the [Diocesan Office](#) when the Diocesan Secretary or Legal Adviser will give further advice and set in motion the purchase process (subject to survey).

The PCC should not become too enthusiastic about a property before the [Assistant Diocesan Secretary's](#) inspection.

If all goes well and the purchase is completed, the Deeds to the property will be held in the Diocesan Office. The DBF's solicitor will also draw up a Declaration of Trust setting out the various equities in the property and signed by all parties concerned, and this will be kept with the Deeds.

NB: All properties housing assistant clergy must be in the CRF in accordance with the Schedule of the Diocesan Synod (October 1973) - see [G2 – the Diocesan Church Repair Fund](#)."

Added: "A10.19 Housing Allowance

Where the PCC owns or part owns a property for the occupation of a curate, then an allowance will be paid monthly to the PCC throughout the period of occupation equivalent to £8,400 p.a. (for 2017) based on full ownership or a commensurate proportion depending on the % owned by the PCC."

A16 Entitlement to maternity, paternity, adoption and parental leave – updated:

"For further details see the guidance issued by the Archbishops' Council, on the Church of England website under [Parental Leave](#)."

A20 Lone Working – Personal Safety

Many clergy and other officers of the church undertake much of what they do whilst alone – either in the home or elsewhere. It is important, therefore, that you should not forget the risks associated with this, but be mindful of your safety and where possible avoid working alone.

Please also refer to [Diocesan Safeguarding guidance](#) (and see [C7 – Safeguarding](#)) regarding working alone with children or adults with vulnerabilities.

Where you believe that you are in serious or imminent danger you should not hesitate to act to protect yourself, ideally by removing yourself to a place of safety. Report any incidents to your Churchwarden/Incumbent, Archdeacon and to the police if necessary.

Added: "A20.1 Risk Assessment

In places where you are consistently working alone, it is good practice to record a risk-assessment.

The following should be considered:

- Your ability to carry out your activities safely on your own in the environment in which you are working;
- The potential for you to be subject to violence;
- Your ability to request assistance or to withdraw safely from a dangerous situation;
- Whether the task would be better accomplished by more than one person;
- What would happen in the case of sudden illness or emergencies;
- Risks related to driving;
- Fire safety;
- The suitability of any existing precautionary measures and emergency arrangements.

A20.2 Minimise Risk

Examples of precautions which may be appropriate to minimise risk include:

- Whenever meeting people alone, especially when these people are unknown to you, consider carefully whether this is a meeting that would be better in a public place, or whether it is possible to have someone else with you (or in the building). Do not hesitate to rearrange the meeting so that this may be possible.
- *Always* check who is at the door before opening.
- When people call unexpectedly, do not invite them in without considering the risk to yourself (and your household). When people call late at night it is *not recommended* that you admit them to your home. If it is an emergency, call the emergency services.
- It is not recommended that you host (parish) visitors overnight when you are alone.
- If meeting someone in another location, keep clear records about where you are going, who you are meeting, the time of the meeting and a contact number.
- Where possible, try to let someone know when to expect you home.
- Where possible, park somewhere where people are about and, when after dark, in well-lit areas.
- Ensure you have a clear understanding of emergency procedures and locking up protocols.
- Ensure the availability of first aid facilities, which might include carrying one in the car.
- Ensure breakdown cover insurance is in place for travelling around the Diocese.
- Carry a mobile phone which is charged.
- Carry a panic alarm."

A20.3 Living and Working in Areas of High Risk

In areas of high risk you may consider:

- Set up a 'buddy system' with set call times to ensure personal safety.
- Agree a distress code word.
- Consider training on dealing with violent/aggressive people.

Subsequent numbers adjusted accordingly.

A21.1 Burrswood – amended to:

“The Diocese has an arrangement with Burrswood for counselling. This provides a counselling service available in confidence to clergy, their spouses and dependant children, and to lay ministers and members of diocesan staff.”

A21.5 Separation and divorce

“Counselling and practical advice are also offered.” **Corrected:** “Peer-to-peer support and practical advice are also offered.”

A23 Pension – updated:

“Additional Voluntary Contributions

If you wish to make Additional Voluntary Contributions (AVCs) towards your pension, please contact the [Pensions Board](#) for further details.”

A24 Retirement from Stipendiary Ministry – updated:

“Stipendiary clergy may retire when they reach the age of 65 (although a full state pension is not available until 68) and must retire when they reach the age of 70, (or with their PCC seek permission from the Bishop to hold their licence for a fixed term extension).”

Added:

“A24.7 Further guidance

Further guidance [supporting the ministry of retired clergy](#) in general may be found on the Church of England website.”

A25 Disciplinary Measures – updated:

“For guidance about the process and timescales of the Clergy Disciplinary Measure, please see the [Church of England Website](#).”

A25.3 Safeguarding and Clergy Disciplinary Measures 2016

Under the Safeguarding and Clergy Disciplinary Measures 2016 it became a disciplinary offence not to comply with relevant [safeguarding](#) policies and instruction, unless exception circumstances apply.

A27.2 Dignity At Work – updated:

“The Word of God has much to say about how we behave and how we treat one another, for instance in Romans 12, Paul tells us to be devoted to one another, to honour one another, to live in harmony with one another. Based on these Biblical principles, the Diocese seeks to foster relationships of the utmost integrity, truthfulness and trustworthiness, and to provide a supportive, caring environment in which the wellbeing of individuals are respected and each person is treated with dignity at all times.” *Dignity at Work policy for the Diocese of Rochester.*

The Rochester Dignity at Work policy sets out indicators of both bullying and harassment and sets out how to make a complaint and what will happen.

This policy covers bullying and harassment of and by:

- senior clergy (rural/area deans, archdeacons, suffragan bishops and the diocesan bishop) with pastoral responsibility for clergy in the diocese,
- the laity of this diocese and
- the clergy of this diocese.

It covers bullying and harassment in the workplace and in the context of the parish. It applies to employees, office holders, members of congregations and other volunteers.

A copy of the Dignity at Work Policy for the Diocese of Rochester can be found on the [diocesan website](#):

The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying will not be tolerated within the Church of England. All complaints of abuse, harassment and bullying are to be taken seriously and thoroughly investigated.

We are all less than perfect and in all human communities, including the church, occasions can sometimes arise where people, for a variety of reasons and sometimes unknowingly, use behaviour that is unacceptable.

Recognising that issues can sometimes arise does not undermine or debase the value of community; it simply acknowledges our human frailty and is a first step in tackling and reducing problems.

The policy document has been produced to aid such a process. It draws on contributions from a number of individuals in our Diocese as well as the Church of England document “Dignity at Work; working together to reduce

incidents of bullying and harassment.”

The [guidance](#) from the Church of England on reducing bullying and harassment may be found on the national [website](#).

B1.5 Assistance in the conduct of divine worship by lay persons – added:

“Where the Bishop’s Certificate has been issued that person may preach and conduct worship occasionally, within their parish.”

B3.6 Public Worship with Holy Communion by Extension – amended:

Holy Communion by Extension is not for routine use and may not be used except with the permission of the Diocesan Bishop. Permission must be sought by the incumbent, or in the case of a vacancy by the Area Dean, from the Bishop’s office. Permission given for Public Worship by Communion with Extension is always specific to the period of time, place *and* to the person/people authorised to administer it.

The provisions set out on pages 13 and 14 of the [Bishops' Guidelines](#), of which the PCC should have a copy, cover the circumstances governing Communion by Extension. Holy Communion by Extension is clearly ascribed by the House of Bishops as an *in extremis* measure.

C1.1 Exploration – deleted:

“Candidates for the SSM (Self Supporting Ministry) and OPM (Ordained Pioneer Ministry) are required, where appropriate, to secure the consent of their employers.”

C1.2 Selection – amended:

“The DDOV or ADDO will offer a non-recommended candidate help in interpreting what has happened initially, and long-term support by the incumbent is vital but further support can be given as is considered necessary.”

C1.4 Summary of the criteria for selection for ministry – updated to:

A summary of the Criteria for Selection for Ministry in the Church of England – published by The Ministry Division of the Archbishops' Council - can be found on the [Church of England website](#) or for young people considering ministry the Diocese has a Young Person's Champion, or it might be that the [Ministry Experience Scheme](#) is appropriate.

C3.7. Useful Publications – updated to:

“[The Parochial Expenses of the Clergy](#) – A Guide to their Reimbursement”

[Payroll – FAQ](#) (C of E website)

[Guide to the Tax Treatment of Specialist Occupations](#), by Keith M. Gordon

C4 PTO Clergy – updated to:

“The ministry offered by clergy with the Bishop's Permission to Officiate (PTO) is widely welcomed and appreciated within the Diocese of Rochester. Further guidance [supporting the ministry of retired clergy](#) in particular may be found on the Church of England website.”

C4.7 Remuneration for ministry – amended to:

“Financial probity is one of the matters referred to in the Guidelines; it is, therefore, important that those ministering with PTO are scrupulous in such things.

Those who minister with PTO are entitled to receive [remuneration for occasional duty](#) when they offer ministry in a parish. The levels of such remuneration relate to particular acts of worship and are notified annually by the Diocesan Board of Finance. These payments are claimed (together with any associated expenses of travel) from the PCC concerned. Many clergy with PTO choose not to claim these payments (not least from parishes where they have a strong personal involvement), but it is important to be clear that they are entitled to claim.

Clergy with PTO are also entitled to 80% of the DBF portion of the fee as set out in the [Archbishop's Table of Parochial Fees](#). These amounts are also notified annually by the DBF. Such payments (together

with any associated travel expenses) should ideally be (paid to and) claimed from the PCC for the parish concerned.”

Added: “C4.11 Engaging clergy with PTO

[Canon C8](#) now requires that an incumbent must be confident that all clergy ministering in their parish are authorised and in good standing (see [C7 Safeguarding](#)). This means checking that clergy seeking to minister in the parish under PTO have all the relevant permissions and also permission to work in this country. If using a minister under PTO for the first time, even if they are resident within the diocese, it is worth checking with Bishops court that everything they need is in place.”

C4.11 Non-serving clergy *is now* C4.12

C7.1 Safeguarding policies – amended:

Safeguarding children, young people and adults who may be vulnerable plays a vital part within the church community and it is imperative the all Clergy **and lay officers** are aware of **and have due regard for** (i.e. implement) the various House of Bishops and Diocesan policies, practice guidance and advice notices located on the [Diocesan web site](#). Failure to implement these policies will lead to incumbents, in particular (but potentially also Church Wardens and other officers), being subject to disciplinary measures. The Ecclesiastical Insurance Group has made it clear that their insurance cover is only valid where national safeguarding policy and practice guidance is being followed.

C7.4.1 updated to: Church of England website

The Church of England Website now has a very clear safeguarding page with advice and information regarding:

- [Reporting abuse and finding support](#)
- [Policy and practice guidance](#)
- [How we work](#)
- [Reviews and reports](#)
- [Training and resources](#)
- [IICSA](#)

C7.4.2 - deleted

C7 Safeguarding – amended:

Contact details for the Bishop's *Safeguarding* Adviser

C11.1.3 Burrswood - updated to:

The community at Burrswood offers accommodation for retreats and quiet days

C13.5 Readers and Licensed Lay Ministers with PTO – amended to:

Permission to Officiate is a diocesan-wide authorisation and not specific to any parish or benefice. LLMs and Readers with PTO are listed in the Online Directory under the Deanery in which they worship and minister, and whilst they are still likely to a part of their parish ministry team, their PTO is renewable (every 3 years) on the nomination of their Area/Rural Dean. (This is exactly the same as for clergy with PTO.)

LLMs and Readers with PTO are no longer required to have a working agreement and are therefore free to do as much or as little as they wish.

In this Diocese an Emeritus Reader (or Emeritus LLM) is one who has completely retired from licensed ministry and is no longer active. An Emeritus minister is no longer listed among the ministers available for service, because the usual safeguarding checks are no longer pursued.

C14.9 Uniform templates/contracts

“Please contact Rochester Diocesan Board of Education for the templates” **corrected:** “Please contact the [Diocesan Adviser for Children and Youth Work](#) (on 01634 560000) for the template”

C16.4 Further Resources – updated to:

[The Church Representation Rules](#) can be found on the Church of England website or from [Church House Publishing](#)

C17 Employing Workers and Ministers

When the PCC employs anyone to fulfil any role within the parish it is essential that PCC follows both employment law and [safer recruiting](#).

The Diocese employs a [Human Resources Officer](#) to advise parishes, but the PCC bears the legal responsibility for ensuring that correct procedures are followed.

In particular parishes should check that:

- Any post filled has a role description and references are always taken up;
- Where DBS checks are appropriate that they have been completed before the post begins;
- That all payments are made by cheque or BACS transfer, so that proper scrutiny is possible. It is recommended that, even when remuneration is little, parishes register with the HMRC as an employer and pay people using PAYE.

D Education – added:

D1 Diocesan Board of Education

D1.1 The purpose of the Diocesan Board of Education (DBE)

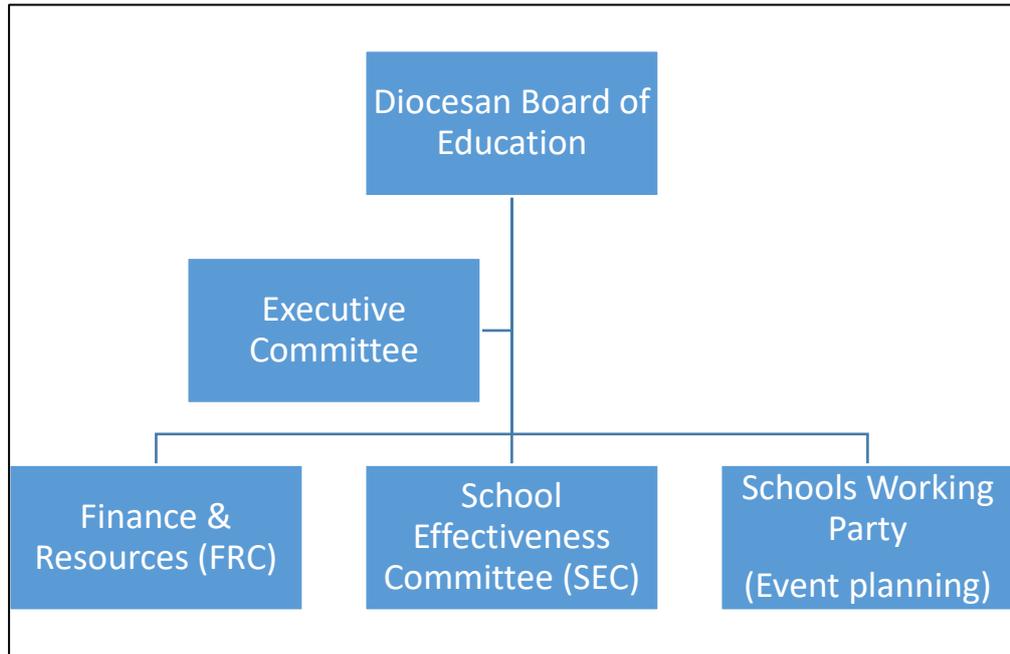
The DBE exists as an independent company with its own constitution, to promote and support the development of Christian and Religious Education in line with the tenets of the Church of England in all schools across the Diocese of Rochester. The Bishop is the President of the Board and approves the appointment of the Chair (should he or she decide not to act as Chair).

The DBE is currently comprised of 28 members appointed by the 17 Deanery Synods, the Bishop of Rochester, representatives of the 4 Local Authorities within the diocese (Bexley, Bromley, Kent and Medway) and co-opted members appointed by the DBE itself for their specific skills and expertise. The DBE is currently reviewing its constitution with the aim of reducing the number of members to 14 and this is likely to take effect in 2019.

The DBE works with 89 Church of England schools and academies, five secondary schools and 86 within the primary age group. The DBE operates an Affiliation Scheme (see below) for Community and Independent schools who wish to join the Rochester Diocesan Family of Schools (RDFS) and we encourage warm links and relationships with all schools across the diocese.

D1.2 DBE Committees

The DBE works through a series of sub-committees which manage the operation and specific areas of responsibility of the Board. Each sub-committee is Chaired by a member of the DBE and supported by a lead officer and/or adviser. The Committees are able to co-opt non-members of the DBE for their specific expertise or skills set as required. The Committees report to the Board three times a year.



The Officers of the [Diocesan Board of Education](#), the Diocesan Director of Education (known as the DDE) and the Education Team, are always available to advise incumbents on matters relating to education and Church schools.

They can be contacted during office hours 9am – 5pm at The Diocesan Office, St Nicholas Church, Boley Hill, Rochester ME1 1SL. Telephone number: 01634 560025

D1.3 DBE Associate Advisers

The Education Team work closely with a number of Associate Advisers and Consultants, who provide specialist skills and support for our Church schools and academies.

Information, guidance and policy documents are available on the RDBE's website (currently separate to the Diocesan website) at: www.rdbe.org.uk

D1.4 Mission statement of the DBE

"To support and encourage the work of schools, churches and parishes across the diocese of Rochester in promoting Christian distinctiveness through excellent education of children and young people"

D1.5 Triennial Aims of the RDBE (2015-2017)

The DBE currently operates on a three-year cycle to set and review its strategic aims which guide its work:

- To actively promote and support Christian Distinctiveness through developing high quality, leadership and effective governance of our Church of England Schools
- To provide targeted challenge and focused support for school effectiveness in order that at least 85% of our Church schools are judged 'Good' or better in both OFSTED and SIAMS inspection frameworks by 2017
- To improve the quality of teaching and learning of Religious Education in Church primary schools through the implementation of a revised diocesan syllabus, sharing best practice and offering professional development opportunities for all teaching staff in Church primary schools
- To develop effective strategic partnerships with Local Authorities, Teaching Schools Alliances, Multi-Academy Trusts and other key stakeholders, to ensure that every Church school is part of informal, formal or structural collaboration which supports their Christian distinctiveness, school effectiveness and their sustainable future

- To ensure the good stewardship and effective deployment of the Board of Education's resources, in order to ensure its sustainable future and ability to deliver its Triennial Aims and key priorities
- In addition to its triennial aims, the DBE also publishes its strategic intent, which provides a framework to guide its policy development:

D1.6 Strategic Intent (2015-2017)

- To embrace opportunities for new Church school provision in order that the amount of Anglican places remains proportionate and in line with community places across all four local authorities
- To build the capacity across the DBE and the Education Team to be able to respond to an increase in number of primary academies and free school proposals using Church School-led Multi-Academy Trust (MATs) or a Local Collaborative Trust (LCT) models
- To actively promote and develop the number of Church school partnerships, collaborations and federations including increasing the number of community schools affiliated to the Diocesan Family of Schools
- To find and form strategic partnerships with companies and organisations who have the capacity and appropriate values to support our Church schools and academies

D2 Church of England Schools and Academies

D2.1 Background

Church of England schools are established primarily for the communities in which they are located. They are inclusive and serve equally those who are of the Christian faith, those of other faiths and those with no faith.

Church schools are recognised for their distinctive Christian ethos and the impact this has on standards and all-round education. The proportions of Church schools regarded as 'outstanding' (by Ofsted) is much higher than the national norm and yet the Church schools are fully inclusive.

D2.2 Voluntary Aided (VA) Schools

A voluntary aided school is a State-funded school in England or Wales in which a foundation or trust (the Church of England) owns the school buildings, contributes a proportion to building costs and has a substantial influence in the running of the school. Such schools have more autonomy than voluntary controlled schools, which are entirely funded by the State. VA schools always have a majority of Foundation (Church appointed) Governors on the Board of Governors.

D2.3 Voluntary Controlled (VC) Schools

A voluntary controlled school is a State-funded school in England, Wales or Northern Ireland in which a foundation or trust (the Church of England) has some formal influence in the running of the school. Such schools have less autonomy than voluntary aided schools and normally Foundation (Church appointed) Governors are in a minority on the Board of Governors.

D2.4 Academies

The Church of England, through its dioceses, is the biggest provider of academies in the country.

In the Diocese of Rochester, the DBE made a strategic decision to allow its Church schools to become academies if this was the wish of the governing body of the Church school and providing that the governing body of the school agrees to meet the DBE's Academy Conversion criteria which is published on its website.

The DBE has decided not to sponsor its Church of England schools directly and instead works closely in partnership with a growing number school-led Church of England Multi-Academy Trusts (MATs) operating within our diocese.

For more information on academy policy and details of the Church of England MATs please visit: <http://www.rdbe.org.uk/partners/diocesan-strategic-partnership-dsp>

D3 Religious Education (R.E.) and Church School Inspections

D3.1 What is Religious Education?

Religious education is an academic subject giving children and young people an understanding of how beliefs and values affect our lives. Pupils in Church schools learn about Christianity and other major religious and non-religious views. Christianity lies at the heart of the curriculum because Church schools reflect the Christian Gospel in all that they do. The youngest pupils are introduced to Christianity as a living faith related to the values, attitudes, relationships and aspirations exemplified in the school community. They are not expected to become committed Christians. Pupils from all faiths and none enjoy engaging and inspiring religious education related to real life experiences.

D3.2 Church school inspections (Statutory Inspection of Anglican and Methodist Schools - SIAMS)

The Church of England and the Methodist Church use the National Society's framework for the Statutory Inspection of Anglican and Methodist Schools (SIAMS) under Section 48 of the [Education Act 2005](#). The framework sets out the expectations for the conduct of the Statutory Inspection of Anglican, Methodist and Ecumenical Schools under Section 48 of the Education Act 2005. The framework provides a process for evaluating the extent to which Church schools are "distinctively and recognisably Christian institutions"

D3.3 The focus of a SIAMS Inspection

SIAMS inspections focus on the effect that the distinctive Christian character of the Church school has on the children and young people in the school community. Church schools will employ a variety of strategies and styles, which reflect their particular local context or Church tradition, in order to be distinctive and effective. Inspectors will, therefore, not be looking to apply a preconceived template of what a Church school should be like. The principal objective of a SIAMS inspection is to evaluate the distinctiveness and effectiveness of the school as a Church school.

Towards this objective, inspectors seek answers to four key questions:

- How well does the school, through its distinctive Christian character, meet the needs of all learners?
- What is the impact of collective worship on the school community?
- How effective is the religious education? (in VA schools and academies)
- How effective is the leadership and management of the school as a Church school?

The National Society's Statutory Inspection of Anglican and Methodist Schools (SIAMS) [framework](#) is used in all Section 48 inspections of Church of England schools and in the denominational inspection of academies.

The current SIAMS inspection framework is currently being reviewed with a new inspection framework expected in 2018.

Added – "E2 Confidentiality and Safeguarding

It is essential that clergy in particular have confidential channels of communication to them. It is therefore advised that clergy and other key officers of the church do not share email addresses with other members of their household (or at least have an email address which is accessed only by themselves), and that, where answering machine messages are not confidential, this is made clear in the greeting message.

E2.1 The General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) will take effect in the UK from 25 May 2018 and replaces existing data protection legislation (the Data Protection Act 1998). This affects all charities and organisations, including parishes and clergy. The Church of England website, <http://www.parishresources.org.uk/> provides [guidance, templates and a checklist](#) to help you."

G2.1 How the Scheme Works – amended:

The scheme is essentially a savings scheme. Each year, for five years, the parish pays an agreed amount called the Repair Rate into an account held within the Fund for each property they have within the scheme. At the end of the five year period, the building is inspected and a report is produced outlining the repairs necessary. If the parish's agreed savings are insufficient to cover the repairs and the parish has paid contributions in accordance with the agreed amount, the Fund can offer an interest-free loan to the parish, subject to being able to meet the repayments, usually repayable over five years. Following the inspection, a new Repair Rate is agreed for the following five years.

Repair Rates and other contributions into the Fund earn interest at a rate set by the [Finance Committee](#).

Formalities and paperwork are kept to a minimum but payments into the CRF are usually made by Direct Debit collection or Banker's Order, and payment terms are discussed with parishes to suit individual circumstances. It is expected that parishes should make at least two payments a year into the CRF although more frequent payments are perfectly acceptable with many parishes setting aside a set amount each month.

G3.1 [Diocesan Advisory Committee](#) – amended:

“See also the [Making Changes to Your Building](#) pages issued by the [Church Care](#).”

G2.3 Building Inspections and Repairs – corrected:

“If there are sufficient funds available in the CRF to cover the cost of the repairs, amounts can be paid direct to the contractor PCC bank account by the Diocesan Office subject to receipt of written authorisation from the PCC Treasurer or other authorised PCC official (either by email or letter). Repairs in this context can include the cost of professional fees (for example, fees from surveyors, architects or structural engineers etc) and VAT.”

G2.4 Payments Into and Out of the Scheme – corrected:

“Interest on credit balances held in the Fund in the name of the parish is added at a rate determined by the [Finance Committee](#), currently being annually on 31 December.”

G2.5 Loans – corrected:

“To ascertain a PCC’s ability to meet loan repayments the current position of payments in respect of contributions towards the diocesan 'offer' will be considered before a loan can be made.”

G2.7 Making Withdrawals and Paying Contractors – amended:

“When repair work is carried out the PCC will pay the contractor direct and then claim back the cost of repairs from the CRF via the Diocesan Office. The PCC should send through a copy of the invoice or a request for payment and quote the relevant CRF account that funds are being drawn from. A fax, letter or email instruction is sufficient, providing the signatories on the instruction match the signature requirements held on the account.

PCCs should remember that the payment of repair bills is the responsibility of the PCC and not the Diocesan Office and to note any timescales from the contractor for payment – don't hold onto a bill for a month before sending it in as it could be a further 10 days before payment is made!

All payments are made by BACS/bank transfer and not by cheque. To avoid possible delays in payment you may need to ensure the [Finance Team](#) in the Diocesan Office has the correct bank details for the PCC.”

G7 Trees in Churchyards – amended:

The [Church Buildings Council](#) has produced guidance regarding works to trees, and it is requirement of the [Faculty Jurisdiction Rules](#) that PCCs have regard to this guidance. The guidance note can be found on the [diocesan website](#), or via [churchcare.co.uk](#)

H1.2.4 The Diocesan Board of Education

[The Diocesan Board of Education](#) exists to support Church of England Schools in the Diocese of Rochester (See [D: Education](#)).