



“ God’s gifts abound in Cornwall, and there is an imperative on each of us to discover God at work in His world and respond to the signs of the Kingdom.

The Church House team exists to support the needs of the 200 plus parishes and 300 churches as we all play our part in blessing our communities. ”

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In this booklet we bring together resources that we hope and pray might help you with the mission and ministry of your church and Parochial Church Council (PCC).

The team from Church House aims to support the PCCs in the Diocese of Truro in a number of ways. This includes providing financial, legal and administrative services, and advising on important areas such as children’s and youth work, social justice initiatives, safeguarding and communications. We are also at hand to provide support to the church schools in our diocese, as well as help with the care and

promotion of church buildings for worship, mission and service to the community.

We continue to hold the parishes and all who contribute to the life and witness of our churches in our prayers, and we **THANK YOU** for all that you do.



A handwritten signature in black ink, appearing to read 'EM'.

**ESTHER POLLARD**  
**DIOCESAN SECRETARY**

# HERE TO HELP

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Your Church House team is here to assist you as we seek to Discover God’s Kingdom Grow the Church. Whatever the support required or query, there will be someone who can help and advise you.

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## GENERAL ENQUIRIES, HELP & SUPPORT

Not sure where to start or who to speak to? The Church House administration team are here to:

- Advise on parish governance including APCM, Electoral Roll, PCC regulations, Stats for Mission, elections;
- Advise on GDPR Data Protection, training for parish officers;
- Assist with queries for the

Archdeacons and Diocesan Secretary;

- Provide signposting to the relevant staff, departments and/or resources;
- Assist with general enquiries.

### **Church House Administration Team**

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# GROWTH, MISSION & STEWARDSHIP

## PARISH SUPPORT TEAM SERVICES

The Parish Support team are here to:

- Help develop strategies, priorities and opportunities for church growth and provide help to resource it;
- Support you to develop a vision for your parish, by providing resources and/or acting as facilitators;
- Provide short training sessions to help you get started on stewardship and/or mission action planning;
- Provide advice and support to fund mission initiatives, through the Parish Giving Scheme, Legacy scheme and others;
- Support you to develop ways to work with visitors and tourists and assist you in making your churches more welcoming and hospitable.
- Support you to develop bespoke stewardship programmes dependant on your needs;
- Give advice, guidance, training and one-to-one support on completing funding applications;
- Support parishes as you enter a time of Transition.



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## CREATIVE & CONTEMPORARY WORSHIP

The Worship Minister, will help you to:

- Explore new and contemporary styles of worship;
- Identify and equip those with gifts and desires who want to grow in this area;
- Provide support as part of a network to new worship teams and leaders.



**Matt Parry**  
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**Transforming Mission**

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## SUPPORTING YOU THROUGH A TRANSITION

It's always difficult when a priest announces that it is time to move on. Church families can be a close-knit community and as self-deprecating as a vicar may be, invariably it can feel like the lynch-pin has been taken out.

The Transitions team at Church House exist to help you cope when such an event happens. They will be on hand from the moment the announcement is made, throughout the vacancy period, the process of recruitment and right up to when the new incumbent is selected.

Julian Briscoe, Head of Church Growth and leader of the team, says that it needn't be a fearful time. "Of course it is unsettling for everyone, but it can also be a time to really seek what direction God would like His church to go in.

"As well as a sad time of departure, it

can be a positive opportunity to refresh and re-invest in the church family, gathering views, hopes and aspirations; re-assessing the community needs and discerning the best way forward.

"It's a long process. We are there at the beginning, helping to organise next steps, ascertain the collective will of your parish and help to put together a parish profile. We also advise on the interview process and selection process. We don't have a say in who is appointed but hopefully we have helped you to be in the best possible position to make a choice that is right for everyone."



**A CHANGING SEASON**  
**FLOURISHING IN A TIME OF TRANSITION**

Information for Church Ministers and PCC Representatives



**Read about the help available from Church House on funding raising**  
**[www.trurodiocese.org.uk/2018/09/finding-help-with-fundraising/](http://www.trurodiocese.org.uk/2018/09/finding-help-with-fundraising/)**

# DISCIPLESHIP

## LAY MINISTRY

The Lay Ministry team will help you by:

- Providing training materials;
- Providing training and development for Local Worship Leaders;
- The oversight and continuing development of Lay Pastoral Ministry training and administration.



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**Local Worship Leader Training Co-ordinator**

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## PRAYER & DISCIPLESHIP

The Discipleship team are here to:

- Source and advise on prayer and discipleship resources including 'Way of Life' and HUBs;
- Assist you to resource diocesan, deanery and parish initiatives that promote prayer and discipleship in local congregations;
- Link you in to diocesan initiatives like 'Day of Prayer' and Thy Kingdom Come;
- Connect you with - and inspire you by - what's going on in other parts of the diocese (and further afield) through a regular newsletter;
- Make a preaching/speaking visit to your benefice/parish or deanery to help you focus on the twin themes of prayer and discipleship;
- Work with you towards having a 'week of guided prayer' in your benefice/deanery and encouraging a greater awareness of the ministry of spiritual direction across the diocese;

- Lead/source a leader for a Quiet Day in your area;
- Enable you to establish a gathered group for prayer/study/reflection;
- Make you aware of opportunities for pilgrimage, at home and abroad;
- Make you aware of local opportunities for retreats, Quiet Days, Quiet Gardens etc.

And you can help us by telling us about good things happening in your area and sharing ideas and resources that have particularly helped and inspired you!



**Revd Jane Horton**  
**Prayer & Discipleship Co-ordinator**

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# DISCIPLESHIP

## YOUTH DISCIPLESHIP & CHILDREN & FAMILIES

The Discipleship team can help you by:

- Exploring with you ways to engage with young people, children, families, and other groups of people in your communities;
- Working and supporting you in your work with young peoples;
- Providing advice on the range of opportunities available nationally for the growth and development of young people, children and families as Christians;
- Promoting the different confirmation resources available and encouraging the involvement of young people post-confirmation;
- Encouraging and promoting the involvement of children and young people in church life;
- Providing advice on discipling children and families through a variety of projects including, baptism preparation and

follow-up, Under-fives groups, children's Sunday and mid-week groups, holiday clubs and multi-generational worship such as Messy Church, and Godly Play;

- Giving information and advice on the admission of children to Communion before Confirmation;
- Training and supporting you with your work with local primary schools through 'Open the Book', Prayer Spaces in Schools' and other curriculum support;
- Supporting you in the recruitment and employment of paid workers and interns.

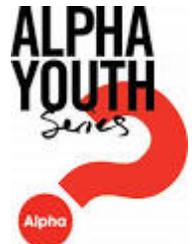
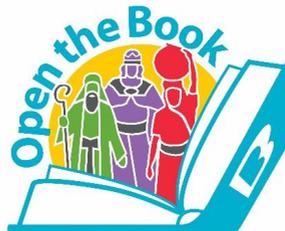


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# parenting for faith



# SAFEGUARDING FOR CHILDREN & VULNERABLE ADULTS

We are committed to the care and nurture of children within its church community, and the respectful pastoral ministry of all adults within its community. The Safeguarding team is here to support all in parishes, especially those with safeguarding responsibilities. They are able to help you by:

- Providing training;
- Providing support and advice;
- By providing DBS checks & Safer Recruitment training;
- By being a point of contact for those raising safeguarding concerns.



**Sarah Acraman**  
**Diocesan**  
**Safeguarding**  
**Advisor**

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**Trainer**

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**OUT OF HOURS 01208 251300**  
**(URGENT RESPONSE FROM SOCIAL CARE)**

# DAC

The DAC Secretary is on hand to ensure you are enabled in your care and promotion of church buildings for worship, mission and service to the community. The DAC Secretary will do this by:

- Acting as the main point of contact to you on DAC matters;
- By providing or facilitating advice on behalf of the DAC committee;
- Supporting you as you prepare your applications for faculties;
- Helping you to be aware of the procedure and the information required to submit a faculty. This is especially important as Truro diocese uses the online Faculty

System – all applications are made electronically.

- Providing advice, assistance and guidance sheets to make the process as easy as possible and also arrange site visits as you begin to discern the way forward.



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**DAC Secretary**

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# FINANCE

The Finance team are here to support and serve you by:

- Providing information and guidance on financial matters to clergy, PCCs and Treasurers;
- Providing training in parish finances;
- Providing advice and support to help you comply with the reporting regulations required such as Return of Parish Finance Forms (ROPF).



**Sophie Eddy**  
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**Finance &**  
**Assets**

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**Manager**

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# EDUCATION

## WORKING WITH SCHOOLS, GOVERNORS & GENERAL ENQUIRIES

The Education team are here to help you by:

- Providing training to new governors and regular refresher training to existing governors;
- Providing resources for governors;
- Providing advice;
- Maintaining a network support;
- Providing advice on working with schools;
- Demonstrating ways of engaging with your local schools;
- Providing resources for working with schools;
- Assisting with general enquiries relating to the education department.



**Bex Couch**  
**Governance**  
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# SHAPE THE FUTURE - BECOME A SCHOOL GOVERNOR



# SOCIAL ACTION

## SOCIAL RESPONSIBILITY & ENVIRONMENT

The Social Responsibility Lead and the Diocesan Environment Officer are available to provide support and advice to your parish by:

- Providing advice on how to involve your parish in social responsibility initiatives;
- Providing resources and assistance in locating funding;
- Providing a monthly newsletter keeping your parish up-to-date with Social Responsibility news and funding opportunities;
- Speaking at your services on environmental matters;
- Sourcing equipment to assist

- your environmental activities;
- Assisting you through the Green Church Kernow awards.



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**GREEN  
CHURCH  
KERNOW**

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# GDPR & DATA PROTECTION SUPPORT

The General Data Protection Regulations (GDPR) came into force on May 25, 2018. These regulations are important for all of us and must influence the way in which we handle personal information and data stored on individuals. We can assist you by:

- Providing advice and support to help you to make sure your parish is GDPR compliant;
- Providing information & resources.



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# COMMUNICATIONS

The Communications team can assist you with all aspects of media and communications. We do this by:

- Working with you on a Communications Review of your parish;
- Providing training, advice and support with media liaison, working with the media and press release writing;
- Assisting you with promoting your events and news through our diocesan channels;
- Providing training and advice on digital communications including cyber safety, A Church Near You, social media, digital marketing and websites;
- Offering crisis communications support to all parishes;
- Producing advice and information about other diocesan departments;
- Offering communications support to your parish schools;
- Providing communications support to you on diocesan projects in your area (i.e. Glebe).



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## GET IN CONTACT

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**DIOCESE OF TRURO**  
DISCOVERING GOD'S KINGDOM  
GROWING THE CHURCH