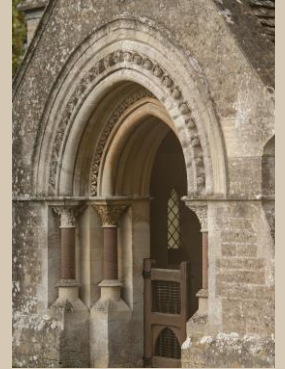
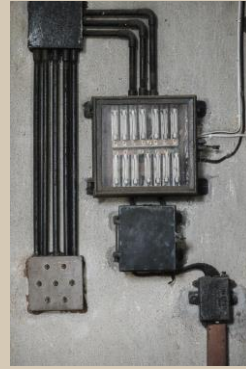


Joining CCT

A guide to vesting churches with The Trust



The Vesting Process

Over the months ahead you and your neighbours will work with staff from The Churches Conservation Trust to begin looking after your church together. As you will discover from our short guide to joining CCT we're especially keen to learn about your views, ideas, hopes and plans, but it's also really important to make sure you're familiar with The Trust's ways of working and how we share responsibility with hundreds of church communities.

Thank you for reading, and thanks for considering any questions you'd like to raise with your Local Community Officer too.



The process of a church joining The Trust is known as vesting, a period when our conservators work with you as well as with architects, building contractors and specialist conservators to assess the repair needs of a church, plan its closure for those repairs, and a plan to hand back the church for long term public access and public enjoyment. During this period this specialist advice will inform decisions by The Trust's Senior Management Team, its Board of Trustees and by The Church Commissioners.

Throughout this period and in the years to come your main contact for all church matters will be The Trust's Local Community Officer. During vesting, conservators will agree practical arrangements for the repair project, such as contractors' access or methods of work. They will also explain work plans and our approach to expenditure.

Meanwhile the Local Community Officer will begin writing a draft church plan to help ensure we're ready for making the best use of the church once it's ready to reopen, staying in touch with you before, during and after vesting.

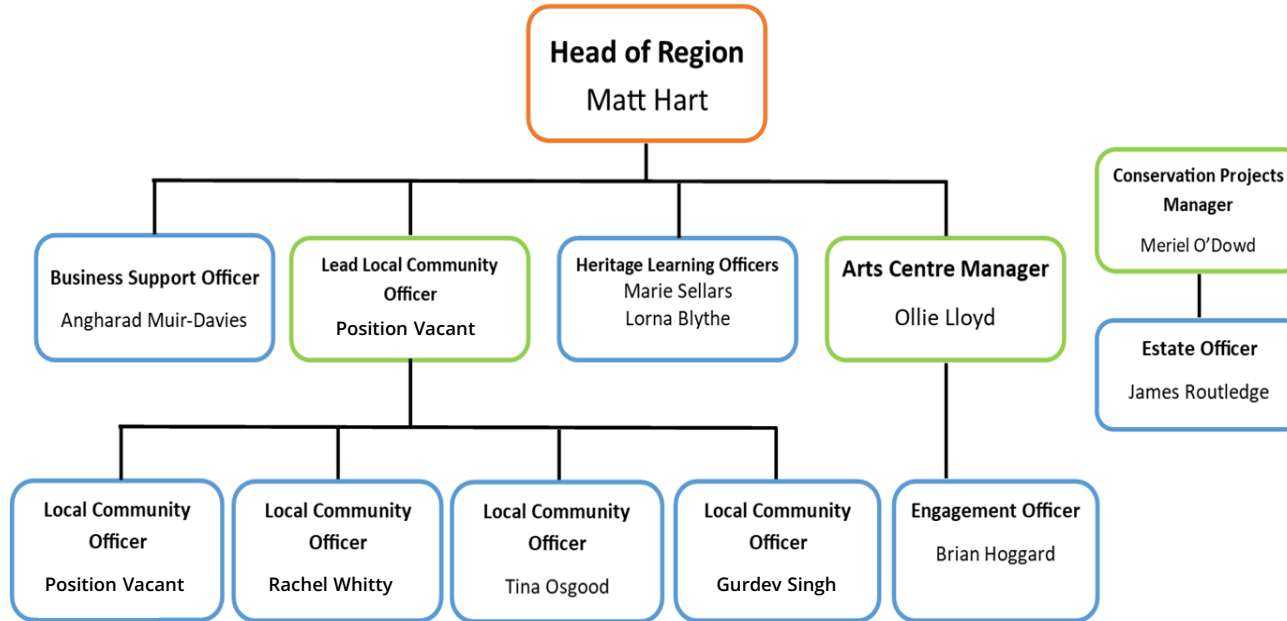
About CCT

The Churches Conservation Trust is the national charity saving historic churches at risk. We have saved over **350 buildings** which attract almost 2 million visitors a year. Our unique collection of English churches includes irreplaceable examples of architecture, archaeology and art from 1,000 years of history. With your support we keep these churches open and in use – alive at the heart of their communities.

We operate the third largest heritage estate in charitable ownership in the UK. All of the churches in our collection are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.



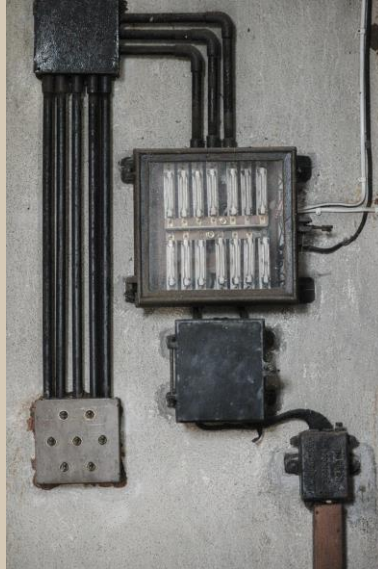
West Region Staff Team



Church Plans are the way we discuss and agree how to look after each church together. Ask your Local Community Officer for some examples which might be a good match for you and your church. Each plan contains the same four elements:

- A description of the main features of the church, its situation, contents, local support, income and the costs of planned repair and maintenance as well as running costs..
- Results from a wide survey asking people who know the church about their vision for its future, their thoughts about priorities and their ideas for fundraising.
- Local Community Officers notes from meetings with you and with colleagues over time

All about church plans



- Details of the approaches we've agreed together

Church plans often refer to our policies, some of which form requirements on The Trust, such as The Open Churches Policy, our Health & Safety Policy or our approach to managing public liabilities. As well as the other items listed in this guide below, your Local Community Officer will provide full guides to these ways of working.

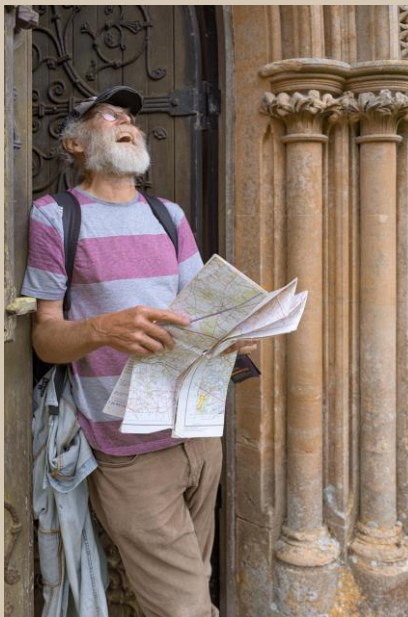


Voluntary community activity



As each church plan reveals, all of our sites depend on voluntary support - even your time spent reading this guide is a gift of time to the care of your church. Much of this collective gift is given through informal, occasional help which is really crucial - coming together for cleaning days or church yard care, holding church planning meetings, introducing someone who wants to use the building for an event. If we need to manage this time we can use our bookings process to make sure we're properly responsible for you while you're helping the church in these ways.

Meanwhile, many supporters decide to commit to regular, repeating voluntary roles. If you would like to know more, talk to your Local Community Officer about any of these voluntary roles.



- Fundraising & events
- Regular conservation housekeeping or church yard care
- Developing visitor information materials, such as walks, tours, guides or stories for social media
- Stewardship and giving guided tours
- Administrative support, such as regular building checks or staying in touch with other local supporters.

Religious use



Any religious use of a church vested with The Trust must have Church of England support. In practice this will mean seeking approval from the incumbent vicar for services including weddings, baptisms, funerals, before booking dates with us. CCT encourages all use of churches and your Local Community Officer can be in touch with the vicar to discuss typical arrangements and to express support for an event at your request.

There are legal limits on religious services at CCT churches which form a regular pattern in the annual calendar, such as Sunday services. These should not exceed six per calendar year. Other occasional services such as Patronal, Easter, Harvest or Christmas, do not count towards this limit. The Trust provides an application form for booking any services, and also requires



completion of a risk assessment to address congregants' safety.

Bookings for religious use of Trust churches represent an important source of income towards maintenance costs. Fixed hire fees replace the usual Parochial Service Fee for private services and at all services congregants' collection will derive to The Trust. Please do ask your Local Community Officer for a copy of the full guide to religious use of Trust churches.

The Churches Conservation Trust encourages use of all sites for events - an essential source of income for covering the costs of maintenance. Our event booking process helps ensure that our churches are kept open and in use and can also provide ready public access to a useful local venue.

If you would like to hold an event at your church contact your Local Community Officer for an application form and an indication of the standard fees for hire. We'll also ask you to complete a risk assessment and let us know how many people attended.

Champing™ enables overnight guests to camp at dozens of our churches around the country.

Events & private use



Feedback from Champing™ reveals that the offer encourages a new audience to experience churches in a unique way. Champing™ is also a great source of income for church maintenance and repair, as well as offering the opportunity to introduce new visitors to local businesses. If you're interested to find out more about the potential of Champing™ for your church, please do talk it through with your Local Community Officer.



Repairs & maintenance



CCT manages repairs and maintenance in four different ways:

- Cyclical maintenance, when our appointed maintenance contractor visits your church twice each year to carry out routine work
- Annualised maintenance, which identifies all of the maintenance tasks required to protect a building. These tasks might take place only occasionally, but their total cost is averaged over 25 years
- Occasional repairs, when unforeseen damage occurs and needs to be addressed immediately to avoid hazard to people or property
- Projects, planned repairs or other building work agreed through the



church plan, usually requiring special permissions and fundraising to cover costs.

The details of all four current repair and maintenance approaches are provided in your church plan.

If you notice new damage or evidence of decay at your church, photographs and a description sent to your Local Community Officer will be provided to our conservators for assessment.

Useful contacts

Local Community Officer:
Currently vacant, recruitment
underway.

CCT West Regional Office:
0117 9291766
west@thecct.org.uk

CCT Head Office
0845 303 2760

