There are some circumstances where you will be required to go through a formal tendering and procurement process.

It is also a good idea to follow these processes if even you are not required to, as it ensures that you know you are getting good value for money.

The process to procure goods, and to recruit consultants and contractors must be fair and open.

We can guide you through the requirements.

Download our guidance

- Procurement stages (209.2 KB)
You have to tender for services by a professional adviser if your project is funded by more than 50% of public money, even if your project is divided into stages over several years.

Public funds include:

- Listed Places of Worship Grant Scheme
- National Lottery Heritage Fund grants
- Any other public-sector grants

### Procurement stages

Procurement involves five main stages:

1. Scoping: understanding the needs of the work
2. Scoping people: understanding why you require certain types of people and skills
3. Shortlisting: inviting a short list of people or companies with the required skills
4. Tendering: People or companies offering evidence of their efficiency to complete the work
5. Contracting: awarding the contract to the best tender

### What should you look for in a quote?

The tendering process is not just about the price.

You should also look for:

- Quality of the proposal or service
- Experience, qualifications and resources of the professional adviser
- Communication skills
- And an understanding of your needs
This means that if the current church architect is the best person to do the work, according to reasonable and clear criteria, then you can award them the contract, even if their costs are a little higher than those of a less suitable candidate.

**Where should you advertise for professionals?**

You can advertise in:

- Local or regional newspapers
- Trade journals
- **Contract finder website** (register as a buyer)
- On our website (complete our online form and send it to us via our email)

**Download the online form**

- Advertisement for professionals form (Word) (33.5 KB)
- Advertisement for professionals form (PDF) (26.49 KB)

**Current advertisements**
Beverley Minster HU17 0DN - Lighting Designer

1. Name and address of organisation:
Beverley Minster
Highgate
Beverley East Riding of Yorkshire
HU17 0DN

2. Work needed:
Services of a Lighting Designer.

3. Details of project:
Design of new lighting for Beverley Minster

4. Who to contact:
Name: Andy Burrell
Address: Andy Burrell Architecture, 169 Western Road Haywards Heath, West Sussex RH16 3LH
For any queries:
Tel: 01444 702708
Email: andy@andyburrellarchitecture.co.uk

5. Closing date for expressions of interest:
18 March 2024

6. Anticipated closing date for tenders:
29 April 2024

St John’s Church DY14 0HL - Song of the Hill Residency opportunity

1. Name and address of organisation:
St John’s Church
Doddington
Hopton Wafers
Kidderminster
DY14 0HL

2. Work needed:
St John’s Doddington are seeking an experienced Composer and Musician to play a crucial part in our Beacon on the Hill project and have the exciting role of composing a Song of the Hill.

3. Details of project:
Are you
• Someone with a proven track record in working with communities, skilled and unskilled, to compose approachable and exciting choral works?
• A person with excellent communication and engagement skills with people of all backgrounds, ages and abilities?
• A team player with the drive and confidence to also work independently?
• An individual able to multi-task and bring a variety of strands together in a timely way?
• Excited to engage with the heritage and the community, participants and volunteers and produce a Song of the Hill to be performed as a launch event and then...
available for performance by groups of all sizes and ages? The recording of the launch performance will be used in permanent interpretation in St John's, Doddington.

If this sounds like you and you would like to work in the beautiful environment of the Clee Hills then we would love to hear from you.

Due to the nature of the role the applicant should be sympathetic to the Church's vision, Christian ethos, and ministry, and a DBS check may be required.

Value of contract: £18,000 including expenses.

Expected duration: 12 months
Start date: as soon as possible

For further details, please contact stjohnsdoddington@gmail.com, and see https://www.achurchnearyou.com/church/10505/page/84951/view

4. Who to contact:

Name: Celia Gibb
Address: St John's Church c/o 8 Whatsill, Hopton Wafers, Kidderminster, DY14 0NX

For questions & detailed brief email: stjohnsdoddington@gmail.com

5. Closing date for expressions of interest:

N/A

6. Anticipated closing date for tenders:

5 February 2024

Want more help?

Professionals and public money

Get advice from Historic England

Advertising tenders

Find out more about procurement regulations
Also of interest

Appoint an architect

Quinquennial inspections

Everything from regulations to processes

Source URL: https://www.churchofengland.org/resources/churchcare/procurement