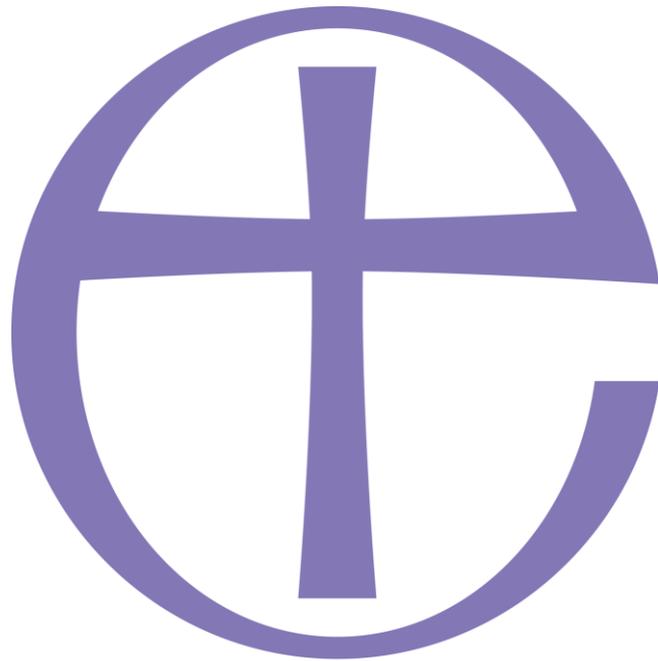


NCI Departmental Information Book



**THE CHURCH
OF ENGLAND**

General Synod 2015-2020

Contents

- **Introduction.....2**
- **Archbishops Council.....3**
 - Cathedrals and Church Buildings..... 4
 - Central Secretariat.....5
 - Education.....6
 - Ministry.....7
 - Mission and Public Affairs.....8
- **Church Commissioners.....9**
 - CC Secretariat.....10
 - Bishopricks and Cathedrals.....11
 - Investments (including Property Investment).....12
 - Pastoral and Closed Churches..... 13
- **Pensions Board.....14**
 - Housing.....15
 - PB Secretariat.....15
 - Pension..... 15
- **Central Services..... 16**
 - Communications.....17
 - Finance & Resources.....18
 - Human Resources.....19
 - Legal..... 20
 - Record Centre..... 21

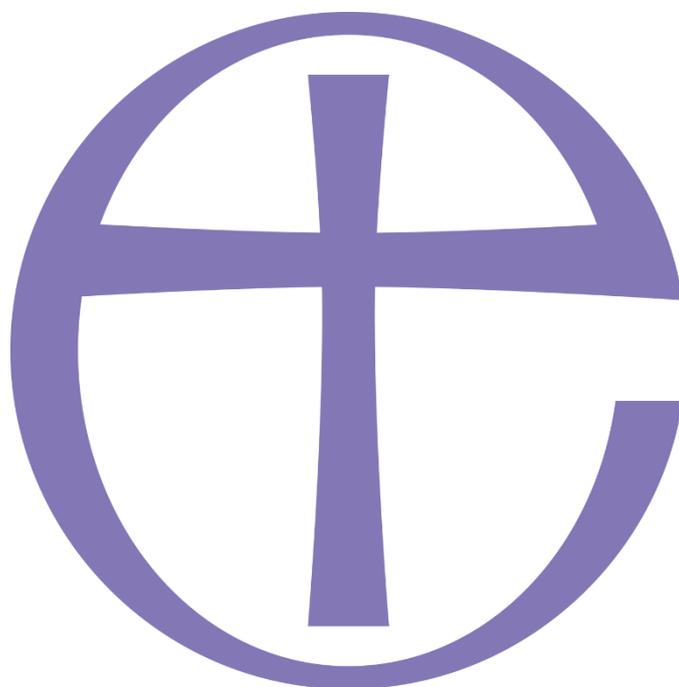
Introduction

This booklet contains a breakdown of the National Church Institutions (NCIs) based at Church House and the responsibilities of each department.

Each page shows a brief overview of departmental responsibilities, a list of relevant committees and boards that Synod members are involved with, and finally, details of a key contact, should you need to get in touch with the team.

We hope that this booklet will help to direct any questions you may have about the work that goes on at Church House Westminster during your time on Synod

Archbishops' Council



THE CHURCH
OF ENGLAND

Cathedrals & Church Buildings

Boards & Councils within the division:
Church Buildings Council, Cathedrals
Fabric Commission for England



Director: Janet Gough

The Cathedrals and Church Buildings Division, also known as ChurchCare, is the Church of England's national resource supporting care for church buildings. We work by adding value from the centre to support over 16,000 parish churches and 42 cathedrals. We support all those in parishes, dioceses and cathedrals caring for their buildings today and for the enjoyment of future generations.

Key Responsibilities

- Running the statutory Church Buildings Council and Cathedrals Fabric Commission for England, responsible for operating listed building planning controls for churches and cathedrals
- Grant fundraising and giving—over £75 million raised in 2014-15
- Shrinking the Footprint—the Church of England's environmental campaign
- Major projects and national campaigns—including new legislation on scrap metal and continuing work on HS2, bats in churches and heritage crime

Additional Information

www.churchcare.co.uk for the comprehensive source of information for everyone managing a church building.

www.churchdays.co.uk for information on church tourism and churches to visit

Key contact: Janet Gough; 020 7898 1887
janet.gough@churchofengland.org

Central Secretariat



Boards & Councils within the division:
Archbishops' Council, Business Committee,
Appointments Committee,
Dioceses Commission, Liturgy Commission,
Council for Christian Unity, Faith and Order
Commission.

Director: Jacqui Philips

Four teams make up this division; the General Synod team, the National Safeguarding Team, the Council for Christian Unity and Research and Statistics.

- The **General Synod Team** provides the secretariat for the General Synod and its three Houses, the College of Bishops the Archbishops' Council, the Business and Appointments Committees and the Dioceses and Liturgical Commissions.
- **The National Safeguarding Team** assists with developing safeguarding policy, training and practice at national level and acts in a coordinating role for safeguarding casework that reaches national level.
- **The Council for Christian Unity Staff Team** serves the Council for Christian Unity and the Faith and Order Commission. It also provides support for the Archbishop of Canterbury, the House of Bishops and other areas of national church life on ecumenical relations and theological work.
- **Research and Statistics** provides research and statistical information and services. A substantial part of the Department's work is concerned with the collection, processing and dissemination of annual returns of Statistics for Mission and finance from the 13,000 parishes of the Church of England. Research and Statistics also includes the Mapping Team.

Key contact: Polly Dunn; 0207 898 1380
polly.dunn@churchofengland.org

The Education Office

Boards & Councils within the division:
The National Society

Director: Nigel Genders



The Archbishops' Council and National Society have an Operating Framework which sets out how the two bodies work together to discharge their overlapping responsibilities in England effectively, so as to advance the mission of the Church of England, enhance the effectiveness of its work in education and among children and young people more generally and ensure that the work of the integrated staff team of the Education Office is resourced and communicated.

The work of the Church of England Education Office is to:

- Offer a compelling vision for the purpose of lifelong education (both statutory and voluntary) in the mission of the Church of England
- Speak confidently on behalf of the Church in the public sphere, offering advocacy and challenge across the breadth of education issues for all ages.
- Engage with government departments to shape and respond to policy and practice to ensure that public debate recognises the true value of education.
- Equip parishes, dioceses and schools to lead debate in their local context.

Key contact: Nigel Genders; 0207 898 1500
nigel.genders@churchofengland.org

Ministry Division



Boards & Councils within the division:

Ministry Council; Committee for Ministry of and among Deaf and Disabled People (CMDDP)

Director: Julian Hubbard

The Ministry Division has recently changed structure to meet emerging demands from the Quinquennial goals and Reform & Renewal. The focus on selection and education for ordained ministry remains. New work is developing in response to

- a proactive approach to growth in numbers and quality of ministers
- changes in the service which dioceses now seek from the Division
- the emphasis on discipleship and lay leadership
- emerging new forms of ministry and reimagining traditional forms

Discipleship and Vocation (Head: Mrs Catherine Nancekievill)

- encouraging and stimulating the calling of all members of the church as disciples, especially in evangelism and service in the world
- proactive work to increase by 50% the number of candidates for ministry

Formation (Head: the Revd Dr Ian McIntosh)

- selection of candidates, aiming for growth and assuring quality
- working with theological education institutions (TEIs) and Durham University for continuous improvement of ministerial education

Ministry Development (Head: Dr Tim Ling)

- working with dioceses and TEIs for a “step-change” in CMD provision
- providing dioceses with information on ministry development and deployment

Resources (Head: Mr Ian Barnettson)

- administering Vote 1 and family maintenance for dioceses, TEIs and candidates
- developing the use of IT and the Virtual Learning Environment

Key contact: Emma Pritchard,
emma.pritchard@churchofengland.org

Mission and Public Affairs

Boards & Councils within the division:
MPA Council



Director: Malcolm Brown

Working with the Mission and Public Affairs Council, staff of the Division lead the Church of England's national engagement on mission and evangelism and work with Government and many other groups on social and public issues. Our remit includes:

- Engagement with social, political and ethical issues, including work on the environment, medical ethics, criminal justice, economics etc. and supporting the church's engagements with justice peace and the common good at local, national and international levels.
- Mission and Evangelism — national initiatives which support local work.
- World Mission
- Interfaith relationships -- locally, nationally and internationally
- Supporting and enhancing the role of minority ethnic Anglicans and confronting racism in church and society
- Developing new approaches to rural and urban mission
- Resourcing the role of chaplains (especially healthcare chaplaincy) in the mission and ministry of the church.

The Church of England's **Parliamentary Unit** is also based in MPA. The Unit acts as a conduit for communication between the Church, MPs and Peers, supports the 26 bishops who sit in the House of Lords as Lords Spiritual and is a resource for the Church in guiding its response to legislative and parliamentary matters.

Key contact: The Revd Canon Dr Malcolm Brown; 020 7898 1468
malcolm.brown@churchofengland.org

Church Commissioners



THE CHURCH
OF ENGLAND

Church Commissioners Secretariat

The Commissioners manage investments to produce money to support the mission of the Church (by paying clergy pensions, supporting the mission and ministry of parishes, bishops and cathedrals).

They also administer the legal framework for pastoral reorganisation and settling the future of closed churches, and run the national clergy payroll.

Their business is transacted by a **Board of Governors** and five committees (Assets, Audit, Bishoprics & Cathedrals, Pastoral and Church Buildings, Uses & Disposals).

The Secretariat supports the Commissioners' work by:

- Managing and servicing Board and Committee meetings.
- Seeking good governance and best practice in all the Commissioners' activities.
- Supporting the three Church Estates Commissioners (and other trustees), giving advice, briefings, diary management, and special projects.
- Handling trustee appointments, induction and training.
- Managing the Commissioners' General Synod business and engagement with other stakeholders.

The following pages give more information about these different areas of our work.

Key contact: Andrew Brown; 020 7898 1661
rosanna.smith@churchofengland.org

Bishoprics & Cathedrals

The Bishoprics & Cathedrals department supports the **Bishoprics & Cathedrals Committee** which acts for the Board in various matters relating to episcopal and cathedral support. The work includes:

- The provision of suitable houses for diocesan bishops, the Commissioners being the statutory housing provider for diocesan bishops.
- The determination of the suitability of see houses, to ensure the accommodation provides appropriate accommodation for the bishops and their families while also minimising cost where possible.
- The management of Lambeth Palace, Lambeth Palace Library, see houses and their grounds and associated property.
- The payment of bishops' office and working costs, via ministry grants which bishops are able to deploy flexibly to meet their local needs.
- The publication of bishops' office and working costs, at the request of the House of Bishops.
- The payment of the stipend and pension costs of the dean and two canons at all the cathedrals except Oxford.
- The payment of grants to cathedrals to fund lay staff posts, targeted at cathedrals with the least unrestricted income.

Key contact: Paul Lewis; 020 789 81741
paul.lewis@churchofengland.org

Investments & Property

Investments

The Commissioners hold investments worth £6.7 billion at the end of 2014. These assets, managed to produce income for the support of the Church, cover a wide range of asset classes including UK and overseas securities, commercial, residential and rural property, timberland and alternative strategies such as multi asset and absolute return funds. Subject to general rules made by the Board, the **Assets Committee** has exclusive power and duty to act in all matters relating to asset management.

The Commissioners:

- Aim for the best return from their assets without undue risk and in line with their ethical investment policy. Their long term target return is at least RPI+5%.
- Aim for the Commissioners to be at the forefront of responsible investment, believing that taking account of good environmental, social and governance issues is an intrinsic part of being a good investor.
- Are advised by the Ethical Investment Advisory Group, which also handles shareholder voting and company engagement activity on the Commissioners' behalf.
- Have a Securities Group and a Property Group, both made up of staff and trustees, supporting the work of the Assets Committee.

Key contact: Tom Joy; 020 7898 1125
glenda.ferrier@churchofengland.org

Pastoral & Closed Churches

The Commissioners have legal and advisory role in the reorganisation of parishes and benefices, and they decide the future of church buildings closed for regular public worship.

The Pastoral staff team:

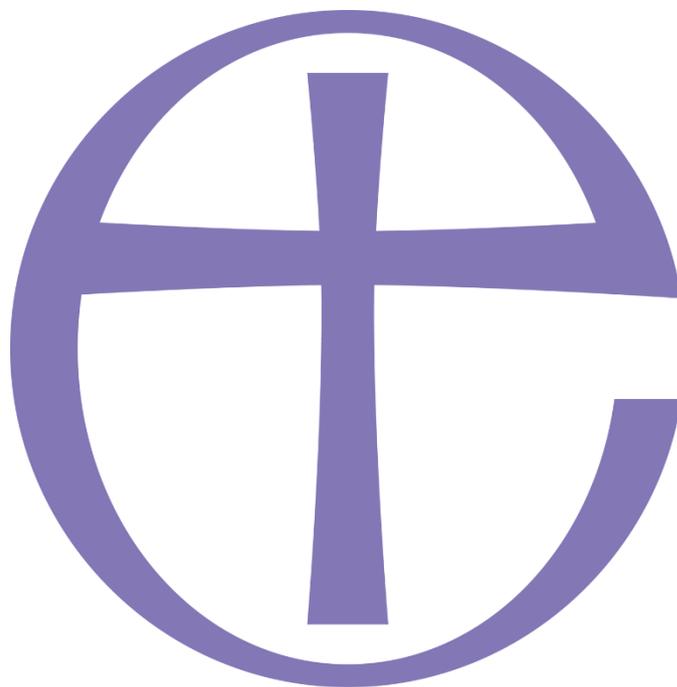
- Advises dioceses and deals with their proposals for pastoral reorganisation, clergy housing, glebe and related matters.
- Is overseen by a **Pastoral Committee** which also deals (in public session) with representations made for or against pastoral schemes and orders and parsonage and glebe transactions.

The Closed Churches team:

- Includes locally-based specialists who help dioceses seek suitable alternative uses for closed churches.
- Where no suitable alternative use is found, supports the Church Buildings & Uses & Disposals) Committee in its decision between preservation and demolition.
- Also assists the Committee with its public hearing of representations made regarding particular proposals.
- Seeks to maximise sales proceeds which in turn support the living church as well as supporting the Churches Conservation Trust.

Key contact: Paul Lewis; 020 7898 1125
paul.lewis@churchofengland.org

Pensions Board



THE CHURCH
OF ENGLAND

Church of England Pensions Board

Boards & Councils within the division: • Church of England Pensions

The Church of England Pensions Board provides retirement services set by the Church of England for those who have served or worked for the Church.

Pensions

- We administer the Board's three main pension schemes for clergy and others in stipendiary ministry, employers connected with the ministry and mission of the church, and the staff employed by the NCIs - assisting over 35,000 people across more than 280 employers.

Housing

- We provide housing to around 2,500 retired clergy and their dependants through the CHARM rental and shared ownership schemes, and maintain seven retirement communities and a care home for church pensioners.

Investments

- We manage investment funds which total in excess of £1.8 billion on behalf of the pension funds in a way that reflects the Church's teaching and values.

The Board is supported by the PB Secretariat, which oversees their meetings and strategic direction of the Board's work.

Key contact: Lee Marshall; 020 7898 1681
lee.marshall@churchofengland.org

Central Services



THE CHURCH
OF ENGLAND

Communications

Including Church House Publishing and Projects & Development

The communications office supports the work of the National Church Institutions in communicating their work to internal and external audiences through a range of communication channels including digital media. The office acts as the standing media agency for the NCIs proactively promoting the work of the church and responding to national media enquiries.



Director: Arun Arora

We also support diocesan communication officers across the country providing best practice across a wider range of areas from specialist advice on safeguarding communications through to co-ordinating national campaigns. The office runs a wide ranging communications training programme to 900 people a year.

Church House Publishing (CHP) is the official publishing imprint of The Archbishops' Council supporting the work of the Council through publications in both traditional and digital media, aiming to equip the Church of England for worship, ministry and mission.

The Projects and Development team work to maximise the missional opportunities provided by occasional offices across the CofE. Concerned with numerical and spiritual growth, the team offer training and resources to laity and clergy.

Key contact: The Rev. Arun Arora; 0207 898 1326
arun.arora@churchofengland.org

Finance & Resources



Boards & Councils within the division: Finance Committee and its Investment, Stewardship and Church & Community Fund sub-committees. Spending Plans and Resourcing the Future Task Groups.

Director: Ian Theodoreson

Provision of financial services to the NCIs (and increasingly) dioceses and parishes. It has five main sections:

Accounting Services: Financial / management accounting, treasury and payment function for the NCIs. Payroll for NCIs and clergy.

Resource Strategy & Development Unit: ensuring effective use of national grants to enhance the spiritual and numerical growth of the Church. Aid diocesan leadership teams developing growth, change management and resource allocation strategies.

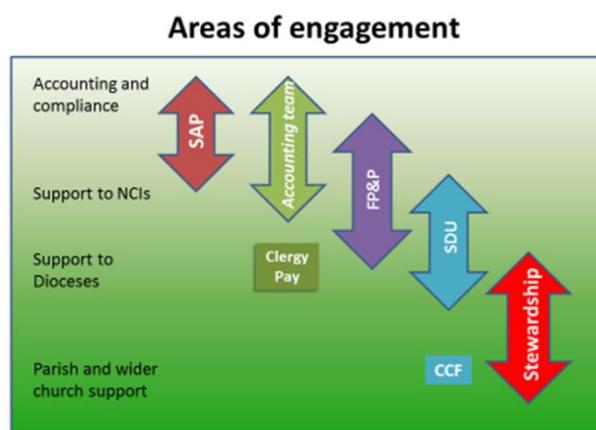
Financial Policy and Planning Unit:

Providing financial information, analysis and advice to aid decision making. Analysis of wider Church finances.

Stewardship: Support diocesan stewardship and legacy work and parish procurement through Parish Buying and the Parish Giving Scheme.

SAP System support: Maintaining and developing the NCIs' Finance system.

Key contact: Ian Theodoreson; 020 7898 1795
ian.theodoreson@churchofengland.org



Human Resources

Boards & Councils within the division:
Remuneration and Conditions of Service Committee (RACSC), Deployment Task Group (DTG) both working closely with Ministry Division

Director: Hannah Foster



HR is about enabling and developing people and structures, including organisational culture, recruitment, pay, learning, performance management and improving the efficiency of systems and processes. We carry out the work of RACSC; providing direct HR service for NCIs as employers; supporting dioceses and cathedrals by sharing information, best practise and expertise. Along with the Legal office and house of bishops, we advise on the terms and conditions of clergy office holders.

Breakdown of Responsibilities

- HR Support for all people, organisation, pay and employment matters for NCIs staff and leaders
- Policy advice and secretariat on all matters under RACSC terms of reference including clergy terms of service, stipend policy, pension's policy and parochial fees.
- Enabling and supporting the network of diocesan and cathedral HR advisers
- Supporting the work of Reform and Renewal and the Simplification Group
- Developing systems, capacity and processes in areas where national capacity can enable the mission and ministry of the Dioceses e.g. recruitment or legal advice

Key contact:

HR Director: Hannah Foster; 020 7898 1565

Senior HR Manager (Operations & Clergy): Leann Dawson; 020 7898 1411

RACSC Secretary (also secretary to DTG): Pavlina Wilkin; 0207898 1651

RACSC Policy Advisor: Patrick Shorrocks; 020 7898 1793

The Legal Office



The Legal Office provides professional legal services to the General Synod, the NCIs (principally the Archbishops' Council, the Church Commissioners and the Church of England Pensions Board) and some other national Church bodies, such as the Churches Conservation Trust.

Director: Stephen Slack

The work of the Legal Office broadly comprises:

- legislative work for the General Synod, including the preparation of draft Measures and Canons, as well as subordinate legislation (such as Statutory Instruments) and the oversight of their passage through Synod and, where appropriate, Parliament;
- the provision of legal advice to the NCIs and their constituent Boards, Councils, Committees and departments on the application of ecclesiastical and/or civil law to their various functions and activities;
- conduct of the national function in relation to clergy discipline;
- property transactional work in connection with the Church Commissioners' statutory functions in relation to land owned by the Church of England.
- The staff of the Legal Office also liaise over legal matters affecting the wider Church of England with diocesan registrars (the solicitors appointed to advise and act for each diocese and its bishop).

Key contact: Sion Hughes Carew; 020 7898 1371
sion.hughes-carew@churchofengland.org

Libraries & Archives

Lambeth Palace Library and the Church of England Record Centre hold the central history of the Church of England from the ninth century to the present day, and support current business practice and research.

- Lambeth Palace Library provides public access to its historic collections of archives, manuscripts, and printed books for research via its reading room, enquiries and reprographics services, exhibitions, and online presence.
- The Church of England Record Centre holds the historical records of the main National Church Institutions and their predecessor bodies going back to the creation of Queen Anne's Bounty in 1704.
- The Records Management team support all NCI staff and the wider Church in the efficient and systematic management of their current and semi-current records throughout their lifecycle. A series of Records Management Guides (for parishes, dioceses, bishops & cathedrals) and a Toolkit are freely available at: <http://bit.ly/1oIdVEg>

For More Information:

Email: archives@churchofengland.org

Lambeth Palace Library: 020 7898 1400

Church of England Record Centre: 020 7898 1030

www.lambethpalacelibrary.org