

# The Well Project Q&A

Transforming the World by meeting the needs of our  
Community as God's People

Worship

Learning &  
Caring

Evangelism

Service

What is it?

- A collection of initiatives around Youth Work, the Space (or building) and Administration

How will it  
be done?

- We will appoint a Youth Worker, carry out some building work to the entrance area and sanctuary floor and improve the AV system

Why do it?

- To enable us to better fulfil our mission, and the Methodist Church "Our Calling" (see above). Various initiatives are planned to take advantage of the project

When will it  
happen?

- Some of the activities are already underway, the building work is expected to be completed in Summer 2019

Who is  
doing it?

- The Church Council, supported by the Youth Strategy Forum and the Finance & Property Committee, are working with Pye Architects to select a contractor and with Youth for Christ to appoint a Youth Worker

Feb 2019

## Introduction

This booklet is intended to answer the questions that have been asked about “The Well Project”.

The answers were collated and agreed by the Church Council on 5<sup>th</sup> Feb 2019.

Any further questions will be considered at the next Church Council meeting on 2<sup>nd</sup> April. If you have questions or comments, please speak to Amy, David O, Roddy or any member of the Church Council.

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## **Why are we doing the project, and what is involved?**

***The Well Project is a collection of initiatives to help us better serve the Methodist Church Mission of Worship, Service, Learning & Caring and Evangelism, and to continue our church vision of “Transforming the world by meeting the needs of our Community as God’s people”.***

Various thriving activities have been started in the light of this vision – such as Open Doors in the Foyer, Monday Prayer Group, a new Home Group, Hearts & Hands; and we have supported other people’s activities through e.g. MADCulcheth and Culcheth Christian Fellowship Shoebox appeal.

“The Well Project” is intended to support these activities and enable us to go much further in meeting the needs of our community as God’s people.

The 3 elements included are:

**Youth Work** – sponsoring the employment of a youth worker via Youth For Christ, to work in the High School and in the village to support our local young people. We have also engaged with MADCulcheth to ensure there continues to be a weekly youth club in the church, after our own youth club closed.

**The Space** – transforming our building to meet the needs of the various groups who use the building. To be a hub in Culcheth, with comfortable space for people to rest, share conversation and support and access the library and periodicals. To be available to our congregation, and the wider community.

- a) Increase the welcome area by removing the internal walls that separate room 1, and creating an open space, decorated & furnished with comfortable chairs and low tables, with a small utility space to prepare hot and cold drinks. The internal walls will be replaced with sliding/folding walls to allow the space to be re-formed when required. In normal use they would be open.
- b) Change the sanctuary doors – replacing the doors, opening up the wall and inserting large glazed sliding doors to create an open and inviting feel and a sense of one space. If you look from the front of the church towards the door, the doors will reach along to the vertical pipes at either side of the current doors. This will leave a small, more private space where the prayer corner is.
- c) Improved AV equipment and Internet Access – the WiFi has been completed, and the improvements to AV also now include replacing the failed projector.
- d) Sanctuary Floor – repair/replacement of the Sanctuary floor

**Communication Support** – to explore whether a dedicated (paid or not) individual might be able to assist us in our increasing administrative burdens, improving our communications to the wider community. This has not been progressed very far, but the difficulties we have in appointing people to the various roles in the church reminds us that this is still something we should consider.

## The Use of the Space

### What are our long and short term aims?

#### **What are the perceived outcomes of the building work, apart from having a more attractive building?**

The aim is to have a welcoming space, where the main church sanctuary feels as if it is part of the rest of the building, and where individuals and groups can feel welcome to rest, share conversation and support. There will also be periodicals and access to the library. The long-term aim is for the welcome space to be a community resource to support us in delivering our vision, and for the Church to be more open to the non-church community.

### Once the building work is completed what else do we need to do to achieve those aims?

#### **What are we going to use the space for? Will we need volunteers to “be there” in the space? Is there a comprehensive plan?**

We will need to decide how to furnish it and provide tea/coffee facilities and then, as the use of the space develops, we will work out what is needed to support the organic growth of whatever groups and activities are using the space.

We already have activities that are keen to expand into the space, and volunteers are ready and waiting to use it.

- Open Doors in the foyer on Mondays, which fills the current foyer and wishes to expand.

- Hearts and Hands is a growing group who are keen to expand and start up a daytime group
- Youth work – on Friday night the space will be used as an open safe space linked with MADCulcheth and the detached youth work.
- Lunches & preparation, involving more people (see Fresh Expressions and the Community Garden proposal)
- A space to rest and prepare drinks, including at community events
- Carers support group (a new proposal)
- Informal alpha-type group for seekers

The intention is not to staff the space and “organise” it, but for it to be open whenever the building is open for other activities (most days and most evenings). As such, we will not need volunteers to just be present.

### When will it be done?

We hope that we will be able to complete the building work in the Welcome area during the summer holidays to minimise disruption – July & August 2019.

### Are plans in place to attract new members or is it assumed the building works will create this demand?

There are no specific “plans in place”, the initiatives that are already happening (see above) have developed gradually, and it is clear that there is scope for more. Some of these will be led by people already in our congregation, others may be created

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by people from the wider community. We will be welcoming people where they are, talking and sharing, and inviting people in to do something together.

### Should we not be concentrating on building relationships rather than spending lots of money on the building?

We now regularly have less than 40 people at Sunday morning services, no young people and difficulty in attracting volunteers. Others are giving up roles as they feel unappreciated.

If we do nothing to widen our engagement with our community, we are not carrying out the mission of the Methodist Church, or the vision of our church. We are also going to be increasingly reliant on an ever declining group of people to carry out all the roles. As we saw recently, we came very close to being unable to appoint a treasurer, which is a mandatory role, and we are currently secretary-less, which is unsustainable. It is the responsibility of all of us to value and appreciate everyone who contributes towards the work of the church, and to remember that we all have different talents.

A small number of young people are attending Explore on a Sunday evening, but not choosing to attend services regularly.

Under 40's come from a generation of people for whom Sundays are no different from any other day, and for many Sunday morning worship is just not of interest.

We may not attract more "bums on seats" on a Sunday morning, or for traditional services, but we may be able to welcome, support people and share the love of God in other ways and at other times, and with different styles of worship.



## Can it be reconsidered?

The Church Council is where decisions regarding the project are discussed and decided on, and it is this forum which made the decision to proceed. We would need a really good reason to reconsider. Anyone is welcome to attend Church Council meetings and bring their concerns. The church no longer has a separate “leadership team”.

The District and WREN have seen the value in the project, and the impact it will have, and we have been entrusted with the money as they see the potential.

Pye (our architects) have put the building work out to tender and expect to have responses for 22<sup>nd</sup> Feb.

## Has a SWOT evaluation of the project been completed and appraised?

No, we didn't. The Leadership team spent an overnight and several meetings afterwards exploring, sharing, discussing. We have had a number of church based lunches to do the same. We've shared in services, annual reports and a Gift Day, as we discern God's will and purpose as far as we are able as we put trust and faith in the power of the Holy Spirit to equip and lead us.

## **The Scope of the Building Work**

### **Does the project include the Sanctuary floor?**

The Sanctuary floor is a high priority for many. We have taken a decision to include the repair/replacement in the project, although as it is a maintenance issue, we may not be able to get grants for it, so we will need to fundraise ourselves. This may mean that the timing of the work is later than the foyer work.

We also need to replace our aging central heating boilers and have asked Pye to provide a (free) report on the best way to do this. We will need to plan this and understand the cost before we proceed, since it would make sense to combine the work as it is likely the work on the sanctuary door will disturb the floor.

A full, costed, plan to complete this is not yet complete.

### **How will the folding/sliding doors work/look?**

We don't know exactly how this will be done – it will be considered as part of the contract discussions. It is clear that they need to be of good quality, easily operated, aesthetically pleasing and provide a degree of soundproofing. This will be considered along with the details of the project.

They will not create a fully soundproofed space, and it is expected that they would be normally open, and only closed when required.

### **When will the AV system be working again?**

We have received 3 quotes from Makerfield, CatonLloyd and GV Multimedia. There are significant differences between the equipment specified, Roddy Marr & Phil Harrison will engage

further with the providers to establish the selection and success criteria and come back to council with a recommendation. It looks like the final cost will be around £7500

### How will we decide how it should look/which furniture to buy etc?

The Council will discuss this issue – it is suggested that a small representative group of people will work together to decide these matters. It is also suggested that the seating options are considered and tested amongst the building users to ensure that they are comfortable and easy to get in and out of, as well as looking good and providing flexible seating configurations.

A research questionnaire will be issued to everyone who uses our building to further help understand people's needs and so help meet our church vision.

## **Grants**

What Grants have we received, what are the constraints on the use of the money, what will we need to provide to the grant making bodies?

### **Are there any concerns about taking money from Landfill Companies?**

The Landfill tax was set up to encourage recycling and reduce the amount of waste going to landfill. The community funds were established to funnel some of these funds to local communities. There are concerns that these funds are a “sticking plaster” to compensate for the environmental damage created by land fill sites.

The Methodist Church supports local churches in using the funds for their projects and offers guidelines for applying for these funds.

### **What are the constraints/rules/timings for the grants?**

#### **The Beatrice Laing Trust £2,000**

- Conditions – cannot be used for Youth Work
- When must it be spent by? - no time scale
- What can it be spent on? – must be spent on Building and Sanctuary doors
- What must we provide? – update report at 12 months from grant being made, report where we're up to or what we put the grant towards

**Congregational & General Charitable Trust £3,200 (26th September 2017)**

- Conditions – cannot be used for Youth Work - The grant is not available until we have raised all the necessary funds to commence the project.
- When must it be spent by? - the grant is available for up to 2 years from date of allocation at which point it will automatically lapse.
- It is the responsibility of the Church to ensure it applies for the grant within this timeframe.
- What can it be spent on? – must be spent on Building and Sanctuary doors
- What must we provide? – Once work has started, we must provide them with paid invoice(s) which covers the value of the grant as a minimum together with a copy bank statement which has the Church bank details on and they will arrange for the funds to be transferred.

**WREN - £21,290 (6<sup>th</sup> December 2018)**

WREN is a not-for-profit business that awards grants for community, biodiversity and heritage projects from funds donated by FCC Environment through the Landfill Communities Fund.

- Conditions – cannot be used for Youth Work. Press releases need to be approved by the grant manager. Any changes to project scope need to be discussed with WREN. They have itemised the elements that are covered by the grant.
- When must it be spent by? - 6th December 2019
- What can it be spent on? – must be spent on Building and Sanctuary doors

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Description	Total Cost (£)	Amount Requested from WREN (£)
Relocating radiators	£1,400.00	£1,400.00
Second doorway to be blocked up	£250.00	£250.00
Doorway to be blocked up	£250.00	£250.00
Fees - Tender Package	£630.00	£0.00
Timber doors	£2,000.00	£2,000.00
Timber bi-fold doors in new opening	£4,500.00	£4,270.00
New Coffee Station	£1,200.00	£1,200.00
Decoration	£2,725.00	£2,725.00
Walls to be plastered	£350.00	£350.00
Walls and door to be removed	£700.00	£700.00
Entrance matting	£385.00	£385.00
New door opening into ladies' toilets	£600.00	£600.00

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Lighting and electrical	£1,485.00	£1,485.00
Sliding or folding doors	£2,000.00	£2,000.00
Fees - Project Management	£1,140.00	£0.00
Carpet tiles	£3,675.00	£3,675.00
Total	£23,290.00	£21,290.00

- What must we provide? – see the attached documents. We have to provide a payment of 10% of the cost (the CTP), which has been paid from the District grant, and answer some questions. We will also have to provide invoices and proof of payment for the work when it is completed.

### **District - £25,000**

- Conditions – cannot be used for Youth Work
- When must it be spent by? - no time scale
- What can it be spent on? – the Sanctuary floor and AV were included in the application, so it could be used for this, or for the building work. Since we have the WREN grant we ought to consider how we use this grant offer (we will do this once we fully understand all the costs involved).
- What must we provide? – update at reasonable time to District Grants Committee

## **Practical questions about managing the project**

### **Risk Assessments**

#### **Have you factored into your cost estimate the production of a new Health and Safety Risk Assessment?**

No, we have not. We consider that it is not necessary to purchase professional documents. The Church uses Methodist Insurance's (MI) professionally produced documentation and good practice advice that are freely offered at no cost. These are designed for health and safety for church premises and people.

In updating the current risks and producing a new Health and Safety Risk Assessment the Church will be informed by:

- the risk assessment and safety management framework set up by a professional H&S specialist who was a member of the Church;
- reviewing previous risk assessments done by members of the congregation who were or had been professionally involved in H&S risk assessment and advice in their work;
- the satisfactory outcomes of church systems and documentation that were inspected by MI and Warrington Fire Brigade and found to be satisfactory;
- identifying and assessing new risks created by the change.

Within the Circuit we can call on the help of a Church and Circuit Steward who is a qualified H&S professional, employed to carry out H&S audits, and provide advice and H&S support and documentation. A number of new fire detectors and fire



extinguishers will need to be purchased. A new inspection by the Fire Brigade will be required as new smoke alarms will need to be installed and connected to the electricity supply cupboard.

Our electrician advises on and fits smoke alarms and regularly checks our electrical systems and devices. He is also helping the Christian Fellowship Church in dealing with the technical and health and safety issues after its recent fire.

Abbeyfire check the Church's fire extinguishers every year and provide expert advice and training.

While the Fire Brigade is available for advice, it does not fit smoke alarms in churches. Currently we have more fire extinguishers than is considered necessary by the Fire Brigade.

The fire alarm system needs to be replaced at the same time of any change. We will ensure it is fit for purpose with the new layout.

### Access to the building during alterations

#### **When the Church Interior wall changes will occur, will the whole building be closed to all Church User Groups?**

It is hoped that the work can be completed during the school holidays, restricting the impact on ABC & the uniformed organisations. We will have to work with the contractor to ensure safe access as required, but it is expected that we will be able to use the kitchen external access throughout the work, and the hall/room 2 will not be significantly affected. We will consult with whoever is using the building and the contractor to reduce any negative impact of noise/dust etc.

This timing should also avoid any clash with the contract to use the building as a polling station. Should a snap election be

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called, we will work out a way to accommodate it around the work.

### Contractor Selection

**Will the Building work be subject to a competitive tendering process and how will the successful tender be evaluated? Will their previous jobs be inspected?**

Pye are leading the tendering process. The F&P committee will have oversight over the tenders and selection, and will consider various aspects in the selection, including the reputation/previous work of the suppliers.

Pye sent out the tender documents w/c 21/1/19.

### Building Regs & Permissions

**Have you sought the views of Warrington Council on the alterations? Will any load bearing walls be removed? I understand Warrington Council permission is required if load bearing walls are removed or installed.**

Pye will manage the building regs aspects of the work.

**Do you need the permission from the original Church Sponsors from 1966 or from the Central Methodist Church organisation to make internal modifications?**

No. From Standing Order 603 “The Church Council has authority and oversight over the whole area of the ministry of the church, including the management of its property”