

Funding our Common Mission

Guidance & Timetable
for 2019



Contents

Page

The Common Mission Fund	3
Data Confirmation Process	4
How are Common Mission Fund requests calculated?	5
> Calculating your Worshipping Community	5
> Larger Worshipping Communities	5
> Understanding relative Affluence Band	6
> Calculating requests	7
What if we anticipate having difficulty meeting our request?	8
What is the role of the deaneries?	9
Timetable	10
Frequently Asked Questions	12

*Generous giving to parish ministry will enable
God's church to grow and flourish,
now and in the future*

■ The Common Mission Fund

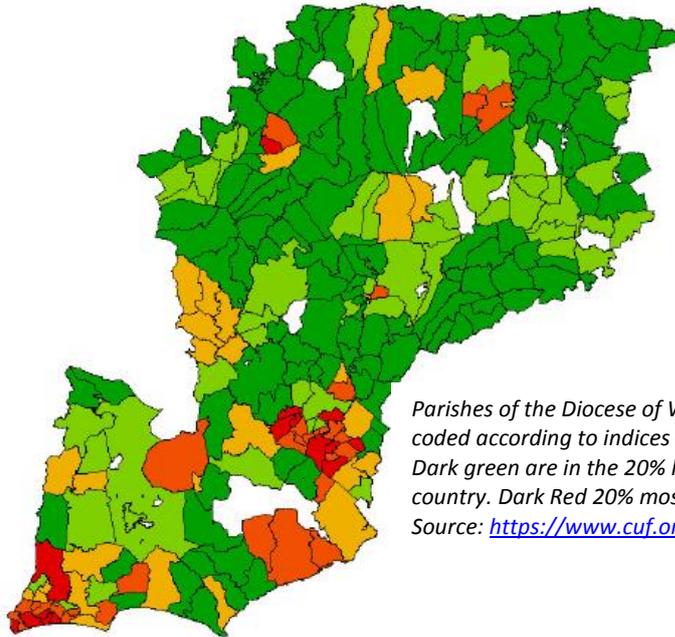
Contributions to the Common Mission Fund are gifts; a gift from each individual parish to support and grow ministry and mission across all our parishes, enabling the love of Christ to be shared.

We are blessed to live in an affluent part of the country – the 6th most affluent Diocese in the Church of England. Within our diocesan community, however, there is huge variation of affluence and deprivation. We have some of the most affluent parishes in the entire country but also some of the least.

It is only by sharing our resources together that we can ensure ministry can be provided where it is needed, not just where it can be afforded.

The Common Mission Fund can be seen as the financial embodiment of our fourth Strategic Priority: *'We belong together in Christ...'*

It is about every parish seeing itself as part of the Diocesan Community; giving generously and sacrificially to the mission of the church both locally and further afield. Through your parish's contribution, wherever you live or worship, you help fund places where people contribute in amazing ways, but do not necessarily have the financial resources that others have.



Parishes of the Diocese of Winchester colour coded according to indices of deprivation. Dark green are in the 20% least deprived in the country. Dark Red 20% most deprived. Source: <https://www.cuf.org.uk/>

Common Mission Fund is based upon Biblical teaching: the New Testament describes a church which is inter-dependent, mutually supportive and generous. Christians are called to give 'first to the Lord' of all that they have and to give of their best for the common good.

The Common Mission Fund asks all parishes to give according to their potential, so that all may receive according to their need.

■ Data Confirmation Process of 2019 – Online system

The 2019 process for collecting data will be very similar to 2018. We will use a short online survey to ask you to update your Worshipping Community number and indicate if you would like your affluence band to be reviewed.

<https://www.surveymonkey.co.uk/r/CMF2019>

The survey has only 8 questions to complete and these are as follows:

1. First select your **deanery**;
2. The select your **Parish**;
3. Enter the **name** of the person completing the response;
4. Enter a contact **email address**;
5. Do you wish to ask for your **Affluence Band** to be reviewed?

If yes:

1. Please contact your Deanery Finance Chair or Area Dean in the first instance to discuss your concerns at the earliest opportunity;
2. Please submit a list of the postcodes (but not names or addresses) of all members of your Worshipping Community to the Diocesan Team no later than the **11 June 2018**;
3. These postcodes will be cross referenced against the Experian data to calculate the average affluence of your Worshipping Community members.

What is your new **Worshipping Community** figure to be used for the 2019 process?

Please be aware that if your new Worshipping Community figures is a significant reduction from previous years, your Deanery Team will wish to discuss this with you further.

Guidance for calculating your Worshipping Community figure can be found on the diocesan website: <https://www.winchester.anglican.org/common-mission-fund/>

6. **Would you like to request a visit from the Suffragan Bishop and Head of Operations to discuss the Common Mission Fund in more detail?**
7. Do you have any **further comments** or queries that you would like to raise with your Deanery Team or the Diocesan Team at this stage?

***We ask all parishes to ensure the survey is completed no later than the
16 May 2018***

How are Common Mission Fund requests calculated?

The Common Mission Fund model looks to ensure all requests are reached in a consistent and objective manner. All calculations are based on the same two pieces of information for every Parish – the size of your ‘Worshipping Community’ and your relative ‘Affluence Band’.

The Common Mission Fund is often characterised as a contract between each parish and the ‘Diocesan Office’. It is more accurate to see it as an agreement between each parish and every other parish; where the actions taken by one will impact on all.

We ask all parishes to review and confirm that we have accurate data for this process.

Calculating Your Worshipping Community

All parishes are asked to calculate the size of their Worshipping Community. To assist you in this task a **Worshipping Community Calculation Form** is provided on the diocesan website with detailed guidance notes.

For the purposes of calculating your request, a member of your Worshipping community is any person, aged 18 or over, who attends your church regularly, or would do so if not prevented by illness, infirmity or temporary absence.

Larger Worshipping Communities

For parishes with larger Worshipping communities (over 200), a discount on their request is offered in recognition of the increased local costs associated with growing and supporting a larger congregation.

Members	Discount	How many members are counted in the assessment?
Up to 200	0%	We count everyone
201-300	30%	We count everyone up to 200 and then 70% of the members over 200.
301-400	40%	We take the total for 300 members which is 270, and then add 60% of the members over 300
401+	50%	We take the total for 400 members which is 330, and then add 50% of the members over 400

Applying the table above, a church with an actual membership of 300 would be asked to contribute for 270 members.

Understanding your Relative Affluence

The Common Mission Fund model places every parish into one of seven affluence bands (as set out below). These bands are calculated by taking two external, objective sources of data – Parish Spotlights and Mosaic data from Experian. Despite the information coming from two distinct sources, in the vast majority of cases they give the same result for every parish.

BAND	Weighting
BAND A: Most unfavourably placed	0.63
BAND B: Unfavourably placed	0.74
BAND C: Evenly to unfavourably placed	0.86
BAND D: Evenly placed	1.00
BAND E: Favourably to evenly placed	1.16
BAND F: Favourably placed	1.35
BAND G: Most favourably placed	1.58

Due to the affluent nature of much of our diocese, the average affluent band for our parishes is a high E.

Those parishes in E, F and G bands are judged to be able to pay relatively more per head into the Common Mission Fund than those in bands A, B and C.

The weightings of each Band have been designed so that:

- > the amount of Common Mission Fund per head will increase by approximately 16% as you move up from one affluence Band to the next
- > those in the highest Band, G, will be asked to contribute two and a half times as much per head as those in the lowest Band, A ($0.63 \times 2.5 = 1.58$)

As the data we use looks at the whole population of each parish and not just the Worshipping Community, it is possible that the band assigned to your parish may be lower or higher than that of your Worshipping Community. Every parish therefore has the opportunity to request a review of their band.

*Further information on calculating relative affluence and how to request a change of band is set out in the document entitled **Understanding Relative Affluence** available from the Diocesan Website.*

Calculating Requests

Once the Worshipping Community figures and Affluence Bands have been confirmed, the Diocesan Team will calculate requests for every parish.

This is done as follows:

1. The rolling average 'Worshipping Community' figure for each parish is multiplied by its Affluence Band weighting – giving a number of 'units'. The results for all parishes are then aggregated.
2. The Common Mission Fund target (total sum needed towards the 2019 budget) is divided by this aggregated number, giving a monetary value for each 'unit' = £U.
3. The request for a given parish is their number of units x £U.

The table below illustrates how this might look, in a scenario where £U equals £400.

*Please note that we will not know the unit value until all Parish Data has been collated. £400 is therefore only used as an **example** to illustrate the principle.*

£U = £400		Relative Affluence								
		A	B	C	D	E	F	G		
		0.63	0.74	0.86	1	1.16	1.35	1.58		
Worshipping Community	50	£ 12,600	£ 14,800	£ 17,200	£ 20,000	£ 23,200	£ 27,000	£ 31,600		
	100	£ 25,200	£ 29,600	£ 34,400	£ 40,000	£ 46,400	£ 54,000	£ 63,200		
	150	£ 37,800	£ 44,400	£ 51,600	£ 60,000	£ 69,600	£ 81,000	£ 94,800		
	200	£ 50,400	£ 59,200	£ 68,800	£ 80,000	£ 92,800	£ 108,000	£ 126,400		
	250	£ 63,000	£ 74,000	£ 86,000	£ 100,000	£ 116,000	£ 135,000	£ 158,000		
	300	£ 75,600	£ 88,800	£ 103,200	£ 120,000	£ 139,200	£ 162,000	£ 189,600		
	350	£ 88,200	£ 103,600	£ 120,400	£ 140,000	£ 162,400	£ 189,000	£ 221,200		
	400	£ 100,800	£ 118,400	£ 137,600	£ 160,000	£ 185,600	£ 216,000	£ 252,800		

“Collectively across the parishes of our diocese there is much to do as we seek to further Christ’s Kingdom. However, we remain confident that filled and empowered by the Holy Spirit we can together and in unity not only meet the financial challenges set before us but excel, grow and invest in His mission as followers of Jesus.”
+Jonathan and + David

What if we anticipate having difficulty meeting our Common Mission Fund Contributions?

There are a number of things that you could do if you anticipate having difficulty meeting your contributions to the Common Mission Fund.

Meet with your Suffragan Bishop and the Head of Operations

Bishop Jonathan and Bishop David view the Common Mission Fund as fundamental to supporting the mission and ministry of the Diocese. As leaders of Mission in their archdeaconries, they are committed to supporting any parishes with financial challenges. If you have concerns, please contact the Diocesan Team to arrange a meeting.

Email: cathy.laird@winchester.anglican.org

Telephone: 01962 737 307

Resources available from the Diocesan Stewardship Advisor

A range of resources is available from the Revd Gordon Randall, Stewardship Advisor, who has many ways of presenting people with the need to review their giving. You can ask Gordon for help with preparing a programme to encourage increased giving which is both Christian and effective.

Email: gordon.randall@winchester.anglican.org

Telephone: 01962 737 323

Talk to your Deanery Finance Chair

It may be possible for other parishes within the deanery to offer financial support in the short term to ensure that the overall deanery contribution to the Common Mission Fund meets its target.

Make an application for special consideration

Where a parish is facing substantial challenges in meeting its requested contribution, the PCC may apply for special consideration to receive a one-off reduction.

Applications for special consideration will be reviewed by a small panel including the Archdeacons and Suffragan Bishops. In some cases we can agree (with your Deanery Officers) a 'flight path' to map out an agreed course of action to enable you to meet your full request over a number of years.

A reduction of this nature represents an investment in that parish by the wider Diocesan Community. In considering applications, the Panel will seek assurances that the parish in question is doing all that it can to play its part in the Diocesan Community and is following best practice in regards to stewardship, governance and financial management.

*A form is available for any parish that wishes to apply for Special Consideration. Please note this must go to your **Deanery Officers** who will then pass it to the Diocesan Team.*

What is the role of the deanery?

The 13 deaneries in the Diocese of Winchester play a key role in helping parishes to meet their contributions. The deaneries will be involved at every step of the process. In particular:



1. Consultation and Feedback

Deanery Finance Chairs will meet with the Diocesan Team during the course of the year to review the Model and timetable, highlighting areas for improvement and concern.

2. Parish Data Confirmation

Deanery finance committees will review the Parish Data Confirmation from the parishes in their deaneries highlighting any queries or issues.

3. Communication

Deanery Officers will work as a conduit for communication, circulating request figures to parishes, and feeding back to the Diocesan Team any concerns or suggested changes.

4. Support and Special Consideration Applications

Once initial calculations have been made, the deaneries will work with any parishes which feel they may be unable to meet the contribution requested. If possible any 'shortfalls' will be met by asking other parishes within the deanery to contribute more than requested. If a parish needs to make an application for special consideration this must be supported by the deanery.

5. Monitoring Collection & Ongoing Support

Deanery Finance Chairs will monitor collection levels and keep the Diocesan Team updated. They will also help to ensure support and guidance can be focused where it is needed most.

We are sincerely grateful to all those parishes who generously gave more than their requested amount in 2017, to support others and invest in our share mission.

Timetable

PHASE ONE – DATA CONFIRMATION		
Date	Activity	Actions Required
w/c 2 nd April	Data confirmation process begins. PCCs to receive link to online data collection survey and guidance notes.	> All parishes to review figures and complete Parish Data Confirmation Survey.
16 May	Deadline for completion by all parishes.	> Diocesan Team to circulate responses to Deanery Teams for reviewing.
11 June	Deaneries to confirm final data with Diocesan Team and highlight any affluence reviews. Deadline for flight paths to be agreed.	<ul style="list-style-type: none"> > Deaneries to send final Parish Data list (worshipping communities and affluence) to Diocesan Team > Deaneries to inform Diocesan Team of any remaining affluence reviews. > Deaneries to send flight paths to Diocesan Team. <i>If flight paths are not agreed by this date CMF requests will be calculated in the normal fashion.</i>
PHASE TWO – CALCULATION OF REQUESTS		
Date	Activity	Actions Required
9 July	Diocesan Team to circulate draft 2019 Common Mission Fund requests to deaneries and parishes.	<ul style="list-style-type: none"> > Deaneries to consider options for mutual support. > Parishes to be encouraged to apply for Special Consideration if needed. > Deanery Finance Chairs Forum to meet (<i>18 July</i>);
6 August	Parishes to submit Special Consideration Applications to Deanery Team	> Deanery to review and pass to Diocesan Team
10 September	Deadline for Deaneries to submit all Special Consideration Applications to Diocesan Team	<ul style="list-style-type: none"> > Deanery Finance Chairs to advise Diocesan Team of local mutual support arrangements; > Deanery Finance Chairs to submit all applications to Diocesan Team.
September/ October	Diocesan Panel meets to consider all Special Consideration Applications	> Results of Applications to be communicated to Parishes and Deanery Officers
26 November	Deanery Finance Chairs Forum	> 6pm at Old Alresford Place

Frequently Asked Questions 2019

Increases

Request for 2019

- Q. Our Request for 2019 is significantly higher than the amount we have been asked for in 2018. How can this be when the Diocesan Budget has only increased by 1.9%?**
- R. Although the total increase in the Common Mission Fund is only 1.9%, the requests for each parish will vary depending on their relative affluence and size of their worshipping community in relation to the total for the whole diocese.

If your worshipping community has increased whilst the total across all parishes has reduced then you will be asked for a greater share of the total

If you are struggling to understand the amount requested of your parish, please contact the Head of Operations: colin.harbidge@Winchester.anglican.org

Worshipping Community

- Q. Why is our Worshipping Community number different from the one we submitted?**

- R. We use a three year rolling average of Worshipping Community numbers to help smooth any major increases and decreases in attendance.

Support

Special Consideration Applications

- Q. We are concerned that we will not be able to meet our requested amount for 2019. What can we do?**

- R. There are two sources of support for parishes concerned about meeting their Common Mission Fund request. The first is to seek help through their deanery, exploring if the parish allocations can be redistributed between other parishes and benefices.

If this is not possible, parishes can apply for **Special Consideration** and seek for their request to be reduced. The budget for these reductions is limited so we can only afford to help those with the greatest need. *An application form for such requests must be completed and returned to the **Deanery Finance Chair**.*

In those cases where we agree to reduce the request, we will normally require the parish to meet certain conditions in order to ensure they are following best practice in terms of Stewardship, Sacrificial Giving and Financial Management. If we are to have a culture of mutual support, we must also have a culture of mutual responsibility.

Visit from the Suffragan Bishop

- Q. In our data confirmation submission, we requested a visit from the Suffragan Bishop and Head of Operations. When will this happen?**

- R. In the last 2 years, the Suffragan Bishops and Head of Operations have met with over 110 parishes to discuss the Common Mission Fund and the wider Diocesan mission Strategy. These have been (generally!) very positive, helping us to grow our understanding of local challenges and concerns.

Those parishes that have requested a visit in 2018 will be contacted in the near future to make arrangements. Whilst we prioritise these visits, our bishops' diaries do get booked up well advance; we will therefore do all we can to fit in meetings in a reasonable time period.

Interregnums & Clergy Vacancies

Q. Our vicar has recently left and we are now in interregnum. Are we able to receive a reduction in our CMF request during this period?

- R. We do not offer parishes in vacancy/interregnum a reduction in the CMF contributions. There are two reasons for this:
- a. The Common Mission Fund asks all parishes to 'give according to their potential', not just 'pay for their own vicar'. We ask all our parishes to help fund the shared mission and ministry of our whole diocesan community. Reducing requests because a parish is in vacancy would go against the fundamental theological principles of the Common Mission Fund.
 - b. The total diocesan budget is calculated on the assumption that we will have a number of clergy vacancies each year and the budget reduced accordingly. This means that the amount of CMF we ask for is already reduced (for all parishes) every year.

Those principles aside, we do recognise that an interregnum (along with many other factors) can lead parishes to struggle financially. If this is the case, then your PCC may wish to apply for a reduction under Special Consideration (see above).

Affluence Bands & Affordability

Elderly Congregation

Q. The majority of our worshipping community are retired but our parish population is not. Why has this not been accepted as a valid reason to reduce our affluence band?

- R. 46% of people in the Church of England are now 65 or over. In our diocese the 2014 statistics showed this figure to be over 50% which, unlike our Worshipping Community figures, also included the children who attend our churches. We can therefore assume that the average age of our Worshipping Communities is even higher still. Having a high percentage of pensioners in a church is therefore not unusual or exceptional.

We must also remember that 'pensioner' does not automatically equal 'poverty'. We cannot assume that one section or age group in a community will automatically be more or less affluent than others. Some churches have argued that their challenge is having too many young families (with mortgages, child care costs and frozen salaries).

Experian Data

Q. We believe that Experian data is flawed and that other statistical information should be used in the case of our parish.

R. Different sets of statistical information will give different perspectives for each parish. We cannot run a model where each parish chooses the set of statistics that gives them the 'best' result.

We have agreed, through Diocesan Synod, that we will use the Experian affluence data which is then cross referenced with the Parish Spotlights for our Common Mission Fund. This is used and applied consistently in every parish to ensure we are considering all our Worshipping Communities against the same information.

Affordability

Q. We are expecting a very difficult year financially due to an interregnum/major repairs or loss of key givers etc. can our affluence band be reduced?

R. There is a difference between affluence and affordability. A parish may be struggling financially but that does not mean that their affluence band is incorrect. If there are specific issues that need to be considered for 2019, these should be raised through the **Special Consideration Applications**, and not the affluence bands.

Affluence Review

Q. Despite what we have read we still believe that the affluence band for our Worshipping Community is wrong. How do we review the band?

R. The Bishop's Council & Standing Committee have agreed a review process for affluence band reductions. Any Parish wishing to do so will need to submit a full and complete list of postcodes (but not names or addresses) of all members of their Worshipping Community, to the Head of Operations. These will be reviewed against the data we hold from Experian so that we can provide the exact average affluence of the Worshipping Community.

Our experience of the last few years has shown that where parishes have asked for a review, the results in the majority of cases have shown that they are in the correct affluence band already.

In those cases where the results show the band is too high, we have reduced it accordingly. However, PCC should also be aware that if the review shows the band is too low (as has happened in one case) we may need to increase your affluence band.

Any parish wishing to proceed with a review of their affluence band should send a full list of postcodes indicating the number of members per postcode, to the Head of Operations: colin.harbidge@winchester.anglican.org

*“The fourth Diocesan Strategic Priority begins with a value statement: “We belong together in Christ”. The priority which flows from this and shapes our common life comes right at the end: “we will seek to boldly prune, plant and **invest in the building of the Kingdom.**”*

*Contributing to our Common Mission Fund (CMF) is a way in which we can **invest in building the Kingdom** through mutual support of each other across the diocese. This includes the very exciting work which is progressing on the projects of Winchester Mission Action. The national church has invested in these projects to build the Kingdom in Winchester Diocese for the sake of the common good.*

The CMF helps us to support each other because, as a diocese, we are the second most reliant upon the contributions of parishes in order to resource each other. Our lack of historic reserves underscores a greater degree of dependence upon one another for our common mission.

Our CMF contributions are among the lowest in the country, which is a testimony to the value we place on parishes having control over their resources for mission, but means our pooled resources are tight. We have enormous potential to improve – despite being the 6th most affluent diocese in the CofE, we are only the 27th most generous (in terms of average weekly giving as a percentage of average earnings).

*The combined effect of **an increase of just £1 per person per week** would create significant additional capacity to invest in our common mission of building the Kingdom, locally and as a diocese. I hope and pray that you will embrace this opportunity and commend it to your communities.*

I am immensely grateful to you for your generous and sacrificial contribution to our CMF.”

+Tim Winton