The Church of England
Diocese of Ely

All Saints' Church, Walsoken
Renovation Project

Church Renovation Project Fundraising Guidance Notes

Our Fundraising Pack is Full of Information and Inspiration!

Walsoken's Grade 1 Listed Church Building is on the At Risk Register

SAVE WALSOKEN CHURCH

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WELCOME

Hello and thank you for your interest in fundraising for the All Saints' Church, Walsoken's (near Wisbech) building Restoration Fund.

Our Church in Walsoken (All Saints' church) has been here for over 900 years and in that time, many have been baptised, married and had their funeral in this grand old building. We receive many visitors worldwide through the year,

The building itself needs restoration, and we intend to apply for grants from charities for the bulk of the cost. However, we will need money along the way to make that happen. It is estimated that the full cost of the restoration needed, may exceed £1M. All Saints' Church, Walsoken, is an excepted charity.

For our first part, we need to initially raise £30,000!

This first amount gets us the reports, surveys and plans in place to proceed!

The next part of fundraising will be to 'fund match' any large grants we receive. This fund matching is typically 10% of the grant received.

For our second part, we need to raise another £20,000

There are lots of easy ways you can raise money to help us restore this grand old building. We've created this guide to give you lots of ideas of how to fundraise in simple, creative and fun ways. Please read through, be helped, inspired and enjoy! We look forward to hearing about your events soon!

All help you can provide is most gratefully appreciated!

Warmest Regards
Bob Cox
Renovation Project Team

Visit us Online
allsaintswalsoken.co.uk
Or Google "Walsoken Church"

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FUNDRAISING IDEAS

HOLD A DISCO?

RUN A JUMBLE SALE?

PLAN A RUN OR WALK?

HOST AN AUCTION?

RUN A CAR WASH?

WALKING TOUR

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WHY ARE WE FUNDRAISING?

Within Walsoken church and grounds, there are 6 listed Graded items. There are 5 Grade two monuments plus the church itself, which is Grade one listed.

Having endured 900 years in Walsoken, this grand fine old church needs some love and attention. To have all the renovation work carried out is estimated to be in the region of £1million! To make this start to happen via grants, we need to raise £30K for the essential preparation work. This is the first reason for the fundraising.

Rather than rewriting about the cultural heritage, and building, of All Saints' Church, Walsoken, let's take a moment to read what has been written in published articles by others.

From "England's Thousand best Churches" by Simon Jenkins

The tower's early gothic buttresses, pinnacles and short Northampton spire are similar to Tilney's. It is a marvellous work, so much more inventive than the perpendicular towers familiar in these parts. The west door has colonettes with stiff leaf capitals. The body of the church exterior is conventional, low slung perpendicular. But all this is deceptive. Inside is the most substantial Norman Parish Church.

From "The Kings England" Edited by Athur Mee

It has one of the finest churches in East Anglia, crowned by a splendid medieval tower with four turrets and a spire. The massive Norman arcades are rich with zigzag mouldings, and the Chancel arch resting on banded shafts is magnificently carved, the work of craftsmen when the Norman style was passing. On one side is the 15th-century doorway to the old rood loft. There is a grand array of fine woodwork, and nearly all the roof grey with age are richly carved. The nave roof has painted angels and other figures in delicately canopied niche.

From "Francis White's History, Gazetteer & directory of Norfolk" 1854

The Church, dedicated to All Saints, is a curious and interesting specimen of architecture, with a tower surmounted by a lofty spire. At opposite ends of the nave, are effigies of King Solomon and King David, boldly sculptured in relief. On each side of the former, is a large painting, representing the judgment of Solomon on the two harlots. The font is of the most elaborate workmanship, being of an octagonal form, with numerous figures in the compartments, representing the seven Sacraments of the Church, and the Crucifixion

From The Fen & Marshland Churches by Reverend J Davies

The Western tower entrance, the Nave & Chancel are pure Norman of the latter period. This portion of the church was built in the first half of the 12th century. The view as the visitor enters by the west door is very striking. The Noble arcades of the Nave with its massive pillars alternately circular and octagonal and its richly moulded semi-circular arches springing from capitals of varied design; The fine chancel arch with rich normal mouldings, but yet slightly pointed, indicating a time of transition; the lofty clerestory of the latter gothic or perpendicular style; the flat but finely formed timber roof with figures in the brackets; and the beautiful screen before the south chapel – an exceedingly fine specimen of mediaeval art.

From "An old Newspaper clip" dated Saturday 15th May 1858

The parish church of Walsoken, in Norfolk was built in the middle of the twelfth century, in the Norman style of the age, of which it is one of the finest examples now remaining in England. The pillars of the nave and chancel are alternatively circular and octagonal and are very massive. They support semicircular arches, richly moulded chiefly with chevron or zigzag moulding. The clerestory is of much later date, in the perpendicular style of gothic architecture, and was probable built about the middle of the fifteenth century, when the old Normal clerestory was removed.

We can't let this fine old church become dilapidated!

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WHAT CAN YOU ACHIEVE?

£50
REPAIRS A
FLOORBOARD

£100
REPAIRS A
FACSIA
BOARD

£300
REPLACES
SOME ROOF
IRONWORK

£500
REPAIRS SOME
CHURCH
STONEWORK

£700
REPAIRS A
CHURCH WINDOW

£1,000
REPAIRS SOME
RAINWATER
DOWNPIPES

£2,000
REPAIRS A
CHURCH
WALL TOP

£5,000
SECURES THE
SPIRE WINDOWS

£10,000
RENEWS THE
DRAINS NORTH
OF THE CHURCH

£25,000
COMPLETES
LISTED MINOR
WORKS

£50,000
REPOINTS
THE CHURCH
SPIRE

£150,000
RE-LEADS
THE NAVE
ROOF

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GETTING STARTED

Starting to plan for a fundraiser is exciting: the limits are endless and there's so many things you could do! To help you get started, we recommend asking yourself a few questions:

- Who is fundraising? Are you going to be fundraising alone, with someone else, or as part of a group?
- What are your interests? Are there any special skills needed or do you have any networks you can draw on to help you?
- What is the scale of your event? Would you like to do a one-off big event or a series of smaller events over time?
- What's your fundraising target? Every fundraiser event should have an appropriate target; how much do you want to raise?
- What's a reasonable timeframe? Depending on the scale of your event, you'll want to make sure you set yourself enough time to plan, prepare, then fundraise!
- Do you have a budget? Unfortunately, not everything comes free and some fundraising activities may require a budget to get going. Do you have a budget for your event? Could you ask anybody to support?

In this guide you'll find some simple ideas. We hope you will find some inspiration to get you started towards your fundraiser. When you're ready to start planning, flick to the back of this pack for our handy planner that'll get you on your way!

Sometimes, you just have to START!

PLANNING FUNDRAISING

So, you've got your idea and you're all set to get started! Planning is an important part of any fundraiser, and it's important to get the details ironed out early on to make sure your fundraiser goes ahead without a hitch.

Figure out the who, what, when, where and then the how of your event. You might want to return to this document often to make sure you've covered all bases.

Contact us at Walsoken Church! We can help support you in planning and promoting your event!

You can set up an online fundraising page on Facebook or Virgin Money Giving (It's free and you can link your fundraiser directly to the Walsoken Church home page!)

Think through your event as both an organiser and as a potential donor/ attendee. Are there any other steps you can take to help things run smoothly. For instance, are you hosting a ticketed event? 'EventBrite' is an online platform that might help.

Have a final think through of your budget, even the small things, as they soon add up! Is there anything you might be able to source for free through the local community?

Get promoting and raising those funds! (See next page)

Don't forget to give donors an opportunity to sign up for Gift Aid!

PROMOTING FUNDRAISING

SOCIAL MEDIA

Extend the reach of your fundraiser through social media. Try some of these tips to get your fundraiser noticed.

1) Create visual content.
2) What makes this important?
3)Make a video for FaceBook.
4) Create and event page.
5) Invite all your friends.

REACH OUT

Design a few posters providing details of your event and put them up around town.

You can also do a bit of research into local directories listing community events and submit your own event details to a couple of local event calendars.

Other ways of advertising and promoting exist!

WORD OF MOUTH

Be sure you tell everyone about your fundraiser, and let them know how they can support you and get involved.

You might even have some highprofile networks you can call on to help you promote your event!

EMAIL

Plan a three part email series to prospective supporters.
This can be particularly handy just for sponsorships, but to contact local businesses for donations for an event and is a great way to keep everyone updated on your progress!

Your email series should include:

1) An event announcement – tell people to save the date, let them know how to book a ticket or donate to your fundraiser
2) An event reminder - with details of what's in store, & prompt those last RSVPs!
3) A Final "Thank You" - and give a summary of what was achieved.

LOCAL PRESS

Get the local press involved
If your fundraiser is particularly unique, or large-scale, you might even want to get the press involved.
This can be great publicity, and you can invite them to come along to feature your event.

FUNDRAISING GUIDELINES

We want to support you to feel safe and informed throughout your fundraising activities. To help with this, the following guidelines are provided as an overview of Walsoken Church's policies for fundraisers in the interest of always maintaining legal, ethical, honest and respectful fundraising practices. All individuals and groups undertaking fundraising activities in aid of Walsoken Church need to adhere to these guidelines.

General Principles

We expect all those fundraising for us to adhere to ethical, honest and lawful conduct always.

Amongst other things, this includes:

- Being honest about Walsoken Church's aims, objectives and outcomes.
- Not accepting donations from those who lack capacity when donating.
- Always acting 'in aid of' not 'on behalf of' Walsoken Church.
- Ensuring no undue pressure is placed on any person to donate.

Handling of Funds Raised

The fundraising organiser is responsible for ensuring that anyone raising money must make sure that Walsoken Church receives all monies raised.

For cash collections, a sealed collecting box must be used to collect all donations. The container must be kept and remain sealed until it is promptly passed to a Walsoken Church representative to be counted in a secure environment at the end of the activity or event. Any donations via cheque should also be placed in the sealed container. Unsecured cash containers must not, under any circumstances, be left unattended.

Transfer of Funds

All monies must be received within one month of the event or activity, or closing date for donations. All funds will be acknowledged on receipt.

Card/Online Transactions

Walsoken Church is currently unable to accept card transactions, but donations can be made via online transfer. Fundraising organisers are encouraged to set up their own online fundraising pages for their event via online giving platforms.

Sponsorship Forms

If fundraising is via sponsorship, fundraisers are expected to use forms agreed by Walsoken Church. Depending on your activities, you may be acting at a Data Processor on behalf of Walsoken Church and will be expected to comply with Data Protection requirements.

Use of Funds

As a charitable organisation, all Walsoken Church's income goes towards charitable activities undertaken by the church. All funds raised through community fundraising activities for the church Renovation Project will be treated as restricted funding for the church building's renovation and repair.

Branding
Fundraisers are welcome to use Walsoken Church's name as "All Saints' Church" or "Walsoken Church" in promotional material relating to your fundraiser but are asked to do so in a considerate manner so not to bring the church into disrepute.
When using our church name, please ensure that your purpose of use is made clear, and that the fundraising party cannot be misinterpreted as acting on behalf of Walsoken church.

Expenses
Any expenses incurred as part of fundraising for Walsoken Church are the responsibility of the fundraising organiser unless agreed by the Walsoken church PCC prior to any spend or event.

Data Protection
It is expected that all fundraisers act in accordance with the Data Protection Act 2018 at all times. It may be that third parties may act as a Data Processor on behalf of Walsoken church within their activities (i.e. if using sponsorship forms). In this instance, this will be discussed in advance with you, and a Data Processor Agreement may need to be signed.

Risk Assessments and Liability
The fundraising party is responsible for carrying out appropriate risk assessments related to their activities in fundraising for the Restoration fund. Venues other that at Walsoken Church will have risk assessments. Walsoken Church will not accept any responsibility or liability for any events undertaken in fundraising for its planned restoration work.

Safeguarding
Please ensure that suitable and sufficient safeguarding measures are in place. Contact our Safeguarding Officer for advice. At the very minimum, vulnerable children and adults must not be left alone with one adult unless they are a parent or guardian. If in doubt, tell somebody.

Licensing
All fundraising organisers are expected to adhere to licencing laws and regulations as specified by the national and local authorities or other relevant bodies. This means, depending on your activities, you may need to apply for licenses or other permissions for your event.

Insurance
All fundraising activities, and participation in them, are at the organisers and participants' own risk. Walsoken Church does not accept responsibility or liability for any loss or damage, or for any death or personal injury, arising out of any fundraising activity, including liability because of negligence. Most venues will have insurance to cover such events, so please check before booking a venue.

Food Hygiene
Please ensure you are following all food safety and food hygiene processes. Take care when handling any food and use good hand washing practices and gloves whenever necessary.

Finally
It must be made very clear, for all fundraising activity advertising, that any funds raised will be going to

The Walsoken Church Renovation Fund

Please make sure everyone involved knows how much was raised. They will be happy to hear the impact their support has had. They may be encouraged to help you again in the future.

CHURCH INFORMATION

Church Location
All Saints' Church
Walsoken
Wisbech
Norfolk
PE13 3RA

Telephone

Priest in Charge *(Paul Kite)*
07902 743276

Renovation Project Team Contact *(Bob Cox)*
07485 515284

Safeguarding Officer *(Christine Newman)*
01945 880846

If you need more information just ask!

Emails

Priest in Charge *(Paul Kite)*
revkite@btinternet.com

Renovation Project Team Contact *(Bob Cox)*
bobcox13013@aol.com

Safeguarding Officer *(Christine Newman)*
chrissiejane1947@sky.com

Website
www.allsaintswalsoken.co.uk

Church Bank Details

Account Type:	Business
Account Name:	WALSOKEN PAROCHIAL CHURCH COUNCIL-FABRICS
Account Number:	80702285
Sort Code:	20-97-34
Payment Ref:	Use a 'Payment Reference' that is easily identified

MORE FUNDRAISING IDEAS

- OPEN DAYS
- PUB QUIZ
- RAFFLE
- LOCAL BUSINESS GIFTS
- DRESS DOWN DAYS
- BINGO!
- DARTS GAMES
- KARAOKE
- CYCLE RIDE
- FACE PAINTING
- TOMBOLA
- MANY OTHER IDEAS!

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A FUNDRAISING PLANNER

FUNDRAISING IDEA

TO DO LIST	BY WHEN?
1___	1___
2___	2___
3___	3___
4___	4___
5___	5___
6___	6___
7___	7___
8___	8___
9___	9___

FUNDRAISING TARGET

£

MOTIVATIONAL QUOTE

NOTES

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THANK YOU FOR YOUR KIND HELP!

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