**Saving Creation: Churchyard Toolkit**

**Template: Parish Churchyard Plan**

***This template is a designed as a starting point for you to use and adapt as you like. The actions on the chart in grey are examples and should be rewritten to suit your parish and deleted if they are not appropriate.***

Name of church:

Date:

Written by:

Set out below are the steps that the PCC will be taking over the coming years to make best use of the churchyard for people and planet. The Six P’s for a Fruitful Churchyard from the Churchyard Toolkit are used as a structure for this plan.

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| --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Objective** | **Cost (£)** | **Responsible** | **Date** | **Comments** | **Completed** |
| **People and Partnership** |
| Establish a churchyard project team (Green Team)  | A strong team to oversee and undertake tasks |  | PCC | Jan 2024 | Ask if we have any experts in the congregation |  |
| Regular updates to the congregation  |  |  | PCC | Every 3 months |  |  |
| Talk to people who visit the churchyard  | Understand local needs, perceptions and possible challenges to change |  | Green Team | Spring 2024 |  |  |
| Engage with local residents groups/other local organisations/Parish Council  | Understand local needs, gather support, seek funds  |  | Green Team  | Feb 2024 |  |  |
| Start partnership conversations (if applicable) | Work out how a joint project would work |  | Green Team  | March 2024 |  |  |
| **Prepare** |
| Undertake a Churches Count on Nature Survey  | Find out what species we already have in the churchyard |  | Green Team and all congregation | June 2024 | Advertise in advance to enrol volunteers or organise as a community event |  |
| Complete the Eco Church land survey  | Assess progress and gain ideas |  | Green Team | Jan 2024 |  |  |
| Contact “experts” | Additional expertise and advice  |  | Green Team  | March 2024 |  |  |
| Research community needs online  | Understand local needs, perceptions and possible challenges to change |  | Green Team  | Feb 2024 |  |  |
| Undertake a community survey | Understand local needs, perceptions and possible challenges to change |  | Green Team  | May 2024 |  |  |
| Research outreach, mission and biodiversity options  | Gather options and inspiration  |  | Green Team  | March 2024 |  |  |
| **Plan**  |
| Develop a vision for the churchyard  | Have a clear understanding of what we are trying to achieve and how it fits with the whole mission of the church |  | Green Team and PCC | June 2024 |  |  |
| Write a detailed churchyard project plan | Clarity of actions for the project |  | Green Team | August 2024 | To go to PCC for approval  |  |
| Draw up a budget for the project  | Clarity on likely costs and the timeline for these |  | Green Team/ Church Treasurer | August 2024 | To go to PCC for approval  |  |
|  |  |  |  |  |  |  |
| **Permissions** |
| Contact DAC/ Archdeacon | Check if any DAC approval is needed |  | Green Team  | Sept 2024 | Check DAC website page first |  |
| Seek DAC approval (as necessary) | Ensure that the changes are within CofE regulations  |  | PCC  | Oct 2024 |  |  |
| Contact local planning authority  | Ensure any changes are within planning regulations  |  | Green Team/PCC  | Sept 2024 | Follow up with planning application as necessary  |  |
| Contact DAC and local authority if churchyard closed | Identify and discuss any conditions of responsibility  |  | Green Team/PCC | Sept 2024 |  |  |
| **Pennies – Funding**  |
| Fund raising activities with the congregation (as appropriate)  | Raise money to support the project  |  | Green Team/PCC  | Sept 2024 |  |  |
| Grant funding applications (as appropriate)  | Raise money to support the project |  | Green Team/PCC  | Oct 2024 |  |  |
| Speak to local benefactors or businesses  | Raise money to support the project |  | Green Team /Incumbent  | Oct 2024 |  |  |
| **Party - Celebrate and Review** |
| Plan an opening ceremony/launch  | Raise awareness of our project and celebrate your success |  | PCC and Green Team  | March 2025 |  |  |
| Write a press article and contact Diocesan communications team | Raise awareness of our project |  | Green Team  | March 2025 |  |  |
| Apply for an Eco Church award | Celebrate our success  |  | Green Team  | April 2025 |  |  |
| Undertake a Churches Count on Nature Survey and/or Great Yorkshire Creature Count | Find out what species we now have in the churchyard |  | Green Team and all congregation | June 2025 | Advertise in advance to enrol volunteers or organise as a community event |  |
| Conduct an annual review  | Reflect on what has been learned and what could work better |  | Green Team/PCC | Annual  |  |  |