

Energy Footprint Tool: Instructions Manual


Church Building Size and Person Hours Guidance

This document has been created to aid the estimation process for the building size and person-hours variables within the Church of England's Energy Footprint Tool.

Please remember when entering this data that a good estimate is fine – these numbers do not need to be 100% accurate, and long as they are in a relevant ball park.

Building Size

This has been pre-populated from data held within Church House, if you feel that this figure is incorrect, please do amend the figure. If the figure has not been prepopulated, please make a sensible estimate. Guidance to aid this estimation will be provided in the instruction manual.

Building footprint (sq metres)	<input type="text" value="555"/>
Net useable floor area (sq metres) - if known 	<input type="text"/>

If the figure for 'Building footprint (sq metres)' has not been prepopulated, please give a sensible estimate.

Understandably, it can be difficult to give a practical estimate without any guidance. In order to help with this, approximate sizes for Church of England churches are offered below. These have been taken from data held within Church House.



- The average church is between 300m² and 400m²
- 75% of churches are between 200m² and 700m²
- A particularly large church (largest 10%) will be larger than 750m²
- A particularly small church (smallest 10%) will be smaller than 160m²

If these approximate sizes are not helpful, we would suggest entering 350m². We will then endeavour to ensure that your church's building footprint is prepopulated for next year's returns (which will also update the figure given here).

Regarding 'Net useable floor area (sq metres)', please only enter a figure here if this value is known, an estimate for this is not required to continue.

Persons Hours

The following information will be pre-populated if you have filled in a single-church "Statistics for Mission" return for 2019. The average service attendances have been calculated from your October count. This means that the figures do not currently include weddings and funerals, so please feel free to edit these figures to incorporate them if desired. Guidance to aid this calculation will be provided in the instruction manual.

	Average Attendance 	Average hours spent per person 
Sunday Services	<input type="text" value="45"/> people per Sunday	<input type="text" value="1.5"/>
Midweek Services	<input type="text" value="62"/> people per week (Monday-Saturday)	<input type="text" value="0.5"/>
Non/Service Visitor Attendance	<input type="text"/> people per week	<input type="text"/>

Non-Service/Visitor Attendance.

When trying to estimate and incorporate visitor attendance, this can be done two ways: You can either estimate the number of visitors you get in an average week or you can estimate how many visitors you get in a year and divide that number by 52.

For example:

- If you think you get around 20 visitors per week, use 20 in the box.
- If you think you get around 800 visitors per year, use 15 in the box ($800/52 = 15$).

Average hours spent per person.

Please try and use the average hours spent per person in these boxes. For example, if for midweek services half of the congregation stay for half an hour (0.50) and the other half stay for a full hour (1.00), put three quarters of an hour (0.75) as the value.

Again, estimations do not need to be 100% accurate, if you expect the majority of visitors to spend around 15 minutes (0.25) in the church but also know that some can spend 45 minutes (0.75), use a sensible approximation for a number between the two values (.30 or .40).

Incorporating weddings/funerals.

As the October Count does not incorporate attendance at weddings and funerals, if you would like to add these into the figures, you can do so – generally by dividing the total number attending weddings and funerals annually by 52 and then give the nearest whole number.

- If you have one wedding with 100 people attending, this would mean an extra 2 people per week ($100/52 = 2$)
- If you have 350 people attending funerals over the year, this would mean an extra 7 people per week ($350/52 = 7$)
- If you've had 13 weddings this year all with around 80 people attending, this would mean an extra 20 people per week ($13 \times 80 = 1040$; $1040/52 = 20$)
- If you've had 5 weddings with 100 people attending and 10 funerals with 50 people attending, this would mean an extra 19 people per week ($5 \times 100 = 500$; $10 \times 50 = 500$; $500 + 500 = 1000$; $1000/52 = 19$)