

# Energy Footprint Tool Instructions

Before you start this process, please know that you will need the following information:

- A figure for energy use for the year.
  - o This can come in the form of kWh used, AND/OR cost (£).

The following information is optional:

- Estimated size of the building (in metres squared).
- Estimated average number of people visiting the church (either in a week or across a year).
- Estimated number of hours a week the church is open.
- Estimated number of miles OR money claimed for work-related travel across the year.

## Logging in to the system

- Please visit <https://parishreturns.churchofengland.org/>
- Click “Login to enter or view your data” and enter your details.
  - o If you do not have a username/password, or have forgotten them, please contact your diocesan administrator, [chris.oakley@blackburn.anglican.org](mailto:chris.oakley@blackburn.anglican.org), and they can set it up for you.

The screenshot shows the login page for the Church of England's online parish return system. The header includes the Church of England logo and the text 'Online Parish Returns System'. Below the header, there is a 'Log in' button. The main content area is titled 'Welcome to the Church of England's online parish return system' and 'Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool'. It contains two columns of text. The left column is for users who already have an account, listing the data needed (Service registers, statistics for mission, Accounts for return of parish finance, Energy bills for the Energy Footprint Tool) and a 'Login to enter or view your data' button. The right column is for users who don't yet have an account, explaining the process and providing contact information for the diocesan office. At the bottom, there is a link to download forms and a list of available forms.

THE CHURCH OF ENGLAND  
Online Parish Returns System

Log in

Welcome to the Church of England's online parish return system

Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool

If you already have an account

If you're entering data then gather your numbers from:

- Service registers and numbers of baptisms, marriages, and funerals for statistics for mission
- Accounts for return of parish finance
- Energy bills for the Energy Footprint Tool

Login to enter or view your data

Forgotten your username and/or password? Don't worry, you can request a reminder by clicking the login button above.

If you don't yet have an account

Ask your parish representative or diocesan office to give you a username and password.

Confused?

If you have any queries or comments, please contact your diocesan office or the Church of England Research & Statistics unit: [statistics.unit@churchofengland.org](mailto:statistics.unit@churchofengland.org)

Once submitted, your data will be available to your diocese to help them understand the activities and needs of their churches and to support their mission. Information provided through this system will be included in statistical publications and made available online.

Some people find it helpful to print off a copy of the form as they collect together the numbers before entering in to their return. If you would find this helpful, the forms are given below:

- 2021 Statistics for Mission Form (.doc)
- 2021 Statistics for Mission Form (.pdf)
- 2021 Return of Parish Finance (.xlsx)
- 2021 Return of Parish Finance (.pdf)

## Entering your data

- Click “Enter your data” and then click the green “Enter your data” button under the “Energy Footprint Tool” header.

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THE CHURCH OF ENGLAND  
Online Parish Returns System

Enter Your Data View Data Users Menu Log out

Logged in as: test1 Diocese: Test Diocese Parish: Test Parish 2 (Code: 999902) Church: Test Church 4 (Code: 999904)

Welcome to the Church of England's online parish return system

Statistics for Mission, Return of Parish Finance and the Energy Footprint Tool

Entering data?

First, gather your figures from:

- Service registers and numbers of baptisms, marriages, and funerals for statistics for mission (due by 31st January 2022)
- Accounts for return of parish finance
- Energy bills for the Energy Footprint Tool

If it's helpful to collect the figures on a paper form before you enter it online, you can download the forms below. Then...

Enter your data

Viewing data?

Are you curious about how things have changed in your parish over time? Or are you wondering what you entered last year?

View your data

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## Buildings and Fuels Used

- The first question asks: “For how many buildings would you like to enter data?” This is if you have multiple buildings or blocks, with different readings for each. It will depend on how your site is billed. If one bill covers more than one building state 1 building. This will multiply the form to allow you to enter your data for the different buildings/blocks.

## Energy Usage

- On the ‘Energy Usage’ page, please enter the relevant energy information, where possible (i.e., energy use in either kWh annually, or the cost of the annual energy type in £).
  - o When moving on to the next page, you may get a message of “Are you sure?” if there are any blank spaces. If you do wish to continue, please do press the “Continue” button.

## Building Size

- On this page there are optional demographic information asked about the building.
- Building footprint (square metres).
  - o This will be prepopulated for the 2/3<sup>rd</sup> of churches that have listed status.
  - o If this is not prepopulated, please feel free to estimate the size of the building; perhaps pace the building footprint or look at the scale plan in the quinquennial or faculty.
    - The average church size is around 400m<sup>2</sup>
    - A large church is around 650-1200m<sup>2</sup>
    - A small church is around 100-250m<sup>2</sup>
- Average attendance.
  - o Estimated to incorporate any person that would enter the building (including services, groups, weddings, visitors etc) across an average week/year (whichever answer you give will prepopulate the other).
  - o For example:
    - An average of 50 people attending services a week = 2600 a year.
    - An average of 20 people visiting a week = 1040 a year.
    - A fresh expression that has 10 people a week = 520 a year.
    - Use data that you have collected for Statistics for Mission.
    - Having an average of 1000 people attending weddings across a year = 19 a week.
    - Altogether, this would give around 100 people a week and 5000 people a year.
    - **Please remember, this just needs to be an estimate or best guess, please do not spend too much time on this!**
- Number of hours church is open in an average week. For a typical Sunday service, a church will be open for 2 to 3 hours. Remember to include time for choir practice, mid-week groups etc
  - o There are 168 hours in a full week.
  - o Again, please do not spend too much time on this, an estimate or best guess is more than enough.
- Work-Related Travel Expenses.
  - o Whether any work-related travel expenses claims were made in the past year by the incumbent or curate, eg. travel to funerals
  - o If yes, how much? - The answer can be given in either Number of Miles or Cost Claimed (£).
  - o Again, if the information is not easily found/known, please do not spend too much time on this question and either guess or leave it blank.

## Results Page

- Please scroll down and click “Submit”!
- Gross CO2 emissions (tonnes): The total number of emissions attributed to the energy used by that building.
- Net CO2 emissions (tonnes): The total number of emissions attributed, minus the emissions attributed by certified green/renewable suppliers.
- Reported Offset (tonnes): The number of emissions reported as offset by the energy suppliers.
- Emissions per m<sup>2</sup> rating: Equivalent to national Display Energy Certificates for public buildings.
- Net CO2 Percentile: Where your net footprint lies alongside all churches within the Church of England.