

# SPAB Faith in Maintenance

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The SPAB is a charitable company limited by guarantee registered in England and Wales.  
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## Handy Guide to Hosting a Faith in Maintenance Course

All training courses are presented by Sara Crofts, an architect and former Churches and Cathedrals Officer for the Society for the Protection of Ancient Buildings (SPAB). Administration, including organising the courses, is handled by Kate Minnis and our Technical Adviser, David John, runs our telephone helpline.

### What is involved?

We ask you to:

- Provide us with a venue for the day – this could be a church, church hall or a meeting room in your organisation's offices.
- Promote the event in your area and let your volunteers know about it. We will provide you with publicity material and advice on how best to do this.
- Assist with making the local arrangements for the course.

### Choosing a venue

The venue should:

- Be able to seat 30-40 people comfortably.
- Have facilities to provide tea and coffee.
- If it is not a faith building, have access to a faith building nearby.



We ask that you meet the cost of hiring the venue. To keep costs down we can hold courses in your organisation's offices if space and facilities allow. Alternatively, it may be possible to run the course in a church, rather than a church hall, provided toilets and tea and coffee making facilities are available.

You can choose to provide lunch for your volunteers or, depending on the location, delegates can be asked to bring their own lunch or use nearby cafes and sandwich bars.

## Promoting the course

It is important to reach volunteers who are involved in maintenance directly to ensure a good take up of places on the course. We can give you more advice on promoting a course but you might like to think about:

- Including details of the course with your regular mailings. We can provide flyers and leaflets for you to use and will cover the cost of a direct mailing if desired.
- Emailing church officers and clergy if you have an email database.
- Writing an article for your local magazine, newsletter or website.
- Promoting Faith in Maintenance at other events and training courses.

## Bookings

We can take bookings or you can take your own bookings if you prefer. We do ask that you use our booking forms, which include information required by the Heritage Lottery Fund for monitoring purposes. Delegates can also book places on our courses on-line at <http://www.spabfim.org.uk/events.php>.

## Preparing for a Faith in Maintenance course

We will bring all the necessary equipment for the presentations including a laptop, projector and screen. We also arrange for an assistant, usually an architect or building surveyor, to help with the afternoon practical session and answer delegates' questions. All delegates will receive a copy of the *Good Maintenance Guide* and our *Maintenance Calendar*.



**Local speaker:** Our introductory session includes a short talk on the history and variety of places of worship in the local area and we ask you to let us know if you know of someone who could deliver this session. We will provide details of what is required. We can usually arrange a speaker if there is no one available locally.

## After the course

Support for the delegates is available after the course. We are pleased to offer the following:

- We provide a dedicated **telephone helpline service** on Fridays from 9.30am until 3.30pm. Delegates can contact David John for follow-up advice and information.
- The **project website** ([www.spabfim.org.uk](http://www.spabfim.org.uk)) provides more information on maintenance issues, case studies and details of future courses.
- Delegates can sign up to our **email bulletin service** giving them access to monthly maintenance reminders and additional tips on how to look after their churches.

If you would like more information or you would like to request a FiM course please contact Kate Minnis at SPAB Faith in Maintenance, 37 Spital Square, London E1 6DY. Tel: 020 7456 0913. Email: [katem@spab.org.uk](mailto:katem@spab.org.uk)