

# Energy Footprint Tool - Practical Guide

**Before you start**, you will need the following information...

- Access to the Diocesan Portal
  - <https://portal.stalbans.anglican.org> – please see below for more information and guidance
- Complete energy bills for 2019
  - Gas
  - Electricity
  - Oil
  - Any other fuels
  - If you have separate figures for another building e.g., a separate parish hall or office, which has different energy bills then please enter the figures for the church building ONLY. If a hall/office is included in the energy bills, you may wish to include these in your figures.
- Visitor numbers and non-service attendance
  - You might like to discuss this at a PCC meeting or ask another PCC member to estimate average figures
  - Includes general visitors and other groups who use the church, such as youth groups, pre-schools, Mums & Tots etc.
- The building footprint of your church
  - The Church Heritage Record contains information for many of our churches (see information on page 6).

## Accessing the Diocesan Portal

The Portal is available at: <https://portal.stalbans.anglican.org>. You should see the screen shown below.

**Note:** the Portal works best using the Internet browsers Chrome or Firefox. If you are having trouble accessing the Portal using a different browser, try downloading Chrome or Firefox.

If you are one of the following, you should be able to access the Portal for the Energy Footprint Tool (EFT):

- Incumbent
- Churchwarden
- Treasurer
- Administrator
- If you have previously been granted access to enter Mission Statistics



If you have used the Portal before:

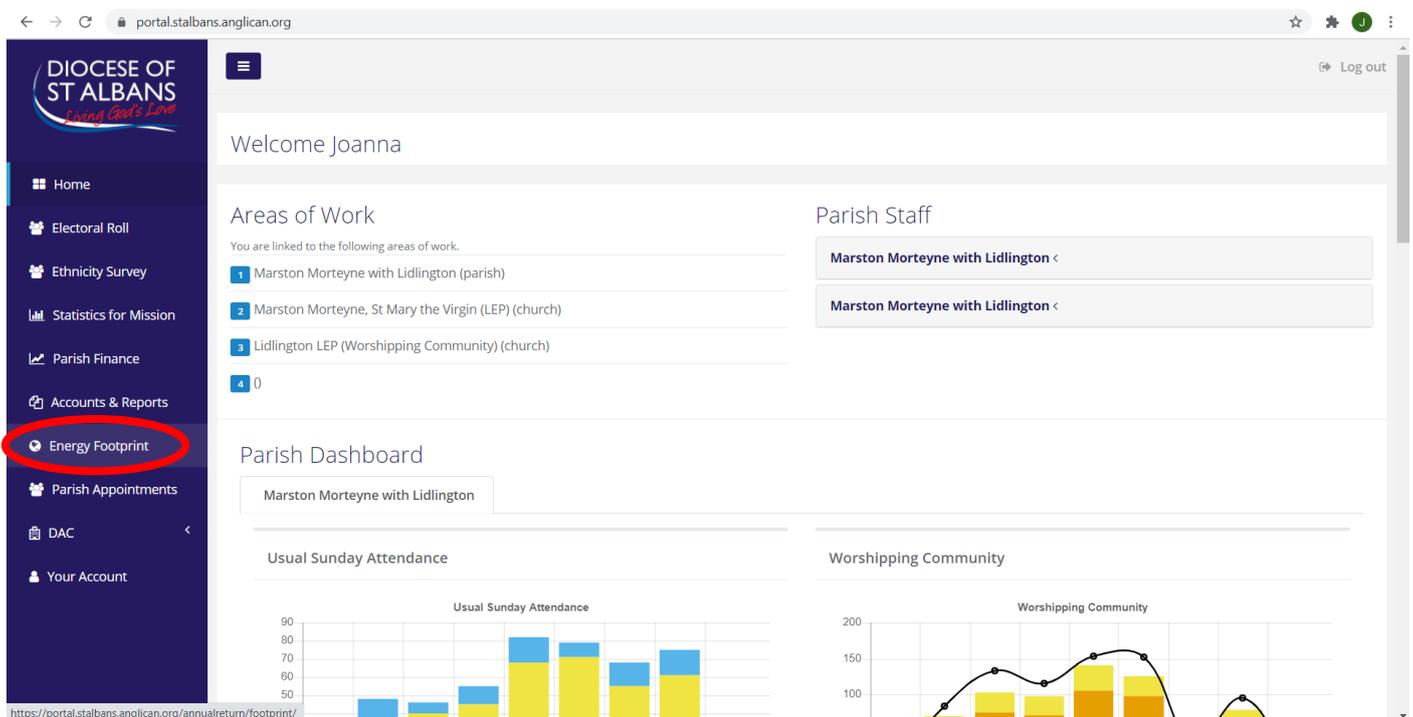
- Enter your email address and password in the relevant sections and press 'Log in'
- If you have forgotten your password, please press the 'Request password?' button and the system will send an automated password to your email address

If you have not used the Portal before:

- Press the 'Request password?' button
- Enter your email address (this must be the one we will have on your record in our system)
- If you are in the system, you will receive an automated password to your email address

If you have any issues accessing the Portal or if you don't think you have access, please contact [Joanna](#). Or use the 'Contact us' button underneath the Request Password button.

Once you have logged into the Portal, you should see a screen like this (which includes your parish dashboard):

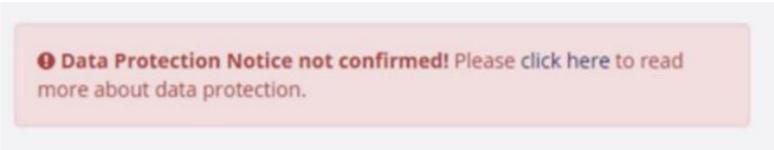


The Energy Footprint Tool should appear along the left side in the purple bar (highlighted here in red).

*If you cannot see the Energy Footprint Tool or any of the lower options shown here, but you can see the top ones, it might be that you are too zoomed in. Try zooming out (if you don't know how to do this, press the 'Ctrl' button and the '-' (i.e. minus) button).*

Once you have clicked on the Energy Footprint button, you will see the screen shown at the top of the following page. You might have to confirm the Data Protection Notice first.

**Note:** The first time that you use the Portal, you will have to read the Data Protection Notice and confirm that you have done so. You may also have to confirm you have read it if you are returning for the first time for this year's entry



portal.stalbans.anglican.org/annualreturn/footprint/

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Home / Annual Return / Energy Footprint

✓ Data Protection Notice Confirmed.

Your Parish building(s)

The list below shows the Parish building(s) to which you are linked. To access the Energy Footprint form, simply click on the name of the building below.

You can complete the form in stages, or in one go. Each time you 'Save' the form the information will be stored and will be available when you next login to view or amend this form.

Please complete each form with your **2019** energy data on or before Sunday 28th February 2021. From 1st March 2021 you will be able to return to this section to add your energy data for 2020.

If you have any questions regarding Energy Footprint, please contact the Diocese.

<p><b>Marston Morteyne with Lidlington</b></p> <p>Marston Morteyne, St Mary the Virgin</p>	<p><a href="#">Load Form</a></p>
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You will see a list of your parish buildings. This might just be the parish church, as above, but you might also see your parish office or similar.

**Note:** you might see a separate entry for your parish office even though it is within the church. If this is the case, please complete the entry for the church building, including the energy use for the office. Alternatively, you will not have the option to select a church hall. If your hall is connected to your church building and uses the same energy sources [so has the same bills], you should include both. If you have a detached hall, you can choose to enter data for both, but you will need to calculate the building footprint of the hall as well as the church. In subsequent years, you would also need to include the data for both.

Click on 'Load Form' for the church building (circled in red above) to open the EFT, as shown below. There are just two pages to the EFT and, if you have the information above ready, it should not take long to complete.

portal.stalbans.anglican.org/annualreturn/footprint/footprintreturn/773

**DIOCESE OF ST ALBANS**  
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Home / Annual Return / Energy Footprint / Marston Morteyne, St Mary the Virgin

January to December 2019

For the Parish Building of Marston Morteyne, St Mary the Virgin

We are encouraging all parishes to use best endeavours in completing these sections. Sensible estimates are generally acceptable.

Section 1: Church Building Fuel    Section 2: Church Building Size and Person Hours

**Marston Morteyne, St Mary the Virgin**

**1. What is your church building's primary heating fuel?**

This is the fuel that is most used on site. If electricity and another fuel are similar, please select 'electricity'.

Mains gas    Heating oil    Electric    Wood chip    Wood pellet    LPG

**2a. If you use electricity, please could you provide the name of the supplier below.**

Please write 'unknown' if the supplier name is not known  
If you do not use electricity, please proceed to question 3.

EDF

**2b. Is your electricity supplier a renewable tariff?**

Yes    No    Partial    Don't Know

**2c. Please provide the following electricity figures for 2019 below**

**Note:** if you do not have time to finish the EFT in one go, or if you want to check any bills/figures etc., you can press the 'Save' button at the bottom of each page and come back to complete.

Previous
Next
Save

### Question 1

#### 1. What is your church building's primary heating fuel?

This is the fuel that is most used on site. If electricity and another fuel are similar, please select 'electricity'.

- Mains gas
  Heating oil
  Electric
  Wood chip
  Wood pellet
  LPG

The first question asks you main heating fuel. As explained underneath the question, if you use a similar amount of electricity and another fuel, it is suggested that you choose 'electricity'.

### Question 2

If there is an electricity supply to your church, please enter the name of the supplier in question 2a.

**2a. If you use electricity, please could you provide the name of the supplier below.**

Please write 'unknown' if the supplier name is not known

If you do not use electricity, please proceed to question 3.

2b asks whether your electricity tariff is renewable. You can only select one answer, and please select 'Don't know' if you are unsure.

#### 2b. Is your electricity supplier a renewable tariff?

- Yes
  No
  Partial
  Don't Know

**Note:** Whilst you can enter 'Unknown' for some of the answers in the EFT, this will mean that your results are not accurate and will be of limited use to you and the parish.

Question 2c requires you to have all your electricity bills from 2019 together. It asks the amount of electricity purchased (in kilowatt hours) and the overall cost of the bills for the year. Please provide these figures to the nearest whole number.

**2c. Please provide the following electricity figures for 2019 below**

Please provide figures to the nearest whole number.

Electricity Purchased (kWh)	1000	kWh
Cost of Electricity (£)	£ 1000	

### Question 3

Question 3 is only applicable to churches which use gas. This question requires complete 2019 gas bills for the building. Skip this question if your building does not use gas.

**3. Please provide the following gas figures for 2019 below.**

If you do not use gas, please proceed to question 4.

Gas Purchased	1100			
Units of Gas Purchased	kWh	cu metres	100s cu feet	n/a
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cost of Gas (£)	£ 1100			

There is a choice of the type of gas unit purchased. If you are unsure about this, please consult your gas bills, which should say which unit of gas has been used.

### Question 4

This question only applies if your church uses oil. Please ensure you have all the 2019 bills showing the purchase of oil. Skip this question if your church does not use oil

4. Please provide the following oil figures for 2019 below

If you do not use oil, please proceed to question 5.

Oil Purchased (litres)	<input type="text" value="0"/>	litres
Cost of Oil (£)	£ <input type="text" value="0"/>	

### Question 5

If your building uses LPG/Wood Chips/Pellets, enter the details under this question. For buildings which do not use any of these, skip this question.

5. If you use any of the following fuels please fill in the quantity purchased in 2019.

If you do not use any of these fuels, please proceed to question 6.

LPG (litres)	<input type="text"/>	litres
Wood Chips (kg)	<input type="text"/>	kg
Pellets (kg)	<input type="text"/>	litres

### Question 6

If your church utilises any of the following technologies, enter the units generated or capacity in kilowatt hours. Please skip this and go straight to the next question if this does not apply to your church.

6. If you use any of the following alternative heating technologies please fill in the units generated or system capacity (kWh)

If you do not use any of these alternative heating technologies, please proceed to question 7 in section 2.

Solar Hot Water	<input type="text" value="20"/>
Heat Pumps	<input type="text" value="21"/>
Combined Heat and Power	<input type="text" value="22"/>
Solar Panels	<input type="text" value="23"/>
Other (comment)	<input type="text" value="test"/>

Question 6 marks the end of Section 1, to move on to the second section by clicking on the 'Next' button at the bottom of the page.

Previous **Next** Save

## Question 7

### 7. Building Size

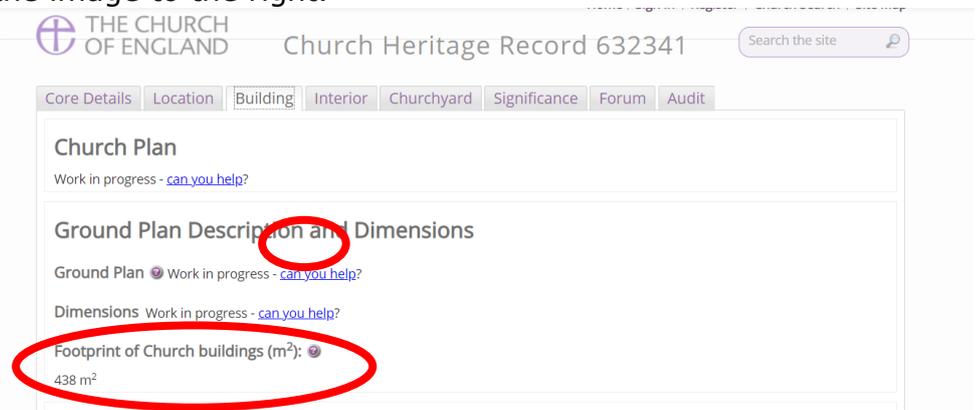
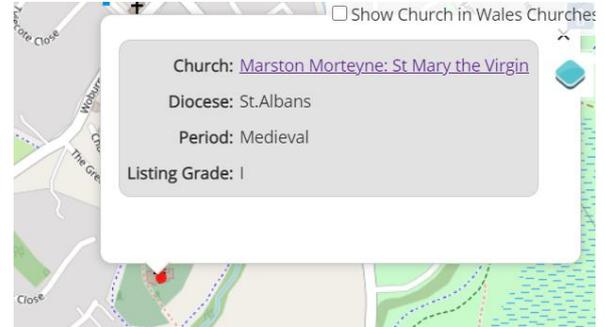
Building Footprint (sq. metres)	438
Net Usable Floor Area (sq metres) - only if known	0

For question 7, you will need to establish your building footprint. The building footprints for most churches in the Diocese are available at:

<https://facultyonline.churchofengland.org/churches>.

To find your church footprint:

1. Search for your church name by entering its village/town.
2. Select your church from the drop down list (try searching in a different way if that doesn't appear)
3. The map should then display the location of your church, which will be marked with a red icon. Click on the red icon to bring up the information shown in the image to the right.
4. Click on the name of the 'Church' to bring up its Church Heritage Record
5. Select the 'Building' tab along the top of the page (circled in red) and this should show you the footprint of the building (also circled in red), if the Church of England hold this data.



If this information is not held by the Church Heritage Record, please contact [Joanna](#) to see what alternatives can be found.

The second part of Question 7 asks how much of the footprint is useable. If you don't know this, you can leave it blank.

## Question 8

### 8. Person Hours

The information for 'Sunday Services' and 'Midweek Services' will be pre-populated if you have filled in a single-church "Statistics for Mission" return in 2019. The average service attendances have been calculated from your October count. This means that the figures do not currently include weddings and funeral, so please feel free to edit these figures to incorporate them, if required.

	Average Attendance	Average Hours Spent in the building (Per Person)
Sunday Services	135	1.50
Midweek Services	10	0.50
Non-Service/Visitor Attendance	20	2.50

The attendance figures for Sunday Services and Midweek services should be auto-populated based on your annual returns. You can amend these here for the EFT, particularly as they do not include funerals and weddings.

Unlike your annual returns, the EFT asks about non-service/visitor attendance. This might include youth groups, groups who hire your building, bell ringers, flower arrangers etc. It might be good to discuss this as a PCC, particularly as you will want this to be consistent for other years if somebody else completes the EFT. You could also ask someone else to calculate this number for you, especially if you are not aware of all the uses for your building.

You will also need to know/estimate the average hours spent in the buildings. This might be easier to establish for the regular services, but try to consider this as far as possible for all the figures to make your results as accurate as possible.