



**Energy Footprint Analyser**  
*(2021 Calendar Year Edition)*

## About the SEC Energy Footprint Analyser - 2021 Edition

### What does the Energy Footprint Analyser do?

The Energy Footprint Analyser automatically calculates the carbon emissions associated with your church buildings' electricity and heating consumption for the calendar year 2021. As electricity and heating form the majority of your church's carbon footprint, the figures provided by the tool are a useful indicator of your overall emissions.

The tool also uses figures from two previous calendar years (2018 & 2019) along with an adjusted 2021 figure to create a three-year average baseline (2020 is not used due to COVID-19 restrictions). This baseline will help you track and compare your emissions in future years, giving evidence of how the urgent actions you are taking to address the climate emergency directly impact the reductions of your carbon emissions.

By completing the four step process on the following pages and submitting this completed form to the Provincial Environment Group, you are empowering your church to address the climate emergency. You are also helping us collectively build the understanding needed to reach our shared goal of reaching net-zero emissions by 2030, as outlined in the General Synod 2020 motion of The Scottish Episcopal Church.

### Using the Energy Footprint Analyser

Please note that this form is not suitable for printing and can only be used with the Adobe Acrobat Reader DC. This is a free application for all operating systems which can be downloaded from <http://get.adobe.com/reader>. It will not work with any other PDF application (and will therefore not work with the .pdf viewer built into Mac OS X).

### About the Energy Footprint Analyser

To calculate the emissions associated with heating and electricity, we use the Green House Gas (GHG) conversion factors provided by the UK government. We include within these conversion factors the emissions associated with both "well to tank" and "transmission and distribution" (those factors involved in getting energy to the building) in addition to emissions associated with energy generation. The key metric used in the tool is CO<sub>2</sub>e, a universal unit of measurement which incorporates not just emissions from carbon dioxide but other greenhouse gas emissions associated with global warming.

Due to the contested nature of some carbon offsetting schemes, we have not included the ability to input any figures associated with this. Our clear focus in the short-term is the immediate and tangible reduction in carbon emissions from all associated activities of The Scottish Episcopal Church. Whilst this tool provides only the figures associated with electricity and heating, in future years we will expand the scopes of the tools we provide to account for other activities such as water use, work-related travel and clergy housing.

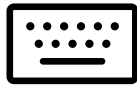
*Note: we have included the option to add whether your church is on a renewable electricity tariff. For now, any 100% 'renewable' tariff can be added; however, in future years this may be limited to those that are certified by the Provincial Environment Group. At present, we have not included the ability to add a green gas tariff.*

We would welcome your insights and feedback on this tool as we further develop resources to achieve our shared ambition of net-zero by 2030. Please send any feedback to [peg-feedback@scotland.anglican.org](mailto:peg-feedback@scotland.anglican.org)

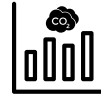
## Complete the four step process:



1. Gather Bills



2. Input Data



3. Review Emissions



4. 'Save As' & Submit to SEC

1

### Step 1: Gather your data

Gather together all the utility bills for electricity and heating for 2018, 2019 and 2021 (please do not use 2020 bills). Using these bills, you should add up your total energy usage and the costs associated with this for each calendar year.

Please note you should include the aggregate data for electricity and heating for both your main church as well as other additional buildings (such as Church Hall). However, please do not include emissions associated with housing clergy or staff residential buildings in this form.

2

### Step 2: Input your church data into the form

On your computer (not tablet or smartphone), open this form in [Adobe Acrobat Reader DC](#).

You are requested to complete the information based on each calendar year. Therefore, please add up all the energy and costs used for the year starting January - December. Please input data for years 2018, 2019 and 2021.

3

### Step 3: Review your carbon emissions calculations

After you have entered your data, the form will calculate the carbon emissions associated with your electricity and heating consumption over the last calendar year (2021).

The tool will also provide you with a baseline for your annual energy usage, which will help smooth out inconsistencies associated with specific years and help you track your emission reductions in years to come. In particular, 2018 and 2019 have been selected as they provide a good basis for baseline emissions before the restrictions associated with COVID-19. 2020 is discounted. The inclusion of 2021 in this three year baseline will be adjusted to account for restrictions in early 2021.

4

### Step 4: Save this file & send your document

Save this .pdf document using your church name and charity number to your computer using the green "Save As" button at the end of this form. This enables you to return to the form as well as share your completed form with others in your group. Decide who is going to send this to SEC.

Once you have completed the form and saved this to your local computer, using a unique file name, send your document to The Scottish Episcopal Church using the red "Send to SEC" button. Alternatively, if you have any problems with this method, please send your completed, saved .pdf file via your email application to [peg-submission@scotland.anglican.org](mailto:peg-submission@scotland.anglican.org).

## Step 2: Input your church data

### I. Church information

Church name \_\_\_\_\_ Charity No. \_\_\_\_\_

Town \_\_\_\_\_ Diocese \_\_\_\_\_

Have you formed an eco-group in your church?

Yes  No

Are you members of Eco-Congregation Scotland? If yes, please select award level.

Yes  No

What building(s) is this calculation for?

Main church  Main church & other buildings

What is the total number of buildings you are including in the figures below? \_\_\_\_\_

### 2. Electricity

Which company is your electricity contract currently with? \_\_\_\_\_

	2018	2019	2021
Annual grid consumption (kWh)			
Gross carbon emissions (kg CO <sub>2</sub> e)			
Is this tariff 100% renewable? (Y/N)			
Annual Cost (£)			

Do you have solar panels installed, generating energy or exporting it to the grid?

Yes  No

### 3. Heating

What is the primary energy source for your heating system?

- Electricity    Gas    Oil    LPG    Wood chips    Wood pellets

Please enter the total annual consumption and cost of using this fuel.

	2018	2019	2021
Natural Gas consumption (kWh)			
Heating Oil (Litres)			
LPG (Litres)			
Wood chips (kg)			
Wood pellets (kg)			
Annual Cost (£)			

Are you using any alternative heating technologies? If yes, please enter the heating technology used.

- Yes    No

### Step 3: Your carbon emissions calculations

- Tick checkbox to ensure your emissions are calculated. *PLEASE NOTE:* you must re-tick the checkbox again if you update any of the figures above to ensure the emissions calculations are also updated.

	2018	2019	2021
Net electricity emissions			
Gas/Other emissions			
<b>Total (kg CO<sub>2</sub>e)</b>			

Baseline average carbon emissions over 3 years

kg CO<sub>2</sub>e

Carbon emissions for 2021

kg CO<sub>2</sub>e

## Step 4: Save form then send to SEC

Your name \_\_\_\_\_

Position \_\_\_\_\_

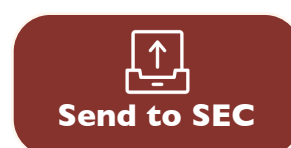
Email \_\_\_\_\_

- I agree to allow the General Synod of the Scottish Episcopal Church, registered charity in Scotland (Scottish Charity No. SC 015962), to use the information in this form to help inform our collective shared goal of achieving net-zero emissions by 2030, as outlined in the General Synod motion in 2020. This data will also be shared in aggregate form with your local diocese office. By agreeing to this, you also agree that the General Synod of the Scottish Episcopal Church may communicate with you via email regarding matters related to Net-Zero. For full T&C's see [SEC Privacy Policy](#).
- I am authorised on behalf of \_\_\_\_\_ to complete this information and submit this to The Scottish Episcopal Church.

If you wish to tell us about other activities you are engaged with, or provide feedback on this tool, please do so here:

### PLEASE NOTE:

You must save this form to your computer before sharing with SEC. Click on the green 'Save As' button below to save this file to your computer, choosing a unique file name (such as your church name and charity number). After saving, click the red 'Send to SEC' button to submit this file to the Provincial Environment Group for analysis.





provincial  
environment  
group

## The Scottish Episcopal Church

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