**Standalone toolkit checklist**

The first element in the Toolkit is a checklist table, which users are invited to complete to help understand where action has taken place and where action should be prioritised or engaged with. Groups can mark what changes they have already made and note new changes they can make that will make a difference – even the smallest action will help! Completing the checklist now and doing it again after a while will help keep a record of where changes have happened and will help users see the extent of the changes they have made.

The suggested actions are grouped under different subheadings; individuals may want to lead on a particular subheading within a larger eco group.

One crucial action is to calculate a carbon footprint and carry out an audit of current energy use, using the designated Energy Footprint Analyser (EFA), and therefore this comes first in the checklist. There are other existing tools which people may find helpful, such as the following:

Zero Waste Scotland <https://energy.zerowastescotland.org.uk/> provides free support and advice to organisations looking to reduce consumption and waste.

360˚ Carbon <https://360carbon.org/> is an online tool which helps calculate the carbon footprint of a church or organisation.

Eco-Congregation Scotland <https://www.ecocongregationscotland.org/> has lots of advice and suggestions for congregations – on energy use, liturgical resources and much more.

There are lots of other resources, many noted at the end of the document, but users can feel free to look at other options and help the Provincial Environment Group to gain knowledge. The Provincial Environment Group will continue to update the list and share helpful material.

**Toolkit Checklist**

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|  | **Task** | **All to do** |
|  | **Calculate the main elements of your carbon footprint** by using the new Energy Footprint Analyser (EFA) developed by the Provincial Environment Group at the Scottish Episcopal Church. Use this simple tool to calculate the carbon emissions associated with energy usage in your church, and additionally create a baseline that enables you to track this over time. Please send your 2021 calculation to PEG using the tool by Wednesday May 25th.  You can download the tool from the SEC website. Please note: You MUST download the free [Adobe Acrobat DC Reader application](https://get.adobe.com/uk/reader/) to use this tool. The tool must be opened in this application. |  |

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|  | **Tasks** | **Done** | **Could do now** | **Consider in medium or long term** |
| **A.** | **Reduce Energy Use and Improve Energy Efficiency** | | | |
| A1 | **Insulate all buildings** – e.g. church, rectory, halls - including walls, lofts, roof spaces, floors and central heating and water pipes, where possible. |  |  |  |
| A2 | **Reduce draughts** with curtains, insulation strips on doors and windows and by repairing cracked or broken windows or replacing with double glazing, maintaining appropriate ventilation. |  |  |  |
| A3 | Refurbish **radiators**; add ‘smart’ **thermostats** to better control where and when you need heat. |  |  |  |
| A4 | **Audit the various uses of your buildings** to plan when they need heating and for how long. |  |  |  |
| A5 | Install **low energy lighting, such as that provided by LED.** |  |  |  |
| A6 | Install **movement sensors on lights** that are only needed periodically, such as hallways, stairs, and bathrooms. |  |  |  |
| A7 | Buy **energy efficient electrical equipment** (A+++) when it needs replacing. Make sure appliances are never left on standby. |  |  |  |
| **B.** | **Move from oil and gas to alternative heating sources, which may require a longer term plan** | | | |
| B1 | Familiarise yourself with the document “Sources of guidance to churches on heating of buildings” and other property information from the SEC found [here](https://www.scotland.anglican.org/vestry-resources/buildings/). |  |  |  |
| B2 | Get a qualified person or organisation to do **an energy audit in order to suggest areas of improvement**. |  |  |  |
| B3 | **Switch to green energy tariffs** |  |  |  |
| B4 | Replace oil and gas boilers with **heat pumps and/or solar power.** |  |  |  |
| B5 | Where replacement of oil and gas boilers are not yet feasible, consider **hybrid heating systems.** |  |  |  |
| B6 | **Look out for grants** and community-based funding schemes to help finance changes. |  |  |  |
| **C.** | **Reduce transport emissions** | | | |
| C1 | **Encourage walking, wheeling and cycling**, use of public transport and car sharing (where appropriate). |  |  |  |
| C2 | Provide **bicycle racks and shelters** and where appropriate **charging points** for electric cars. |  |  |  |
| C3 | **Normalise meetings online** where appropriate, recognizing the need to balance this with in-person meetings to ensure flourishing of people and communities. However, please note that online video communication platforms such as Zoom/Microsoft Teams do increase carbon footprint, especially with video enabled. Footnote link: <https://doi.org/10.1016/j.resconrec.2020.105389> |  |  |  |
| **D.** | **Purchasing, food and waste** | | | |
| D1 | Consider what and why you buy to reduce waste and eliminate single use plastic, e.g. refillable cleaning products, buy in bulk where possible, use recycled and recyclable office materials. Fair trade, local suppliers, etc. |  |  |  |
| D2 | Refuse items that are unsustainable, such as single use plastics and carrier bags. Reduce your paper use and use sustainably sourced, eco-friendly paper and office products. |  |  |  |
| D3 | **Reuse** or **repurpose** surplus items and repair broken items. Consider hosting a repair café. Share larger items or skills with other groups or churches. |  |  |  |
| D4 | Make recycling bins easily accessible for paper, card, plastic, glass and food. |  |  |  |
| D5 | Consider how you can save water. Treating and heating water is an intensive process. |  |  |  |
| **E.** | **Investment** | | | |
| E1 | Follow SEC policy and guidelines on divestment and investments [found here](https://www.scotland.anglican.org/vestry-resources/general-information/ethical-investment-policy/) |  |  |  |
| **F.** | **Promote biodiversity and conservation** | | | |
| F1 | Use your grounds to **encourage biodiversity,** such as planting native flowers, shrubs and trees, creating a wildlife hotel and leaving some areas of grass long**.** |  |  |  |
| F2 | For smaller areas, plant **flower tubs** along the frontage of the church or car park. |  |  |  |
| F3 | Consider erecting **bird/bat boxes.** |  |  |  |
| **G.** | **Worship - Be the Church in action** | | | |
| G1 | **Embed care** for God’s creation in all of the Church’s life, and through our preaching, liturgy, worship and prayer. | | | |
| G2 | **Celebrate the *Season of Creation*** (1 September - 4 October) through services, liturgy teaching and events (SEC Liturgy). |  |  |  |
| G3 | Hold an annual climate-focused service on **Climate Sunday**, to explore the theological and scientific basis of creation care and climate action, to pray, and to commit to action. |  |  |  |
| G4 | **Pray for change** – many creative resources are available for praying for God’s earth, and for justice for the most vulnerable. |  |  |  |
| G5 | **Plan a pilgrimage** – an opportunity for people to reconnect with God and nature**.** |  |  |  |
| G6 | **Young people and Children -** explore with young people their insights and commitment to change, and encourage the adult church community to listen. Help young people to network with others. |  |  |  |
| G7 | Join **Eco-Congregation Scotland** to share in and learn from the collective wisdom of many other Scottish churches seeking care for God’s creation and climate action. |  |  |  |
| **H.** | **Education** | | | |
| H1 | Explore the wide range of **educational and theological materials** around climate change and Christian ecological responses. Lent and Advent Groups offer opportunities to respond in spiritually creative ways to the climate crisis. |  |  |  |
| **I.** | **Be the Church in community** | | | |
| I1 | **Form an eco-group** in your church as a starting point to discuss this toolkit and to engage with the SEC over the longer term |  |  |  |
| I2 | **Engage with other churches and local community groups** on climate issues; explore how you might work together, share skills and encourage one another. |  |  |  |
| I3 | Promote **local environmental initiatives** through the church magazine, posters, notices, and prayer. |  |  |  |
| I4 | **Host public events**, such as talks and workshops on climate issues, or offer your space for others to host events. |  |  |  |
| I5 | **Follow the work of others** – Tearfund, Christian Aid and the Joint Public Issues Team all have resources to help participation both in and out of church. |  |  |  |
| **J.** | **Seek Expert Advice, Fundraising options** | | | |
| J1 | **Refer** to expert organisations such as Zero Waste Scotland and Energy Savings Trust |  |  |  |
| J2 | **Prepare in advance** your carbon footprint for energy audit in preparation for funding applications |  |  |  |

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| **Checklist completed by:** |  | **Date of Vestry meeting to which checklist results will be reported:** |  |
| **Date completed:** |  |

**IDENTIFYING NEXT STEPS**

1. **Priority Actions**

Identify the next step for those actions that could be done now. Which should take priority? Who will be responsible for taking these forward? By when?

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| **Action** | | **Who’s responsible?** | **Target date for completion** | **Date of review by vestry** |
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1. **Further Actions**

Identify the next step for actions which could be considered in medium or long term. Who will be responsible for exploring these? By when?

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| **Action** | | **Who’s responsible?** | **Target date for completion** | **Date of review by vestry** |
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