

Churchcare Advertisement

1. Name and address of the Place of Worship:	
2. Work needed:	Services of a main professional adviser with conservation accreditation
3. Details of the project: (The building work to be carried out, approximate cost of building work if known and approximate time scale if known)	
4. Who to contact:	Name: Address: For questions telephone/ email:
5. Closing date for expressions of interest:	
6. Anticipated closing date for tenders:	

Advert Guidance notes

Use this form to submit an advert to be published on churchcare.co.uk. Adverts can be placed to request expressions of interest for the service of a professional adviser at any place of worship in England.

1. **Name and address of the Place of Worship**
Insert the name and address of the Place of Worship where the work will be carried out.
2. **Work needed**
State what the service required is. You can use our suggested text if you wish.
3. **Details of the project**
State what the project will involve (the building work to be carried out, approximate cost of building work if known and approximate time scale if known)- for example 'roof repairs to the nave and associated masonry repairs along with renewal of rainwater goods – approximate cost of works £125,000 – approximate start on site January 2013, completion January 2014.'
4. **Who to contact**
Give the name and address of the person expressions of interest should be sent to. Also provide a means of contacting this person with any questions- phone number/email.
5. **Closing date for expressions of interest**
Give a date not less than two weeks from the date the advert will be placed. Please note that it will take us up to.... to publish the advert on the Churchcare website from the date of receipt.
6. **Anticipated closing date for tenders**
Give a date when you expect that the tenders will be due in. This should be 3-4 weeks from the date you send the invitation to tender out to anyone who has replied to this advert.

Suggested advert text

The services of a conservation accredited professional adviser [or text given on form] are needed at [Name and address of POW]

for [Details of grant aided project]

Please reply giving your contact details to

[contact name and address]

to be invited to tender. The closing date for expressions of interest is []. It is anticipated that tenders will be required by a closing date of []

If you have any queries please contact [contact details for queries]