

Energy Footprint Tool Instructions

The Church in Wales has a target of net zero carbon by 2030. The Energy Footprint Tool is one of the tools that we have developed to monitor our progress. Using the energy use data of your church building(s), the Energy Footprint Tool calculates the amount of carbon (“the carbon footprint”) each building has produced over the previous calendar year. The calculation helps you to understand where you are starting from and how much progress you are making each year.

The tool is easy-to-use, available to all Church in Wales churches, and will assist us in reducing our impact on the climate.

1 Before you start

Please know that you will need the following information before you start:

- A figure for energy use for the previous **calendar** year.
 - o This can come in the form of kWh used, AND/OR cost (£).

The following information is optional:

- Estimated size of the building (in metres squared). This information may already be entered for you.
- Estimated average number of people visiting the church (either in a week or across a year).
- Estimated number of hours a week the church is open.
- Estimated number of miles OR money claimed for work-related travel across the year.

2 Logging into the system

Please visit <https://eft-wales.parishreturns.info>

- The homepage will appear. Go to the Church Users section. First-time users, please register first.
 - o If you have forgotten your password, please contact your diocesan administrator and they can sent it to you.

The screenshot shows the homepage of the Energy Toolkit in Wales. The header includes the Church in Wales logo and the text 'Energy Toolkit in Wales'. Below the header, there are two main sections: 'Diocesan Users' and 'Church Users'. The 'Diocesan Users' section has a 'Login' button. The 'Church Users' section has 'Login' and 'Register' buttons. Two callout boxes with red arrows point to the 'Login' and 'Register' buttons in the 'Church Users' section. The first callout box says 'Login in with your username and password' and the second callout box says 'First-time users, please register first'. At the bottom of the page, there is a footer with the Church in Wales Energy Toolkit logo and text.



The registration page is titled "Register" and includes the following fields and callouts:

- Username:** A text input field with a callout: "Create a Username of your choice". Below the field, it says "Required. 150 characters or fewer. Letters, digits and @/!/+/-_ only."
- First name:** A text input field with a callout: "Input your name and email".
- Last name:** A text input field with a callout: "Input your name and email".
- Email address:** A text input field with a callout: "Input your name and email".
- Password:** A text input field with a callout: "Create a password to access the EFT". Below the field, it lists requirements:
 - Your password can't be too similar to your other personal information.
 - Your password must contain at least 9 characters.
 - Your password can't be a commonly used password.
 - Your password can't be entirely numeric.
- Password confirmation:** A text input field with a callout: "Enter the Building password - the eight-digit code – that was sent to you for your church". Below the field, it says "Enter the same password as before, for verification."
- Building password:** A text input field with a callout: "Enter the Building password - the eight-digit code – that was sent to you for your church". Below the field, it says "Enter the one-off password given to you by your Diocese to grant you access to your building."

A "Submit" button is located at the bottom of the form.

- Previously registered, click "Login" to enter or view your data and enter your details.
- The Church Dashboard page will appear.

The Church Dashboard page shows the following elements:

- Header:** "Church in Wales Energy Toolkit" logo and navigation links: "Select Diocese", "Diocese Dashboard", "Import/Export", "Account", "Logout".
- Logged in as:** "Diocese: Test Diocese", "Building: Test Church 01".
- Section: Energy Usage for Test Church 01**
 - Progress indicator: "On complete Not submitted" (with a red arrow pointing to it from a callout: "Indicates % of EFT completed and whether the data entered has been submitted to the system").
 - Button: "Enter Data" (with a red arrow pointing to it from a callout: "Click 'Enter Data'").
- Section: Church Details**

Name	Test Church 01
Category	Church
Diocese	Test Diocese
Town	

- Click "Enter Data".



3 Entering your data

You can now start to enter the following data:

Buildings and Fuels Used

- The first question asks: “For how many buildings would you like to enter data?”. This is if you have multiple buildings or blocks, with different meter readings for each. This will multiply the form to allow you to enter your data for the different buildings/blocks.
- Next, enter all the sources of energy that the building uses, you can click more than one option. In the worked example, the church uses oil and electricity as sources of energy.

The screenshot shows a web browser window with the URL <https://ef-wales.parishreturns.info/dioceses/999999/church/2585/data-entry/#/start-entry>. The page is titled "Data Entry" and shows the user is logged in as "Diocese: Test Diocese" and "Building: Test Church 01". The form is titled "Buildings & Fuels Used" and has a progress indicator showing "Total 0 of 1 complete 0%". The first question is "For how many buildings would you like to enter data?" with a dropdown menu set to "1". Below this is a "Building Name" field with "Church" entered. The next question is "What sources of energy does this building use?" with checkboxes for "Electricity", "Gas", "Oil", "Alternative", "Solar", and "Other". "Electricity" and "Oil" are checked. There is a "Delete this building" button and a "Next Add a building" button. The footer of the page says "Church in Wales Energy Toolkit".

Energy Usage

On the 'Energy Usage' page, please enter the relevant energy information about your energy company and where possible energy use for the previous calendar year (in kWh, Cubic Metres, 100s Cubic Feet or litres annually, or the cost of the annual energy type in £).

The screenshot shows the "Energy Usage" form. The "Renewable tariff?" question has "No" selected. The "Electricity purchased (kWh)" field has "5000" entered. The "Cost of electricity (£)" field is empty. The "Oil purchased (litres)" field has "500" entered. The "Cost of oil (£)" field is empty. The "Does your tariff offset 100% of your energy?" question has "No" selected. A red arrow points to the "Oil purchased (litres)" field. A callout box on the right contains the text "Worked example:" followed by a bulleted list: "No renewable tariff", "5000 kWh electricity", "500 litres oil", and "No offsetting". The footer of the page says "Church in Wales Energy Toolkit".

- **Renewable tariff?** Fully-renewable tariffs are those offered by energy companies that purchase, generate and invest in renewable energy. The greenest tariffs are with companies that buy renewable certificates



together with the power that the certificate relates to. Energy companies that just purchase REGO (Renewable Energy Guarantee of Origin)-and obtain energy from the wholesale market are excluded.

- **Does your tariff offset 100% of your energy?** Some energy companies carbon offset the energy (balance out your emissions by removing carbon) that you use by investing and supporting projects that reduce or store carbon – they will state whether they do on their website. If you do not know whether your energy company does offset your energy, please tick 'unsure'.
 - o When moving on to the next page, you may get a message of “Are you sure?” if there are any blank spaces. If you do wish to continue, please do press the “Continue” button.

Building Size

- On this page there are optional demographic information asked about the building.
- **Building footprint** (square metres).
 - o This will be prepopulated for most churches.
 - o If this is not prepopulated, please feel free to estimate the size of the building.
 - The average church size is around 400m²
 - A large church is around 650-1200m²
 - A small church is around 100-250m²
- **Average attendance.**
 - o Estimated to incorporate any person that would enter the building (including services, groups, weddings, visitors etc) across an average week/year (whichever answer you give will prepopulate the other).
 - o For example:
 - An average of 50 people attending services a week = 2600 a year.
 - An average of 20 people visiting a week = 1040 a year.
 - A fresh expression that has 10 people a week = 520 a year.
 - Having an average of 1000 people attending weddings across a year = 19 a week.
 - Altogether, this would give around 100 people a week and 5000 people a year.
 - **Please remember, this just needs to be an estimate or best guess, please do not spend too much time on this!**
- **Number of hours church is open in an average week.**
 - o There are 168 hours in a full week. Even if your church is open 24 hours a day, indicate the number of hours it is used rather than just unlocked.
 - o Again, please do not spend too much time on this, an estimate or best guess is more than enough.

Diocese Dashboard / Churches List / Church Dashboard / Data Entry

Buildings & Fuels Used	Building footprint (sq metres)
Church - Energy Usage 4 of 5 complete 100%	200
Church - Building Size 2 of 2 complete 100%	Average Weekly Attendance (including all service/non-service/visitors) ?
Total 5 of 9 complete 100%	50
	Average Annual Attendance (including all service/non-service/visitors) ?
	2600
	Number of hours church is open in an average week ?
	11.00

Worked example:

- 200 sq metres
- 50 average weekly attendance
- 11 hours church is open

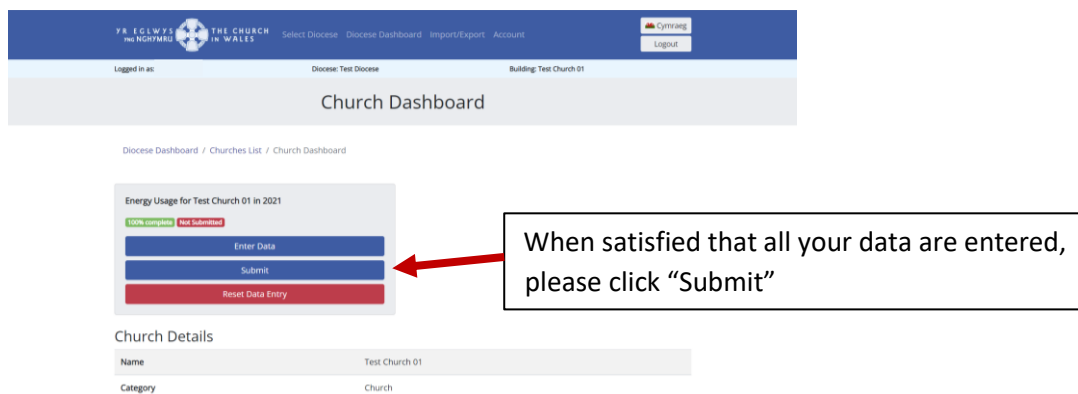


- **Work-Related Travel Expenses.**
 - o Whether any work-related travel expenses claims were made in the past year.
 - o If yes, how much? – The answer can be given in either Number of Miles or Cost Claimed (£).
 - o Again, if the information is not easily found/known, please do not spend too much time on this question and either guess or leave it blank.

4 Results Page

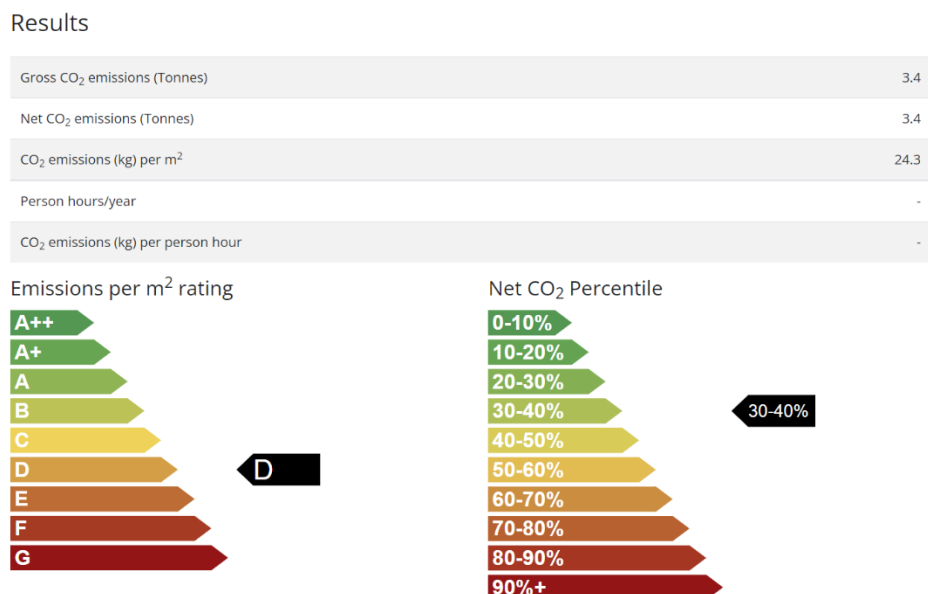
During the completion of the EFT it is possible to save and return to your submission later.

- Once you are satisfied that all your data are entered, click the 'submit' button to submit your EFT return. **Please remember to click "Submit" at the top of the page!**



- Gross CO₂ emissions (tonnes): The total number of emissions attributed to the energy used by that building.
- Net CO₂ emissions (tonnes): The total number of emissions attributed, minus the emissions attributed by certified green/renewable suppliers.
- Reported Offset (tonnes): The number of emissions reported as offset by the energy suppliers.
- Emissions per m² rating: Equivalent to national Display Energy Certificates for public buildings.
- Net CO₂ Percentile: Where your net footprint lies alongside all churches within the Church.

Worked example:



5 What's Next?

Now that you have calculated and submitted your carbon footprint, this section outlines some resources and advice where you can get additional information.

