



A Step-by-Step Guide to Completing the Energy Footprint Tool

Measure today. Change tomorrow.

Every parish can help care for God's people and creation - one footprint at a time.

Completing the Energy Footprint Tool (EFT) is part of our shared journey to net zero. Each year's data builds a clearer picture of energy use and helps us act more strategically together. It takes less than an hour and anyone with access to your energy bills (treasurer, churchwarden, administrator) can do it.

Why it matters

By filling in your EFT you enable your church to make wise, targeted decisions to reduce your carbon footprint. You'll also receive an instant energy-use report.

This can help highlight where energy is wasted and may help reduce your energy costs.

Importantly this year, churches must complete the EFT to access national funding.

Website: parishreturns.churchofengland.org [Energy Footprint Tool FAQs](#)

1. If you have other buildings as well as your main church, check which of these are in scope

Use the online building scope checker tool to see what buildings to include: <https://bit.ly/building-checker-tool>

Usually, if a building is not owned by the Church of England, you don't need to report it.

2. Gather your information

Collect your energy bills for all your church or parish buildings for 2025.

Include electricity, gas, oil, or any other fuels you use.

If you have solar panels, note their generation for the past year.

3. Find your energy data

Look at your energy bills to find your consumption and costs for the past year. Anyone with the bills can do it.

You'll need your kilowatt-hour (kWh) usage - this is often shown on the second page of your bills.

4. Enter your data online

Log in and submit your details on the Parish Returns system at parishreturns.churchofengland.org.

Use your usual Parish Returns login to open the Energy Footprint Tool. It is simple and straightforward to do.

5. Receive your report

After entering your data, you'll instantly receive your carbon footprint results.

You'll need this report to support any future applications for net zero or environmental funding.

6. Make the EFT an annual habit

Completing the EFT annually is essential to help build a long-term picture of your energy consumption and carbon footprint. To make the process easier and help track your energy use, we recommend taking and recording monthly meter readings.