



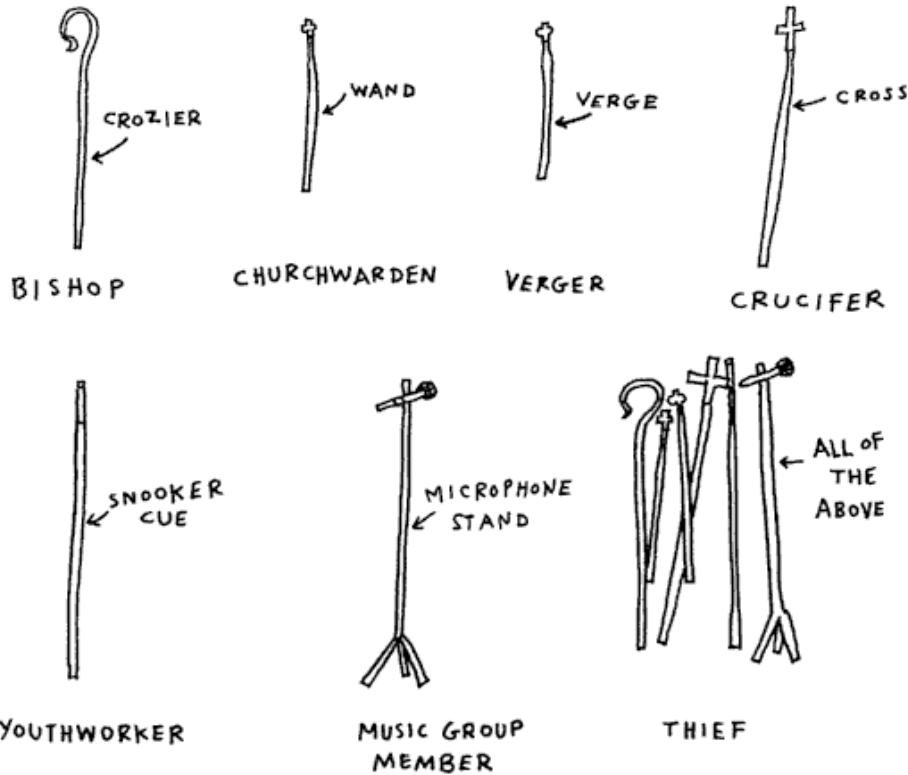
CHURCHWARDENS AND PCC OFFICERS RESOURCING EVENTS 2011

*Lord God, whose we are and whom we serve;
we place our lives afresh in your hands.*

*Take us as we are, and make us what you would have us to be;
and so fill us with your Holy Spirit that we may be strong for your service
and used wholly for your Glory.*

Through Jesus Christ our Lord. Amen

HOW TO RECOGNISE PEOPLE BY THE KIND OF STICK THEY ARE CARRYING



CartoonChurch.com

PROBLEMS

WHAT TO DO IF YOU HAVE ONE WHILST IN CHURCH

- ① SUMMON A SIDESPERSION. THEY HAVE FULL ACCESS TO A WIDE RANGE OF HYMN BOOKS AND OTHER SERVICE MATERIAL- THEY WILL BE ABLE TO ASSIST IN 95% OF CASES



- IF MORE SPECIALIST HELP IS REQUIRED A CHURCHWARDEN OR MEMBER OF THE CLERGY SHOULD BE SOUGHT. BOTH CARRY LARGE BUNCHES OF KEYS THAT UNLOCK ALL SORTS OF THINGS

- ③ IN THE HIGHLY UNLIKELY EVENT THAT YOU ARE UNABLE TO FIND HELP LOCALLY YOU CAN CONSULT A BISHOP. THEY HAVE GREAT EXPERIENCE AND QUITE A LOT OF BOOKS



- IF ALL ELSE FAILS I SUGGEST GIVING THE ARCHBISHOP A CALL. PLEASE BE AWARE THAT HE IS TERRIBLY BUSY, SO CAN ONLY ANSWER THE TELEPHONE ON TUESDAY AFTERNOONS

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CHURCHWARDENS AND PCC OFFICERS RESOURCING EVENTS 2011

7.00PM - 9.30PM

PROGRAMME

- 7:00 - 7:30 Arrival and refreshments.
- 7:30 Worship (To include Bible Study)
- 7:45 Meet your new Diocesan Secretary
- 8:00 Archdeacon input
- 8:20 Workshop options introduced
- 8:30 Workshop Option
- 9:10 Closing Q&A / Issues arising
(Questions gathered through the evening?)
- 9:30 Finish

FIRST POINT OF CONTACT

St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ

Tel: 0116 261 5200

Fax: 0116 261 5220

Diocesan Secretary: Jonathan Kerry (PA: Carol Gibbons tel: 0116 261 5326)

General Information & Reception	Helen Fields & Veronica Ponte	Houses: All enquiries to:	Dinta Chauhan Lesley Whitwell
		Council Tax, Water Rates	Lesley Whitwell
Churches:		Repairs	Dinta Chauhan
Faculties, Churchyards	Claire Strachan		
Quinquennial Inspections	Claire Strachan	Parish Funding, God's Gift Our Response	Andrew Nutter
Closed Churches	Andrew Roberts		
Church Halls	Andrew Roberts	IT	Phil Ash
Communications	Liz Hudon-Oliff	Pastoral Organisation	Andrew Roberts, Lesley Whitwell
News and Views	Liz Hudson-Oliff		
Diocesan Directory	Liz Hudson-Oliff	Stipends: policy	Jonathan Kerry
		Payments, Fees	Paul Wilson
Finance:		Removals	Jill Benn
Policy & accounts	John Orridge		
Trusts	John Orridge	Synod & Board of Finance	Jonathan Kerry
General Queries	Karen Issitt		
Parish Share	Paul Wilson	Vacancies	Andrew Roberts
Statistical returns	Paul Wilson		
		Glebe	Andrew Roberts

This is not an exhaustive list of all services provided from Church House, but they are those that you might need advice from during a vacancy. If you are unsure of who you need to speak to, please ask at Reception, who will be pleased to help you.

Email addresses and lots more information can be found on the Diocesan Website at:

www.leicester.anglican.org

THE ROLE OF A CHURCHWARDEN

Introduction

Taken from www.churchcare.co.uk

The role of a churchwarden is extremely varied but is best described as management, maintenance, and ministry. Management refers to the churchwarden's relationship with the clergy, the PCC and the members of the congregation; maintenance refers to his or her responsibilities to look after the church building; and ministry refers to their pastoral role with regard to the parish priest and to the congregation.

Actually it is more leadership than just management, even if a leadership that is shared with others. The churchwarden should be someone who the congregation respects as a leader and who can take charge when needed. A churchwarden may have to take a service at ten minutes notice, or deal with the press when some scandal occurs. He or she needs to guide the PCC to make the right decisions. Churchwardens should be wise, and if needed, firm. They should not be frightened when dealing with senior clergy. They should maintain their own Christian faith, and not let it become stale.

Many of the churchwarden's responsibilities are connected with maintenance. But there are also responsibilities in connection with the Sunday services, for keeping order in the church, and for collecting the church offerings. Churchwardens have to make various reports each year to the annual parochial meeting and to the archdeacon. They may be trustees of some charitable trust connected with the church. They have to go to all the meetings of the PCC and the standing committees, and should meet and pray regularly with the parish priest. Their work is not just the maintenance of the church building, but helping the smooth running of the church.

Their third and most important role is on a personal level. A churchwarden cares for the parish priest and the parish priest's family. A churchwarden should also care for the congregation, to encourage its members in their Christian faith, and to help heal any quarrels or disagreements that arise between them or between the congregation and the parish priest.

Shaped by God

the diocesan vision for mission

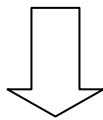
In July 2004, Diocesan Synod endorsed Shaped by God as the vision and strategy for the Diocese of Leicester. Last November, after a wide ranging consultation, review and refocusing, Diocesan Synod strongly re-endorsed Shaped by God as the ongoing and long term diocesan vision and strategy (more details of this review follow later). Distinct from a short term initiative, it is envisioned that Shaped by God is a permanent change in our culture and vision, that we may always be looking beyond the boundaries of the church, seeking to help God grow His Kingdom, both in breadth and depth, as people come to know the full life offered in and by Jesus Christ. After so many years of the church being used to Christianity being the majority belief in England and therefore the place of mission being on the margins of the church, the culture change which, in a late or post-Christendom era, puts mission central to all we are, is likely to be an endeavour that will take a generation.

"We are the clay,
You are the potter;
we are all the work
of Your hand"
Isaiah 64:8

A broad based 'umbrella' strategy under which all we do and are resides, Shaped by God has two main aspects:

Mission

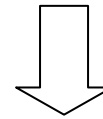
a vision of effective mission in every one of the three hundred churches across the diocese



The Nine Marks of Mission

Mission in Partnership

the best way to encourage, resource & reach out in mission is in partnership with others



Mission Partnerships

For more details on either of these see the full report, or perhaps more pertinently, the review of Shaped by God which can be accessed through the diocesan website or the Shaped by God blog (<http://sbg.dioceseofleicester.com>). In summary the six main learning points which emerged from the review were thus:

- ❖ The journey is urgent, yet long-term;
- ❖ The approach is intentional, innovative and flexible, recognising local context;
- ❖ The focus is the fruitfulness of mission, not the structures of mission;
- ❖ The structures are generous partnerships for mission
- ❖ The priority is confident witness of laity and clergy
- ❖ The destination is growth of discipleship and the number of disciples

The aim is to see each local church being encouraged, challenged and resourced, through the Mission Partnership, to live out mission more fully in its life day to day.

A key question for Churchwardens is how to keep the vision of Shaped by God positively on the agenda of the local church and how best to learn from and contribute to the calling of the Mission Partnership of which most churches are part.

YOUR SPIRITUAL LIFE

SOME TIPS ON MAINTAINING YOUR SPIRITUAL LIFE AS A CHURCHWARDEN

(From past and present Churchwardens)

- Look at the mundane tasks that need to be done as Churchwarden as part of worship;

“ A servant with this clause
makes drudgery divine
who sweeps a room as for thy sake
makes that and the action fine”
- Attend some worship if possible (at your church or another church) where you do not need to be in role as churchwarden
- Try to develop a system of deputy wardens or other ways of sharing responsibility and enabling participation
- Have someone you can talk things through confidentially – a soul companion, spiritual director or a trusted friend.
- House groups/short courses at Church or further afield – go as a participator.
- Have a fixed term for being Churchwarden (with some flexibility) to give you a timetable and framework.
- Someone once said to a Churchwarden in their last year – “it will feel very strange when you stop” – be honest about that, and the difficulties (as well as the joys!) of letting go.
- Equally, when starting, don't be shy of asking other Churchwardens locally advice – it can build relationships as well as give invaluable insights.
- Take some time to read the Gospel or reflect on the theme (or hymns) in advance of the service if you know you might be so busy as not to be able to take much in at the time.
- Try to keep a sense of perspective – the candles blowing out or the sound system failing might not prevent God's Kingdom from being built....even if others might temporarily think so.



DO'S AND DON'TS FOR CHURCHWARDENS

Don'ts

1. Don't do everything
2. Don't do it for ever

Do's

1. Do remember the vestry meeting: *you are a public representative of the community and chosen by them*
2. Do meet with your incumbent to plan and to care
3. Do meet with your fellow warden(s)



4. Do care for the fabric as part of the church's ministry
5. Do remember those who are different from you
6. Do remember you are the bishop's officers

7. Do relate to your archdeacon
8. Do be positive
9. Do see vacancies positively
10. Do remember your own spiritual health

SOME WORDS OF WISDOM

for a first time Churchwarden from a Churchwarden

So...you've just been appointed Churchwarden? Don't be nervous. Being an effective warden is not rocket science. At some levels, it is just an expansion on what you probably do in your own household. Except that now you are charged with the care of God's house.

In some churches the duties of a Churchwarden are quite formally set out and manuals might be provided. By and large they usually include responsibility for the physical "plant" of the church. This might include the sanctuary, the hall and the vicarage/rectory. Before you faint away, realize that, in practice this responsibility is shared, often with another warden, the minister/priest and indeed with the entire church council.

Your first step is to become very familiar with the "plant". Visitors and other infrequent attendees will be asking you questions. Get to know all the doors – when they are locked and who is authorized to have a key. How does the security system work? Get the codes. Get to know something about the heating system and how the thermostats are set. Find out how the exterior lights are controlled. In short, make the church as familiar to you as your own home. The underlying point to all this is that you will become sensitive to any anomaly. You will notice the open window, a sound system left on, an overhead fan needlessly whirling. **You will become a person who notices**, whether it is an overflowing toilet or an un-attended computer. Not that you must personally fix the toilet, for example, but you must ask someone who can, or quickly arrange for professional help.

Next, it would be great to become personally acquainted with the whole congregation. In practice, of course this is possible only in a small community, but it is worth the effort in any church. One approach to this is just to attend the stream of people exiting each service, (as is done by the clergy in some churches). Wear a name badge and boldly greet as many attendees as you can manage. Persevere in this and eventually people will stop wondering who you are. The underlying point to this is that you are the "go-to-person" for the congregation. Be prepared to hear all their concerns, except of course in spiritual matters.

The last function of the warden is to be a resource and support for your minister. You are expected to give counsel and to make available your worldly experience. Above all to be frank, but understanding, to be practical but compassionate.

You will find being a Churchwarden a most rewarding job.

CHURCHWARDENS' CHECKLISTS

(Churchwardens: A Survival Guide, The Office and Role of Churchwarden in the 21st Century by Martin Dudley and Virginia Rounding)

DUTIES OF CHURCHWARDENS

1. To keep proper records, including terrier of lands and inventory of articles belonging to the church.
2. To keep a logbook of alterations, additions and repairs.
3. To inspect the fabric and produce an annual fabric report.
4. To deliver the fabric report first to the PCC and then to the Annual Parochial Church Meeting (APCM), including an account of the inspection they have undertaken and all actions taken or proposed for the protection and maintenance of the building and the implementation of the quinquennial inspection.
5. To provide answers to the Articles of Enquiry, and complete the annual returns required by the diocese.
6. To present any matters they think ought to be brought to the Bishop's attention.
7. To recruit, train and manage the sidesmen.
8. In conjunction with the sidesmen, to care for the safety, warmth and well-being of the congregation.
9. In conjunction with the sidesmen, to maintain order and decency in the church and churchyard.
10. To be responsible for the cleanliness and overall appearance of the church and everything used, or worn, in it.
11. In conjunction with the sidesmen, to take, count, and lock away or hand over to the treasurer collection in church.
12. To attend meetings of the PCC and of the PCC standing committee as *ex officio* members.
13. To act as treasurer if the PCC fails to appoint another of its members to this office.
14. To ensure that the PCC meets its financial obligations.
15. To collaborate and co-operate with the incumbent in the carrying out of all the above duties, and in enabling the incumbent to carry out his or her own specific duties.
16. To have a duty of care towards the incumbent.

THINGS CHURCHWARDENS SHOULD KNOW

1. The contents of the Churchwardens Measure 2001.
2. Where to find information about
 - Filling in marriage registers and the law relating to marriage;
 - Completing a PUN form;
 - The Church Representation Rules;
 - The Canons of the Church of England;
 - The division of parochial fees.
3. How to interpret the church accounts
4. The whereabouts of registers of services, baptisms, confirmations, marriages and burials.
5. Whether Gift Aid envelopes are available in the church.
6. What happens to the collection during and after the service
7. Who the inspecting architect is.
8. Whom to contact in the event of an emergency with the fabric.
9. When and how to apply for a faculty.
10. Whether the minister resides in the parsonage house or has a licence for non-residence.
11. When the minister's day off is (i.e. when not to try to contact him/her).
12. How many bank accounts the PCC has.
13. Whether there are any non-PCC accounts administered by the churchwardens.
14. The names of the independent examiners or auditors.

THINGS CHURCHWARDENS SHOULD ASK

1. Is the incumbent taking sufficient time off?
2. Is he or she taking adequate holiday?
3. Is he or she claiming for and receiving full working expenses?
4. Are parish expectations of the priest's role reasonable?
5. Is the priest finding time for prayer and for study?
6. Is he or she taking advantage of opportunities for in-service training and continuing ministerial education?
7. Are the service registers kept up to date?
8. What happens to the completed registers?
9. Is the collection being counted by at least two people?
10. Are the amounts received being entered in the service register?
11. Are the amounts being divided between 'open' and 'envelopes' (stewardship and Gift Aid)?
12. How does the money get to the bank?
13. Who has keys to the church?
14. Who has keys to the safe?
15. Where are the parish chequebooks kept?
16. Who are the account signatories?
17. Does the PCC meet at least four times a year?
18. Are the proper notices displayed?
19. Is an agenda sent out in good time?
20. Where are the signed copies of the PCC minutes kept?

DUTIES OF THE PCC

1. To equip the whole church to fulfil God's mission in the parish and beyond.
2. To care for, maintain, preserve and take out adequate insurance cover for the fabric, goods and ornaments of the church.
3. To agree a budget and to be responsible for the income and expenditure of the parish.
4. To maintain proper financial records and accounting procedures.
5. To prepare annual financial statements and an annual report, and present them to the APCM.
6. To arrange for independent examination or audit of the financial statements.
7. To consult with the incumbent on matters of general concern and importance to the parish.
8. To co-operate with the incumbent in promoting the mission of the church.

DUTIES OF THE MINISTER

1. To celebrate the Eucharist (or cause it to be celebrated in his or her absence) and administer the other rites and sacraments of the Church.
2. To be responsible for liturgy.
3. To have ultimate responsibility for music performed during the liturgy, in co-operation with the director of music, organist or choirmaster.
4. To preach (or cause to be preached) at least one sermon every Sunday.
5. To instruct parishioners in the Christian faith.
6. To prepare candidates for confirmation.
7. To visit the sick
8. To be prepared to make himself or herself available to parishioners seeking spiritual counsel and advice.
9. To be diligent in prayer and study.
10. To chair the PCC, the PCC standing committee and the APCM.
11. To consult with the PCC.
12. To co-operate with the churchwardens.

DUTIES OF CHURCHWARDENS DURING A VACANCY

(from Bishop's regulations)

The following is a note of the responsibilities that fall upon the Churchwardens. However, this does not mean that the Churchwardens alone must do the work, their role is to ensure that these jobs are done, and they should discuss with their PCC colleagues the division of these tasks.

Since the Endowment and Glebe Measure 1976 the duties of churchwardens have reduced considerably. However, there are still a number of duties that have to be done as follows : -

- (1) The 'Official' sequestrators of the benefice are the Rural Dean and the Churchwardens for the purposes of management of the benefice endowment and other legalities. In practice this means that the Churchwardens are responsible for collecting any Fees that would be due to the incumbent if there was one in post (Weddings, Burials, Banns etc.). These should be passed to the Diocesan Secretary at Church House on a monthly basis under Section 3(i) of the Ecclesiastical Fees Measure 1986 and these will be used to offset the costs set out below.
- (2) The Rural Dean will assist the Churchwardens in providing for the services and other ministrations of the Church. The Churchwardens and the Rural Dean arrange, on behalf of the parishioners, for the continuance of the public services of the Church.

At least two months before the vacancy starts the Churchwardens need to agree with the Rural Dean the pattern of Sunday Services which will usually follow the established pattern unless cover is unavailable. Consideration will need to be given to who will conduct Services and who will provide cover for Funerals and Weddings, taking care that the priest or reader employed has the Bishop's Licence or Permission to Officiate in the Diocese.

Payments for taking Church Services are submitted, by the individuals who perform the services, to the Rural Dean who, in turn, passes the accounts to the Diocesan Secretary for payment.

NOTE: It is in order for the Churchwardens to recite the Matins/Evensong in case of emergency, e.g. if the visiting Minister is suddenly prevented from attending and no other replacement is available at short notice.

Undertakers and Funeral Directors will need to know whom to contact to arrange Funerals. Similarly, notice should be given to parishioners about whom they should contact about arranging Marriages, Baptisms and Calling of Banns.

- (3) The Churchwardens take care of the benefice house (in a multi-parish benefice this responsibility lies primarily with the Churchwardens of the parish in which the house is located) :-
- (a) It is the duty of the Churchwardens (in collaboration with the Diocesan Housing Committee) to exercise a general supervision of the benefice house and associated buildings and fences, and to notify the Property Committee of any repairs appearing to be necessary. The Property Department will be in touch to arrange a visit to inspect the house to note its condition and necessary repairs/improvements. The group will include the Archdeacon, Senior Property Manager, diocesan surveyor and churchwarden/s.
 - (b) The Committee is responsible for the repair of the parsonage house and no work should be put in hand without the express authority of the Committee.
 - (c) Hardwood trees growing in the grounds of the benefice house should not be touched without prior reference to the Committee, unless such action is necessary to avoid immediate danger to the general public. Softwood trees and hedges should be maintained at regular intervals.
 - (d) Frequent visits should be made by the Churchwardens to ensure that the house is properly secure. The alarm should be set at all times and the heating should be set to come on twice per day at a low level during winter. If the house operates on oil please alert the Property Department if the supply is low.
 - (e) If a longer than normal vacancy is envisaged attempts will be made to let the property, and this would be arranged by the Property Department. There are a number of benefits in having the house let during the vacancy. It transfers many of the parish responsibilities and provides an income which is used to support the work of the diocese. The council tax, water rates and utility costs would be borne by the tenant.
 - (f) Arrangements should be made to cut the lawn between March and September at three weekly intervals. Reasonable costs will be met but only following prior consultation with the Property Department.
 - (g) All Local Authority taxes, (if any) and Water Rates are paid by the Diocese.
 - (h) To avoid paying reinstatement and reconnection charges, the telephone should remain in situ but arrangements should be made with the service provider for the equipment to be limited to incoming calls only. The account for payment of rental during the vacancy should be passed to the Property Department.
 - (i) The Clergy Housing Committee is responsible for the insurance of the house.

The Property Department is represented by the Senior Property Manager – Mrs Nicky Caunt – and she can be contacted at Church House, St Martin’s East, Leicester LE1 5FX. Telephone 0116 2615200 or Nicky.Caunt@CovLec.org

- (4) The normal duties of Churchwardens continue with regard to the meetings of the PCC and the care and maintenance of the parish church and churchyard. In the case of difficulty the Churchwardens should contact Church House for advice from the appropriate Officer.

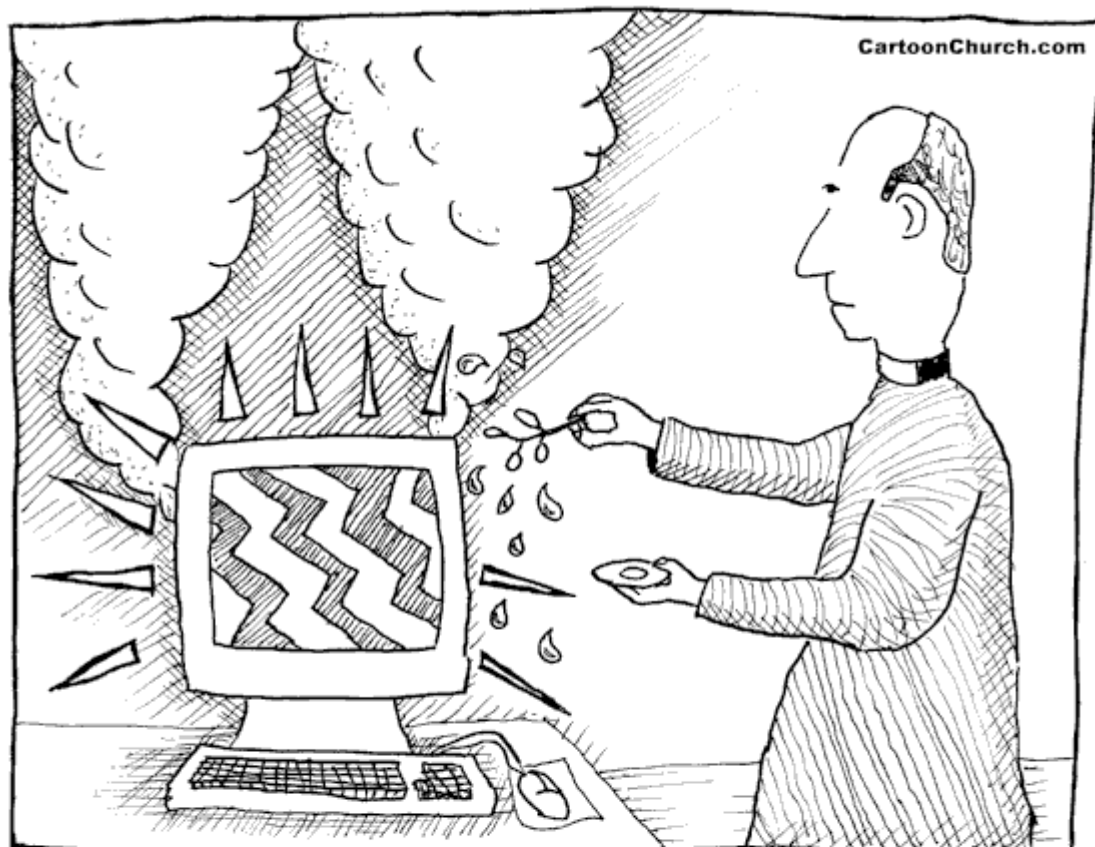
A GUIDANCE NOTE ON THE LENGTH OF TENURE OF CHURCHWARDENS

It is always helpful if work can be shared and an ever-increasing number of people participate in leadership responsibilities in the life of the church. With this in mind the Churchwardens Measure of 2001 introduced a disqualification from standing for Churchwarden so that no-one may be elected as churchwarden if they have already served six successive periods in office immediately prior to the present election. The purpose is to ensure greater participation in the leadership of the church. Churchwardens are encouraged to resist the temptation(?!) to continue in service beyond six years wherever possible. This would be helped by ensuring there is some succession planning in place. A Deputy Warden role is often an effective way of developing a Churchwarden ‘in waiting’ though beware that this cannot be a guaranteed development for a Deputy Warden as the Churchwarden is elected. The wider leadership of the local church should be involved in discerning where gifts for future Churchwardenly duties lie, and seek to develop prospective wardens in appropriate ways.

However, the APCM meeting is entitled, if it has not already done so, to pass a resolution that the six-year rule shall not apply to the parish. Although it is felt that the overruling of the six year rule should happen rarely, it is recognised that there may be occasions when, due to a lack of alternative candidates or the continuation of an interregnum, that the continuity of re-appointing an experienced churchwarden is necessary or sensible. A resolution to dis-apply the six-year rule can be expressed as being limited to a specific period of years or can be without limit. The six year rule can be re-applied upon a further resolution by the meeting of parishioners.

STATISTICS FOR MISSION

Once a year, normally several months before the Archdeacons Visitation, a short booklet is sent out for completion. This forms part of the mandatory Articles of Enquiry and collects a number of pieces of information about church growth, attendance and mission within parishes. This information is then collated for use in tailoring appropriate resourcing, training and encouragement both nationally and across the diocese. These statistics are a key part of understanding and celebrating the story of what God is going across the county and city and the time taken to complete them is very much appreciated.



PERHAPS SPRINKLING WITH HOLY WATER
WAS NOT THE BEST WAY TO
LAUNCH THE CHURCH WEBSITE

DISABLED ACCESS

DISABILITY DISCRIMINATION ACT 1995: what does it mean for you?

What is the Disability Discrimination Act?

The DDA makes it unlawful to discriminate against disabled persons in connection with employment, the provision of goods, facilities and services or the management of premises.

Why is the Act necessary?

Previous law on disability concentrated on employment issues rather than the broader issue of discrimination. By making discrimination unlawful, the Act aims at full inclusion of disabled people in society.

Does it affect us?

Yes: duties under the Act are placed on 'service providers', the definition of which includes churches. It does not matter whether the service is provided free or not.

'Service provider', what does that mean for us?

A church's primary purpose is for worship. However, most churches also have wider activities, whether concerts, education or tourism. All these are covered by the Act.

Is this just about wheelchair users?

No. The Act covers many forms of disability such as sensory, mobility, manual dexterity, hearing, sight and speech impairments and learning difficulties. The Act is therefore about making activities accessible to everyone: a theme fully consonant with the Christian faith.

So what do we have to do?

The Act has been brought into force in stages. Since 1999, service providers have had to take reasonable steps to change a practice, policy or procedure which makes it impossible or unreasonably difficult for a disabled person to make use of its services. For instance, if a disabled person were denied Communion at a church service, that would now be unlawful.

Also since 1999 service providers have had to take reasonable steps to provide auxiliary aids, where they would enable better use of a service by disabled people. Auxiliary aids are things like induction loops for hearing aid users, handrails and large print service sheets that enable people to take part in the service to the same degree as everyone else. Up until now no physical alterations to a building have needed to be made in order to provide these aids. However, from October 2004 service providers will have to have considered which physical features of a building inhibit use of services by

disabled people, and will need to take reasonable steps to remove the feature, alter, provide a way of avoiding it, or provide a reasonable alternative method of making the service available. For churches this could include looking at the access to the church and parts of the interior, use of WCs, notice boards, churchyards etc.

The implications of this new duty for churches have understandably caused concern. However, only reasonable alterations are required, and it is quite lawful to make services available whilst avoiding physical features or providing a service in a different way. The important principle is that all people are included in the provision of the service.

Does the DDA over-ride planning legislation and the need for a faculty process?

No. You will need to obtain a faculty for works in the usual way. Likewise planning and building regulations approval will also be required where necessary.

How do I go about working out what we should be doing in our church?

Do an access plan. This requires an assessment of various factors, as follows:

- Service Provision: What services do we provide and how and where do we provide them?
- Access Audit: What are the barriers to people wishing to use these services?
- Significance: How is the church (along with its fittings and furnishings) significant?
- Experience: What do disabled people in your congregation or community feel would best respond to their needs?

These factors need to be balanced and a list of priorities drawn up.

What about the cost of all this?

The issue of whether it is reasonable for a parish to undertake a particular scheme will be dependent, in part, on what it can afford; this would need to be set against other priorities. However lack of funds is not an excuse not to think about what can be achieved and to investigate options. It may be that as a result of your access plan it is agreed that various things can be phased in on a particular time-scale relating to finances and other objectives. If this decision is made, however, it would need to set a realistic and justifiable time-scale rather than putting things off indefinitely.

It should also be remembered that very many of the things that can be done will not necessarily be very expensive. For example, providing large print copies of service sheets may make a big difference to large number of people. Equally, the reception of visitors at the door at a time of service will be very much part of your plans for addressing the issues.

How do I do an access audit? Where can I get further help?

Information and help with audits:

- Widening the Eye of the Needle publication by the Council for the Care of Churches available from Church House Bookshop priced at £10.95 (020 7898 1300)
- Helpful documents and leaflets on approaches to considering access for disabled people and on audits and training from Through the Roof (Global House, Ashley Avenue, Epsom, Surrey, KT18 5AD; www.throughtheroof.org) and from Church Action on Disability, PO BOX 10918, Birmingham, B29 6WF, or email at coordinator@chaduk.org.

Process of assessing reasonableness:

- More detailed advice on the audit process and a church's responsibilities under the act is available in an advice note produced by the Council for the Care of Churches (CCC) and the Cathedrals Fabric Commission for England (CFCE), available free of charge from the CFCE, Church House, Great Smith Street, London, SW1P 3NZ.
- A longer version of this paper is available in the Churchwarden's Yearbook for 2004.

The Act:

- A Code of Practice has been produced to accompany the Act and both this and the Act itself are available on the website of the Disability Rights Commission (www.drc-gb.org) or they can be purchased from The Stationery Office (020 7873 9090).

Useful people and places to contact:

- Council for the Care of Churches, Church House, Great Smith Street, London, SW1P 3NZ
- [Diocesan Office and Diocesan Advisory Committees](#)
- Local Council for Voluntary Service or Community Council in your area
- Local Authority Access Officer
- Ministry Among Deaf and Disabled People, Church House, Great Smith Street, London. SW1P 3NZ

THE FACULTY PROCESS AND THE DAC AND HOW THEY EXIST TO HELP PARISHES

Why Faculties?

You have all heard of faculties, and most of you will have been party to submitting a faculty to the Diocesan Chancellor for repairs or changes to your church and its contents.

There is a temptation for churchwardens and clergy to think that the need to obtain a faculty is a bureaucratic interference with the PCC's freedom to organise its place of worship as it wishes.

There are 4 reasons why such thinking is misguided.

- (i) The alternative is control by the local planning authority
 - If the Church did not exercise control over church buildings, the local planning authority would do so. It is desirable for Christians to be the judges of what should be done to church buildings. Some changes to churches involve very different issues of churchmanship and theology, and such issues would not be properly appreciated by the secular planning authorities.
 - Most architecturally important buildings have to obtain listed building consent before they are altered. The church is privileged, because it does not have to do this under an exemption known as the Ecclesiastical Exemption, periodically re-negotiated with the Government.
 - Instead, churches have to obtain a faculty from the diocese. This is a delicate issue in the relationship between the Church and the State. If PCCs do not obtain a faculty before carrying out alterations and major repairs to a church building, this Exemption is prejudiced, and the Church of England could lose its privilege of being able to decide what should happen to its own property. Church buildings would then become totally subject to the secular system.
- (ii) Advice from the Diocesan Advisory Committee
 - One of the first stages in the Faculty process is to discuss your proposals with the Diocesan Advisory Committee for the Care of Churches (the DAC). The job of the DAC is to advise. First of all its advice is usually sought by PCCs and anybody else who is applying for a faculty. Later, it gives formal advice to the Chancellor on whether or not it considers the faculty should be granted.
 - The DAC is very well qualified to give advice. It has members with knowledge of history, development and use of church buildings, Church of England liturgy and worship, architecture, archaeology, art and history, heating, lighting, bells, organs, etc. These members of the DAC give their services free, as their offering to the church. No one church is likely to have available such expertise within its own congregation.

- The DAC is there to help you, and to offer helpful advice on your proposals, free of charge.

(iii) The legitimate interests of the community

- The community as a whole has an interest in the care of churches, as part of our national heritage. The church building may remain for centuries, for many future generations to enjoy.
- It is right that bodies such as English Heritage, the Amenity Societies and the Local Authority Conservation Officer have a statutory right to be consulted on proposals, and that the local parishioners, whose church it is as well as the congregation's, have the right to comment through the 28-day Public Notice procedure.

(iv) The need for church rules

- On a practical level, the Faculty rules protect the church building and its contents from the whim of a parish priest or the PCC at any one point in time. For example, someone may give a pair of candlesticks to a church in memory of a departed relative. If no faculty is obtained to introduce them into the church, the next parish priest might take a dislike to them, take them out, and put in some he liked better, and the originals would have no protection.
- Work undertaken without a faculty leaves the PCC exposed to the possibility not only of subsequent objections to the Chancellor, but also to an order from the Chancellor to re-instate, at the PCC's expense, what has been changed.
- Faculty permission provides the PCC not only with authority to undertake work but also with protection against any disaffected person intent on causing trouble.

So, for all these reasons, please do not regard the need to obtain a faculty as red tape!

How do the DAC members and staff help the PCC to work the Faculty process?

The assistance we are able to give falls into four broad categories: -

- A. Maintenance of churches
- B. Information resource about church buildings
- C. Making changes to churches
- D. Working the Faculty process

A. Maintenance of churches

1. The Church Architect

The PCC is required under the Churches Inspection Measure 1955 to appoint an architect to undertake an inspection of the church fabric every 5 years. Repairs to the fabric should be undertaken on the basis of his advice and his works specification.

To assist PCCs the DAC maintains a list of architects authorised to undertake such inspections. If the PCC's architect retires, or the PCC wants to change architect for whatever reason, the office can provide you with a copy of the DAC List on request for the PCC to make a choice.

It is good practice to keep the architect informed of all proposals which the PCC may have which affect the building.

2. Minor Works

Some minor works defined by the Chancellor in the Minor Works List (attached) may be undertaken without a faculty.

There are two categories: -

- a) Routine maintenance, such as clearing, cleaning, re-painting (as before) may be undertaken without a faculty and with no prior consultation with the DAC
- b) Some works of minor repair and disposal of fixtures and fittings may be undertaken without a faculty, but **do require prior consultation with the DAC or Archdeacon**. This requires the completion of a simple Minor Works Form (attached), which can be processed through the office within days

We are willing to give advice when requested.

3. Urgent maintenance problems

From time to time, repair problems arise which require urgent attention because failure to attend to the problem might cause additional damage and expense e.g. ingress of water through the roof; there is a danger to people e.g. falling stonework; there is a security problem e.g. arising from vandalism; or because of the loss of a basic service, e.g. boiler breakdown.

In these circumstances, contact the DAC Office who will: -

- Liaise with the Archdeacon as appropriate
- Usually authorise any investigative action which needs to be taken, possibly after consultation with a DAC member
- Request the PCC to seek, from the Diocesan Registrar, the Chancellor's Consent for emergency work to be done, and to submit a Confirmatory Faculty Petition subsequently

The Church Architect should always be consulted in such situations.

4. Churchyards

Churchyard trees, walls and gravestones frequently give rise to a variety of safety/maintenance/legal problems. All are subject to the Faculty process, and local authorities also have to be consulted if there are tree preservation orders, conservation areas and closed churchyard issues. These can often prove complex matters, especially closed churchyards, and we are happy to advise on any situations, which a PCC may face.

B. Information resource about church buildings

We have resource material on a wide range of subjects, which can be referred to.

We have Advisory Notes for PCCs/Church Architects, which may be found for both dioceses on the Leicester Diocesan website at

<http://www.leicester.anglican.org/diocese-info/dac/advisory-notes/>

We can draw on the advice of DAC members experts in their fields such as heating, lighting, organs, bells, etc. and on occasions we can draw upon the advice of the national Church Buildings Council for more specialist areas such as monuments, stained glass, etc.

The pool of knowledge about churches in the diocese of DAC members is extensive and we are able to help parishes thinking of re-ordering and extensions particularly by suggesting churches they might like to visit to see what has been done elsewhere. It all helps PCCs in considering their options.

From time to time we organise seminars for Church Architects on subjects, which we hope, will assist them in caring for the church fabric.

Every year the DAC members spend one day as an educational exercise for themselves visiting approximately 6 churches in the diocese to look at work that has been done or is being considered, to discuss with Churchwardens any concerns they may have about the buildings, or purely to improve their knowledge about the church buildings visited.

If you need information, the DAC staff are available to be consulted on any problems you may have with church buildings and churchyards. If we don't know the answer we will endeavour to find out or point you in the right direction.

C. Making changes to church buildings

1. Seek early DAC advice on changes you may be thinking about

Many PCCs are considering changes to their church building to: -

- Enhance its use for worship and mission
- Improve the “comfort” factor with better heating, toilets, lighting, etc.
- Provide additional facilities for children’s work during worship, social engagement after worship, meeting rooms, etc.
- Introduce facilities under the Disabilities Discrimination Act such as ramps, disabled toilets, hearing loops, etc.
- Introduce facilities to allow wider community use of the church e.g. to provide post office facilities

The staff and members of the DAC are available for informal discussion with PCC representatives in the church, and we welcome requests so to do.

The value of such discussions when the PCC's ideas are still at a formative stage before specific proposals are produced and architect's fees incurred cannot be emphasised too much. We can provide a valuable input in the early stages especially when re-ordering, new heating and new lighting schemes are envisaged. And, as previously said, are able to suggest churches which might be visited so that PCCs can see for themselves how other PCCs have tackled similar situations and what the outcome is.

Advice can also be given on informal discussions with the local Planning Officer in respect of external alterations, for which planning permission is always required.

2. Preparation of Statements of Significance and Needs

Faculty applications are required to include: -

- A Statement of Significance, when significant changes are involved
- A Statement of Needs

The purpose of the Statement of Significance is to help parishes to assess the things, which comprise the special significance of their church including architectural features, archaeological remains, fine furnishings, etc.

The Statement of Needs is a document agreed by the PCC, which sets out: -

- The needs to be fulfilled by the proposal
- The reasons why the changes are regarded as necessary to assist the church in its worship and mission
- The reasons why the needs cannot be met without making changes to the church building
- Alternative options considered for meeting the needs and why they have been rejected
- Evidence of support within the congregation and the local community

These documents are a valuable way of enabling the PCC to become focussed on what is really needed and strengthen its "case" in "selling" proposals to the congregation and wider community. It needs to be remembered that the wider community, who may rarely attend worship, can get very excited by what may appear to be significant changes to **their church**.

They also enable those charged with considering the Faculty application (the DAC, Chancellor and, where appropriate, the secular bodies) to reach their decisions quickly and fairly equipped with the basic facts secure in the knowledge that the PCC has a clear idea of its chosen direction and the consequences of this for the fabric and contents of the church.

The expertise of the DAC is available to help the PCC in formulating these Statements and we are willing to visit informally to talk through them or comment on drafts sent to us. We can also supply copies of Statements by other PCCs.

All this helps to eliminate/minimise potential problems further along the process.

D. Working the Faculty process

1. Two stages.

The DAC works on a two-stage basis.

It will consider informally draft proposals put to it for advice. They will be considered at the next meeting and the DAC's comments/suggestions relayed back. It may be appropriate for a sub-committee to visit if there are aspects of the proposals requiring further consideration.

When the PCC has formulated its final proposals taking account of advice received these are then submitted as a formal application for a DAC Certificate from the Committee.

2. Consultation with English Heritage, Amenity Societies, the Local planning Authority, the Council for the Care of Churches (CCC) and other bodies

In those cases where the proposed works involve alteration to, or extension of, a listed church to such an extent as is likely to affect its character as a building of special architectural or historic interest, or are likely to affect the archaeological importance of the church, then the above bodies have to be consulted, although their agreement is not required.

It is desirable for consultation with English Heritage, Amenity Societies and the Local Planning Authority to be undertaken as soon as the Statements of Significance and Need, together with an options analysis of **all** the possible ways of meeting the Needs, have been completed during the preliminary stage of informal consultation.

On significant proposals (usually extensions and/or re-ordering) the DAC Secretary will arrange a single site visit of these bodies and DAC representatives in order to minimise the demands on the time of parish representatives, and to enable all bodies with an interest to hear what each other is saying. In every case, please contact the DAC Secretary first. **N.B.** This **excludes** any site visits in respect of English Heritage grant applications, which the PCC must arrange.

Natural England (previously known as English Nature) needs to be consulted, **directly** by the PCC, if the church has bats or a history of roosting bats and the proposals (e.g. structural repairs or timber treatments) may affect the bats or their roosts.

3. Submitting the Faculty application

When the PCC is ready to send the formal application for a DAC Certificate to the DAC for consideration, delay in the process can be minimised by: -

- checking the closure date for agenda items for DAC meetings on the website, and submitting the application in time for the cut-off date

- Submitting all the material required at the outset (2 sets) thereby obviating the need for further correspondence. There is a checklist at the end of the Faculty form.

If you need advice as to what to include, please consult the DAC office.

4. How is an application processed by the DAC?

- Usually, the application is referred to appropriate members prior to the meeting to enable them to make informed comments on the detail to the DAC
- Applications are considered at the next DAC meeting – **if received before the deadline for new business**
- The DAC may require further information or consider it desirable for a sub-committee to visit if it is unable to reach a conclusion on the advice it wishes to give to the Chancellor
- The DAC, on completing its consideration, is required to complete a Certificate of Advice (Form No. 1) which: -
 - Recommends the work; or
 - Raises no objection; or
 - Declines to recommend the work
- A Certificate of Recommendation or No Objection may contain conditions e.g. for an Archaeological Watching Brief
- **Please remember that receipt of the DAC Certificate is NOT an authority to do the works.** Authority is only obtained when you receive the faculty from the Chancellor
- The DAC Certificate, 2 copies of the Public Notices, a partially completed Faculty petition and all the papers submitted for the application are then sent back to the PCC. The Public Notices should be displayed by the PCC for 28 days, and from there the PCC must send the completed Petition form, supporting paperwork, and Public Notice to the Registrar who will then ask the Chancellor to consider the application for Faculty approval.
- If the DAC recommends, or has no objection to the proposals, and the application: -
 - **Does not require amendment** the DAC office sends to the PCC: -
 - 1) A covering letter explaining what to do next
 - 2) The DAC Certificate, copied to the Diocesan Registrar
 - 3) Two completed Public Notices for display
 - 4) The Faculty Petition (partially completed) and all the papers submitted by the PCC to the DAC
 - **Does require amendment** following the DAC process, the DAC office sends to the PCC: -
 - 1) A covering letter explaining what to do next
 - 2) The DAC Certificate, copied to the Diocesan Registrar
 - 3) The partially completed Faculty Petition, with the accompanying papers, for appropriate action by the PCC, and subsequent submission by the PCC directly to the Diocesan Registrar

- If the DAC declines to recommend the work, the PCC is entitled to petition the Chancellor to issue a faculty notwithstanding the DAC's decision.

5. How do you petition the Chancellor to issue a Faculty?

- The PCC displays two copies of the Public Notices for 28 days in accordance with the instructions provided – i.e. one inside and one outside the church
- After the Public Notices have been displayed for 28 days, complete and sign both copies of the Certificate of Publication and send to the Diocesan Registrar one copy of: -
 - Certificate of Publication
 - Public Notice
- The Faculty cannot be issued until the Public Notice and Certificate of Publication have been sent to the Diocesan Registrar and he has confirmed that there are no objections
- The Chancellor will issue the Faculty shortly afterwards
- The Diocesan Registrar will be pleased to assist you if you have any enquiries during this stage.

6. What happens if there are objections?

Objections to a Petition may be raised during the Notice Period.

Objections have to be sent to the Diocesan Registrar. Once received, the objector has a potential liability for legal costs.

If all parties agree, the Chancellor may consider the representations and determine the application in writing. Otherwise, the case will be heard at a Consistory Court hearing before the Chancellor, usually in the church, which is the subject of the Petition. The Chancellor's decision is delivered in writing at a later date.

The DAC, as part of its role, advises PCCs in trying to find solutions which are unlikely to necessitate a Consistory Court hearing, or in unusually complex cases which are likely to result in a Consistory Court hearing, to help the PCC produce as robust a case as possible in support of their proposals.

Conclusion

Inevitably, this is a brief summary of the process and how we can help PCCs work it for the benefit of each church building and in the wider task we all have of promoting the church's mission.

If you wish to discuss any matter in more detail please write to: -

The DAC Secretary, 1 Hill Top, Coventry, CV1 5AB, telephone 024 7652 1200 or preferably by email: Claire.Strachan@CovLec.org or Rupert.Allen@CovLec.org

PROCEDURES FOR OBTAINING A FACULTY

This leaflet gives a brief outline of the procedure that applies for obtaining a **faculty** (that is, a permission) from the Chancellor of the Diocese. The statutory requirements as from 1 January 2001 are laid down in the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 and the Faculty Jurisdiction Rules 2000.

Faculties are granted by the Chancellor, who is, the judge of the Consistory Court. The granting of faculties in more straightforward cases is delegated by the Chancellor to an Archdeacon.

A faculty is normally needed for all repairs, alterations or additions (including disposals and other transactions) to Church of England churches, their contents and the churchyards and land belonging to them. There are a few exceptional circumstances where a faculty is not required for certain minor works see page 7. If there is any doubt as to whether a faculty is needed, you should consult the DAC Secretary **before** starting the work.

Faculty permission provides the PCC not only with authority to undertake work but also with protection in the event of any subsequent objections to work that has been done.

Work undertaken without a faculty leaves the PCC exposed to the possibility of not only subsequent objections to the Chancellor but also to an order from the Chancellor to re-instate what has been changed at the PCC's expense.

Informal consultation

A. Seeking early DAC advice

The first step is for the PCC to consider what needs to be done, the options available and then to develop proposals.

The PCC's architect or surveyor should be consulted on all proposals that affect the church and the Archdeacon should be briefed and kept up-to-date as appropriate.

Advisory Notes on a range of issues are available and may be accessed on the diocesan website.

The DAC Secretary should be consulted at an early stage especially on: -

- Technical issues such as heating, lighting, bells, organs and stained glass so that specialist DAC members may be made available to give informal, free advice on site
- Re-ordering or extensions so that the DAC Secretary and/or members can offer initial informal advice on proposals, on the process involved, preparation of Statements of Significance and Needs, and on statutory consultation with other bodies such as English Heritage, Amenity Societies and the Local planning Authority

PCCs are encouraged to seek informal advice from the DAC on all proposals as a matter of course. The value of such discussions when the PCC's ideas are still at a formative stage before specific proposals are produced and significant architect's fees incurred cannot be over emphasised. This assists the PCC in considering possibilities/options, ascertaining if the Statements below are required, and in preparing them.

B. Statements of Significance and Need

The Faculty Jurisdiction Rules 2000 require PCCs submitting a faculty application for significant changes to a listed church to accompany the application with a Statement of Significance and a Statement of Need.

What is a 'significant change' will depend very much on the facts: structural changes, the removal of furniture (for example, pews or the organ), and the removal or insertion of a stained glass window will always be significant. In a Grade I listed church, the introduction of some new feature, even if quite small in itself, may affect the character of the building and should be treated for this purpose as significant.

These Statements are not required to accompany faculty applications for churches which are unlisted (a very small minority), and for works on a listed building which are not significant for the fabric, and where the need is readily apparent e.g. up-grading light fittings, installing sound and/or loop systems, replacing a failing heating boiler, roof repairs involving no change in materials, etc.

However, the DAC Secretary should be consulted for clarification before assuming Statements are not required.

The Statements should be 2 separate documents to enable those charged with considering the application (the DAC, Chancellor and, where appropriate, the secular authorities) to compare the significance of the church with the perceived needs which are to be fulfilled through the proposal, equipped with the basic facts secure in the knowledge that the PCC has a clear idea of its chosen direction and the likely implications for the building.

A **Statement of Significance** is a document which summarises the historical development of the church and identifies the important features that make a major contribution to the character of the church.

The Statement should be in 2 parts: -

Part 1 should seek to provide a holistic overview of the significance of the church (including architectural features, archaeological remains, fine furnishings etc.), which could be re-used to support subsequent faculty applications for significant changes. The PCC is recommended to prepare this independently of any faculty application; include it in the QI Report and regularly review it.

Part 2 is, in effect, an impact assessment which focuses on the particular part(s) of the church or its curtilage, affected by the proposed works. This part should be newly created for each separate proposed change.

The format should be no more than 3 sides of A4 (preferably 1) and include a ground plan with at least 2 photographs.

The **Statement of Need** is a document agreed by the PCC, which sets out: -

- The needs to be fulfilled by the proposal(s)
- The reasons why the changes are regarded as necessary to assist the church in its worship and mission
- The reasons why the needs cannot be met without making changes to the church building

It is important to demonstrate that the PCC has looked at all possible options for meeting the needs and the impact of each on the building, with robust reasons why the proposed option is being pursued and the other(s) rejected. Such an options analysis is particularly important when the preferred option is an extension as English Heritage, the Amenity Societies and the Local Planning Authority (from whom planning permission will be required) will need to be thoroughly convinced that it is not possible to achieve what is needed by a more effective use of space within the existing church structure.

A long document **is NOT necessary!** The contents will vary with the changes proposed, but here are three examples of what might be appropriate:

Example A: It is proposed to clear the pews and pew platform from part of one aisle, to carpet it, introduce chairs, and so create a space with a number of uses, as a meetings area and for children's activities. Here it would be important not only to explain that plan, but also to say why there were no adequate facilities elsewhere (e.g. there was no parish hall, or it was too far away, or across a dangerous road, for children's use) and why the need was now perceived (e.g. new development which had increased the population of the area, or recent success in attracting young families).

Example B: It is proposed to replace the stained glass in a window at the east end of the south aisle. It would be essential to describe (probably with a photograph) what the existing window looks like (perhaps it is simply a pattern of coloured glass) and how the new window will express some idea or provide a new focus for the attention of worshippers. Perhaps the aisle is used, or will be used, for small mid-week services and the new window will be a welcome feature in that context.

Example C: It is proposed to create a new vestry/office area in the south-west corner of the church. The proposed glazed screen will also provide an inner porch to the south door. In this case, it might be that one of the purposes of the changes was to provide a base in the parish for the incumbent, who now lives in another village some miles away. The elimination of draughts from the south door is another sensible step. And, perhaps, the changes would also enable the old vestry off the chancel to be used for a crèche.

It will be seen from these examples that there is no need for elaborate, formal explanations. The Statement of Need simply sets out the compelling reasons for the proposed changes.

These Statements are a valuable way of enabling the PCC to become focussed on what is really needed and strengthen its “case” in “selling” proposals to the congregation and wider community. It needs to be remembered that the wider community, who may rarely attend worship, can get very excited by what may appear to be significant changes to **their church** and raise objections.

The expertise of the DAC is available to help the PCC in formulating these Statements and copies of Statements by other PCCs can be supplied. The guidance of the Church Buildings Council (CBC) may be found on the joint website for both diocese (<http://www.leicester.anglican.org/diocesan-info/subsite/dac.aspx>).

C. Consultation with English Heritage, Amenity Societies, the Local Planning Authority, the Council for the Care of Churches (CCC) and other bodies

Where the proposed works involve alteration to, or extension of, a listed church to such an extent as is likely to affect its character as a building of special architectural or historic interest, or are likely to affect the archaeological importance of the church, then the above bodies have to be consulted.

It is desirable for consultation with English Heritage, Amenity Societies and the Local Planning Authority to be undertaken as soon as the Statement of Significance and Need, including the options analysis, have been completed during the preliminary stage of informal consultation.

On significant proposals (usually extensions and/or re-ordering), the DAC Secretary will arrange a single site visit of these bodies and DAC representatives in order to minimise the demands on the time of parish representatives, and to enable all bodies with an interest to hear what each other is saying. In every case, please contact the DAC Secretary **before** contacting these bodies seeking a site visit. **N.B.** This **excludes** any site visits in respect of English Heritage grant applications, which the PCC must arrange.

English Heritage must be consulted in respect of all alterations, however small, to Grade I and II* churches and major internal changes which affect the character of Grade II churches. For the Diocese of Leicester, English Heritage accepts they have been consulted when the DAC has been requested for informal advice and the proposal is on the DAC agenda that English Heritage receives. The PCC, therefore, does not need to consult them directly.

In respect of proposals involving alterations or an extension likely to affect the special archaeological or historical interest or likely to affect the archaeological significance of the building the appropriate **Amenity Society(ies)** and the Local Planning Authority should be consulted.

The age of the church, the nature and affect of the proposed works determine which one or more of the **National Amenity Societies** should be consulted (details on page 3 of Useful Addresses).

External changes to the church will require **planning permission** in addition to a faculty. The Church Architect or Surveyor should be consulted on the appropriate action required.

In addition, the **Church Buildings Council (CBC)**, which is a national church organisation at Church House, Westminster, has to be consulted on issues of historic, archaeological or artistic interest. The CBC has access to nationwide knowledge, expertise and experience, which can be invaluable.

English Nature needs to be consulted, **directly** by the PCC, if the church has bats or a history of roosting bats and the proposals (e.g. structural repairs or timber treatments) may affect the bats or their roosts.

The PCC is required to consult these bodies when their proposals make it appropriate, and comments/advice received must be considered by the PCC in formulating its final proposals for Faculty submission.

Please remember that if the appropriate consultation has not taken place by the time the application reaches the DAC for formal advice, the PCC will be asked to undertake it as the Chancellor is required to ensure that such bodies have been consulted, and will consult them directly if necessary. Failure by the PCC to consult at an early stage inevitably introduces avoidable delay into the process later on, and could potentially introduce opposing views to the proposals, which the Chancellor may consider can only be resolved by holding a Consistory Court hearing.

Please consult the DAC Secretary if you are in any doubt on how or when to consult these bodies.

Formal consultation

A. Submitting the application for a DAC Certificate to the DAC

Firstly the PCC must pass a resolution supporting the proposals. The minutes should record any other views and the voting figures.

- When the PCC is ready to send the formal application form (Application for a DAC Certificate) to the DAC for consideration, the principal enclosures are: -
 - Application for a DAC Certificate form
 - Statement of Significance
 - Statement of Needs
 - Copy of PCC resolution authorising the works and the voting
 - Architect's detailed specification for the work, materials to be used and methodology of working
 - Drawings, plans and other relevant documents including a site and church plan

- Planning Permission (for external work)
- Correspondence with English Heritage/Amenity Societies/Local Planning Authority
- Approval letter from insurers
- Quotes/estimates from architect/contractors
- Photographs to identify proposed works

If you need advice as to what to include, please consult the DAC Secretary.

B. How is an application processed by the DAC?

- Usually, the application is referred to appropriate members prior to the meeting to enable them to make informed comments on the detail to the DAC
- It may be necessary, prior to the meeting, for a member to check out or ask for more details with the parish and/or visit for clarification
- Applications are considered at the next DAC meeting (held every 6 weeks)
- The DAC may require further information or consider it desirable for a sub-committee to visit if it is unable to reach a conclusion
- The DAC gives statutory advice, to the Chancellor, on the appropriateness of the works in the light of heritage, aesthetic, practical, and pastoral considerations, to enable him to consider the faculty application
- The DAC, on completing its consideration, is required to complete a Certificate of Advice to the Chancellor (Form No. 1) which: -
 - Recommends the work; or
 - Raises no objection; or
 - Declines to recommend the work

C. Petitioning the Chancellor for a faculty

- The PCC displays the two copies of the Public Notices for 28 days in accordance with the instructions provided – i.e. one inside and one outside the church
- After the Public Notice has been displayed for 28 days, complete and sign both copies of the Certificate of Publication and send to the Diocesan Registrar one copy of: -
 - Certificate of Publication
 - Public Notice
- The Faculty cannot be issued until the Public Notice and Certificate of Publication have been sent to the Registrar and he has confirmed that there are no objections
- The Chancellor will issue the Faculty shortly afterwards
- The Registrar will be pleased to assist you if you have any enquiries during this stage.

D. What happens if there are objections?

Objections to a Petition may be raised during the Notice Period by any of the following: -

- The Archdeacon
- The PCC
- Any resident of the parish or person on its electoral roll

- The Local Planning Authority
- Any National Amenity Society
- The Council for the Care of Churches
- Any other person or body appearing to the Chancellor to have a lawful interest in the matter of the Petition.

Objections have to be sent to the Registrar. Once received, the objector has a potential liability for costs.

If all parties agree, the Chancellor may consider the representations and determine the application in writing. Otherwise, the case will be heard at a Consistory Court hearing before the Chancellor, usually in the church, which is the subject of the Petition. The Chancellor's decision is delivered in writing at a later date.

Other Matters

1. Minor works

Some minor works defined by the Chancellor in the Minor Works List may be undertaken without a faculty.

There are two categories: -

- a) Routine maintenance, which may be undertaken without a faculty and with no prior consultation with the DAC or Archdeacon, including: -
 1. Cleaning, clearing and removal of vegetation from gutters and downpipes
 2. Regular servicing (but not repairs or alterations) of equipment e.g. boilers and heating systems, electrical and lighting installations (by approved NICEIC or ELA contractors), bells, organs, clocks, fire extinguishers
 3. Routine churchyard maintenance (not including repairs or alterations)
 4. Introduction of vestments, robes, bibles and service books (authorised by the General Synod), choir and organ music and altar linen (excluding frontals) and disposal of existing (except hand-bound or other unique or valuable books)
- b) Some works of minor repair and disposal of fixtures and fittings may be undertaken without a faculty, but **do require consultation with the DAC or Archdeacon**. This requires the completion of a simple Minor Works Form, available from the website or DAC Office, which can be processed through the office within days

All other works/changes require a faculty.

2. Urgent maintenance problems

From time to time, repair problems arise which require urgent attention because failure to attend to the problem might cause additional damage and expense e.g. ingress of water through the roof; there is a potential danger to people e.g. falling stonework; there is a security problem e.g. arising from vandalism; or because of the loss of a basic service, e.g. boiler breakdown.

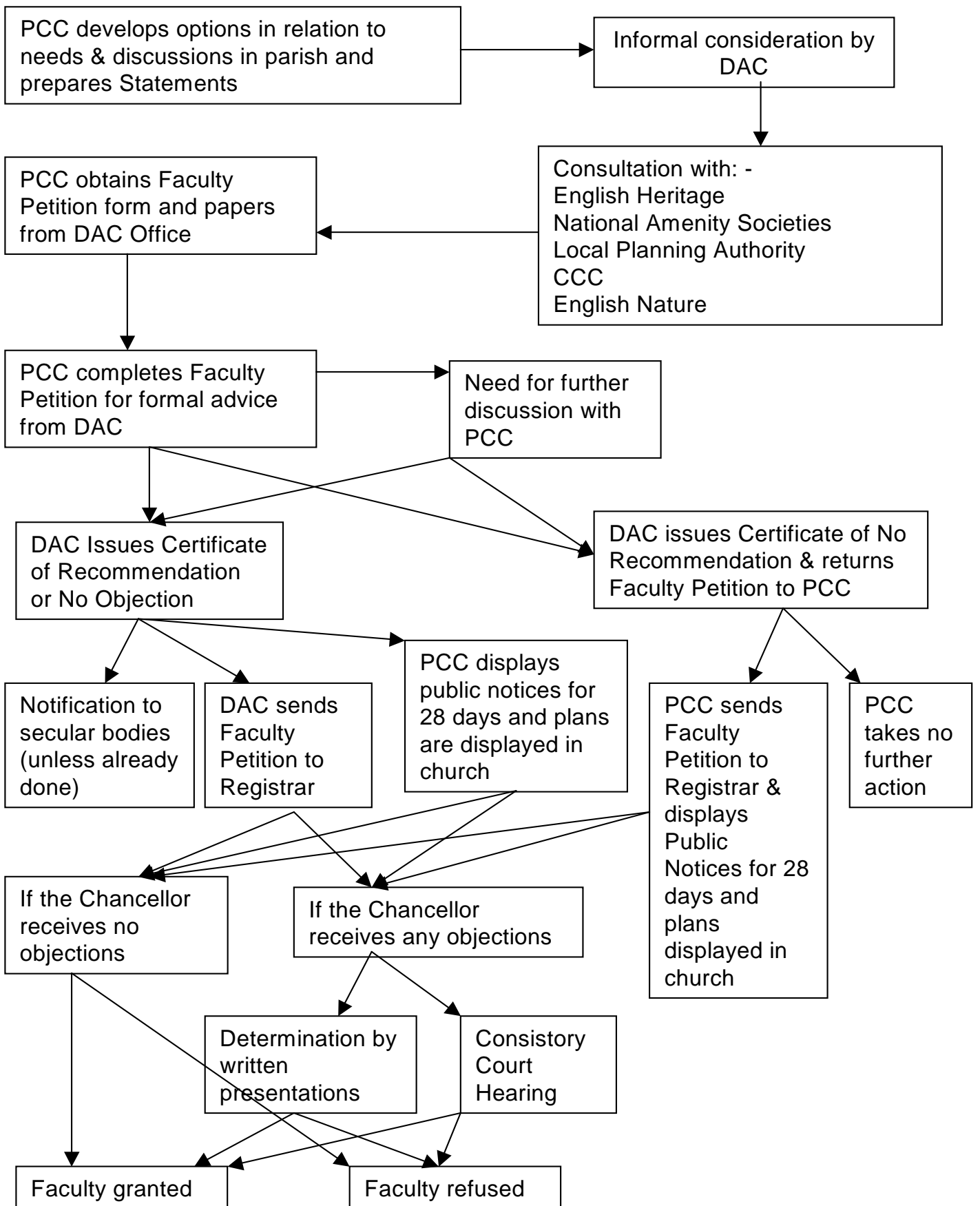
In these circumstances, contact the DAC Secretary who, after discussion with the Archdeacon, will ask the Registrar to seek Chancellor's Consent for emergency works.

The Church Architect or Surveyor should always be kept informed.

3. Memorials and Trees in churchyards

These are the subject of separate regulations by the Chancellor and guidelines. Copies can be obtained from the DAC Secretary or the joint website:

<http://www.leicester.anglican.org/diocese-info/dac/memorials-in-churchyards/>
and <http://www.leicester.anglican.org/diocese-info/dac/trees-in-churchyards/>



FACULTIES: QUESTIONS & ANSWERS

Q. What is a 'faculty'?

A. A 'faculty' is the old fashioned word, dating back to the 11th Century when the rudiments of this system were first devised, for permission from the Diocese to make a change to a church building, its contents or anything within the 'curtilage' – that is, the boundary of the church and churchyard. A Faculty is needed for repairs, alterations, additions or disposals.

Q. What about Listed Building Consent?

A. In the modern context, the faculty system managed by the Church of England enables exemption from the need to obtain Listed Building Consent from the Local planning Authority (referred to as the "Ecclesiastical Exemption") – this does **NOT** exempt churches from needing Planning Permission for **anything** that affects the setting of the Listed Building e.g. extensions.

Q. What regulations govern the faculty system?

A. Our system is currently governed by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 and the Faculty Jurisdiction Rules 2000. These have the status of Government legislation and are not just an internal requirement of the Church of England. The Faculty System applies to all church buildings – listed (which most are) or not.

Q. Who issues a Faculty?

A. A faculty is issued by the Diocesan Chancellor after consultation with the Diocesan Advisory Committee for the Care of Churches (DAC) and other bodies.

Q. Who is the Chancellor?

A. The Chancellor of the Diocese is the person who is legally responsible for approving or turning down the proposed changes to the Church. Each Diocese has one. The Chancellor is usually a barrister or judge.

Q. What is the DAC?

A. The Diocesan Advisory Committee for the Care of Churches (DAC) is the diocesan committee required within the Faculty process, to act as an advisory body on matters affecting places of worship in the diocese, having due regard to the Church's role as a local centre of worship and mission, relating to: -

- Their architecture, archaeology, art and history
- Their use, care, planning and design
- The use and care of their contents
- The use and care of churchyards

The DAC consists of members, appointed by the Bishop, who between them have knowledge of the history, development and use of church buildings, liturgy and worship, architecture, archaeology, art, history and experience of the care of historic buildings and their contents. They give their time free and are an invaluable source of advice to PCCs.

The DAC is required to give advice to: -

- Parochial Church Councils, particularly in respect of proposals which will require a Faculty, as they develop their thinking about any projects they may have, or repairs or remedial works they may need to undertake. The Committee has a wide range of experts who can offer technical advice on the best way to proceed. The DAC also offers early advice to a PCC if it is considering a major re-ordering, the addition of new facilities (e.g. a WC or kitchen), or an extension
- Anyone else who is contemplating making an application for a private faculty
- The Diocesan Chancellor who is responsible for granting a Faculty

Q. What is a DAC Certificate?

- A. A DAC Certificate certifies that the DAC has considered your proposals, and has decided either to recommend them, not recommend them, or doesn't have a view either way. It will also record any conditions that the Committee suggests be applied. These conditions are typically to do with the way the works are carried out, the materials that are to be used and very occasionally how you should modify your original proposals. This certificate goes with the formal faculty application and is used by the Chancellor to help him decide on granting the faculty.

Q. I'm confused by all this! Doesn't the DAC grant faculties?

- A. No. The DAC advises the Chancellor on whether the proposed changes are, in its view, appropriate or suitable. The Committee makes its decision in the light of pastoral, heritage, practical, legal and where appropriate aesthetic considerations. The Chancellor decides whether a church's proposals can go ahead or not. He is guided by the DAC's views, and usually (but not always) goes along with the Committee's recommendations. The Chancellor is responsible for issuing a 'faculty' but delegates the decision on some straightforward matters to the Archdeacon. The Chancellor or Archdeacon are responsible for issuing a Faculty through the Diocesan Registrar and the process is identical.

Q. Do we need a faculty for everything?

- A. No. Some minor works which involve no change to the fabric, fixtures, fittings and furnishings may be undertaken without faculty.

There are two categories: -

1. Routine maintenance such as clearing, cleaning, re-painting (as before) may be undertaken without a faculty and with no prior consultation with the DAC
2. Some works of minor repair and disposal of fixtures and fittings may be undertaken without a faculty, but **do require prior consultation with the DAC or Archdeacon**. This requires the completion of a simple Minor Works Form, which can be processed through the DAC office within days. Please see <http://www.leicester.anglican.org/diocesan-info/subsite/dac.aspx> or consult the DAC office for further details.

It is not the case that works required by the Quinquennial Inspection do not need a faculty. With very few exceptions, they do. To be on the safe side it is always best to contact the DAC Secretary about whether or not a Faculty is needed.

Q. Our church isn't listed, and it isn't old. Do we still need a faculty to undertake a reordering?

A. Yes. All churches come under Faculty Jurisdiction. But it is true to say that it is on the whole a lot easier to make changes to an unlisted building than to a listed one, especially Grade I or Grade II* (the most important grades).

Q. Who can I talk to about the faculty process?

A. In the first instance, you should consult Claire Strachan, DAC Secretary, or her colleague Rupert Allen, DAC and Church Buildings Officer. They can be contacted at 1 Hill Top, Coventry (see List of Useful Addresses) and are available to help with information and advice about the faculty process and also for early advice on your church proposals.

THE QUINQUENNIAL INSPECTION: QUESTIONS AND ANSWERS

What is it?

To ensure that no structural or building conservation problems creep up on a church without being noticed, the Church runs the Quinquennial Inspection (or QI for short) scheme. Every five years (or quinquennium) an architect or similarly qualified inspector must undertake a thorough inspection of the church building, inside and out, and everything else within the boundary (called the curtilage) of the church property. Reference to the architect in this paper includes Surveyors who are on the DAC Approved List of Architects and Surveyors.

Who can carry out the Inspection?

The PCC selects the architect it wants to undertake the inspection from the DAC List of Approved Architects. The Diocesan Advisory Committee for the Care of Churches (the DAC) keeps a list of architects who have been approved to undertake such work. Churches may, if they wish, select a new architect from this list if they feel they want to change, but there is something to be said for keeping continuity with one individual who will know the building and its problems. If you do want to change, the DAC Secretary will, on request, send you the list of approved architects, and is happy to discuss the matter with you. You'll need to let the DAC Secretary know if you want to change, as he keeps the records for each church building.

It is important to note that, under the legislation – yes, it is the law of the land – that governs Quinquennial Inspections (the 1955 Inspection of Churches Measure), your architect must be a named individual. You can't hire an Architectural Practice! It must be person!

Planning for the inspection day

On the inspection day, the churchwarden or person responsible needs to:

1. Ensure that the keys for all the doors in the church are available (including towers and vestries)
2. Make the church log book, the Terrier and Inventory available, together with details of recent repair or maintenance work since the last inspection, and any heating, electrical and lighting, and safety systems checks
3. Provide ladders to help reach gutters, roofs, lofts, etc. making sure that they are safe to use
4. Be prepared to go around with the architect, to hold ladders and show him/her such features as trapdoors or inspection chamber covers
5. Make a list of any defects that have come to light since the last inspection and hand to the Inspecting Architect together with the last QI Report **in advance of the inspection**

6. Think about any security risks that may arise while the inspection is in progress, and take steps to prevent any difficulties due to open doors and windows
7. Make sure that the bells are rung down
8. Remember that the inspection of even the smallest church is likely to take at least half a day, so the offer of a hot drink and access to a WC, if there is not one in the church, would be welcomed

Who pays for it?

The PCC is responsible for the cost of the Inspection and negotiating a fee with the architect.

Who gets a copy of the Report?

When the PCC instructs the Architect to undertake the Inspection, it should also instruct him/her to: -

- a) Follow the Diocesan guidelines for presenting the report set out in the Diocesan Scheme for Quinquennial Inspection of Churches - if the Report fails to comply with the Scheme, the PCC should return it to the Architect and only pay the fee when it does comply
- b) Produce the Quinquennial Inspection Report **within 2 months** of the date of the inspection
- c) Produce **four** copies of the report: -
 - **Two** for the PCC Secretary – one for the churchwardens on behalf of the PCC and one for the incumbent
 - **Two** for the DAC Secretary – one of which is forwarded to the appropriate Archdeacon - the Churchwardens should ensure that the architect sends **2** copies of the report to the DAC Secretary

What should it look like?

The report that is produced should be in a fixed format. It should follow the set of headings laid out in Appendix 1 attached to the Diocesan Scheme.

A building plan should be included together with photographs of any problem areas referred to in the report.

The report must cover all the areas listed and prioritise the repairs needed under the categories of: -

- a) Urgent
- b) Within 12 months
- c) Up to 5 years
- d) Desirable

The report should also give broad budget costs.

Is the QI Report a Specification for the works?

No! – it is important to note that the description of the problem written in this report, and the guide cost, is not a specification for the work, and shouldn't be treated as such. The architect has, at this stage, simply inspected the building and described any problems he/she found.

Undertaking the repairs

When the PCC plans to undertake the repairs, this should be done in consultation with the church architect who **MUST** be required to prepare a detailed specification for the necessary work and subsequently direct its implementation. **The PCC will have to negotiate a separate fee with the architect for this work.**

Cost of repairs – who pays?

The costs of repairs set out in the QI Report, including the architect's fees, are paid for by the PCC.

Do we need a faculty for repairs recommended in the QI Report?

Yes **and in advance!** – subject to the Minor Works paragraph below. The faculty application form can be obtained from the DAC Office (024 7652 1200) or downloaded from the combined website for both dioceses (<http://www.leicester.anglican.org/diocese-info/dac/faculty-procedures/>). **Two** copies should be completed and sent to the DAC Secretary (1 Hill Top, Coventry, CV1 5AB) together with the appropriate supporting documentation set out on page 13 of the Faculty Petition Form.

Minor Works not requiring a Faculty

The new "Chancellor's Guidance to all PCCs and Churchwardens in the Diocese as to matters not requiring a Faculty" (known as "Minor Works") was circulated to all incumbents and Churchwardens in November 2010.

The Guidance lists details of those works for which no faculty is required and: -

EITHER

a) No prior consultation is required with either the DAC or Archdeacon

OR

b) Prior consultation is required with the DAC or the Archdeacon using a simple Minor Works Form which can be quickly processed

If, having consulted the Minor Works List, you need clarification, please consult the DAC Office.

N.B. Any proposed works, however large or small, not specifically identified on the List requires a faculty.

Copies of the Guidance and Minor Works Application Form can be found on the website at:

www.leicester.anglican.org/DAC/minor_wks.html

The next QI

The churchwardens should keep a record of when the next QI is due. Early in that year, the architect should be contacted to arrange a date.

Further Information

If you would like more information about Quinquennial Inspections, the Council for the Care of Churches (CCC) publishes a booklet entitled "A Guide to Church inspection and Repair" (ISBN 0 7151 7588 2). The booklet includes a comprehensive and detailed list of the items that should be inspected.

FACULTY JURISDICTION

CHANCELLOR'S GUIDANCE TO ALL PAROCHIAL CHURCH COUNCILS, MINISTERS AND CHURCHWARDENS IN THE DIOCESE AS TO MATTERS NOT REQUIRING A FACULTY

General Introduction

1. The following list has been prepared after consultation with the Diocesan Advisory Committee and comprises those matters which for the time being may be undertaken without any faculty. If the list is altered at any future date the Chancellor will give fresh written guidance.
2. The list is intended to assist parochial church councils, ministers and churchwardens so that they are aware of when they can introduce or replace items or carry out work without a faculty. It is expected that they will in all cases where approval of the Archdeacon or DAC is required obtain such approval before entering into a contract for work to be carried out. Failure to do so may result in the need for a Confirmatory Faculty for which a fee can be charged.
3. If you are in doubt about any matter you should consult your Archdeacon, the DAC Secretary or the Diocesan Registrar.

The following items, listed under A to G, may be carried out without a Faculty: -

A. MINOR REPAIRS

1. Works of minor repair identified as such in the quinquennial inspection report as being suitable for execution without the professional involvement of the Quinquennial Inspecting Architect, **provided that the specification has first been agreed by the Diocesan Advisory Committee.** (See Note A {page 6} for obtaining approval).
2. Works of routine maintenance on the fabric of the church (not materially altering its appearance) costing: -
 - a) **Up to the value of £2,500** excluding VAT and the cost of scaffolding
 - b) **£2,500 – £ 7,500** excluding VAT and the cost of scaffolding – **provided that** the Archdeacon is notified and gives his approval in writing **before** the contract to carry out the work is entered into (See Note A {page 6} for obtaining approval).

Works permitted under this category include, for example: -

- Replacement like for like of broken roof tiles or slates or window glass
- Clearing gutters or downpipes
- Clearing of vegetation from drains, gullies, walls and roofs

- Rodding of drains
- Treating isolated beetle or fungal activity (except in areas where bats may be affected)
- Provision and replacement of bird netting
- Easing ventilators

The following are **not** included: -

- Repairs to broken or cracked quarries in historic stained glass or historic clear glazed windows
 - Re-pointing
 - Works involving excavation within the church or churchyard or any intrusive works to the fabric
3. Works of routine maintenance to heating systems, gas, water or other services, electrical fittings or other electrical equipment (by approved NICEIC, ECA or NAPIT electricians or fitters on the Gas Safe Register) and furniture **up to the value of £7,500** excluding VAT.
 4. Installation or replacement of wiring and / or electrical equipment and / or light fittings (by approved NICEIC, ECA or NAPIT electricians), and/or sound reinforcement equipment and/or induction loop systems **up to the value of £7,500** excluding VAT and the cost of scaffolding, **providing that the specification and contractor's estimate have first been agreed by the DAC.** (See Note A {page 6} for obtaining approval).
 5. External or internal redecoration using the same colours and materials, providing those original colours and materials had been approved by faculty when first used, **and providing that the specification has first been agreed by the DAC.** (See Note A {page 6} for obtaining approval).
 6. Minor treatment of fixtures and furniture against beetle or fungal activity (unless bats may be affected) without disturbance to the fabric.
 7. Repair of flagpoles, and replacement with similar material, of same height, in the same location, and utilising existing fixing points.
 8. Work to existing lightning conductors by approved NICEIC, ECA or NAPIT contractors unless ground disturbance or opening up of fabric is required
 9. Repair (but not replacement) of wire mesh window guards using non-ferrous materials

B. FURNITURE AND FIXTURES

1. Introduction, removal or disposal: -

Item(s) in the list (a) – (f) below that is/are not of historic value / interest may be disposed of without authorisation provided that PCCs have checked whether items were given in memoriam before disposal takes place and the necessary pastoral steps taken to ensure, where necessary, benefactors are consulted. If there is any doubt as to the historic value / interest PCCs should seek guidance from the DAC Secretary.

If the item(s) in the list (a) – (f) below is/are of historic value / interest, no item may be disposed of unless the Archdeacon has been consulted and raises no objection (See Note A {page 6} for obtaining approval).

- (a) Furniture in church halls, but not items from the church kept in the hall
 - (b) Furniture and furnishings in vestries (excluding historic/valuable items such as chests), office equipment and minor fixtures (excluding wall safes) but not so as to change the existing use of the room as a vestry
 - (c) Fire extinguishers
 - (d) Hymn boards
 - (e) Internal notice boards
 - (f) Small movable bookcases or display stands
2. Replacement of carpets or curtains with the equivalent of similar colour, material, pattern and type of backing, providing the existing carpet and curtains had been approved by faculty when first introduced **and** provided carpet is woven back and breathable with underfelt of a synthetic, breathable, non-absorbent material, all capable of being periodically lifted to allow inspection of the floor underneath. (The carpeting of additional areas is not included.)
 3. Additions in an existing style to name boards (excluding war memorials).
 4. The use of a security system recommended by insurers for marking movable items kept in the church.

C. MUSICAL INSTRUMENTS

1. Introduction, storage or removal of musical instruments (excluding organs) and stands used by music groups excluding the disposal of historic/valuable instruments and stands which are subject to the Archdeacon's instructions. (See Note A {page 6} for obtaining approval).
2. Routine tuning and adjustment, by a qualified person, up to a value of £3,000 excluding VAT, of organs, harmoniums and pianos.
3. Maintenance and repairs to pianos using matching materials.

D. BELLS/CLOCKS

1. Inspection and routine maintenance of bells, bell frames, clocks and clock faces.
2. Replacement of damaged wooden bell stays and bell ropes.
3. Replacement of damaged ball bearing units
4. Re-bush clapper pivots

5. Replacement (like for like) of heavily corroded steel bellframe sections: -
 - a) **Up to the value of £2,500** excluding VAT and the cost of scaffolding
 - b) **£2,500 – £ 7,500** excluding VAT and the cost of scaffolding – provided the Archdeacon is notified and gives his approval **in writing before** the contract to carry out the work is entered into (See Note A {page 6} for obtaining approval).

E. MOVABLES

1. Introduction, removal or disposal: -

Item(s) in the list (a) – (i) below that is/are not of historic value / interest may be disposed of without authorisation provided that PCCs have checked whether items were given in memoriam before disposal takes place and the necessary pastoral steps taken to ensure, where necessary, benefactors are consulted. If there is any doubt as to the historic value / interest PCCs should seek guidance from the DAC Secretary.

If the item(s) in the list (a) – (i) below is/are of historic value / interest, no item may be disposed of unless the Archdeacon has been consulted and raises no objection (See Note A {page 6} for obtaining approval).

-

- (a) Kneelers, hassocks and cushions (but not a substantial replacement of them)
 - (b) Surplices, albs, cassocks, choir robes and vergers' robes
 - (c) Cruets
 - (d) Vases
 - (e) Service books authorised by Canon
 - (f) Bibles, hymn books, song books and sheet or bound music (but not disposal of hand-bound or other valuable books)
 - (g) Altar linen (but not frontals or falls)
 - (h) Decorative flags and banners used for temporary displays
 - (i) The Union flag, St. George's flag or the diocesan flag
2. Introduction or disposal of Altar Frontals or falls **providing that the proposals have first been agreed by the DAC.** (See Note A {page 6} for obtaining approval).

F. EMERGENCY ITEMS OF WORK WHICH MAY BE AUTHORISED BY THE ARCHDEACON (See Note A {page 6} for obtaining approval).

1. Installation of security locks on doors and/or windows when the Archdeacon is satisfied that they are urgently required and the type of lock has been approved by him in writing

2. Installation of security lighting or camera(s) on a temporary basis where there is urgent need to protect the building against burglary or vandalism pending the grant of a faculty for a permanent scheme provided the temporary arrangement is approved in writing by the Archdeacon and the Diocesan Registrar is notified by the Archdeacon that he has given his approval
3. Investigation, under the direction of the Church Inspecting Architect, of potentially dangerous situations, e.g. falling stonework, and the authorisation of action to protect the public pending the grant of a faculty for a programme of repairs
4. Application of "Smartwater" to deter metal theft provided the PCC records the unique signature in the Log Book so that items removed illegally can be traced back to the church of origin

G. CHURCHYARDS

1. Purchase and maintenance of lawnmowers and other churchyard equipment
2. Routine repair of paths including resurfacing in the same material and colour
3. Repairs to an existing noticeboard, **provided** that the existing position, design (including wording), size and colour are maintained
4. Replacement of existing noticeboard(s), provided that the existing position, colour, design (including wording) and size are maintained subject to consultation with the DAC and the PCC confirming that the necessary planning permission / advertising consent has been obtained from the local authority (See Note A {page 6} for obtaining approval)
5. Minor repairs to fences and gates (but not walls)
6. Erection of a free-standing flagpole not attached to the structure of a church building subject to consultation with the DAC / Archdeacon (See Note A {page 6} for obtaining approval)
7. Replacement of a churchyard gate or gates identical in design, materials, size and colour **provided that** if the existing gate or gates is/are of historic importance in the opinion of the DAC or heritage protection organisations a faculty is required (See Note A {page 6} for obtaining approval)
8. Installation of a bench in the churchyard subject to consultation with the DAC / Archdeacon (See Note A {page 6} for obtaining approval)
9. Removal of a wooden bench in the churchyard, subject to the PCC confirming that the bench was not installed in memoriam or otherwise donated or, if it was, that the family of the bereaved commemorated or the donor (or representatives of the donor) have agreed to such removal and subject to consultation with the DAC / Archdeacon (See Note A {page 6} for obtaining approval)

10. Installation of grit/sand box **provided that** it is dark in colour and unobtrusively sited

DISPENSATION IN OTHER CASES

Where the proposal is of a similarly minor nature, but does not appear in the above list, the Archdeacon/Chancellor may be willing to dispense with a faculty, sometimes subject to conditions such as consultation with the Diocesan Advisory Committee. If the proposal has to be referred to the Chancellor, a supporting letter may be requested giving all relevant information to enable him to arrive at a decision on the proposal. The Chancellor has additionally authorised the Archdeacon and the Deputy Chancellor to exercise his power of dispensing with a faculty. Those seeking such a dispensation should in the first instance consult the Registrar or the Secretary of the Diocesan Advisory Committee as to how to seek a dispensation.

GENERAL NOTES

1. A faculty is not required for the deposit of parochial registers or other parochial records in the diocesan record office, nor for the obtaining of new registers.
2. Repairs, acquisitions and the disposal of articles in the list should be recorded in the Church Log Book.

NOTE A

NO FACULTY REQUIRED IF PRIOR CONDITIONS MET

1. Minor Works subject to this note may be undertaken without a faculty provided that the conditions and procedures set out below are satisfied: -
2. The applicants should send the completed Minor Works Form (attached) to the Secretary of the Diocesan Advisory Committee (DAC), 1 Hill Top, Coventry, CV1 5AB
3. This should be accompanied by: -
 - **With every Form: -**
 - A copy of the Resolution of the PCC, or Standing Committee, authorising the work, together with the voting figures
 - **PLUS the following specific information: -**
 - ❖ **For repair work in item A 1 & 2 of the Chancellor's guidance -** full details, plus specifications and costings (where relevant)
 - **N.B.** if only a quotation is submitted, it **must** contain full details of the materials proposed and method of workmanship
 - **For installation or replacement of wiring and/or electrical equipment and/or light fittings in item A4 of the Chancellor's guidance –** full details (including a plan of the church indicating the existing and/or

- proposed location(s) for the wiring / equipment to be installed / replaced, plus full technical details, specifications and costings
- **N.B.** if only a quotation is submitted, it **must** contain full details of the wiring / equipment proposed and method of workmanship
- **For re-decoration in item A5 of the Chancellor's guidance** – full details (including a plan of the church indicating the area(s) to be re-decorated, plus specifications and costings
 - **N.B.** if only a quotation is submitted, it **must** contain full details of the materials proposed and method of workmanship
 - **For disposals of furniture and fixtures of historic value / interest in item B1 (c) - (f) of the Chancellor's guidance:** -
 - In the case of proposed introductions: details of the designer/maker: the materials to be used: the design to be adopted; the rationale for the design; drawings or sketches of the proposed design and examples of similar projects undertaken by the designer/maker.
 - details of each item (including a photograph), age and reasons for disposal
 - **For introduction, storage or removal of musical instruments (excluding organs) and stands used by music groups of no historical interest / value in item C1 of the Chancellor's guidance** – full details of the item to be introduced / stored / disposed of (including a photograph)
 - **For disposals of movables in item E2 of the Chancellor's guidance:** -
 - details of each item (including a photograph), age and reasons for disposal
 - **For the introduction or disposal of altar frontals in items E2 of the Chancellor's guidance**
 - Introductions - details of the designer/maker, the materials to be used, the design to be adopted, the rationale for the design, drawings/sketches of the proposed design and examples of similar projects undertaken by the designer/maker
 - Disposals - details of each item (including a photograph), age and reasons for disposal
 - **For the introduction of altar frontals in item E j) of the Chancellor's guidance**
 - In the case of proposed introductions: details of the designer/maker: the materials to be used: the design to be adopted; the rationale for the design; drawings or sketches of the proposed design and examples of similar projects undertaken by the designer/maker
 - In the case of proposed disposals: details of each item (including a photograph; its age; and the reasons for the proposed disposal
 - **For the installation of security locks under item F1 of the Chancellor's guidance**

- details of proposed locks
- **For the installation of security lighting or camera(s) under item F2 of the Chancellor's guidance**
 - details of proposed security lighting or camera(s) including fixings and wiring routes
- **For the investigation of potentially dangerous situations under item F3 of the Chancellor's guidance**
 - details of proposed action or investigation(s)
- **For the installation of "Smartwater" under item F4 of the Chancellor's guidance**
 - details of where the "Smartwater" is to be applied and written confirmation that the PCC has recorded the unique signature in the Church Log Book
- **For the replacement of Noticeboard(s) under item G4 of the Chancellor's guidance**
 - a. details and (preferably) a photograph of the existing noticeboard(s) together with a "mock-up" of the proposed noticeboard(s) including the colour, size and style of text to be used and details of the construction and fixing proposed
- **For the installation of a free-standing flagpole under item G6 of the Chancellor's guidance**
 - details of proposed flagpole and its fixings
- **For the installation of a replacement gate or gates under item G7 of the Chancellor's guidance**
 - details of the existing gate(s) including age and providing photographs, together with details of proposed gate(s), their construction, method of hanging etc, contractor's estimates
- **For the installation of a bench or benches in the churchyard under G8 of the Chancellor's guidance**
 - Details of the proposed bench(es) (by way of a photograph or sketch) together with plan of the churchyard showing proposed location and location of any existing bench(es), what it will be made of, any hardstanding (including excavations) and security, wording and font of any inscription (to be incised into the back bar)
- **For the removal of a bench or benches in the churchyard under G9 of the Chancellor's guidance**
 - Details of the bench(es) (by way of a photograph) together with plan of the churchyard showing the location of the bench(es) and written confirmation either that it was not installed in memoriam or otherwise donated or that the family of the person commemorated or the donor (or his or her representatives) have agreed to such removal

4. The applicants must await written authorisation to proceed. If the Archdeacon/DAC recommend the proposals, a signed copy of the Form will be issued
5. If at any stage, it is considered that the matter should be dealt with by faculty, then the necessary documents will be forwarded to the applicants

NOTES:

1. Where any work is carried out in accordance with this Minor Works List: -

- It shall be done in accordance with any guidelines issued by the DAC
- A record of the work shall be entered into the Log Book
- Any item acquired/disposed of shall be recorded in the Inventory.

2. Where the Minor Works List requires that the DAC / Archdeacon is consulted or the specification must be approved, the application will need to be considered at a DAC meeting before authorisation can be given. Consequently, applications for Minor Works authorisation need to be received by the closing date for the Agenda, which is published on the DAC website.

**MINOR WORKS TO THE FABRIC:
NO FACULTY REQUIRED IF PRIOR CONDITIONS MET**

Case Number
(Office use only)

This Form **MUST** be completed for those items in the Chancellor's Minor Works List where the approval of the Archdeacon/DAC is required and **sent to the DAC Secretary**

Church of:	
Parish of:	
Name of Applicant: (BLOCK CAPITALS)	
Position of Applicant: (BLOCK CAPITALS)	
Address:	
Telephone:	
Email address:	
Details of proposed Minor Works:	

PLEASE INDICATE WITH AN "X" THE APPROVAL BEING SOUGHT: -

A	1. Minor Works identified in the Quinquennial Inspection Report	
	2. Routine Maintenance up to the value of £2,500 excluding VAT & the cost of scaffolding	
	4. External or internal decoration	
B	1. (a) to (f)	
	Disposal of: -	
	Any furniture and fittings	<input type="checkbox"/>
	Introduction of: -	
	(c) Fire extinguishers (location and method of fixing)	<input type="checkbox"/>
	(d) Hymn Board	<input type="checkbox"/>
	(e) Internal notice board	<input type="checkbox"/>
	(f) Small moveable historic/display stands	<input type="checkbox"/>
C	1. Disposal of historic / valuable instruments and stands	
E	Disposal of any movable items	
F	1. Emergency installation of security locks on doors/windows	
	2. Emergency installation of temporary security lighting/camera(s) pending faculty application for permanent schemes	
	3. Emergency investigation under architect's direction of potentially dangerous situations	
G	5. Erection of a free-standing flagpole not attached to the structure of a church building subject to consultation with the DAC and the Archdeacon	
	Dispensation in Other Cases	

DECLARATION

I declare that:

1. No item affected by the proposed works is of historic or archaeological importance in its own right
2. The proposed works do not involve digging or trenching which could have archaeological implications – except in applications for Dispensation in Other Cases
3. There is no reason to suppose that the proposals would be opposed by a significant body of opinion in the Parish
4. The work has not yet commenced or the disposal/introduction has **NOT** already taken place

Signed:

Date:

PAPERS WHICH *MUST* ACCOMPANY THIS FORM: -

WITH EVERY FORM – a copy of the Resolution of the PCC, or Standing Committee, authorising the work together, together with the voting figures

A1 & 2: For repair work – full details, plus specifications and costings (where relevant). **N.B.** If only a quotation is submitted, it must contain full details of the materials proposed and the method of workmanship.

A4 – full details (including a plan of the church indicating the area(s) to be re-decorated, plus specifications and costings. **N.B.** If only a quotation is submitted, it must contain full details of the materials proposed and the method of workmanship.

B and E: For disposals – details of each item (including a photograph), age, and reasons for the disposal

B and E: For the introduction of certain furniture and fixtures – details of **each** item

G5 - details of proposal

NOTES: -

1. Please return this form and accompanying papers to: The DAC Secretary, 1 Hill Top, Coventry, CV1 5AB. **N.B. If this Form and the supporting papers are returned to Church House, Leicester there may be a delay in considering the application.**
2. The applicants **MUST** await authorisation to proceed. If the Diocesan Advisory Committee / the Archdeacon recommend the proposals, a copy of this Form, signed by the Archdeacon or DAC Secretary will be issued.
3. If, at any stage, it is considered that the matter should be dealt with by faculty, then the necessary documents will be forwarded to the applicants.
4. Where any work is carried out in accordance with this Schedule: -
 - a. It shall be done in accordance with any guidelines issued by the DAC
 - b. A record of the work shall be entered into the Log Book
 - c. Any item acquired/disposed of shall be recorded in the Inventory

Authorisation

I hereby authorise this application for Minor Works

Signed:

Archdeacon/DAC Secretary

Date:

USEFUL ADDRESSES

The DAC

Church Buildings Development Officer/ DAC Secretary

Claire Strachan
E: Claire.Strachan@CovLec.org
1 Hill Top, Coventry, CV1 5AB.
T: 024 7652 1327

Assistant Church Buildings Officer Development Officer

Rupert Allen
E: Rupert.Allen@CovLec.org

Fax: 024 7652 1312

The Archdeacons

The Archdeacon of Coventry

The Venerable Ian Watson
Coventry Cathedral and Diocesan Offices
1 Hill Top
Coventry
CV1 5AB
T: 024 7652 1337
F: 024 7652 1330
E: Ian.Watson@CovCofE.org

The Archdeacon of Leicester

The Venerable Richard Atkinson
St Martin's House
7 Peacock Lane
Leicester
LE1 5PZ
T: 0116 261 5319
F: 0116 261 5220
E: Richard.Atkinson@LecCofE.org

The Archdeacon of Loughborough

The Venerable David Newman
St Martin's House
7 Peacock Lane
Leicester
LE1 5PZ
T: 0116 261 5321
F: 0116 261 5220
E: David.Newman@LecCofE.org

Diocesan Chancellor

Coventry

Mr Stephen Eyre
Please contact via the Registrar (see below)

Leicester

Vacant
Please contact the Registrar (see below)

Diocesan Registrar

Coventry

Mary Allanson
Rotherham and Co
8 & 9 The Quadrant
Coventry
CV1 2EH
T: 024 7622 7331
E: m.allanson@rotherham-solicitors.co.uk

Leicester

Trevor H Kirkman
Latham and Co
Charnwood House
2 & 4 Forest Road
Loughborough
LE11 3NP
T: 01509 238822
E: Trevorkirkman@lathamlawyers.co.uk

DAC Archaeological Advisers

Coventry and Warwickshire

Mr J Parkhouse
Museum Field Services
Warwickshire County Council
The Butts
Warwick
CV34 4SS
T: 01926 412276
E:
jonathanparkhouse@warwickshire.gov.uk
W: www.warwickshire.gov.uk

for Leicester City and Leicestershire

Mr M Hawkes
24 Shanklin Drive
Stoneygate
Leicester
Leicestershire
LE2 3RG
T: 0116 270 3524
E: mah15@le.ac.uk

Architects Accredited in Building Conservation (AABC) Register

11 Oakfield Road, Poynton, Cheshire, SK12 1AR
T: 01625 871458 F: 01625 871468 E: info@aabc-register.co.uk W: www.aabc-register.co.uk

Church Buildings Council

Fifth Floor, Church House, Great Smith Street, London, SW1P 3NZ.
Tel. 020 7898 1000 F: 020 7898 1881

English Heritage

for Coventry Diocese

West Midlands Region
The Axis
10 Holliday Street
Birmingham
B1 1TG
T: 0121 625 6820
F: 0121 625 6821
E: customers@english-heritage.org.uk
W: <http://www.english-heritage.org.uk>

for Leicester Diocese

East Midlands Region
44 Derngate
Northampton
NN1 1UH
T: 01604 735400
F: 01604 735401
E: customers@english-heritage.org.uk
W: <http://www.english-heritage.org.uk>

Natural England

for Coventry City

1st Floor
Vincent House
92/93 Edward Street
Birmingham
B1 2RA
T: 0121 233 9399
F: 0121 233 9286
E:
info.westmidlands@naturalengland.org.uk
W: www.naturalengland.org.uk

for Leicester City and Leicestershire

The Maltings
Wharf Road
Grantham
Lincolnshire
NG31 6BH
T: 01476 584800
F: 01476 584838
E: eastmidlands@naturalengland.org.uk
W: www.english-nature.org.uk

DAC Archaeological Advisers

Coventry and Warwickshire

Mr J Parkhouse
Museum Field Services
Warwickshire County Council
The Butts
Warwick
CV34 4SS
T: 01926 412276
E:
jonathanparkhouse@warwickshire.gov.uk
W: www.warwickshire.gov.uk

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24 Shanklin Drive
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LE2 3RG
T: 0116 270 3524
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11 Oakfield Road, Poynton, Cheshire, SK12 1AR
T: 01625 871458 F: 01625 871468 E: info@aabc-register.co.uk W: www.aabc-register.co.uk

Council for the Care of Churches

Fifth Floor, Church House, Great Smith Street, London, SW1P 3NZ.
Tel. 020 7898 1000 F: 020 7898 1881

English Heritage

for Coventry Diocese

West Midlands Region
112 Colmore Row
Birmingham
B3 3AG
T: 0121 625 6820
F: 0121 625 6821
E: customers@english-heritage.org.uk
W: <http://www.english-heritage.org.uk>

for Leicester Diocese

East Midlands Region
44 Derngate
Northampton
NN1 1UH
T: 01604 735400
F: 01604 735401
E: customers@english-heritage.org.uk
W: <http://www.english-heritage.org.uk>

Natural England

for Coventry City

1st Floor
Vincent House
92/93 Edward Street
Birmingham
B1 2RA
T: 0121 233 9399
F: 0121 233 9286
E:
info.westmidlands@naturalengland.org.uk
W: www.naturalengland.org.uk

for Leicester City and Leicestershire

The Maltings
Wharf Road
Grantham
Lincolnshire
NG31 6BH
T: 01476 584800
F: 01476 584838
E: eastmidlands@naturalengland.org.uk
W: www.english-nature.org.uk

Warwickshire Wildlife Trust
Brandon Marsh Nature Centre
Brandon Lane
Coventry
CV3 3GW
T: 024 7630 2912
F: 024 7663 9556
E: admin@warkswt.cix.co.uk
W: www.warwickshire-wildlife-trust.org.uk

Scheduled Ancient Monuments

for Coventry Diocese

Warwick Museum Field Service Unit
The Butts
Warwick
CV34 4SS
T: 01926 412280/412278
F: 01926412974
E: fieldarchaeology@warwickshire.gov.uk

for Leicester Diocese

(Leicester City churches)
Richard Clark
Jewry Wall Museum
St Nicholas Circle
Leicester
LE1 4LB
T: 0116 247 3023

(Leicestershire churches)
Keeper of Archaeology
Community Services Department
Historic and natural Environment Team
Room 500
County Hall
Leicester Road
Leicester
LE3 8TE
T: 0116 265 8326
E: museums@leics.gov.uk

National Amenity Societies

The Ancient Monuments Society (AMS)

St Ann's Vestry Hall, 2 Church Entry, London, EC4V 5HB
T: 020 7236 3934 F: 020 7329 3677
E: office@ancientmonumentsociety.org.uk W:
<http://www.ancientmonumentsociety.org.uk>

The Society is concerned with all types of listed buildings regardless of age or type. Therefore it covers churches from the Norman period to the 20th century. Broadly speaking, the Society would wish to see cases where there was an element of demolition or extension, or where the proposals included the removal of or alteration to a fitting such as a font, pulpit, screen, monument, stained glass window, choir stall, etc. It does not need to be told about works of repair (except where fittings of interest are to be lost) or schemes involving new heating or new lighting, or any new work which is not at the expense of the existing work of interest.

Society for the Protection of Ancient Buildings (SPAB)

37 Spital Square, London, E1 6DY

T: 020 7377 1644

F: 020 7247 5296

E: churches@spab.org.uk

W: <http://www.spab.org.uk>

SPAB mainly concentrates on mediaeval churches and on post-mediaeval churches built before 1715. Advising on the care and protection of historic churches has always been an essential part of the Society's work and they employ an officer whose primary concern is church conservation who also has a special interest in access for people with disabilities and sustainable development issues. The Society welcomes consultations on proposals affecting all ecclesiastical structures such as new-build extensions, re-ordering, etc but is particularly concerned with proposals which may damage the historic fabric – such as, for instance, a new door opening in a mediaeval wall – or which entail reordering of pre-Georgian fittings, for example. In addition the Society is able to provide technical assistance for churches of any age and queries to the above address would be welcomed.

The Georgian Group

6 Fitzroy Square, London, W1P 6DX

T: 020 7387 1720

F: 020 7529 8939

E: info@georgiangroup.org.uk

W:

<http://www.georgiangroup.org.uk/index.html>

The Group is principally concerned with churches erected between 1700 and 1840 and with furniture and fittings of the period. It is also interested in mediaeval churches which retain 18th or early 19th century pews and important Georgian monuments and churchyard tombs.

The Victorian Society

1 Priory Gardens, Bedford Park, London, W4 1TT

T: 020 8994 1019

F: (020) 8995 4895

E: churches@victorian-society.org.uk

W: <http://www.Victorian-society.org.uk>

The Society was founded for the protection of Victorian and Edwardian buildings and is concerned that any proposals are sympathetic to the architectural and historic character of these buildings. Its role is to consider the historical significance and aesthetic value of the church, and to evaluate the impact of the proposed changes in this light. The Society, not least because the importance of 19th century churches is still insufficiently recognised and their architecture and fittings are regularly undervalued, would welcome consultations even on apparently minor matters.

The Twentieth Century Society

70 Cowcross Street, London, EC1M 6EJ

T: 020 7250 3857

F: (020) 7251 8985

E: coordinator@c20society.org.uk

W: <http://www.c20society.org.uk/index2.html>

The Society is concerned with churches constructed after 1914 and also with 20th century church fittings in earlier buildings. This is a subject area where little information has been published and the Society can be a valuable source of expert appraisal. Many 20th century churches of interest are not yet included in the statutory lists of historic buildings and for this reason the Society would like the opportunity to comment on proposals for both listed and unlisted churches.

Council for British Archaeology

Bowes Morrell House, 11 Walmgate, York, YO1 2UA

T: 01904 671417

F: 01904 671384

E: info@britarch.ac.uk

W: <http://www.britarch.ac.uk/index.html>

The Council has strong church and churchyard interests across all the periods and has a particular interest in proposals, whether of repair or arising from new work, which disturb either sub-surface deposits or historic fabric.

Local Authorities

Coventry

Coventry City Council

Council House

Earl Street

Coventry

CV1 5RR

T: 024 7683 3333

F:

E: chris.dowell@coventry.gov.uk

W: www.coventry.gov.uk

Leicester

Blaby District Council

Council offices

Narborough

Leicester

LE9 5EP

T: 0116 272 7683

F: 0116275 0368

E: enquiries@blaby.gov.uk

W: www.blaby.gov.uk

North Warwickshire Borough Council

The Council House

South Street

Atherstone

CV9 1BG

T: 01827 715341

F: 01827 719225

E: RichardPreston@NorthWarks.gov.uk

W: www.northwarks.gov.uk

Charnwood Borough Council

Council Offices

Southfields

Loughborough

LE11 2TN

T: 01509 263151

F: 01509 219723

E: built.heritage@charnwoodbc.gov.uk

W: www.charnwoodbc.gov.uk

Nuneaton and Bedworth Borough Council

Chief Executive's Office

Nuneaton Town Hall

Coton Road

Nuneaton

CV11 5AA

T: 024 7637 6376

F: 024 7637 6184

E:

local.plans@nuneatonandbedworth.gov.uk

W: www.nuneaton.gov.uk

Harborough District Council

Conservation Officer

Harborough District Council

Adam and Eve Street

Market Harborough

LE16 7AG

T: 01858 821147

E: r.willatts@harborough.gov.uk

W: www.harborough.gov.uk

Rugby Borough Council
Conservation Officer
Technical Services
Town Hall
Evreaux Way
Rugby
CV21 2ZP
T: 01788 533533
F: 01788 533778
E: the.council@rugby.gov.uk
W: www.rugby.gov.uk

Hinckley and Bosworth Borough Council
Conservation Officer
Planning Services
Council Offices
Argents Mead
Hinckley
LE10 1BZ
T:01455 238141
F: 01455 619897
E: planning@hinckley-bosworth.gov.uk
W: www.hinckley-bosworth.gov.uk

Solihull Metropolitan Borough Council
Conservation Officer
Planning Services
P O Box 19
Solihull
B91 3QT
T: 0121 704 6369
F: 0121 704 6404
E: martinsaunders@solihull.gov.uk
W: www.solihull.gov.uk

Leicester City Council
Urban Design Group
New Walk Centre
Welford Place
Leicester
LE1 6ZG
T: 0116 252 7222
F: 0116 247 1149
E: urbandesigngroup@leicester.gov.uk
W: www.leicester.gov.uk

Stratford-on-Avon District Council
Planning Department
Elizabeth House
Church Street
Stratford-upon-Avon
CV37 6HX
T: 01789 267575
F:
E: planning@stratford-dc.gov.uk
W: www.stratford-dc.gov.uk

Melton Borough Council
Conservation Officer
Council Offices
Nottingham Road
Melton Mowbray
LE13 0UL
T: 01664 502502
F: 01164 410283
E: rspooner@melton.gov.uk
W: www.melton.gov.uk

Warwick District Council
Conservation and Design Team
Riverside House
Milverton Hill
Leamington Spa
CV32 5HZ
T: 01926 456509
F: 01926 456688
E: ntasha.millward@warwickdc.gov.uk
W: www.warwickdc.gov.uk

North-West Leicestershire District Council
Development Control Section
Planning Department
Council Offices
Coalville
LE67 2JF
T: 01530 454665
F: 01530 454649
E:
development.control@nwleicestershire.gov.uk
W: www.northwestleicestershire.gov.uk

Warwickshire County Council

Environmental Design
P O Box 43
Shire Hall
Warwick
CV34 4SX
T: 01926 412640
F: 01926 491665
E: envdesign@warwickshire.gov.uk
W: www.warwickshire.gov.uk

Oadby and Wigston Borough Council

Bushoe House
Station Road
Wigston
Leicestershire
LE18 2DR
T: 0116 2572663/654
F: 0116 288 7828
E: Michael.woods@oadby-wigston.gov.uk
W: www.oadby-wigston.gov.uk

Diocesan Records Office**for the Diocese of Coventry**

The County Records Office
Priory Park
Cape Road
Warwick
CV34 4JS
T: 01926 412735

for the Diocese of Leicester

The County Records Office
Long Street
Wigston Magna
Leicestershire
LE18 2AH
T: 0116 257 1080

SOURCES OF INFORMATION

Printed Sources

- **Churchwardens: A Survival Guide-(recently updated)**

By: Martin Dudley and Virginia Rounding

Becoming a churchwarden can be a richly rewarding experience, but the role is not an easy one. This warmly written handbook will help those considering, or already in office, to understand what is involved. It focuses on real-life situations, including many case studies. Appendices containing relevant legal documents and other useful resources complete the book, making it a comprehensive aid to negotiating this important office.

- **So the Vicar's Leaving: The Good Interregnum Guide**

By: Mike Alexander and Jeremy Martineau

- **Practical Church Management: A Guide for Every Parish**

By: James Behrens

- **The Churchwarden's Handbook: A Practical Guide**

By: Ian Russell and Helen Elliot

- **Management Essentials For Christian Ministries**

By: Michael J. Anthony and James Estep (eds.)

- **How to Look After Your Church**

By: Council for the Care of Churches

- **The Churchyards Handbook (Conservation & Mission)**

By: Council for the Care of Churches

- **Sounds Good: A Guide to Church Organs, For Incumbents, Churchwardens and PCCs**

By: Council for the Care of Churches

- **A Handbook for Churchwardens and Parochial Church Councillors**

by K M Macmorran and T Briden (2006)

- **Practical Church Management**

by James Behrens (2nd edition 2005)

- **Church Representation Rules**

(2006 edition: green covers) Essential for PCC secretaries Church House Publishing

- **The Good Maintenance Guide**

By: Faith in Maintenance (SPAB) (given free when attending a SPAB 'Faith in Maintenance' course, or for £5 from SPAB)



These can be purchased from Christian Resources - with a local branch in Leicester (10 Bishop Street, Leicester, LE1 6AF Tel: 0116 285 4499). There is also a Church House Bookshop at 31 Great Smith Street, London SW1P 3BN Tel: 020 7898 1300.

Electronic Sources

www.leicester.anglican.org/DAC

www.churchcare.co.uk

www.cofe.anglican.org

www.anglicancommunion.org

www.archbishopofcanterbury.org

www.anglicansonline.org

Here are some additional links to websites that contain excellent information for Churchwardens:

- www.churchcare.co.uk - An excellent "one-stop-shop" for anyone involved in the care of the church
- www.clergyassoc.co.uk/content/interregnum - Advice on dealing with an interregnum
- www.stedmundsbury.anglican.org - More info and a great series of leaflets for Churchwardens

DIOCESAN ADVISORY COMMITTEE RESOURCES

The DAC has produced a set of Advisory Notes and these can be downloaded from <http://www.leicester.anglican.org/diocese-info/dac/advisory-notes/> They are all in PDF (Adobe Acrobat) format and require the FREE Acrobat Reader. The following resources are available:

- Access for people with disabilities (from English Heritage)
- Access Audit (A template)
- Archaeology (from the Churchcare website)
- Archaeology and Your Church
- Arson Malicious Damage Guidance Note (from Ecclesiastical Insurance Group)
- Art, Commissioning new Glass and works of
- Asbestos in church buildings
- Bats and the impact they might have on proposed works
- Bell and bellframes (Guidance from English Heritage)
- Bells and bell equipment
- Brasses and slabs, conservation of
- Candlelit services
- Carpets, DAC Advice on the laying of,
- Clocks
- Electrical wiring
- Fire Safety Order 2005
- Floodlighting (from the Churchcare website)
- Glass and Works of Art, Commissioning new
- Health & Safety guidance (from Ecclesiastical Insurance)
- Health & Safety Policy, A sample,
- Heating in churches (from the Churchcare website)
- Lightning and Surge Protection (English Heritage) - Update guidance
- Memorial plaques in churches
- Metal thefts (Guidance from Ecclesiastical Insurance)
- Noticeboards
- Re-decorating the interior of the church (from the Churchcare website)
- Scheduled Monuments (Guidance from English Heritage)
- Scheduled Monument Consent Application Guidance (English Heritage)
- Scheduled Monument Consent Form (English Heritage)
- Scheduled Monuments -DCMS Policy guide

- Seating in churches
- Sewage systems (from the Churchcare website)
- Signage about no smoking signs etc
- Sound systems, Installing of, in churches
- Surge Protection for Churches (English Heritage)
- Textiles, Conservation of, (from the Church Buildings Council (CBC) {formerly the Council for the Care of Churches (CCC)})
- Valuables, Selling church
- Vertical Ladders Guidance



**CHURCHWARDENS AND PCC OFFICERS
RESOURCING EVENTS 2011**