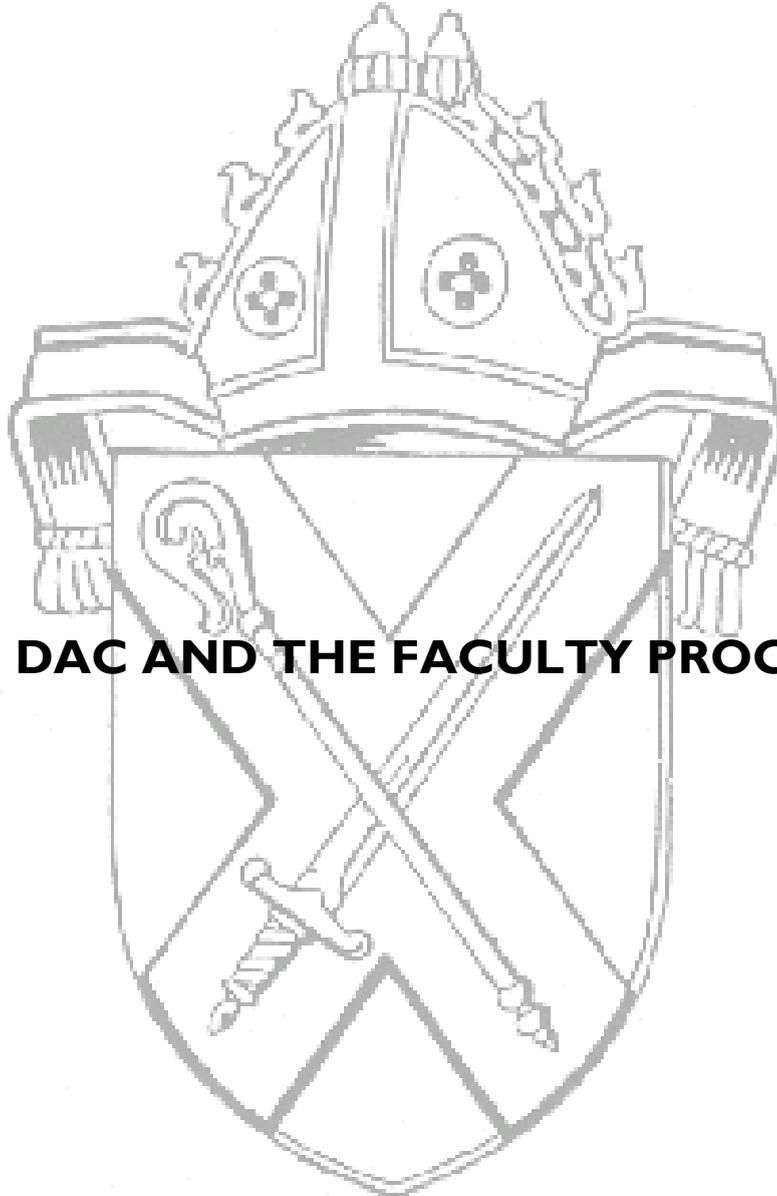


# **DIOCESE OF CHELMSFORD**

## **DIOCESAN ADVISORY COMMITTEE**



### **THE DAC AND THE FACULTY PROCESS**

**GUIDELINES TO ASSIST PARISHES**

March 2017

*This guidance note is currently under review*



# THE DAC AND THE FACULTY PROCESS

## I. INTRODUCTION

- 1.1 How well each parish maintains its church and churchyard is an advertisement to the local community and to visitors. We hold our churches and churchyards (many of them historic) in trust for ourselves and for future generations. They are part of our national heritage.
- 1.2 On 1 March 1993 the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 came into force and from that date changes were made which affected all those concerned with the care and conservation of church buildings, their contents, churchyards and burial grounds, including trees. The Measure integrated the Diocesan Advisory committee (DAC) into the Synodical System.
- 1.3 As a general rule, Faculty consent must be obtained for any alterations and additions to the church, its contents and works carried out in the churchyard. A number of minor and routine works can be carried out without a Faculty but requires the Archdeacons approval. To confirm if works can be carried out without Faculty can be found on the A & B list which came into force on 1<sup>st</sup> January 2016 New Faculty Jurisdiction rules came into force on 1<sup>st</sup> January 2014 and are available to download from the Diocesan website: - [www.chelmsford.anglican.org/parishes/dac](http://www.chelmsford.anglican.org/parishes/dac)

## THE DAC

- 2.1 The Committee seeks to promote standards of excellence and artistic sensitivity in the enrichment of parish churches, thereby conserving our heritage whilst maintaining and developing our church buildings, contents and churchyards to meet the needs of worship both for today and future generations.
- 2.2 The Committee consists of seven Archdeacons (ex officio) and others, both clergy and laity, either as members or advisers. Between them they have knowledge and experience of a wide range of relevant subjects including archaeology, architecture, bells, brasses, civil and structural engineering, clocks, furnishings, heating and lighting, nature conservation, organs, sculpture, silver, sound amplification and stained glass.
- 2.3 Parishes are encouraged to seek preliminary advice from the Committee as early as possible – before submitting a formal application. This may involve a visit by a sub-committee of the DAC or an individual member. Such visits are of mutual benefit both to individual parishes and the Committee. It is hoped that parishes will always feel free to consult the Committee if they require any help or advice with the proposed projects for their church. In the first instance, parishes should write to the DAC Secretary at the Diocesan Office, 53 New Street, Chelmsford, CMI IAT or alternatively email: - [dac@chelmsford.anglican.org](mailto:dac@chelmsford.anglican.org)

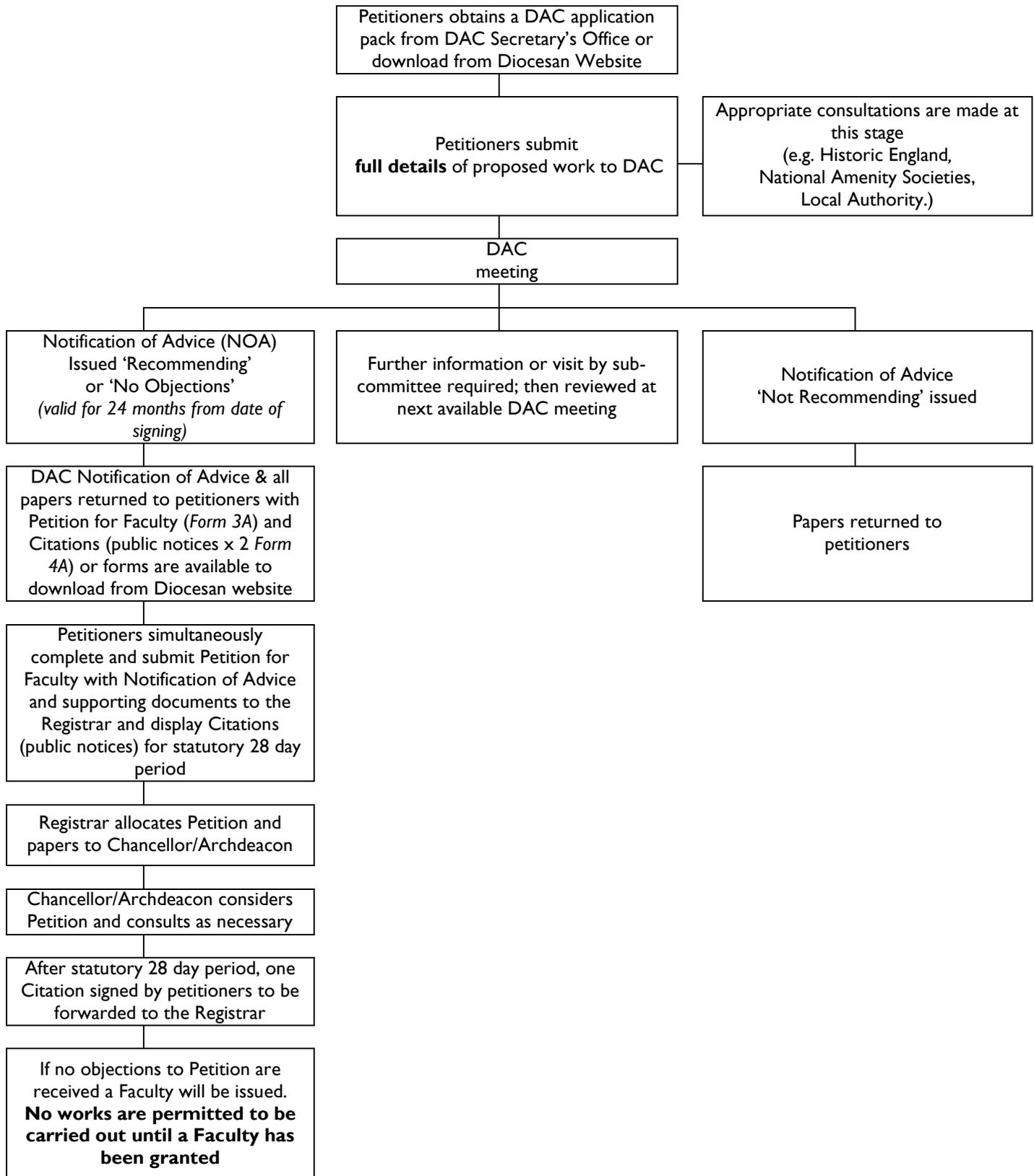
- 2.4 When submitting a formal application, parishes should initially obtain the application forms from the DAC Secretary or download, complete and print off documents from the Diocesan website: - [www.chelmsford.anglican.org/parishes/dac/application-petition-forms](http://www.chelmsford.anglican.org/parishes/dac/application-petition-forms)  
All application are to be hard copies and forwarded (not emailed) together with accompanying documentation, to the DAC Secretary for consideration at the next available DAC meeting.

## **DAC SERVICE STANDARDS**

- 3.1 The DAC meets 9 times a year. All requests will be considered, including applications for Notification of Advice for the purpose of petitioning for a Faculty, providing sufficient written details have been received by the deadline, at least 12 days before the Committee meeting.  
***No works are permitted to be carried out until a Faculty has been granted.***
- 3.2 The DAC encourages parishes to request pre-application advice. This may be through the issue of DAC Guidance Notes (obtainable from the DAC Secretary or Diocesan website: - [www.chelmsford.anglican.org/parishes/dac/dac\\_notes](http://www.chelmsford.anglican.org/parishes/dac/dac_notes)) or a visit by a sub-committee. Where a sub-committee visits; a written report will be issued to the DAC and a copy sent to the parish. (Note: the sub-committee is working on behalf of the DAC and any recommendations are advisory only and do not commit the DAC to any course of action).
- 3.3 Parishes will usually be advised in writing, within 10 working days of the DAC meeting, of the Committee's decision whether or not to recommend particular proposals together with any conditions that will be attached to a recommendation.
- 3.4 Visits by sub-committees will, wherever possible, be arranged to take place within the 6 weeks following the DAC meeting and reported back at the next DAC meeting.
- 3.5 An annual report is produced by the DAC on its activities and the number of matters considered. This is published with the Diocesan Annual Accounts and Reports for consideration by the Diocesan Synod.
- 3.6 A list of DAC meeting and agenda dates for the current calendar year is available from the DAC Secretary or the diocesan website and circulated in Faculty application packs. Advice on Faculty procedures can be obtained from the DAC Secretary or the Diocesan Registry (see Diocesan Directory for contact details).

# THE FACULTY PROCESS

4.1 The process of submitting an application for Faculty is summarised in the following flowchart:



## **FURTHER INFORMATION**

### Guidance Notes

- 5.1 The DAC issues Guidance Notes for parishes on specific issues (e.g. floodlighting, footpaths, Books of Remembrance, noticeboards, CCTV etc). The current list is available from the DAC Secretary and can also be found on the Diocesan website: - [www.chelmsford.anglican.org/parishes/dac/dac\\_notes](http://www.chelmsford.anglican.org/parishes/dac/dac_notes)
- 5.2 The Central Committee for the Care of Churches also has a range of booklets. A list is available from the Church Buildings Council, Church House, 27, Great Smith Street, London, SW1P 3AZ.  
  
Tel. No. 020 7898 1863 or website: [www.churchcare.co.uk](http://www.churchcare.co.uk)
- 5.3 Where changes to a church which is listed are being considered it is advisable to refer to the publication "The Changing Church", obtainable from the Diocesan Resources Centre (Tel. No. 01245 294406).

## **DESIGN AWARD SCHEME**

- 6.1 The DAC runs this scheme in conjunction with Historic England and the Friends of Essex Churches to recognise good design in work for which Faculty consent is required. The following summarises the scheme and criteria and application forms are available from the Diocesan Website.

"For centuries our parish churches have been built, decorated and furnished to the highest quality of artistic skill and craftsmanship, in order to inspire the soul to soar to God in worship, the mind to engage with the truth of the Christian Gospel, and the body to engage in mission with the wider society.

The Diocesan Advisory Committee is concerned that for a variety of reasons, relatively few Faculty applications are for proposals that are individual design initiatives for a particular church. There is an increasing tendency for parishes and donors to select standard items from catalogues which may lack individuality and devalue the unique quality of each building.

The design Awards Scheme applies to everything which requires Faculty consent, from small items such as candlesticks and light fittings, to sculptures, paintings, furniture etc., through to re-ordering schemes, whole building developments, churchyard schemes for areas of cremated remains, or tree planting projects. Neither the scale nor the cost of the work is important, and inner city, suburban, rural and town centre churches have equal opportunity within the scheme.

The number of awards each year will be at the discretion of the judges and will take the form of a certificate presented on a suitable occasion.

It is hoped that the Awards Scheme will stimulate parishes to seek designs which:

- i) are culturally appropriate to the area and its population;
- ii) have theological integrity;
- iii) encourage worship and mission;
- iv) enhance the special character of that church



APPENDIX I

Dioceses of Chelmsford

LIST A & B

**SCHEDULE I**  
**Rules 3.2 and 3.3**

**LIST A**

**MATTERS WHICH MAY BE UNDERTAKEN WITHOUT THE NEED FOR CONSULTATION**

**TABLE 1**

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions. The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

<b>Matter</b>	<b>Specified Conditions</b>
<b>AI. Church Building etc.</b>	
(1) Works of repair and routine maintenance to the church building not affecting the fabric or any historic material	The parochial church council's insurers are notified if external scaffolding is to be erected
(2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation	
(3) Like for like repairs to window glass	The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(5) Works of repair and routine maintenance to existing - (a) heating systems (b) gas, water or other services (c) electrical installations and other electrical equipment	The works do not involve making additions to an electrical installation Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998) Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(6) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	

(7) Work to an existing lightning conductor	The parochial church council's insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them
(8) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced
(9) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (other than safes) in vestries and similar rooms	The existing use of the vestry is not changed  No article of historic or artistic interest is removed or disposed of
(10) The introduction, removal or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council's insurer in relation to their type or location are complied with
(11) The making of additions to an existing name board	The board is not a war memorial or roll of honour  The addition is in the same style (including colour and materials) as existing names on the board
(12) The installation of bat boxes as part of a bat management programme	
(13) The introduction of anti-roosting spikes	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
<b>A2. Musical Instruments</b>	
(1) The introduction or disposal of musical instruments (other than organs and grand pianos) and associated equipment	No article of historic or artistic interest is disposed of
(2) The routine tuning and maintenance of organs and pianos	In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument
<b>A3. Bells etc.</b>	
(1) The inspection and routine maintenance of bells, bell fittings and bell frames	No tonal alterations are made to any bell  No bell is lifted from its bearings
(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels	Works do not include the re-soling or re-rimming of a bell wheel  No bell is lifted from its bearings
(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear	No bell is lifted from its bearings
(4) The repainting of metal bell frames and metal bell fittings	No bell is lifted from its bearings

<b>A4. Clocks</b>	
The inspection and routine maintenance of clocks and clock faces	Works of maintenance do not include re-painting or re-gilding of clock faces
<b>A5. Church contents</b>	
(1) The repair of woodwork, metalwork and movables	<p>Matching materials are used</p> <p>The repair does not involve any works to –</p> <p>woodwork or metalwork of historic or artistic interest</p> <p>Royal coats of arms hatchments or other heraldic achievements paintings</p> <p>textiles of historic or artistic interest</p> <p>church plate (including candlesticks and crosses)</p>
(2) The application to articles of forensic marking	No article of historic or artistic interest is marked
(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions	<p>The introduction , removal or disposal of the articles does not result in a change to the overall appearance of the church</p> <p>No article of historic or artistic interest is removed or disposed of</p>
<p>(4) The introduction, removal or disposal of –</p> <p>(a) movable bookcases</p> <p>(b) books</p> <p>(c) free-standing noticeboards</p> <p>(d) movable display stands</p> <p>(e) cruets</p> <p>(f) vases and flower stands</p> <p>(g) hymn boards</p> <p>(h) altar linen (but not altar frontals or falls)</p> <p>(i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)</p> <p>(j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church</p>	No article of historic or artistic interest is removed or disposed of
<b>A6. Church halls and similar buildings</b>	
(1) Routine repairs to the building and the replacement of fittings in the building	

(2) The introduction, removal or disposal of furniture	No article of historic or artistic interest is removed or disposed of
<b>A7. Churchyard</b>	
(1) The introduction and maintenance of equipment for maintenance of the church and churchyard	
(2) The repair of path and other hard-surfaced areas, including resurfacing in the same materials and colour	
(3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lychgates, walls or historic railings)	The works do not involve any new disturbance below ground level
(4) The carrying out of repairs to a notice board and the repainting of a notice board	
(5) The grant by the incumbent of a licence for grazing in the churchyard	The licence is in a form approved by the chancellor
<b>A8. Trees</b>	
(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)	The works do not relate to any tree in respect of which a tree preservation order ( <i>TPO</i> ) is in force or which is in a conservation area  Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards  ( <i>CBC link below</i> )
(2) The lopping or topping of any tree –  (a) that is dying or dead; or  (b) has become dangerous	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards  ( <i>CBC link below</i> )
(3) The removal of dead branches from a living tree	Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards  ( <i>CBC link below</i> )

### Church Buildings Council Guidance Link

### Bells – Organs - Trees

<http://www.churchcare.co.uk/churches/faculty-rules-2015>

## LIST B

### MATTERS WHICH MAY BE UNDERTAKEN WITHOUT A FACULTY SUBJECT TO CONSULTATION ETC.

**TABLE 2**

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

Matter	Specified conditions
<b>BI. Church building etc.</b>	
(1) Works of routine maintenance and repair affecting the fabric of a church or historic material	<p>The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the “quinquennial inspection report”) or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council’s insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	The installation does not affect historic fabric
(3) The introduction of a safe in a vestry or similar room	
(4) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p> <p>The parochial church council’s insurers are notified if external scaffolding is to be erected</p>
(5) The treatment of timber against beetle or fungal activity	The works do not involve the replacement of timber

<p>(6) Works of adaptation (not amounting to substantial addition or replacement) to –</p> <p>(a) heating systems</p> <p>(b) gas, water and other services</p> <p>(c) electrical installations and other electrical equipment</p>	<p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The parochial church council's insurers are notified of the proposed works</p>
<p>(7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing pipe-runs</p>	<p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>The works do not involve the creation of a new external flue</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(8) The introduction or replacement of control equipment that is ancillary to a boiler or existing heating system</p>	<p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(9) The like for like replacement of roofing material</p>	<p>The material being replaced was not introduced unlawfully</p> <p>The parochial church council's insurers are notified of the proposals</p>
<p>(10) The installation of a roof alarm</p>	<p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p>
<p>(11) The installation of lighting and safety equipment</p>	<p>The lighting or other equipment –</p> <ul style="list-style-type: none"> <li>· is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or</li> </ul>

	<ul style="list-style-type: none"> <li>when installed will not be visible from ground level</li> </ul> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> <p>The installation will not affect any graves or vaults</p> <p>The parochial church council's insurers are notified of the proposals</p>
(12) The installation of a lightning conductor	The parochial church council's insurers are notified of the proposals and the work is carried out by a specialist contractor approved by them
(13) The installation of a sound reinforcement system or loop system or the alteration of an existing system	
<b>B2. Bells etc.</b>	
The lifting of a bell to allow the cleaning of bearings and housings	<p>Regard is had to any guidance issued by the Church Buildings Council (<i>CBC link below</i>)</p> <p>The bell is currently in a fit condition to be rung</p>
<p>(3) The like for like replacement of</p> <ul style="list-style-type: none"> <li>(a) bearings and their housings</li> <li>(b) gudgeons</li> <li>(c) crown staple assembly</li> <li>(d) steel or cast iron headstocks</li> <li>(e) wheels</li> </ul>	<p>Regard is had to any guidance issued by the Church Buildings Council (<i>CBC link below</i>)</p> <p>The bell is currently in a fit condition to be rung</p> <p>The works do not involve the drilling or turning of the bell</p>
<p>(3) The replacement of</p> <ul style="list-style-type: none"> <li>(a) bell bolts</li> <li>(b) a wrought iron clapper shaft with a wooden-shafted clapper</li> </ul>	<p>Regard is had to any guidance issued by the Church Buildings Council (<i>CBC link below</i>)</p> <p>The bell is currently in a fit condition to be rung</p>
(4) The treatment of timber bell frames with preservative or insecticide materials	
(5) The re-pinning or re-facing of hammers in Ellacombe apparatus	<p>Regard is had to any guidance issued by the Church Buildings Council (<i>CBC link below</i>)</p> <p>The bells are currently in a fit condition to be rung</p>
(6) The introduction of peal boards in a location not normally visible to the public	

<b>B3. Clocks</b>	
(1) Alterations to striking trains to prevent striking at night	No part of the clock mechanism is affected
(2) The upgrading of electrical control devices and Programmers	
<b>B4. Church contents</b>	
(1) The repair and maintenance of church plate (including candlesticks and crosses) not of special historic or artistic interest	
(2) The introduction, maintenance or replacement of portable audio-visual equipment used in connection with church services	No equipment is fixed to the fabric of the church
(3) The replacement of carpets or other floor covering and underlay	Only breathable underlay is used when underlay is replaced
(4) The replacement of curtains (other than curtains and other hangings associated with an altar)	
(5) The treatment of fixtures and furniture against beetle or fungal activity	
(6) The introduction of a book of remembrance and stand	
(7) The introduction of a fixed internal noticeboard	
(8) The disposal of free-standing chairs	No chair of historic or artistic interest is disposed of
(9) The replacement of a grand piano with another grand piano and the disposal of the original grand piano	No piano of historic or artistic interest is disposed of
<b>B5. Churchyard</b>	
(1) The introduction of benches in a churchyard	No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor
(2) The replacement of gas or oil tanks	The replacement tank is of similar dimensions and in substantially the same location  No works of excavation are involved  The local planning authority is notified of the proposal

<p>(3) The routine maintenance, repair or rebuilding of walls</p>	<p>The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979</p> <p>The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the “quinquennial inspection report”) or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council’s insurers are notified if external scaffolding is to be erected</p>
<p>(4) The routine maintenance or repair of lychgates</p>	<p>The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990</p>
<p>(7) The introduction of a sign at or near the entrance/s to a churchyard containing commonwealth war graves</p>	<p>The installation of the sign has been the subject of an affirmative PCC resolution.</p> <p>The sign is of the standard design and format recommended by the DAC (being 210mm by 150mm on a green background and made of aluminium).</p> <p>The text reads:</p> <p>“At this location there are COMMONWEALTH WAR GRAVES” or “At this location there is a COMMONWEALTH WAR GRAVE”</p> <p><a href="http://www.cwgc.org">www.cwgc.org</a></p> <p>Subject to the location of the sign having the consent of the Archdeacon</p>
<p><b>B6. Trees</b></p>	
<p>(1) The planting of trees</p>	<p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p>(CBC link below)</p>

<p>(2) The felling of a tree –</p> <p>(a) that is dying or dead; or</p> <p>(b) has become dangerous</p>	<p>In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p><i>(CBC link below)</i></p>
<p>(3) All other works to trees (whether or not prescribed in List A) except felling</p>	<p>If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with</p> <p>Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p> <p><i>(CBC link below)</i></p>

**Church Buildings Council Guidance Link**

**Bells – Organs - Trees**

<http://www.churchcare.co.uk/churches/faculty-rules-2015>

This is one of a series of guidelines published by the Diocesan  
Advisory Committee

Copies can be downloaded from the Diocesan website:

[www.chelmsford.anglican.org/parishes/dac/dac\\_notes](http://www.chelmsford.anglican.org/parishes/dac/dac_notes)

or can be obtained from the  
DAC Secretary at the address below.

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