



The Church of England
in Essex and East London
Diocese of Chelmsford

Church Notice Boards

The purpose of a church Notice board is to portray an image of your church to the outside world. A well designed, informative notice board will show that your church is active and organised, whereas a rotting, poorly designed notice board will make your church look neglected and send out negative messages to passers-by.

Ask yourself: **What does your noticeboard say about your church?**

If you are thinking about replacing your existing noticeboard, it is worthwhile taking the time to ensure that your new notice board conveys the message of what your church stands for.

Who is it for?

- What type of sign will you need?
- Who will see your notice board i.e. pedestrians, bus passengers, motorists etc.

Basic tips

- Before erecting your new noticeboard you will need to decide where it would best be placed. Consider the audiences you identified above and aim the notice board at the most predominant viewers.
- Be prepared to invest in high quality – a good quality notice board that is built to last can be quite costly. Wood is the most preferable material, however you will need to paint or varnish the noticeboard to ensure it is protected against rot. If you do decide to use a metal noticeboard, make sure it is rust proof.
- If paper notices are displayed inside a glazed case, it is important that they are regularly removed – out-of-date notices will give passers-by a negative impression of the church.

What do you want your church notice board to say?

- Start by typing up everything that you would like your church noticeboard to say on an A4 sheet. Some things you might like to include are:
 - A welcome
 - The diocesan / CofE logo
 - Church name
 - Service times
- Send your A4 sheet for feedback from the PCC / communications group and then edit to reflect the recommendations. **NB:** less is more – try not to waste words.
- Consider asking local residents for feedback on your proposed notice board. As an external audience such as this may be able to give you valuable feedback on the impression your notice board gives to an outsider of the church.
- Try to avoid using jargon and acronyms – the notice board must welcome non church-goers, not discourage them from entering the church.

- If possible try to avoid using names of clergy on a notice board if it has been designed for long term use. Using the title 'Vicar' will prevent the noticeboard becoming outdated when a new incumbent arrives.
- If your church has a website which is regularly updated, include the web address on the notice board.

Designing your church notice board

- Once the text for the notice board has been agreed, you can start to think about the overall design of the board.
- When deciding upon the colour of the noticeboard, try to pick out a colour that will be compatible with the style of your church and in keeping with your surroundings.
- Chose a colour for your lettering that will contrast with the notice board.
- Try to list the information in order of importance.
- Before you decide to buy shop around for the best prices. The noticeboard will be quite costly, therefore you may need to search for a company can supply a notice board within your price range.
- Companies such as [The Church Notice Board Company](#) will be able to advise you on the best materials and designs. It is better to invest in a good quality sign than buy a cheap notice board and replace it every few years.

Planning Permission

- First contact your local authority to check that you are able to go ahead with your notice board.
- You will also need to contact DAC to get permission for your notice board.
- Additional information regarding planning permission is available from DAC at the Diocesan office: [Sandra Turner](#) – 01245 294423.