

DIOCESE OF CHELMSFORD
DIOCESAN ADVISORY COMMITTEE

EXTERNAL NOTICE BOARDS
GUIDELINES TO ASSIST PARISHES

Issued May 2000

EXTERNAL NOTICE BOARDS

INTRODUCTION

- 1.1 Your notice board will be the first contact between the passer by and the church. Regardless of the content, the board's design and presentation will create an immediate impression of how the local church wishes to be seen by the community. It is essential that the design and placement of the notice board is given the same attention that you would give to other church work.

THE SITE

- 2.1 Most churches will have had a notice board for many years and the temptation is often to have the same again. However needs change and a site should be determined to suit present circumstances. Select a site for the board by considering:
 - (a) the best position in relation to the way the church is approached by the majority of passers by. Do you need two boards?
 - (b) will the position compromise the view of the church by those reading it or passing by? Some obstruction may be inevitable but with careful siting this can often be minimised.
 - (c) to avoid petty vandalism site the board away from a wall, box tomb or other items of churchyard furniture that can act as "seats" or steps and therefore encourage doodling on the board.

- 2.2. Seek the advice of the local authority. You may need planning permission.

DESIGN

- 3.1 The design of the board will need to be drawn and it is usually prudent to seek the assistance of your architect, who will also give advice regarding its construction and suitable materials. The method of fixing by posts or to a wall must be defined.
- 3.2 The drawing will need to identify the colours of the background and the lettering. The style of lettering will need to be appropriate to the setting. This should be illustrated as part of the design.
- 3.3 Is the board to incorporate space for removable notices, special services etc.? If so, how will they be attached? Are they protected from vandalism? What will be in this space when there are no special notices? An out of date notice or a messy blank space creates a negative image of the life of the church.
- 3.4 Is the design to include glazed sections? Such elements will generally be of either glass or polycarbonate. It should be noted that glass is prone to vandalism, and therefore should be toughened or laminated, whilst polycarbonate will discolour as it ages.
- 3.5 The use of new materials for the board may be appropriate in some circumstances. Coloured perspex with adhesive perspex letters are commercially available as are self adhesive vinyl letters. Problems to bear in mind are that boards made of these materials can suffer missing letters,

due to the failure of the adhesive and they are not readily amended.

- 3.6 If the board is to be “illuminated” details of the fittings and wiring runs must be included in the application.

CONTENT

- 4.1 However good the design of the board it is the content that will either encourage or discourage the readers.

- 4.2 Some information is essential for all boards and some may be appropriate in particular situations. Consider:

- (a) The name of the parish and church dedication. It may be necessary to include the denomination, we cannot make the assumption that the readers will know it is CofE. The names and contact numbers for clergy - do you wish to include their Christian names? Shields representing the dedication and/or the diocese may also be included.
- (b) It is not always appropriate to include clergy addresses.
- (c) Parish Office contact number and opening times.
- (d) The regular pattern of Sunday and weekday services.
- (e) Excluding details of parish organisations as these frequently change.
- (f) Include a catch all i.e. “for details of other services and organisations see
- (g) Use language that can be understood by the public (e.g. what is the role of a surrogate?).

MAINTENANCE

- 5.1 A notice board that contains out of date information, peeling paintwork, missing letters, and vandalism immediately give a bad impression of your church.
- 5.2 Regular maintenance and prompt repair of damage is essential if your board is to successfully proclaim the mission of the church in your parish

POLICY

1. The DAC requires that applications should include:
 - (a) Drawings showing the design of the board, including the lettering and the colours together with details of the fixing methods.
 - (b) Drawings showing elevations and the method of fixing the board to either mounting posts or existing fabric.
 - (c) The content of the information.
 - (d) A plan of the area showing the proposed siting area for the board.

This is one of a series of DAC Guidance Notes obtainable from the Diocesan Resources Centre (Tel: 01245 294405).

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