

Caring for Church Buildings

A basic guide to church maintenance, repair and the Faculty process.

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PART ONE: INSPECTION AND GENERAL MAINTENANCE

Inspection and General Maintenance

The responsibility for maintaining a church rests with its Parochial Church Council (PCC). Churchwardens must make a full check of their church building and its possessions every year and report back to the PCC. It is most effective to look at the church and its grounds as if viewing them for the first time. This gives a valuable impression of how the church might appear to a new visitor and can highlight areas for improvement. Churchwardens must check that everything in and around the church works correctly and see that any minor blemishes are repaired. In addition, they should also carry out the following useful checks as frequently as possible:

For the church exterior:

- Keep gullies clear of silt; clean and renew gratings; check that drains are flowing; grease the fitting grooves of cast-iron covers.
- Never plant or bed against walls. Instead, have a wide gravel drain made for access and damp reduction.
- Regularly clean and flush rainwater gutters and down-pipes. Gutters behind parapets are particularly prone to gradual blockage and plant growth.
- Attend promptly to missing and slipped tiles and slates, raised flashings and insecure ridges. If a problem that may have been causing unseen damage for an extended period of time is found, a thorough inspection by an expert is a wise precaution.
- Do not paint or repaint metal flashings or stone dressings as this will undermine their integrity.

For the church interior:

- Look for cracks in window glass and closely inspect all window fittings. Keep condensation channels and drains clear and seek advice if condensation is persistent.
- Keep a list of fire extinguishers, alarms, latches, locks, bolts, safes and ladders, and check them thoroughly to ensure that they are working properly.
- Do not lay carpets over stone flags or clay-tile paving as such floors are seldom damp-proofed and depend on moisture being allowed to evaporate from the surface.
- Frequently clean heating and lighting fittings, which attract flies and dust.
- Do not forget places that may be visited infrequently by most churchgoers (belfry, ringing chamber, vestry, organ chamber, boiler house, etc.).
- Be restrained about polishing. Do not polish items or furnishings unless it helps the overall effect of the church. Polishing can cause certain materials to deteriorate and floors, especially old wood-block parquet, can become dangerously slippery when over-polished.

For the church's grounds:

Although the freehold of the churchyard is vested in the Incumbent, the PCC is still responsible for its care and maintenance. PCCs need to consider the long-term consequences of tree-planting and consult with professionals where appropriate. Careful and expert pruning is needed to enhance the beauty of trees and prolong their lives. Trees should never be planted along boundaries, and only exceptionally lopped, chopped or topped. Similarly, trees should not overhang boundaries or be

allowed to spread roots too near to buildings and walls. Most churchyards have room for only one forest tree, often best sited toward the centre. When a tree dies or must be removed, aim to also remove the roots, provided that no archaeological disturbance will occur.

The Quinquennial Inspection (QI)

By law, every PCC must appoint a Church Inspector and arrange for them to perform a full inspection every five years. The Inspector must be either a qualified architect or a certified Member of the Royal Institution of Chartered Surveyors (MRICS). Only individuals (not professional practices as a whole) can be approved by the Diocesan Advisory Committee for the Care of Churches (DAC) to act as an Inspector and the DAC keeps a list of those entitled to do this.

The purpose of the QI is to tell the PCC if significant repairs are needed. PCC members will need to study the QI report produced and decide what should be done. In addition to at least one copy being provided to the PCC as client, the Inspector should send a copy to the DAC Secretary. The Secretary will pass this to the relevant Archdeacon for comment and then keep it for reference by the DAC. The Archdeacon will be involved in plans for repairs, either discussing them straight away in an ongoing scheme for work, or later at the annual Visitation.

The Church Inspector is a professional person and must be properly reimbursed, both for conducting the QI and any work resulting from it. Such people are often in partnership with other architects or surveyors who would not allow them to devote their time without charging appropriately.

To help PCCs, the fee paid to the Inspector for the QI is met by the DAC out of the Common Fund, though the PCC remains the Inspector's client. When problems with the church building must be tackled, it is wisest to turn first to the Inspector for their help. Payment for this must be funded by each PCC and terms should be agreed on appointment. The Inspector should draw up a detailed scheme for repairs, or even improvements and alterations, producing specifications and supervising firms in which he or she has complete confidence. It is very unwise to leave such things to contractors, who generally lack the specialist knowledge that Inspectors can provide.

Although the QI does not require some major items to be assessed beyond their 'apparent condition' (for example, clocks, heating systems, lightning protection, bells and organs), these often warrant regular detailed inspections of their own. The DAC therefore strongly recommends that, while the QI is under way, these installations are also inspected.

In the case of electrical services, current regulations place the onus on the PCC to demonstrate its safety compliance. The same onus exists for the use of gas and oil. The DAC recommends five-yearly surveys at the same time as the QI, but any electrical inspection or work must be performed by a contractor registered with the following professional bodies: the National Inspection Council for Electrical Installation Contracting (NICEIC), the Electrical Contractors' Association (ECA), or the National Association of Professional Inspectors and Testers (NAPIT).

Generally, for the purposes of health and safety, the worshipping community must know the shortest ways out of their church without the need for emergency lighting, standard safety signs, extinguishers or additional escape routes. For churches where there are rooms for hire, or with upper floors, inspectors from the Health and Safety Executive (HSE) would need to visit in order to establish whether health and safety provision is adequate. The Church Inspector will be able to offer

guidance upon what provisions need to be made to satisfy the HSE.

PART TWO: MAKING REPAIRS AND THE FACULTY PROCESS

Repairs and the need for Faculty

In general, any change, repair or addition that the PCC wishes to make within the boundaries of consecrated church land requires formal permission through Faculty, even where proposals are for an obvious improvement. Applying for Faculty, as opposed to seeking Planning Permission from the local civil authority, is necessary because of the 'ecclesiastical exemption' of places of worship from general listed building controls. Formally, a Faculty applies if your building is:

1. The parish church.
2. A building consecrated for public worship.
3. A building licensed for public worship after February 1993.
4. A building nominated by the bishop for inclusion under Faculty.

In addition to repairs, Faculty is also required for proposed work involving alteration to a church's interior, the addition or disposal of objects, and changes to grounds and boundaries. Faculty is still necessary even if proposed work:

1. is a 'like-for-like' replacement;
2. does not involve affixing something to the fabric of the building;
3. is located outside the church's worship space;
4. corrects earlier changes made without Faculty;
5. involves moving an item from inside to outside the building;
6. is described in the Quinquennial Inspection report;
7. is to install a banner or hanging for longer than 3 months.

No gravestone or monument may be removed without a Faculty and any new memorial, gravestone or inscription recording the burial of cremated remains must harmonise with existing churchyard memorials so as to enhance, but not dominate, the area.

The Faculty document proves permission was properly obtained for precisely described work. This protects the petitioners against false criticism, which could otherwise lead to costly legal disputes. A granted Faculty is usually valid for two years, though conditions may be attached that make this period shorter. 'Leave to apply' can be sought to extend the period where a grant of Faculty is valid.

Despite the ecclesiastical exemption, if you propose to alter the exterior of the church, build in the churchyard, or change the use of part of the building, having a Faculty does not prevent you from needing local authority Planning Permission (or needing to satisfy Building Regulations, if conducting new work). The petitioner is not obliged to fulfil the works specified by a granted Faculty, but it is generally the wish of all parties involved that the actions described are carried out as speedily as possible.

The Diocesan Advisory Committee for the Care of Churches (DAC)

The DAC exists to return feedback to the PCCs regarding their submitted or proposed Faculty applications, and to provide formal advice to the Chancellor (who makes the ultimate decision over whether Faculty is to be granted). Therefore, applications for Faculty are made to the DAC

Secretary, who is based Church House. It is regulated by the 'Care of Churches and Ecclesiastical Jurisdiction Measure 1991', which includes rules as to membership, purpose and functions. This church law differs from its civil counterpart, requiring that “Any person or body carrying out functions of care and conservation ... shall have due regard to the role of a church as a local centre of worship and mission”. By contrast, secular law focuses more on the general cultural importance of conserving heritage buildings.

The DAC meets on seven occasions each year, usually at Church House. It considers two types of applications: requests for formal advice on repairs, alterations and additions; and petitions for Faculty to carry these out.

DAC members include architects, a nominee of the Local Government Association, a nominee of the National Amenity Societies, and specialists in archaeology and electrical installations. The Archdeacons are also members, as are at least two clergy from the Diocesan Synod. DAC Advisers add to Committee discussion with correspondence offering expert opinions on organs, bells, artwork, clocks and security. This combined experience is therefore a valuable resource and the DAC is always available to offer advice to PCCs, the Archdeacons, the Chancellor and the Bishop.

Typically, the DAC can advise on:

- all alterations to church buildings and their contents;
- the grant of Faculty for repair to and reordering of churches;
- the use and care of the churchyard and burial ground;
- what records should be kept and how to keep them;
- how to care for archaeological remains.

Where funds allow, churches need frequent work to provide up-to-date facilities and improve their buildings. Older churches have often been altered numerous times as local needs change. The DAC is particularly concerned to conserve and protect church buildings that are either listed or are in a conservation area. Similarly, members respect the present climate of archaeological opinion, which is strongly against disturbing sensitive material unless it is absolutely necessary.

To offer formal advice, DAC members will need to be informed of the present situation at the church and the reasons why it needs improving. This should take the form of a 'Statement of Need' (SoN). The SoN must show the aims the petitioner seeks to meet, the measures needing implementation, and that there is broad support for the project within the church community. This enables the DAC to both see the objectives of the proposals and judge how well the technical solutions meet them. Photographs are invaluable and sketches or drawings are often crucial. Samples of materials are equally useful, when appropriate. DAC members, advisers and officers do not necessarily have exhaustive knowledge of any given church or its interests, so this should be borne in mind when completing a petition.

Where the historic character of the church may be affected, a further 'Statement of Significance' (SoS) of the building is required. Generally, a church needs to write an SoS document just once (it needing revision only if the church undergoes major alteration), and it can then be used in any number of relevant petitions.

It is frequently thought that all archaeological remains are found underground, but in fact the whole of a church building, its churchyard, monuments, graves, boundary walls and gates are often of great archaeological importance. Any petitioner should carefully consider whether works may

damage or cover such material. The DAC has a clear archaeology policy, as do English Heritage and the local planning authorities (both of which are represented on the DAC).

Before a petition for Faculty is submitted to the Secretary, the DAC's Archaeological Adviser (DAA) can advise on the potential impact of the scheme. The DAA can also suggest archaeological contractors who can prepare a brief for any work required to preserve or record remains, and those who carry out such tasks. Where work is proposed in an archaeologically sensitive site, the DAC will probably require a detailed archaeological assessment (desk-based or site-based) to support a petition. The cost of all work, this included, must be funded as part of your total scheme.

It is best to get advice from the DAC as soon as possible because committee members can then offer guidance from their broad experience at an early stage. This avoids possible waste of time and money on redrawing proposals if significant change to an initial petition is felt necessary. The DAC can also put petitioners in touch with English Heritage, the local planning authority, or one or more of the six National Amenity Societies in order to gain their view before an application is made.

However, DAC members are not expected to take over the detailed development of plans from the petitioner's own professional (often the Church Inspector). Members may, however, want to visit the church to ensure that they fully understand the situation and its implications. Throughout the petition process, the DAC Secretary can advise on procedure, likely time-scales, and the completion of official documents.

The Faculty-granting process

Before deciding to make a permanent change to the church, the PCC must first consult its church members. Once the PCC is clear what alterations it and the community wish to make, the proposals should be discussed with the Archdeacon. In most cases, the PCC is best served by asking their Church Inspector for his professional input.

1. The DAC

Once the petitioner knows exactly what work is required, they are in a position to petition for Faculty. The petition should be sent to the DAC Secretary. Almost all Faculties are applied for on behalf of the PCC by the minister and churchwardens, but any persons or bodies may apply. In all cases, the extent of consensus within the PCC must be submitted as part of the petition. Upon receiving a petition, the Secretary will send two Public Notices to the church, to be displayed for 28 days. These notices inform the church community of the planned changes and allow them the opportunity to submit any written concerns or objections that they may have within the display period.

If the full extent of the proposals are clear and complete, the petition will be discussed at the next DAC meeting. The DAC can then resolve to:

- Recommend the petition to the Chancellor.
- Raise no objection to the petition.
- Not recommend the petition to the Chancellor.

The DAC Secretary immediately passes this resolution to the Chancellor, via the Diocesan Registrar, as a formal DAC Certificate. Within one working week of the meeting the Secretary will

relay feedback either to the incumbent and PCC officers, or the person nominated as primary liaison on the petition form. When making a recommendation to the Chancellor, the DAC may suggest additional provisos for the grant of Faculty if they feel it appropriate. These provisos are often carried forward as formal conditions on a granted Faculty.

If the DAC feels that it has not been given enough information, or disagrees in principle with the stated aims of a petition or how they are to be carried out, the DAC cannot recommend it to the Chancellor. In such cases, the Certificate will state the DAC's grounds for declining its support.

It is always in the petitioner's interest to achieve DAC support, either by adjusting the proposal or making more convincing arguments for it, since the DAC's opinion is key when the Chancellor or Archdeacon determines whether or not to grant a Faculty. Unless you ask the DAC Secretary to withdraw a petition, the DAC Certificate will be forwarded to the Diocesan Registrar to be placed on record, whatever the result.

2. The Registrar

The Diocesan Registrar is a senior solicitor who receives Faculty petitions via the DAC Secretary once the DAC has come to its decision.

The Registrar then allocates petitions to the Archdeacon for approval if it is unnecessary to involve the Chancellor. Where the Chancellor must deal with the application, the Registrar obtains further expert opinions as directed. The Registrar checks that material supporting the petition is in order, archiving this as an important record for the Diocese.

3. The Chancellor or the Archdeacon

The Diocesan Chancellor is the Bishop's chief legal officer and a professional judge who presides in the Consistory Court of the Diocese. Such courts sit within the framework of secular courts in England and Wales, being part of their Supreme High Court. The Chancellor's powers are in certain cases delegated to the Archdeacon.

The Chancellor or Archdeacon will only issue a Faculty after they have received advice from the DAC, heard any responses arising from the display of a Public Notice, and taken any advice that they are obliged (or choose) to seek from other parties. If local or national objections to proposals are received, the Chancellor will ask for further evidence from petitioners and objectors and encourage a compromise. In the extremely rare cases where a new plan of action cannot be agreed upon, a Consistory Court is convened to sit in public.

It is the Chancellor who decides whether to ultimately grant Faculty, putting the advice of the DAC together with others expert sources and weighing the overall evidence for and against the proposal in order to make his final decision.

For minor changes, the Faculty process will normally take two months, depending upon how close to the submission deadline you send your petition to the DAC Secretary. Larger projects will take longer as more people are needed to look at the scheme in greater depth. No work should ever commence until the Chancellor has given his approval – the grant of Faculty is his statement that work can begin.

Emergency repairs

Processing a petition for Faculty takes time, but repairs are sometimes needed immediately. In these cases, the Archdeacon must be consulted right away. If the Archdeacon agrees that work needs to go ahead urgently, the petition can be sent directly to the Registrar, who will ask the Chancellor to grant an immediate Licence for vital repairs to proceed.

In addition, the Chancellor is able to waive the need to display a Public Notice in emergency cases either where the public's health and safety is at risk, or if the church or part of it is in danger of collapse. Having regard to all circumstances, the Chancellor may direct that a shorter period of notice be given to relevant persons or bodies before issuing Faculty.

After a License is granted, the petitioner must seek a 'Confirmatory Faculty' (a request for Faculty made after work has begun) as soon as possible. Provided that the DAC accepts that the emergency is justified, and particularly if the work was recommended by the Church Inspector, it is unlikely that there would be any difficulty in obtaining a Confirmatory Faculty.

Matters not requiring a Faculty

Many church repairs can be considered minor or routine and are agreed by the Chancellor to not require a Faculty. In such cases, there is no need to inform the DAC when work is carried out. For a full list of these repairs, please consult *Appendix 2: The 'De Minimis' list (matters not requiring Faculty)*.

Faculty is not required for the introduction, removal or disposal of items belonging to the church hall or vestry. However, no item belonging to the church (no matter where it is stored) may be disposed of unless the Archdeacon has been consulted and raises no objection. Changes to the location of fire extinguishers, hymn boards, internal notice boards and display stands in the church can be carried out after consultation with the Archdeacon. The Archdeacon may also authorise the installation of security locks on doors and windows, and of security lighting or cameras 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.

If the PCC wishes to change the layout and internal arrangement of the church, proposals can be discussed with the Archdeacon, whom must be satisfied that all existing furnishings will be preserved for reinstatement if necessary. If agreed, and if there will be no interference with the fabric of the building nor disposal of any fixture, the Archdeacon can grant a Licence to permit a scheme of temporary reordering for up to 15 months. If the Archdeacon does not agree with the scheme, the incumbent can apply to the Chancellor for an interim faculty. The scheme may only continue if a petition for a permanent Faculty is considered by the DAC and lodged at the Registry by the 12th month of the Archdeacon's Licence.

Funding repairs and maintenance (including VAT)

PCCs must shoulder the cost for repairs and maintenance as the DAC only has the funds to pay the fixed fees for Quinquennial Inspections. However, remember that you can claim a grant to reimburse all VAT paid for work to a listed building until at least 31st March 2011 through the government Department of Culture, Media and Sport's 'Listed Places of Worship Grant Scheme'.

For VAT, materials installed by builders can generally be considered for exemption. This includes facilities and access for the disabled, and approved alterations to listed buildings (as well as demolitions and professional costs if part of the same contract). However, this does not include carpets and furniture. Energy-efficient installations can achieve a 5% VAT rate regardless of the building being listed. The DAC Secretary may be able to suggest a consultant to liaise with at the local VAT Office on larger projects.

If the PCC is seeking a grant from an outside source, the DAC will offer full support in satisfying such bodies that the proposed work meets their principles for funding. DAC will endeavour to recommend a petition for Faculty as quickly as reasonably possible if this will make securing outside funding more likely.

There is no charge to church members for any work done by the Birmingham DAC.

PART THREE: APPENDICES

Appendix 1: The National Amenity Societies

The National Amenity Societies are six separate charities recognised by central Government for over thirty years as expert sources in buildings conservation.

1. The Society for the Protection of Ancient Buildings (SPAB)
2. The Georgian Group
3. The Victorian Society
4. The Twentieth Century Society
5. The Ancient Monument Society (AMS)
6. The Council for British Archaeology (CBA)

These societies can offer help to PCCs and advice to the Chancellor, who may ask for their opinion to set alongside the DAC's prior to determining a petition. Some societies have national officers while others rely more heavily on local caseworkers. All receive copies of DAC agendas and minutes.

Appendix 2: Funding Bodies

As with repairs, PCCs are responsible for raising funds to improve their church buildings. The following bodies may be able to provide funds for all-encompassing projects or certain aspects of church care:

- The Church Buildings Council (CBC). The CBC sometimes funds professional restoration and conservation reports (as the CBC itself administers the funds of the Wolfson Foundation).
- English Heritage.
- The National Lottery (through the Landfill Tax scheme).
- Various local authority initiatives may be available. 'Funds for Historic Buildings' is a good starting point, as it includes the Owen Family Trust and the Sharpe Trust.
- The Architectural Heritage Fund (AHF). This registered charity was founded to promote the conservation of historic buildings in the UK. It can provide advice, information and financial assistance in the form of grants and low-interest working-capital loans for projects undertaken for the benefit of the community by building preservation trusts and other charities.
- The Monument Historic Buildings Trust and the Headley Trust (parts of the Sainsbury Family Trusts).
- The Pilgrim Trust.
- The Arts Lottery Fund. Administered by the Arts Council, this may be of assistance for churches seeking to improve their cultural facilities or commission contemporary art and craft work. It may also assist major organ reconstruction for concert use (the conservation of historic instruments is handled instead by the Heritage Lottery Fund).
- The Alan Evans Memorial Trust. This promotes the permanent preservation of land tenements (including buildings) of beauty or historic interest. Donations are given for land purchases; the planting of trees, shrubs and plants; and the restoration of cathedrals,

- churches, and other buildings of beauty or interest to which the public may have access.
- The Allchurches Trust. This registered charity was formed to promote the Christianity and contribute to the funds of charitable institutions.
 - The Beaverbrook Foundation. This gives grants for the preservation of historic church buildings.
 - The Garfield Weston Foundation. This offers up to £20,000 towards community buildings and also churches.
 - The Hedley Foundation. This offers up to £5000 for the construction, adaptation or improvement for community use of churches and local community centres.
 - The Historic Churches Preservation Trust and Incorporated Church Building Society. This can make grants to churches over 100 years old.
 - The Jill Franklin Trust. This considers grants of up to £1000 for covering the cost of restoring architecturally important churches.
 - The William Adlington Cadbury Charitable Trust. This can make one-off grants, up to £5000, for the preservation of listed buildings and monuments in Birmingham and the West Midlands, within a broader programme of charitable support.

The Church House Bookshop offers directories of funding sources and literature giving guidance on general fund-raising.

The endorsement of the DAC is often key to obtaining grant aid and it may be involved in certifying the satisfactory completion of work. The DAC Secretary will have information on the granting bodies and can offer a view on the likely success of any application to them. The Secretary is also able to write the petitioner a letter of support.

Appendix 3: The ‘De Minimis’ list (matters not requiring Faculty)

Matters below are generally considered minor or routine and are agreed by the Chancellor to not require a Faculty, so there is no need to inform the DAC if they are carried out. However, no item should be disposed of without consulting your Archdeacon. Please be aware that carrying out work without a Faculty (where it is required) is unlawful and may be subject to enforcement action. If you are ever in any doubt, please telephone your Archdeacon or the DAC Secretary to check that a Faculty is not required.

1. Minor repairs

Works of minor repair not requiring Faculty are considered to be:

- Works identified as such in your last Quinquennial Inspection report, provided that the specification has first been agreed by the DAC.
- Works of routine maintenance on the fabric and contents of the church (where the material appearance of the building is not altered) up to the value of £7500+VAT, providing that the Archdeacon has been notified and has given his approval in writing before any contract is entered into. Works that cost less than £1250+VAT can proceed without the need for the Archdeacon’s written approval. However, any repairs to broken or cracked quarries in historic stained glass, historic clear-glazed windows or historic tiled floors require a Faculty.
- Works of routine maintenance to heating systems, gas, water or other services, and to electrical fittings or other electrical equipment or lightning conductors (by approved

NICEIC, ECA or NAPIT electricians) up to a cost of £7,500+VAT. However, no addition to an electrical system is to be made without a Faculty because of the risk of jeopardising the church's insurance policy.

- External or internal redecoration using the same colours and materials, providing those original colours and materials were approved by a Faculty.

2. *Furniture and fixtures*

Minor changes not requiring Faculty are considered to be:

- Introduction, removal or disposal of furniture in church halls (but not items from the church kept in the hall); furniture, furnishings, office equipment and minor fixtures (excluding wall safes) in vestries (provided that the room's use is not being changed); fire extinguishers; hymn boards; internal notice boards; and small moveable bookcases or display stands.
- Replacement of carpets or curtains with the equivalent of similar colour, material, pattern and type of backing.
- Additions in an existing style to name boards, excluding war memorials.
- The use of a security system recommended by insurers for marking movable items kept in the church.
- Treatment against beetle or fungal activity (unless bats may be affected).

3. *Musical instruments*

Minor changes not requiring Faculty are considered to be:

- Introduction, storage or removal of musical instruments and stands used by music groups.
- Routine tuning and adjustment by a qualified person of organs, harmoniums and pianos, up to a value of £3,000+VAT.
- Maintenance and repairs to pianos using matching materials.

4. *Bells and clocks*

Minor works not requiring Faculty are considered to be:

- Inspection and routine maintenance of bells, bell frames, clocks and clock faces (including the like-for-like replacement of worn and broken parts).
- Replacement of damaged wooden bell stays and bell ropes.

5. *Movables*

Minor changes not requiring faculty are considered to be:

- Introduction, removal, replacement or disposal of kneelers, hassocks and cushions (but not a substantial replacement of them); surplices, albs, cassocks, choir robes and verger's robes; cruets; vases; service books authorised by Canon; bibles, hymn books, song books and sheet or bound music (but not the disposal of hand-bound or other valuable books); altar linen (but

not frontals or falls); decorative flags and banners used for temporary displays; the Union flag, St George's flag or the Diocesan flag.

6. *Emergency items of work that may be authorised by the Archdeacon*

Minor emergency works not requiring Faculty are considered to be:

- Installation of security locks on doors and windows when the Archdeacon is satisfied that they are urgently required and that the type of lock has been approved by him in writing.
- Installation of security lighting or cameras where there is an urgent need to protect the building against burglary or vandalism, pending the grant of a Faculty for a permanent scheme. However, this must be approved in writing by the Archdeacon, and the Diocesan Registrar must be notified that approval has been given.

7. *Churchyards*

Minor works not requiring Faculty are considered to be:

- The purchase and maintenance of lawnmowers and other churchyard equipment.
- Routine repair of paths including resurfacing in the same material and colour.
- Repairs to and repainting in the same colour of notice boards.
- Minor repairs to fences and gates (but not walls).

8. *Other matters*

- Where the proposal is of a similarly minor nature, but does not appear in the above list, the Chancellor may be willing to dispense with a Faculty, sometimes subject to conditions such as consultation with the DAC. The Chancellor's decision will normally be based upon a letter, to be sent to the Registrar, giving all relevant information about the proposal.
- A Faculty is not required for the deposit of parochial registers or other parochial records in the diocesan record office, or for the obtaining of new registers.
- Repairs, acquisitions and the disposal of articles in the list should be recorded in the church log book.