

DAC Guidance Notes: Windows and Noticeboards

These guidelines cover general information regarding window protection, installing new windows and erecting new church noticeboards.

Church window protection and new glass

The proposals for window protection that are most often recommended by the DAC involve colour-matched grilles of metal unlikely to leave rust stains on the stonework. Gloss-painted metalwork is best avoided owing to the need for repainting as weather damage degrades the surface.

Fixings for window grilles or meshes should be made into mortar joints or stonework vertices, in order to minimise damage to the building fabric and to make them more easily removable for replacement or repair. Screws, fitted into wooden fillets, should be stainless. Polycarbonate sheeting has been used in some churches, but it is very light-reflective, becomes discoloured by weather and sunlight, and catches condensation, leaf-mulch and other airborne detritus.

To advise on proposals for window protection, the DAC will need to see drawings, a location plan and a specification for both the materials and the means of installation. It is always helpful to submit simple photographs of the present situation, along with a clear statement giving details of any persistent vandalism necessitating a stronger type of protection for the windows.

However, none of this advice precludes a more robust type of protection being considered by the PCC if they feel it necessary and make such a case to the DAC. More information on window guards is available here:

[Churchcare: Church Window Guards](#)

When proposing a new glass window for a church, the general advice is that a PCC should commission an artist and emphasise theological rather than local subject matter. Using a local artist is often desirable, provided that the design and execution are of suitable quality. Designs do not have to be limited to traditional 19th-Century styles, but whatever they depict must be appropriate to the building and its immediate internal surroundings, convey something of the Christian message or add something to the sense of worship, and be of sufficiently high technical and aesthetic design quality.

[Churchcare: Stained Glass Windows and Historic Glazing](#)

Church noticeboards

Any place of worship should have exterior signage that is informative, appealing, and suitably located to be visible to both foot and vehicle traffic. The PCC should also consider the durability of signage against sunlight, wind and rain and potential vandalism.

If a board is to be fixed to the church building, or will be sited within the consecrated church footprint, Faculty permission will be required. The general advice of the DAC is to use, where possible:

- traditional materials such as hardwood (with a view to durability, harmony with local stone and/or other materials in vicinity);
- a traditional ecclesiastical shape (pitched tops are typical);
- a darker, 'restrained' colour or palette of colours;
- gilded or white lettering in a serif typeface;
- limited stylistic variety (italicisation, boldening, size differences, etc.) on any given panel.

Overall, the technical and aesthetic suitability for a specific setting are the two pivotal issues in any application for church signage. The following material should always be submitted as part of your petition:

1. Drawings of all proposed noticeboards, showing their type, details of mounting, dimensions and position in the churchyard or on the church building. The drawing should indicate the materials to be used, fixings, colours, height above ground and (if the board is to be attached to the building) the extent of its projection from the building.
2. A location plan should also be provided that identifies the proposed position of the noticeboards on the church site. The plan should be drawn to an identified scale and show the direction of North.

It is always helpful to submit photos showing where the new signs will go, as they will help to establish context. It is generally preferred that the Church of England corporate identity logo, in use since c.1996, is well incorporated into a layout design, but it is not required. Further information can be found here:

[Churchcare: Church Noticeboards](#)