



## **DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES (DAC)**

### **DAC Membership**

Currently, the Birmingham Diocesan Advisory Committee for the Care of Churches (DAC), is constituted by 17 members and 5 consultants, and is supported by 6 members of staff:

#### **Members**

Mr Richard Berry (Chair)  
Mr Chris Hargreaves (Vice-Chair, Conservation Planner)  
The Ven. Simon Heathfield (Archdeacon of Aston)  
The Ven. Jenny Tomlinson (Archdeacon of Birmingham)  
Ms Sarah Baldwin (Architect)  
Mr Graeme Beamish (Architect)  
Mr Tim Bowden (Mechanical and Electrical Engineer)  
Mr Tim Bridges (National Amenity Societies nominee)  
Mr Derek Clarke (Architect)  
Mr John Heywood (Diocesan Synod nominee)  
Dr Mike Hodder (Archaeologist)  
Mr Ian Kay (Parish representative)  
Mr Steven McLeish (Historic England nominee)  
Mr Stephen Oliver (Architect)  
Mr Chris Patrick (Local Authority nominee)  
Mr Aidan Ridyard (Architect)  
Mr Charles Shapcott (Structural Engineer)

#### **Consultants**

Dr Jim Berrow (Organs Adviser)  
Mr Richard Grimmett (Bells Adviser)  
Mr David Bradnock (Clocks Adviser)  
Mr Harry Rawlings (Electrical Adviser)  
The Revd Steve Jones (Access Adviser)

#### **Staff**

Mr Ben Smith (DAC Secretary)  
Mrs Jan Bakewell (Parish Building Surveyor)  
Mr Richard Hall (Clergy Housing Surveyor)  
Mr Daniel Mayes (Director of Property)  
Mr Andrew Schofield (Parish Building Surveyor)  
Mr Ian Simpson (Historic Places of Worship Support Officer)  
The Revd Paul Tullett (Archdeacon's Associate for the Archdeaconry of Aston)

# DAC Constitution

## Introduction

1. Under the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, every diocese is required to have a Diocesan Advisory Committee for the care of churches (DAC). The DAC must have a written Constitution provided by the Diocesan Synod containing, at least, the provisions set out in Schedule 2 of the Measure.
2. The Diocesan Synod of 28 November 2015 resolved that the current Constitution would come into effect on 1 January 2016. The current Constitution was revised on 10 May 2018 following the passing of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

## Name

3. The Committee is known as the Birmingham Diocesan Advisory Committee for the care of churches.

## Membership: appointment

4. The DAC consists of a Chair, the Archdeacons and at least twelve other members.
5. The Chair is appointed by the Bishop after consultation with the Bishop's Council, the Chancellor of the diocese and the Church Buildings Council of the Cathedral and Church Buildings Division of the Archbishops' Council.
6. The other members are:
  - a) two persons appointed by the Bishop's Council from among the elected members of the Diocesan Synod;
  - b) at least ten other persons appointed by the Bishop's Council, of whom one is appointed after consultation with the Historic Buildings and Monuments Commission for England (Historic England), one of whom is appointed after consultation with such associations as the Dean of the Arches and Auditor may from time to time designate as the relevant associations of local authorities in relation to the diocese, and one of whom is appointed after consultation with the National Amenity Societies; and
  - c) such other persons as may be co-opted under clause 19.
7. To be considered quorate, a meeting of the DAC must be attended by:
  - a) either the Chair or the Vice-Chair;
  - b) at least one Archdeacon; and
  - c) at least one-third of the total number of the other members appointed under clause 6(a) and (b), at least one of whom must be a qualified architect.
8. In making appointments under clause 6(a) and (b), the Bishop's Council must ensure that

the persons so appointed have between them:

- a) knowledge of the history, development and use of church buildings;
- b) knowledge of Church of England mission, liturgy and worship;
- c) knowledge of architecture, archaeology, art and history;
- d) knowledge of civil planning policy, guidance and legislation; and
- e) experience of the care of historic buildings and their contents.

9. The DAC will nominate for the Bishop's approval one of its members appointed under clause 6(a) or (b) above to the role of Vice-Chair. The responsibilities of the Vice-Chair are to act as the Chair should the Chair be unable to do so, or should the position of Chair be vacant.
10. The first appointments of the Chair and of other members under clause 6(a) and (b) shall take place as soon as practicable.
11. Subsequent new appointments of the Chair or of a member under clause 6(a) and (b) must be made within the period of one year following the formation of the second new Diocesan Synod after the latest appointments (i.e., every six years).

**Membership: term of office**

12. The term of office of the Chair or a member appointed under clause 6(a) or (b) begins with the appointment and ends with the making of a new appointment under clause 11.
13. A member who ceases to hold a qualification by virtue of which he or she became a member ceases to be a member on ceasing to hold the qualification.
14. A member who ceases to hold office otherwise than by virtue of clause 13 is eligible for reappointment.

**Membership: casual vacancies**

15. Where a casual vacancy occurs among the Chair and other members appointed under clause 6(a) or (b), the Bishop must appoint a person to fill the vacancy.
16. If the person whose place is to be filled was a member by virtue of being a member of the Diocesan Synod, the person appointed under clause 15 must also be a member of the Diocesan Synod.
17. If the person whose place is to be filled was appointed after consultation under clause 6(b), the Bishop must, before appointing a person to fill the vacancy, undertake the consultation required under the clause concerned.
18. A person appointed to fill a casual vacancy holds office only for the unexpired portion of the term of office of the person whose place is being filled.

**Membership: co-opting**

19. The DAC may, with the consent of the Bishop, from time to time co-opt such persons as it thinks fit to be additional members.
20. The number of persons appointed under clause 19 must not exceed one-third of the total number of the other members.
21. A person co-opted ceases to be a member on the making of new appointments of members under clause 11.

### **Consultants**

22. The Bishop may appoint suitably qualified persons to act as consultants to the DAC if the DAC requests the Bishop to do so.

### **Secretary**

23. The Secretary to the DAC is appointed by the Bishop after consultation with the Chair and the Diocesan Secretary.

### **Sub-Groups**

24. A meeting of the DAC may delegate responsibility to a sub-group of its members to reach a resolution on a particular case between meetings of the DAC. A sub-group shall include the Chair, the Vice-Chair or an Archdeacon, in addition to however many other members appointed under clause 6(a) and (b) above felt to be appropriate, of whom at least one shall be a qualified architect.
25. A resolution reached by a sub-group on a case must have the unanimous agreement of all of its members. A unanimous resolution may be passed by the sub-group to the Diocesan Chancellor between meetings of the DAC. A sub-group must always report its deliberations to the next full meeting of the DAC, for its endorsement and noting. Should a complete consensus not be achieved within the sub-group, the case must be referred back to the DAC for resolution.

### **Functions**

26. In carrying out its functions, the DAC must have due regard to the rites and ceremonies of the Church of England, and to the role of a church as a local centre of worship and mission.
27. The DAC must act as an advisory body on matters affecting places of worship in the diocese and, in particular, must give advice when requested by a relevant person on matters relating to:
  - a) the grant of faculties;
  - b) the architecture, archaeology, art and history of a place of worship;
  - c) the use, care, planning, design or closure of a place of worship;

- d) the use and care of the contents of a place of worship; and
  - e) the use and care of a churchyard or burial ground.
28. Each of the following is a 'relevant person' for the purposes of clause 27:
- a) The Bishop of the diocese;
  - b) The Chancellor of the diocese;
  - c) The Archdeacons of the diocese;
  - d) the Parochial Church Councils of the diocese;
  - e) a person intending to apply for a faculty in the diocese;
  - f) the Bishop's Council of the diocese;
  - g) a person engaged in the planning, design or building of a new place of worship in the diocese, not being a place within the jurisdiction of the Consistory Court; and
  - h) such other persons as the DAC considers appropriate.
29. The DAC must review and assess the degree of risk to materials, or of loss to archaeological or historic remains or records, arising from proposals relating to the conservation, repair or alteration of a place of worship, churchyard or burial ground, or the contents of such a place.
30. The DAC must develop and maintain a repository of records relating to the conservation, repair and alteration of places of worship, churchyards and burial grounds, and of other material (including inspection reports, inventories, technical information and photographs) relating to the work of the DAC.
31. The DAC must issue guidance for the preparation and storage of the records referred to in clause 30.
32. The DAC must make recommendations as to the circumstances in which the preparation of a record of the kind referred to in clause 30 should be made a condition of a faculty.
33. The DAC must take action to encourage the care and appreciation of places of worship, churchyards and burial grounds and the contents of such places and, for that purpose, publicise methods of conservation, repair, construction, adaptation and redevelopment.
34. The DAC must carry out such other functions:
- a) as may be imposed on it by an enactment or by a Canon;
  - b) as may be imposed on it by a resolution of the Diocesan Synod; and
  - c) as it may be requested to carry out by the Bishop or Chancellor.
35. Any expenses incurred for enabling the DAC to carry out its functions properly and effectively, and which were approved by the Birmingham Diocesan Board of Finance before being incurred, are to be paid by the Board.
36. As soon as practicable after the end of each year, the DAC must prepare a report of its work and proceedings during that year and must cause the report to be laid before the Diocesan Synod; and the Secretary to the DAC must send a copy of the report to the Church Buildings Council.