

Diocese of Rochester
Diocesan Advisory Committee (for the care of churches)

Guidance on the preparation and presentation of proposals to the Committee

Introduction

The DAC hopes that these notes will help parishes in the presentation of their proposals so that they can be given prompt consideration. The DAC can consider a case properly only if it has the fullest possible information. Lack of appropriate details will lead to delay.

Put yourself in the position of a DAC member who may not be familiar with your church, and ask yourself the question "Have I submitted enough information for someone to make a reasoned recommendation?"

The nature and content of the information required will vary according to the proposed works. Very early consultation with your Archdeacon or DAC Secretary will help you become aware of procedures, policies and any recent changes in legislation which may apply to your proposals. Normally three copies of drawings and specifications etc. are required when a formal submission is made.

There are a number of useful advice leaflets available on request, and via the diocesan website: www.rochester.anglican.org

All applications must be accompanied by a Statement of Significance, Statement of Needs, and Form 1A. A guidance note on how to prepare of Statements of Significance and Needs, and a copy of Form 1A can be found on the diocesan website or a hard copy can be sent on request.

Re-Ordering Schemes, Church Extensions Or Alterations, Attached Church Rooms And Other Major Projects

Read "Employing an architect/surveyor? Read this first!" and "Making changes to a listed church".

The PCC's first step, if you are considering a reordering scheme or extension, is to draw up a list explaining why you need to do the work, and how this will benefit the church. The parish will use this list to prepare a detailed Statement of Needs. Using the information in the Statement of Needs, and taking into account the impact on any items to the Statement of Significance, the parish should give some initial thought to how their needs might be met.

You should then submit a request for initial comments from the DAC. At this stage all that is required is a brief description of what you propose to do, supported by a plan of the church as existing, sketch, a Statement of Significance and a Statement of Needs. The DAC will want to know the parish's thoughts on how their needs might be met.

Please note while the DAC is happy to comment on proposals which are put before them, and make alternative suggestions, it is not the role of the Committee to design a scheme for the parish.

The DAC Secretary will be able to give you advice on procedures, policies and the likely involvement of other bodies.

Following this initial consultation, the DAC may request an initial site meeting. If you have appointed an architect, it is most helpful if he/she is present.

Once the DAC has given its views in principle, you should prepare your formal submission. You will need to send in:

- i. A Statement of Significance;
- ii. Your Statement of needs;
- iii. Form 1A;
- iv. Drawings "As Existing" - 3 sets of drawings in plan, section and elevation showing the affected part(s) of the church as at present and a location plan;
- v. Drawings "As Proposed" - 3 sets of drawings showing what is proposed, including perspective drawings, preferably in colour, or at least with some indication of the materials to be employed. Drawings should be numbered, dated and display the name of the author;
- vi. Photographs showing the interior or exterior of the church, as appropriate, from two or three standpoints.

REPAIRS TO THE BUILDING

Read "Employing an architect/surveyor? Read this first!"

Minor repairs may be approved as a minor matter, after consultation with the DAC. Other repairs will need a faculty.

Parishes are strongly advised to obtain a specification for repairs, prepared by an appropriately qualified and experienced professional. The specification will be used by contractors to prepare a quotation and this will mean that every contractor will be pricing on the same basis which will make it simpler for the parish to compare quotations from different contractors.

The quinquennial inspection report is not a specification for repairs.

The Diocesan Scheme for the Inspection of Churches, under which the Board of Finance funds the fee for the quinquennial inspection report, stipulates that parishes should submit a specification with plans as appropriate before the issuing of a faculty.

HEATING, LIGHTING AND SOUND AMPLIFICATION

Major schemes should be discussed with the DAC's adviser prior to full submission.

Parishes will need to submit drawings in plan and elevation showing the positions of all fittings, as well as three copies of the specification or quotation giving full details of the types of equipment to be installed with the appropriate catalogue illustration if applicable. Many of these schemes will entail a visit by members of the DAC.

MEMORIAL PLAQUES

Memorial plaques in churches are not recommended lightly. A testament to the person being commemorated is essential, and the PCC will need to prove the “exceptionality” of the person concerned.

In the first instance discuss the proposal with your Archdeacon for initial advice. The decision as to whether a plaque is to be permitted lies with the Chancellor, but the DAC will be able to comment on the proposed memorial itself.

The parish should submit photographs showing the precise setting for the memorial in relation to other memorials and features in the church. Also send a full size or carefully drawn scale drawing showing the lay-out and form of lettering and a description of the materials to be used, including the type of stone, metal or wood as applicable. The parish should make no promises to family members or others. Alternative forms of commemoration are generally preferred.

CHURCHYARD MEMORIALS

The Churchyard Regulations permits incumbents to approve the introduction of churchyard memorials which comply with these Regulations.

If a family wishes to introduce a memorial that does not comply with the regulations, or if the incumbent is not happy to sign the CR1, the family will need to petition for faculty at their own cost. Faculties for churchyard memorials are handled by the Registry, who will send the appropriate faculty form direct to the family and advise them of the current faculty fee. The views of the PCC will also be requested.

The Churchyard Regulations should be displayed in open churchyards.

AREAS FOR CREMATED REMAINS (GARDENS OF REMEMBRANCE)

Read the Chancellor’s Suggested Rules Governing Areas for Cremated Remains”. Speak to the Archdeacon or DAC Secretary.

Areas for cremated remains, or gardens of remembrance, need to be approved under faculty.

You will need to submit photographs of the area you have in mind, and a plan of the whole churchyard with the area marked on it. How will the area be marked? The PCC should draw up a set of rules, and it is helpful if these are included in the faculty application. Individual memorial plaques are not favoured by the DAC, as once a number are in place, the area can look rather municipal or like a patio.

NEW FITTINGS, FURNISHINGS OR CHATTELS

Send clear drawings or photographs, as appropriate, with samples of any fabrics to be used and a description of any other materials as applicable. Beware of well-meaning benefactors – some buy items before the faculty has been approved, which can lead to pastoral difficulties! Include details of any memorial plaques.

ORGAN REPAIR

Send full details in triplicate prepared by your organ builder or supplier.

ORGAN REPLACEMENT

Consult the Organs Adviser before negotiating for a replacement. Send photographs and details of the existing organ, including a history, details of the replacement, and means of disposal of the existing organ (sale, donation, scrap).

FURNITURE DISPOSALS

Send a full description, valuation, history and photographs. Be sure to include this information even if the disposal is incidental to other works such as re-ordering or the acquisition of new furnishings.

NEW STAINED GLASS WINDOWS

Invite several artists to visit the church and discuss the PCC's brief, then commission one to produce the design and/or do the work. Send photographs showing the window in relation to other windows and features in the church. Also send a carefully prepared scale drawing showing the design, colours, lead lines, and any wording to be used. The Committee will need to know what the window looks like now and be able to imagine how it would look after re-glazing in stained glass.

You are advised to consult the DAC for a recommendation in principle before spending money on a detailed design.

REPAIRS TO STAINED GLASS WINDOWS

Submit the specification/quotation with all details including photographs.

BELLS – REPAIRS OR AUGMENTATION

Send three copies of the bellhangers' or bellfounders' report and quotation. Listed bells should be noted and will need to be given special consideration.

TREE PLANTING AND FELLING

Send a location plan showing all existing trees and their relation to the church and other buildings and features in the churchyard. Identify new planting or felling and state the type(s) of trees(s) to be planted. Include any arboriculturist's reports. State if existing trees are subject to Tree Preservation Orders, or are in a Conservation Area. If so, you will also need to obtain consent from your local council Trees Officer.

Sarah Anderson

DAC Secretary

sarah.anderson@rochester.anglican.org

Tel: 01634 560000

**Visit the Diocesan website for more information and guidance notes
www.rochester.anglican.org**

January 2014