

**DIOCESE OF WORCESTER**  
**GUIDANCE TO ALL PCCS, MINISTERS AND CHURCHWARDENS**  
**AS TO MATTERS NOT REQUIRING A FACULTY**

**Introduction**

1. The general rule is that a faculty is required “if any alterations, additions, removals, or repairs are proposed to be made in the fabric, ornaments or furniture of the church” (see Canon F13). A faculty is obtained from the Archdeacon or, in the case of more substantial proposals, from the Chancellor, in either case following consultation with the Diocesan Advisory Committee (DAC).
2. However, there are many items of work, of a minor nature, for which it would be inappropriate to insist upon a faculty being obtained.
3. The Chancellor of each diocese is accordingly required to give guidance as to those matters which he for the time being considers, after consultation with the DAC, to be of such a minor nature that they may be undertaken without a faculty. This list constitutes that guidance for the Diocese of Worcester; it was most recently the subject of consultation with the DAC in February 2012. It may be noted that it is broadly similar to the corresponding list in force in most if not all of the dioceses in England.
4. The list is intended to assist parochial church councils, ministers and churchwardens, so that they are aware of when they can introduce or replace items or carry out minor works without a faculty.
5. Note that the carrying out of any repairs of any significance, and the acquisition and disposal of any item – whether or not a faculty has been obtained – should be recorded in the Church terrier, which should also note the place where any relevant plans and specifications can be inspected.
6. It will be noted that, in some cases, the approval of the Archdeacon or the DAC is required before work can be carried out without a faculty. It is expected that parishes will in all such cases obtain the necessary approval **before** entering into a contract for the works to be carried out. Failure to do so may result in the need for a confirmatory faculty to be obtained, for which a fee may be charged.
7. Notwithstanding the inclusion of an item in this list, a faculty will always be required in any case where the proposed works are likely to affect (either beneficially or adversely):
  - (a) the character of the church as a building of special architectural or historic interest or the character of the part of the church that is immediately affected; or
  - (b) bats or other protected species of wildlife.
8. Class J is intended to enable miscellaneous minor works to be carried out without the need for a faculty (and thus without the need for advertisement or consultation with other bodies). Whether any particular works fall within this Class must be in the first instance a decision for the relevant archdeacon; and he or she may still consider it appropriate for there to be some involvement by the DAC.
9. If you are in doubt about any matter, you should consult your Archdeacon or the Diocesan Registrar.

**Dr Charles Mynors**

Chancellor, Diocese of Worcester

7 February 2012

## WORKS FOR WHICH A FACULTY WILL NOT BE REQUIRED

*Note: all references to costs exclude the cost of VAT and (where relevant) scaffolding.*

### A. Repair and maintenance

- A1. The carrying out of works of minor repair to the church building identified as such in the quinquennial inspection report, provided that the specification has first been agreed in writing by the Archdeacon, following consultation with the Diocesan Advisory Committee.
- A2. The carrying out of works of routine maintenance to the fabric of the church building (not materially altering its appearance),
- (a) costing not more than £1,000, or
  - (b) costing between £1,000 and £7,500, provided that the Archdeacon has been notified and given his or her written approval for works before the contract to carry them out is entered into.

*This includes replacement on a like-for-like basis of broken roof tiles, slates or window glass; re-pointing to the same specification as existing; cleaning gutters and downpipes; and treating isolated beetle or fungal activity.*

*This does not include repairs to broken or cracked quarries in historic stained glass, historic clear glazed windows, or historic tiled floors.*

- A3. Works of routine maintenance, estimated to cost not more than £7,500:
- (a) to electrical fittings or other electrical equipment (if carried out by contractors approved by ECA, NAPIT or NICEIC),
  - (b) to gas appliances and pipework (if carried out by contractors on the Gas Safe register), or
  - (c) to heating systems, water or other services,
- provided that the specification has first been agreed in writing by the Archdeacon, following consultation with the Diocesan Advisory Committee.

*This does not include any addition to an electrical or gas system (so as to avoid any risk of jeopardising the terms of the church's insurance policy).*

- A4. The carrying out of external or internal redecoration, using the same colours and materials as previously, provided those colours and materials were originally approved by faculty.
- A5. Works of routine maintenance to furniture.
- A6. The treatment of fixtures and furniture against beetle or fungal activity.
- A7. The maintenance and repair of a flagpole.
- A8. Works to a lightning conductor, provided that they are carried out by approved ECA, NAPIT or NICEIC contractors.
- A9. The repair of wire mesh window guards, using non-ferrous materials.

## **B. Furniture and fixtures**

- B1. The introduction of:
- (a) an item of furniture in a church hall, other than an items previously removed from the main church building;
  - (b) an item of furniture, furnishing, office equipment or a minor fixture (other than a wall safe) in a vestry or similar room, but not so as to change the existing use of the vestry or room; or
  - (c) a small moveable bookcase or display stand.
- B2. The introduction of:
- (a) a fire extinguisher;
  - (b) a hymn board; or
  - (c) an internal notice board,
- provided that the Archdeacon has given his or her approval in writing as to the location and the method of fixing.
- B3. (a) The removal of any item in paragraph B1 or B2; and
- (b) the disposal of any such item, provided that the Archdeacon has give his or her approval in writing.
- B4. The introduction of a new carpet or curtain, to replace an existing one of similar colour, material, pattern and type of backing, provided that colour, material, pattern and type of backing were originally approved by faculty.
- B5. The addition of new details to a name board (other than a war memorial), in the same style as existing entries.
- B6. The marking of moveable items kept in the church building with a security system recommended by the church's insurers.

## **C. Musical instruments**

- C1. The introduction, storage or removal of musical instruments and stands used by music groups normally to accompany worship, provided that any electrical instruments are maintained and tested in accordance with the Electricity at Work Regulations 1989 (or any regulations replacing them).
- C2. The routine tuning and adjustment by a suitably qualified person of an organ, harmonium or piano, costing not more than £2,500, provided that any replacement of parts is carried out on a like-for-like basis.
- C3. The maintenance and repair of a piano, using materials matching those existing.

## **D. Bells and clocks**

D1. The carrying out of minor works to bells, bell fittings and bell frames:

- (a) the repair or renewal of bell ropes, bell stays, and slider gear;
- (b) the repair of existing clappers, crown staples (including re-bushing), and bell wheels;
- (c) the replacement of a broken wrought iron clapper with a new spheroidal graphite (SG) iron clapper;
- (d) the renewal of rope pulleys and rope bosses;
- (e) the repainting of metal bell frames and metal bell fittings; and
- (f) in respect of "Ellacombe" type chiming apparatus, the renewal of ropes, and the re-pinning and re-facing of hammers.

D2. The carrying out of other works to bells, bell fittings and bell frames:

- (a) the replacement on a single bell of bell bearings, gudgeons, crown staple, headstock or wheel, on a like-for-like basis;
- (b) the replacement of bell-bolts or headstock irons not requiring drilling or turning of the bell, on a like-for-like basis;
- (c) the replacement of an iron clapper with a wooden-shafted clapper;
- (d) the treatment of timber bell frames with preservative or insecticide materials;
- (e) the introduction of new peal boards and the restoration of existing peal boards or ringers' rule boards,

provided that the Archdeacon has given his or her approval in writing, following receipt of written advice from the DAC.

D3. The carrying out of minor works to turret clocks:

- (a) routine inspection and servicing;
- (b) the repair or renewal of pulleys, hammer check-springs, pull-offs and electric motors;
- (c) the renewal of weight lines, hammer wires, S-hooks, micro-switches, mercury switches, suspension springs and pendulum rods;
- (d) the relining of not more than two bearings;
- (e) the re-pinning, re-bushing or re-facing of hammers.

D4. The carrying out of other works to turret clocks:

- (a) the renewal of parts other than those specified in paragraph D3;
- (b) the renewal of more than two bearings;
- (c) the re-gilding and re-painting of dials;
- (d) the upgrading of electrical control devices and programmers.

provided that the Archdeacon has given his or her approval in writing, following receipt of written advice from the DAC.

## **E. Moveables**

- E1. The introduction of:
- (a) surplices, albs, cassocks, choir robes and vergers' robes;
  - (b) cruets, except where wholly or partly of silver or other precious metal;
  - (c) vases;
  - (d) service books authorised by Canon;
  - (e) Bibles, hymn books, song books and bound music;
  - (f) altar linen, other than frontals and falls;
  - (g) works of art, pictures, posters, decorative flags and banners displayed for a period of up to twelve months (provided that they are removed at the end of that period);
  - (h) a flag bearing the diocesan arms, or the flag of St George, the Union flag, or the flag of the European Union.
- E2. The introduction and removal of kneelers, hassocks and cushions, to match those already in the church.
- This does not include the replacement of all or a substantial number of them.*
- E3. (a) The removal of any item in paragraph E1; and
- (b) the disposal of any item in paragraph E1 or E2, provided that the Archdeacon has given his or her approval in writing.
- This does not include the disposal of hand-bound or other valuable books.*
- E4. The deposit of parochial registers and other parochial records in the diocesan records office; and the obtaining of new registers.

## **F. Emergency works**

- F1. The installation of security locks on doors and windows, provided that the Archdeacon is satisfied that they are urgently required, and has given his or her approval in writing.
- F2. The installation of security lighting and cameras on a temporary basis, provided that the Archdeacon:
- (a) is satisfied that there is an urgent need to protect the building or churchyard against burglary or vandalism pending the grant of a faculty for a permanent scheme; and
  - (b) has given his or her approval in writing.

- F3. Works urgently necessary in the interests of safety or health or for the preservation of a building or other structure, provided that:
- (a) it is not practicable to secure safety or health or, as the case may be, the preservation of the building or structure by works of repair or works for affording temporary support or shelter;
  - (b) the works carried out are limited to the minimum measures immediately necessary; and
  - (c) notice in writing justifying in detail the carrying out of the works is given to the Archdeacon as soon as reasonably practicable.

*This includes the carrying out of operations such as boarding up broken windows and doors, covering buildings with temporary roofing to prevent the ingress of rain or burglars, carrying out necessary works to structures rendered dangerous following fire or lightning, and felling dangerous trees or removing dangerous branches.*

*This does not include the carrying out of more permanent remedial works, for which a faculty will still be required (unless they are within Class A).*

## **G. Churchyards**

- G1. The purchase and maintenance of lawnmowers and other churchyard equipment.
- G2. The routine repair and maintenance of paths, including re-surfacing in the same material and colour as existing.
- G3. The repair of a church notice board, including repainting in the same colour as existing.
- G4. The carrying out of works of routine maintenance and repairs to a churchyard wall, fence or gate (not materially altering its appearance),
- (a) costing not more than £1,000, or
  - (b) costing between £1,000 and £7,500, provided that the Archdeacon has been notified and given his or her written approval for works before the contract to carry them out is entered into,
- G5. The like-for-like repair of a memorial stone or slab, provided that that
- (a) it is in accordance with the churchyard rules currently in force in the churchyard concerned, or
  - (b) it was installed before 1948 or under the authority of a faculty.

*This does not include repairs to a monument that is itself listed as being of artistic or historic interest (as opposed to being merely in the curtilage of a listed church).*

## **H. Trees**

- H2. The planting of up to two trees in any one calendar year, provided that:
- (a) the DAC has been consulted as to the choice of species and location, and
  - (b) no tree is planted so that the distance between it and any building, wall, grave, fence, path, pipe or cable is less than its likely height at maturity.
- H3. The carrying out of pruning works to any tree, as distinct from lopping or topping.
- H4. The carrying out of works to any tree required by a notice under paragraph 9 of Schedule 4 to the Electricity Act 1989 (trees in close proximity to electricity line or plant).
- H5. The cutting down, uprooting, lopping or topping of any tree that is in a conservation area but not subject to a tree preservation order, provided that:
- (a) the diameter of the tree, measured over its bark at 1.5 m above ground level (chest height), does not exceed 75 mm;
  - (b) where the works are solely to improve the growth of other trees, the diameter (as thus measured) does not exceed 100 mm.
- H6. The lopping or topping of any tree that is neither in a conservation area nor subject to a tree preservation order.

## **J. Other works**

- J1. The carrying out of other works, not included in any of the above categories, that are of a similarly minor nature to those that are included, provided that
- (a) they have been authorised by the Archdeacon or, in exceptional cases, the Chancellor, and
  - (b) they are carried out in accordance with any conditions subject to which such authorisation may have been granted.

*Each case in which such authorisation has been given will be notified to the Registrar, in order that this list may in due course be amended.*