

THE DIOCESE OF LIVERPOOL

**CARE OF CHURCHES & ECCLESIASTICAL JURISDICTION MEASURE 1991
GUIDANCE IN PURSUANCE OF SECTION 11 (8)**

TO: Parochial Church Councils Ministers and Churchwardens in the Diocese

1. The list in the Schedule below in consultation with the Diocesan Advisory Committee (DAC) sets out what for the time being may be under taken without a faculty. The list is divided into eight sections dealing with:

- | | |
|----------------------------------|-----------------------------|
| A) Minor Repairs and Maintenance | E) Moveables |
| B) Furniture and Fixtures | F) Emergency items of work |
| C) Musical Instruments | G) Churchyards |
| D) Bells and Clocks | H) Church Halls and similar |

2. The list is intended to assist so that you may be aware when the introduction or replacement of items or intended work may be undertaken without a faculty.

3. It is expected that you shall in all cases where the approval of the Archdeacon is required **obtain such prior approval before** signing any commission or contract for such work.

4. Failure to obtain such approval prior to the commencement of work or the introduction replacement or disposal of any item **WILL mean your applying for a Confirmatory Faculty and you may have to pay the cost of the faculty yourself personally**

5. If you are in doubt you should consult the Archdeacon or the Secretary of the Diocesan Advisory Committee

Dated this twenty fourth day of October 2005

Mark Hedley (signed)

(Signed).....

Sir Mark Hedley – Diocesan Chancellor

**Diocesan Registry
Church House
1 Hanover Street
Liverpool L1DW**

SCHEDULE – CHANCELLORS GUIDELINES

THE FOLLOWING ITEMS LISTED UNDER A to H MAY BE CARRIED OUT WITHOUT A FACULTY

Section A MINOR REPAIRS AND MAINTENANCE

1. Works of Minor Repair or Maintenance of the fabric of the church (not materially altering its appearance) up to a value of £2500 (excluding VAT and the cost of scaffolding) the specification for which has been approved beforehand by the Archdeacon after consultation with the DAC

If the cost is less than £1000 the specification will be deemed to have been approved unless within 28 days of receipt of the said specification the Archdeacon or the Secretary or other authorised officer of the DAC on behalf of the Archdeacon shall notify the Secretary of the Parochial Church Council that the said specification is not approved

In the case of works to a Church which is listed Grade 1 or II* and is of special architectural or historic interest the specification must have been prepared or approved by the architect or chartered building surveyor who has been approved by the DAC as the Inspecting Architect/Surveyor of the Church for the purposes of the Inspection of Churches Measure

NB - maintenance includes:

- replacement like for like of broken roof tiles or slates and plain window glass (except as listed below)
- cleaning gutters and downpipes
- treating isolated beetle and fungal activity except in areas where bats may be affected

but minor repair does not include:

- repairs to broken or cracked panes in clear glazed or stained glass windows or other works to any stained glass or clear glazing of historic or artistic merit
- repairs to tiled floors of historic or artistic merit
- structural alterations
- any demolition or partial demolition

2. Works of minor repair and maintenance to heating systems, gas, water or other services, electrical fittings or other electrical equipment (by approved NICEIC or ECA electricians or CORGI registered fitters) and to furniture, up to a value of £2500 excluding VAT

but not:

- other repairs or alterations to your heating system
- rewiring or alterations or additions to your electrical systems
- works to furniture of historic or artistic merit

3. Treatment of fixtures against beetle or fungal activity but only upto a value of £1000 (excluding VAT) and the specification for which has first been approved by the Archdeacon in writing after consultation with the DAC

but not:

- if bats are likely to be affected
- treatment of furnishings of historic or artistic merit

4. External or internal decoration however using the same colours and materials in accordance with a specification approved by the Archdeacon after consultation with the DAC (up to the value of £1000)

If the cost of the work is less than £1000 the Archdeacon will be deemed to have approved the specification unless within 28 days of receiving the specification the Archdeacon or Secretary or other authorised officer of the DAC on behalf of the Archdeacon notifies the Secretary of the Parochial Church Council in writing that it is not so approved.

5. Repair of flag poles

6. Work to lightning conductors by approved NICEIC or ECA contractors

7. Repair of wire mesh window guards using powder coated stainless steel

Section B FURNITURE AND FIXTURES

No item may be disposed of unless the Archdeacon has been consulted and has stated in writing that he has no objection

1. Introduction removal or disposal of:

- (a) Replacement of moveable chairs** of a colour material design or pattern similar to that of those to be replaced
- (b) Furniture in a church hall** forming part of a church or building used for public worship
but not

- items from a place of worship kept in a hall
- furnishings used for worship

(c) Furnishings office equipment and minor fixtures in vestries not so as to change the use of the room as a vestry

but not

- wall safes
- items of historic or liturgical importance or merit

(d) Fire Extinguishers – in accordance with the prior advice of the Fire Officers in the location and the general guidance issued by the Archdeacon/DAC as to the method of fixing

(e) Hymn Boards - in accordance with the general guidance issued by the Arch-Deacon/DAC as to location and method of fixing

(f) Internal Notice Boards – subject to the Archdeacon’s general instructions as to location and fixing

(g) Small moveable bookcases and display stands

2. Replacement of carpeting or curtains with the equivalent of similar colour material design or pattern, and type of backing

3. Addition of names to name boards and memorials (except war memorials) within the existing space available for such purpose in the same style and using lettering and colours that match those previously used

4. The use of a security system recommended by insurers for marking moveable items kept in the Church

5. The replacement of existing boilers which are worn out or defunct, and the renewal of associated switch gear and controls

on the basis that

- the replacement boiler uses the same fuel and is situated in the same position as the boiler to be removed
- the removal of the existing boiler and the installation of the new boiler will not damage or otherwise affect the fabric of the Church

Section C MUSICAL INSTRUMENTS

- 1. Introduction storage or removal of musical instruments and stands used by music groups**
- 2. Routine tuning and adjustment of organs harmoniums and pianos** up to a value of £1500 plus VAT by a duly accredited person
- 3. Maintenance and repairs to pianos using matching materials**

Section D BELLS/CLOCKS

Inspection and routine maintenance of bells bell frames clocks and clock faces except bells and their mechanisms which are regarded of historical or musical merit.

this includes subject as below

- the repair of a broken clapper or staple
- the re-bushing of clappers
- the replacement or repair of stays sliders hastings toggles and tuner boards
- the renovation/replacement of existing ground pulleys
- the repair of damaged wheels
- the replacement of damaged or corroded bolts with similar

on the basis that:

such work is to maintain an already ringable ring in a useable condition and constitutes all the required work:

such repairs or replacements must be carried out or the materials supplied by a firm or company which specializes in and is experienced in working on and with church bells/clocks

but does not include

- the repair or redecoration of clocks and clock faces
- the removal of any part or parts of the clock or clock face
- the replacement of worn or broken parts
- repairs to bells and bell frames or the replacement of parts
- removal of bells and bell frames

Section E MOVEABLES

No item may be disposed of unless the Archdeacon has been consulted and has stated in writing that he raises no objection

Introduction, removal, replacement or disposal of:

- (a) Kneelers, hassocks and cushions (but not a substantial replacement of them)
- (b) Surplices, albs, cassocks, choir robes and vergers robes
- (c) Cruets
- (d) Vases
- (e) Service Books authorised by Canon (but not disposal of pre-1900 books or hard bound or other valuable books)
- (f) Bibles, hymn books, song books and sheet or bound music (but not disposal of pre-1900 books or handbooks or other valuable books.
- (g) Altar linen (but not frontals or falls)
- (h) Decorative flags and banners used for temporary displays
- (i) The Union flag, St George's flag, or the diocesan flag
- (j) A moveable access ramp at the entrance to the church or in the churchyard (A permanent ramp, or an alteration to create a ramp, requires a faculty)

SECTION F EMERGENCY ITEMS OR WORK WHICH MAY BE AUTHORISED BY THE ARCHDEACON

1. Installation of security locks on doors and/or windows when the Archdeacon is satisfied that they are urgently required and the type of lock has been approved in writing by him and reported to the Diocesan Advisory Committee
2. Installation of security lighting or camera (s) on a temporary basis where is urgent need to protect the building against burglary or vandalism pending the grant of a faculty for a permanent scheme, provided by the temporary arrangement is approved in writing by the Archdeacon and reported to the Diocesan Advisory Committee

SECTION G CHURCHYARDS

1. Routine repair of paths including resurfacing of paths in the same material and colour
2. Routine trimming and pruning of hedges shrubs and bushes – but not trees

3. Repairs to and repainting in the same colour of a notice board
4. Updating of information on notice boards in the same colours and style (eg change or addition of name of minister, vergers etc. and service times)
5. Minor repairs to walls fences gates and lychgates where matching materials are to be used

but not walls or lychgates which are listed as buildings of special artistic or historic interest in their own right

SECTION H CHURCH HALLS and similar buildings

A Church Hall or similar building is not normally subject to Faculty Jurisdiction. However a Church Hall that has been constructed on consecrated ground or is within the grounds or curtilage of a consecrated Church or forms part of a consecrated edifice **IS** subject to faculty jurisdiction. A Church Hall that has been constructed within the grounds or curtilage of a building licensed for public worship **MAY BE** subject to faculty jurisdiction – CHECK with the Secretary of the Diocesan Advisory Committee or the Diocesan Registrar

GENERAL NOTES

1. **A faculty is not required for the deposit of completed or closed parochial registers or other parochial records which should be deposited in the Diocesan Record Office [nor for the obtaining of new registers]**
2. **A faculty is required for the deposit of plate and other artifacts in any museum bank vault or other place, or for their removal from the same**
3. **Acquisitions and the disposal of articles and all other works and matters included in the list must be recorded in the Church Log Book**