

UNDERSTANDING FACULTIES

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SESSION AIMS

To better understand:

- What the Faculty Rules are and how they apply to churches
- Who is involved in the process?
- The different permissions required for projects
- Who are the interested parties, and how do they work together?
- How to submit a List A, B or Faculty application using the online system, and what to provide

WHAT IS FACULTY JURISDICTION?

- The legal means by which changes to church buildings and churchyards are permitted. The diocese is required by the state to operate a system to enable this.
- Almost all parishes have responsibilities within these rules to the church buildings and churchyards in their care.
- Faculty Jurisdiction (FJ) is permissive right to undertake works to a church building or its contents.
- FJ is **Primary Legislation**. It is headed up by the Consistory Court, and the Chancellor of the Diocese is the Ecclesiastical Judge.



TERMS



PCC (Parochial Church Council) or DCC



CBT (Church Buildings Team)



DAC (Diocesan Advisory Committee)



Registry



Chancellor



THE CHANCELLOR

- Jacqueline Humphreys, Chancellor
- Rev John Summers, Deputy Chancellor
- Judges in the Ecclesiastical Court
- Review application, DAC advice, consultee & public comments/objections
- Deal with Consistory Court hearings

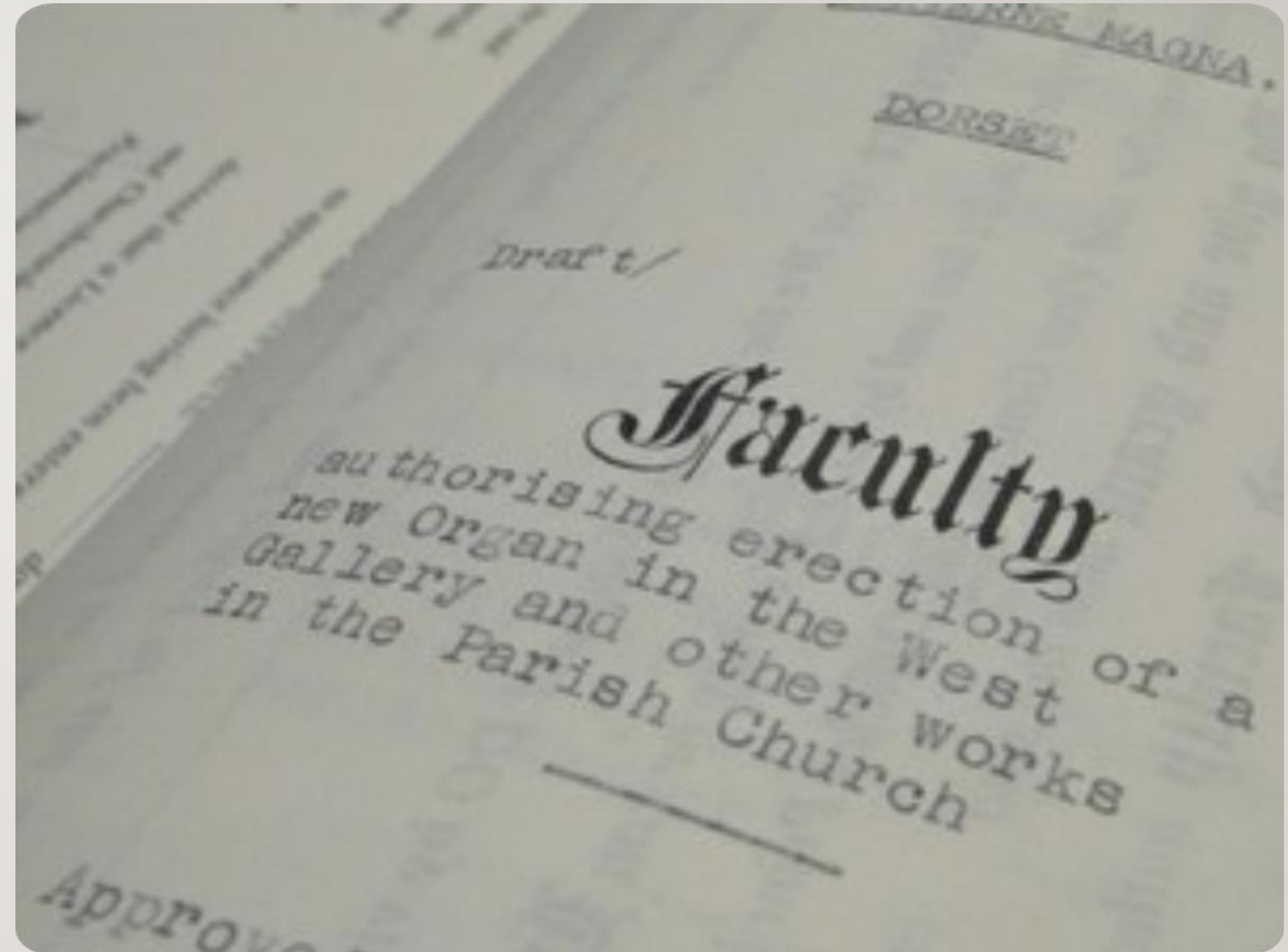


WHY FACULTY JURISDICTION?

- Respect place of worship
- Consultation
- A negotiated “Ecclesiastical Exemption”
- Permission protects PCC from claims
- Prevents accidental harm to the building

- Unrelated to listing/ consecration status
- Curtilage including extensions

Should be sought prospectively



LEVELS OF PERMISSION

List A	Minor matters that don't require permission	Can simply be logged
List B	Intermediate matters requiring permission via the Archdeacon-submitted online	Estimate 2 weeks
Faculty	Works not covered by List A or B, that have significant impact or are legally important	Expect 3 months plus

WHAT'S ON LIST A?

Generally, works that do not affect the building's fabric:

- Repair & replacement of fittings in kitchens, toilets, offices, (linked) ancillary buildings.
- Routine tuning and maintenance of organs and pianos
- Minor repair works to heating, gas, water and electrical systems
- Introduction, maintenance and removal of freestanding, non-liturgical, furniture
- Repair and resurfacing of paths (in the same material and colour)
- Minor works to churchyard trees



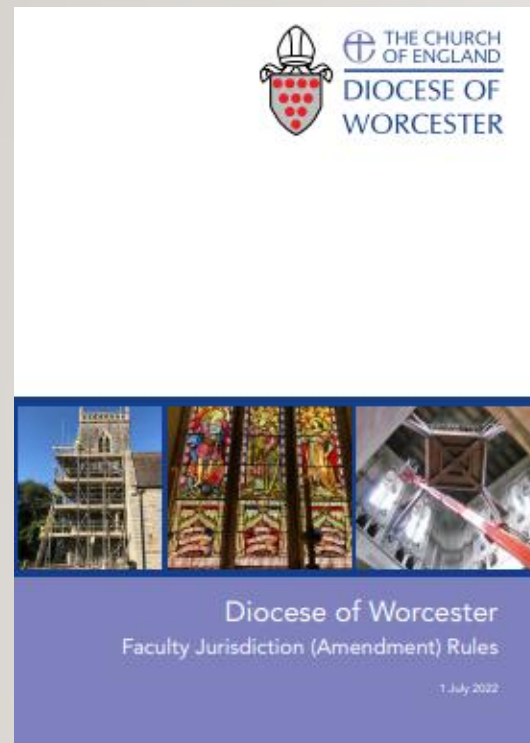
WHAT'S ON LIST B?

Generally, works that do affect the building but result in little/no change:

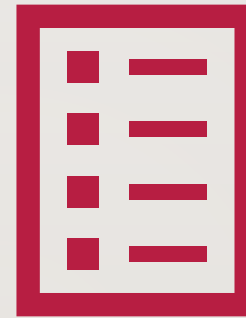
- Stonework and roofing repairs and replacements, “like-for-like”
- Repairs and adaptations of heating, water and electrical systems
- Routine repairs to bells
- Installation of a lightning conductor
- Installation of sound systems
- Developments at **unlisted** churches
- Most other works to churchyard trees (except felling healthy & safe trees)



UNSURE?



BOOKLET



Where to look for List A/B items



Contact the Church Buildings Team if unsure

LIST A and B APPLICATIONS ONLINE

[HTTPS://FACULTYONLINE.CHURCHOFENGLAND.ORG/](https://facultyonline.churchofengland.org/)

FULL FACULTY PERMISSION

- Issues not covered in List B permission
- Major building works
- Re-ordering
- Liturgical changes
- Extensions
- Memorials & graves
- Extended use of churches by third parties

STEPS OF THE FACULTY PROCESS

1. Decide what you want to do (PCC)
2. Develop the idea (PCC, Church Buildings Team, Church Architect)
3. Find out other required permissions (Planning, Building Control, Conservation Area, Scheduled Monument)
4. Identify professionals to work with (Architect, Structural Engineer, Glazier, etc.)
5. Submit documentation to the DAC for initial review
6. DAC and other initial advice
7. Implement advice if required
8. Formal consultation (with external bodies if required)
9. DAC Notification of Advice (Recommend, Do Not Object, Do Not Recommend)
10. Display public notice
11. Submit the petition to the Chancellor
12. Decision



EMPHASIS ON CONSULTATION

- PCC resolution
- Community input
- DAC advice
- Statutory consultees
- Public notice
- Chancellor determination



DOCUMENTS FOR A FACULTY

For most:

Plans or drawings, existing and proposed

Quotes

Photos of current situation

Statement of Significance and Statement of Need

Details (case specific): mechanical and electrical information, tree plans, drainage runs, archaeological assessment, ecological assessment etc.

• Points to remember:

- Assume your consultees have no knowledge of situation
- Capture *everything* that's changing on plans
- Make sure plans and statements match
- Photos very useful, be mindful of quantity/quality
- Talk to us early on! 😊

STATEMENT OF SIGNIFICANCE

- How the building has evolved over time
- When the various parts of the building were constructed
- When notable additions were made internally (e.g. pews, pulpit, organ, stained glass, etc.)
 - A summary of why additions are important and the contributions they make to the character of the building
- How the fabric will be affected
- **It is a story of change**

In assessing significance, you may wish to use the following customary terminology:

High – important at national to international levels

Moderate-High – important at regional or sometimes higher

Moderate – usually of local value but of regional significance for group or other value (e.g. vernacular architecture)

Low-Moderate – of local value

Low – adds little or nothing to the value of a site or detracts from it



STATEMENT OF NEED

- Allows you to explain your proposal having regard to your statement of significance and the impact of your proposed changes.
- It should set out the reasons:
 - Why you think your needs cannot be met without making changes to your church building
 - And why you think the proposed changes are necessary to assist you in your worship and mission
- Helps clarify your vision
- Helps others assess the scheme proposed

STATUTORY CONSULTATION

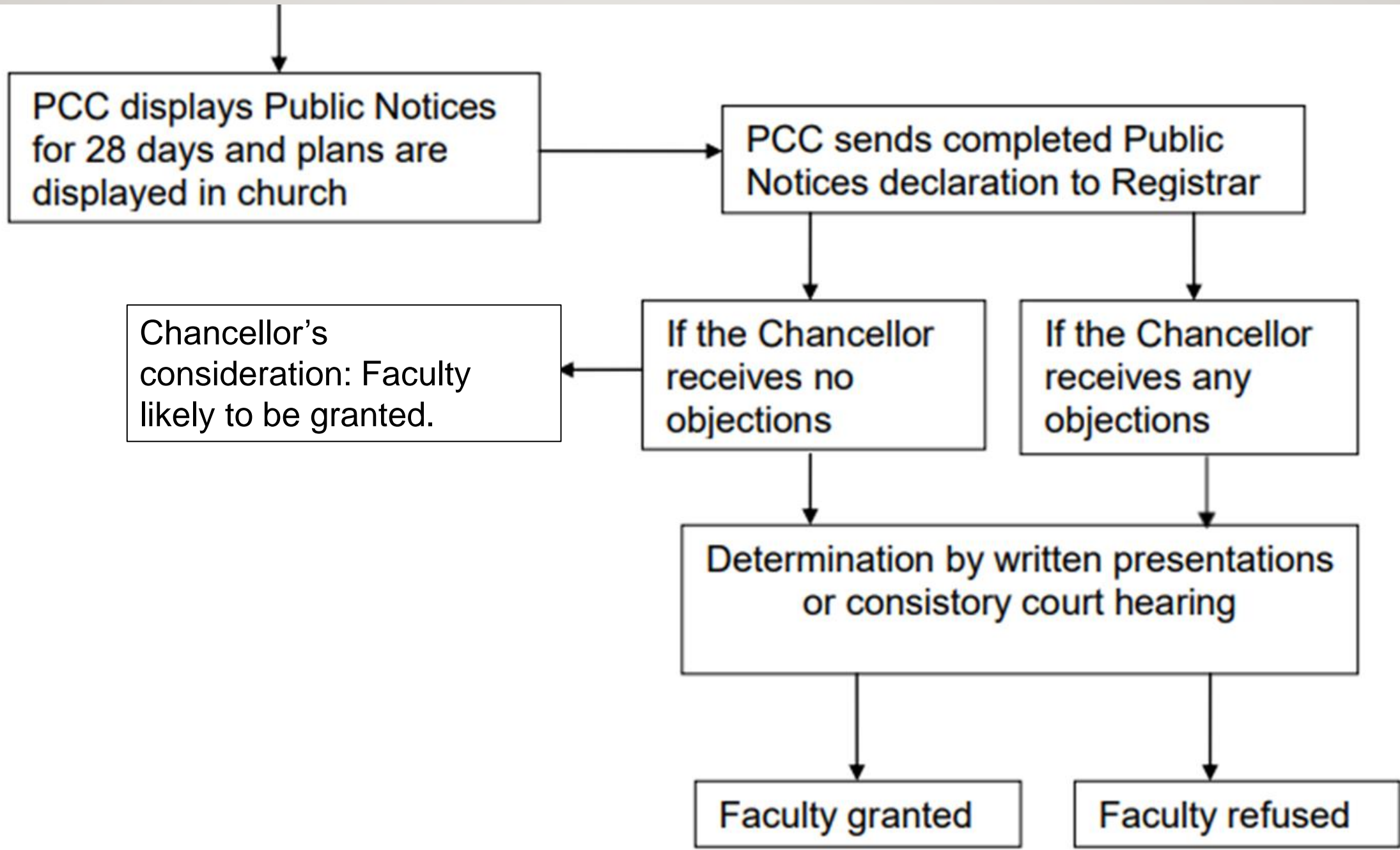


- For Listed churches plus certain matters in conservation areas on unlisted churches
- *“likely to affect its character as a building of special architectural or historic interest”*
- Historic England, National Amenity Societies, Local Planning Authority (+ others)
- 42 day (6 week) consultation period- commissioned by DAC
- May wish to visit site
- Response needs to be considered by PCC and DAC – may lead to changes
- Can raise formal objections



PUBLIC NOTICE

- Displayed inside and outside 28 days (4 weeks) at the church.
- Graves/memorials may need local/national press advert.
- Public have opportunity to comment / object.
- For major works, earlier informal community consultation can aid this period.



RESOURCES

- Church Buildings Team <https://www.cofe-worcester.org.uk/parish-support/church-buildings/>
- Churchcare <https://www.churchofengland.org/resources/churchcare>
- Church of England Net Zero <https://www.churchofengland.org/resources/churchcare/net-zero-carbon-church/practical-path-net-zero-carbon-churches>
- Registry <https://www.peterboroughdiocesanregistry.co.uk/index.html>
- Crossing the Threshold <https://www.hereford.anglican.org/parish-support/community-partnership/crossing-the-threshold-toolkit/>

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