

## Matters not requiring a Faculty

This is a concise summary, for parish use, of the Chancellor's Guidance as to Matters not requiring a Faculty. The guidance in full is available for inspection at the Diocesan Registry.

### A: Minor repairs

1. Works of minor repair identified as such in the QI report provided that the specification has been agreed by the DAC.
2. Works of routine maintenance on the fabric of the church (not materially altering its appearance) up to the value of £3,000 excluding VAT and the cost of scaffolding, providing that the Archdeacon has given his approval for works costing between £1,000 and £3,000.
3. Works of routine maintenance to heating systems, gas, water or other services, electrical fittings or other electrical equipment (by approved NICEIC electricians or CORGI registered fitters) and furniture up to the value of £3,000 excluding VAT. No addition to an electrical system is to be made without a faculty.
4. External or internal redecoration using the same colours and materials, providing those original colours and materials had been approved by faculty when first used.
5. Treatment of fixtures and furniture against beetle or fungal activity (unless bats may be affected).
6. Repair of flagpoles.
7. Work to lightning conductors by approved NICEIC or ECA contractors
8. Repair of wire mesh window guards using stainless steel materials.

### B: Furniture and Fixtures

***No item may be disposed of unless the Archdeacon has been consulted and raises no objection.***

1. Introduction, removal or disposal of furniture in church halls; furniture, furnishings, office equipment and minor fixtures (excluding wall safes) in vestries; fire extinguishers; hymn boards; internal notice boards; small moveable bookcases or display stands.
2. Replacement of carpets or curtains with equivalent.
3. Additions in an existing style to name boards.
4. The use of a security system recommended by insurers for marking moveable items kept in the Church.

### **C: Musical Instruments**

1. Introduction, storage or removal of portable musical instruments and stands used by music groups.
2. Routine tuning and adjustment, by a competent person, of organs, harmoniums and pianos.
3. Maintenance and repairs to pianos using matching materials.

### **D: Bells / Clocks**

1. Inspection and routine maintenance of bells, bell frames, clocks and clock faces.
2. Replacement of wooden bell stays, bell ropes and chiming cords.
3. Rebushing of bell clappers.

### **E: Moveables**

***No item may be disposed of unless the Archdeacon has been consulted and raises no objection.***

Introduction, removal , replacement or disposal of:

1. Kneelers, hassocks and cushions (but not a substantial replacement of hassocks).
2. Surplices, albs, cassocks, choir robes and vergers' robes.
3. Cruets.
4. Vases.
5. Service books authorised by Canon.
6. Bibles, hymn books, song books and sheet or bound music (but not disposal of handbound or other valuable books).
7. Altar linen (but not frontals or falls).
8. Decorative flags and banners used for temporary displays.
9. The Union flag, St George's flag or the diocesan flag.

### **F: Emergency items of 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 by him.
2. Installation of security lighting, closed circuit television or cameras.

## **G: Churchyards**

1. Purchase and maintenance of lawnmowers and other churchyard equipment.
2. Routine repair of paths including resurfacing in the same material and colour.
3. Repairs to and repainting in the same colour of a notice board.
4. Minor repairs to fences and gates (but not walls).

## **Dispensation in other cases**

1. Where the proposal is of a similarly minor nature, but does not appear in the above list, the Archdeacon may be able to authorise the work without the need for a faculty, sometimes subject to conditions such as consultation with the DAC.
2. A faculty is not required for the deposit of parochial registers or other parochial records in the diocesan record office, nor for the obtaining of new registers.

**Timothy Briden, Chancellor**  
**November 2004**