

## Wakefield Diocese

### Care of Churches and Ecclesiastical Jurisdiction Measure 1991

### Faculty Jurisdiction Rules 2000

# De Minimis Provisions

## Chancellor's guidance to all Parochial Church Councils, Ministers and Churchwardens in the Diocese as to matters not requiring a Faculty

### 1. GENERAL INTRODUCTION

- 1.1 The following list has been prepared after consultation with the Diocesan Advisory Committee and comprises those matters which for the time being may be undertaken without any faculty.
- 1.2 It is issued pursuant to section 11(8) of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.
- 1.3 All previous directions about work which may be carried out without a faculty are hereby revoked.
- 1.4 If the list is altered at any future date the Chancellor will give fresh written guidance.
- 1.5 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 work without a faculty. It is expected that they will in all cases where approval of the Archdeacon is required obtain such approval before entering into a contract for work to be carried out. Failure to do so may result in the need for a Confirmatory Faculty for which a fee can be charged.

- 1.5 If there is doubt about any matter the Archdeacon or the Diocesan Registrar should be consulted.

### 2. MINOR REPAIRS

- 2.1 Works of minor repair identified as such in the quinquennial inspection report provided that the specification has first been agreed by the Diocesan Advisory Committee.
- 2.2 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 been notified and has given his/her approval in writing for works costing between £1,000 and £3,000 before the contract to carry out the work is entered into. This work includes, for example, replacement like for like of broken roof tiles or slates or window glass; cleaning gutters or downpipes; and treating isolated beetle or fungal activity (except in areas where bats may be affected). It does not include repairs that include replacement of historic fabric materials, repairs to historic carved work, broken or cracked quarries in historic stained glass, historic clear glass or historic tiled floors.
- 2.3 Works of routine maintenance to heating systems, gas, water or other services, electrical fittings or other electrical equipment (by approved NICEIC electricians) and non-historic furniture up to a cost of £3,000 excluding VAT. No addition to an electrical system is to be made without a faculty because of the risk of jeopardising the church's insurance policy.
- 2.4 External or internal redecoration using the same colours and materials, providing those original colours and materials had been approved by faculty.
- 2.5 Treatment of fixtures and furniture against beetle or fungal activity (unless bats may be affected).
- 2.6 Repair of flag poles.
- 2.7 Work to lightning conductors by approved NICEIC or ECA contractors.

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

### **3. FURNITURE AND FIXTURES**

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

- 3.1 Introduction, removal or disposal of:
- (a) Furniture in church halls, but not items from the church kept in the hall.
  - (b) Furniture, furnishings, office equipment and minor fixtures (excluding all safes) in vestries, but not so as to change the existing use of the room or vestry.
  - (c) Fire extinguishers (subject to Archdeacon's instructions as to location and method of fixing).
  - (d) Hymn boards (subject to Archdeacon's instructions).
  - (e) Internal noticeboards (subject to Archdeacon's instructions).
  - (f) Small movable bookcase or display stands.
- 3.2 Replacement of carpets or curtains with the equivalent of similar colour, material, pattern and type of backing. (The carpeting of additional areas is not included, neither is replacing rubberized or non-porous backings like for like.)
- 3.3 Additions in an existing style to name boards excluding war memorials.
- 3.4 The use of a security system recommended by insurers for marking movable items kept in church.
- 3.5 Work of any nature to historic fixtures or fittings, or to any work of art must be referred to the archdeacon.

### **4. MUSICAL INSTRUMENTS**

**It is recommended that any work on organs be discussed with the Organs Adviser.**

- 4.1 Introduction, storage or removal of musical instruments and stands used by music groups.
- 4.2 Routine tuning and adjustment, by a qualified person, up to a value of £1,500 excluding VAT, of organs, harmoniums and pianos.
- 4.3 Maintenance and repairs to pianos using matching materials.

### **5. BELLS/CLOCKS**

**It is recommended that any work on bells be discussed with the Bells Adviser.**

- 5.1 Inspection and routine maintenance of bells, bell frames, clocks and clock faces.
- 5.2 Replacement of damaged wooden bell stays and bell ropes.

### **6. MOVABLES**

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

Introduction, removal, replacement or disposal of:

- 6.1 Kneelers, hassocks and cushions (not a substantial replacement of them).
- 6.2 Surplices, albs, cassocks, choir robes and vergers' robes.
- 6.3 Cruets.
- 6.4 Vases.
- 6.5 Service books authorised by Canon.
- 6.6 Bibles, hymn books, song books and sheet or bound music (but not disposal of and bound or other valuable books).
- 6.7 Altar linen (but not frontals or falls).
- 6.8 Decorative flags and banners used for temporary displays.
- 6.9 The Union flag, St George's flag or the diocesan flag.

## **7. EMERGENCY ITEMS OF WORK WHICH MAY BE AUTHORISED BY THE ARCHDEACON**

- 7.1 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/her in writing.
- 7.2 Installation of security lighting or camera(s) on a temporary basis where there is urgent need to protect the building against burglary or vandalism pending the grant of a faculty for a permanent scheme provided the temporary arrangement is approved in writing by the Archdeacon and the Diocesan Registrar is notified by the Archdeacon that s/he has given his/her approval.
- 7.3 Some local authorities require planning permission for the introduction of external security equipment or lighting. Contact the local authority for their view concerning any proposed installation.

## **8. CHURCHYARDS**

- 8.1 Purchase and maintenance of lawnmowers and other churchyard equipment.
- 8.2 Routine repair of paths including resurfacing in the same material and colour.
- 8.3 Repairs to and repainting in the same colour of a noticeboard.
- 8.4 Minor repairs to fences and gates (but not walls).

## **9. OTHER MATTERS**

- 9.1 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 Diocesan Advisory Committee.
- 9.2 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.

- 9.3 Repairs acquisitions and the disposal of articles in the list should be recorded in the church log book.

**A matter not on this list will require a faculty from either the Chancellor or the Archdeacon. The list of matters for which an Archdeacon may grant a faculty is set out in Appendix A to the Faculty Jurisdiction Rules 2000.**

**If you have any doubt about a matter, the Archdeacon should be consulted before anything is done.**

Peter Collier QC  
Chancellor of the Diocese  
New Years Day 2005