

Faculties

Tina Andrew

Church Conservation and Support Manager
The Representative Body of the Church in Wales

What is Faculty?

- Faculty refers to the Church's system of permission for alterations and repairs to church buildings (including contents) and churchyards
- It is operated under the Faculty Rules of the Constitution of the Church in Wales
- Each diocese operates the faculty system in its area
- It exempts the Church in Wales from the need to apply for Listed Building Consent (LBC) for its church buildings in certain circumstances
 - This is known as Ecclesiastical Exemption*

* The Ecclesiastical Exemption (Listed Buildings and Conservation Areas) (Wales) Order 2018

How Does the Faculty System Operate?

- Applicants submit a faculty application for permission to carry out any works to a church or in a churchyard
- The application is completed using the Online Faculty System, which each diocese operates
- There are three types of application: List A, List B and Full
 - List A applications cover routine maintenance or minor like-for-like repairs
 - List B applications cover straightforward works (eg. replacing a boiler) that have little or no impact on the historic fabric of the church or churchyard
 - Full applications are required for all works that will have an impact on the historic significance, setting or fabric of the church or churchyard

How is an Application Processed?

Pt 1

- Applicants register with the Online Faculty System (OFS)
 - Registration is approved by the DAC Secretary
- Applicants complete a series of online forms (screens), add supporting documentation where appropriate, then submit the application
 - The number of screens varies depending on the type of application
- List A applications require no approval, although both the DAC Secretary and Diocesan Registrar are notified
 - Works to enable digital ministry will probably not fall into this category, unless it is for replacement (on a like-for-like basis) or the repair of existing equipment
 - **Always** speak to your DAC Secretary if you are unsure which type of application to submit

How is an Application Processed?

Pt 2

- List B applications are approved (determined) by the Diocesan Registrar
 - They require prior consultation with an appropriate DAC member or members
 - Some digital ministry works may qualify as a List B
 - This could include portable equipment that will not be fixed in place and is not intended to be permanent
- Full applications are approved (determined) by the Diocesan Chancellor
 - They are reviewed at a DAC meeting
 - A report is prepared for the Chancellor advising on the technical aspects and suitability of the proposed works
- ***Always*** speak to your DAC Secretary before submitting an application as she/he will be able to advise what type of application is most suitable for your particular circumstances and what supporting documentation is required

Digital Ministry and Faculty

- Most new works will require a full faculty application eg. the permanent installation of audio-visual equipment
- Supporting documentation will always be required – speak to your DAC Secretary to find out what is appropriate
- All applications for listed churches require external consultation
 - Who is consulted (eg. Cadw, LPAs, etc) depends on the proposed works
 - This is why it is so important to include as much information as you can in your application – external agencies are **not** familiar with your building
- **Always** make sure you complete the Statements of Significance and Needs forms
 - These allow you to assess the impact of your proposed works on the historic fabric of your building and to mitigate against it
 - Enable you to “put your case” to the DAC and Chancellor to explain why you want to carry out the works

Suggested Supporting Documents for an AV Installation

- An annotated plan of the church showing the location of the new equipment (eg. presentation screen, speakers, control desk, etc) and ancillary fittings such as electrical cabling, sockets and switches
- Photographs of the areas of the church where the new equipment will be installed. These should be annotated to show the position of the new items
- A specification and/or quotation detailing the proposed work from a suitably qualified person (eg. AV engineer, electrician, etc)
- Details of the new equipment eg. a manufacturer's catalogue/specification (to include dimensions, colour, weight, etc)
- Details of how the equipment will be fixed to the church and any measures taken to reduce the damage to its historic fabric and its visual impact eg. reusing existing fittings

Thank you for your time!