



## Diocese of Ripon & Leeds Chancellor's Guidance

### MATTERS NOT REQUIRING A FACULTY

Chancellor's Guidance to all Parochial Church Councils, Ministers and churchwardens in the diocese as to matters not requiring a faculty.

#### General Introduction.

1. The following list has been prepared after consultation with the Archdeacons of Leeds and Richmond and with Diocesan Advisory Committee and comprises those matters which for the time being may be undertaken without any faculty. If the list is altered at any future date the Chancellor will give fresh written guidance. It is intended that the values set out within the list should be reviewed annually by the Chancellor.
2. 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.

**For the avoidance of doubt, unless expressly excluded in this document, the Archdeacons require all proposed items to be referred to them in writing, so that there is some record of what is to be done. Wherever, reference is to be made in writing, the preferred means is by e-mail, which is likely to lead to a speedier response.**

3. If you are in doubt about any matter you should consult your Archdeacon, the Diocesan Registrar or the Secretary.

The following items, listed under A to G, may be carried out without a Faculty:

#### A. MINOR REPAIRS

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. Works of routine maintenance on the fabric of the church (not materially altering its appearance) up to the value of £2,500 excluding VAT and the cost of scaffolding<sup>1</sup>, providing that the Archdeacon has been notified and has given his approval in writing for work costing between £1,000 and £2,500 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; and treating isolated beetle or fungal activity (except in areas where bats may be affected). It does not include repairs to broken or cracked quarries in stained glass, historic clear glazed windows or historic tiled floors. For the avoidance of doubt, written approval is not required for cleaning gutters or downpipes.
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 £2,500 excluding VAT. Note the Archdeacon will regularly inspect the completed fire extinguisher log. No addition to an electrical or gas system is to be made without a faculty because of the risk of jeopardising the church's insurance policy.
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 or replacement of wire mesh window guards using non-ferrous 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:
  - (a) Furniture in church halls, but not items from the church kept in the hall.
  - (b) Furniture, furnishings, office equipment and minor fixtures (excluding wall safes) in vestries, but not so as to change the existing use of the room as a vestry.
  - (c) Fire extinguishers (subject to Archdeacons instructions as to location and method of fixing).

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<sup>1</sup> The Archdeacons' rule of thumb is that anything that requires scaffolding requires a faculty – the Chancellor agrees.

- (d) Hymn boards (subject to Archdeacons instructions).
  - (e) Internal notice boards (subject to Archdeacons instructions).
  - (f) Small movable bookcases or display stands.
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). The type of backing must be specifically approved by the Archdeacon.
  3. Additions in an existing style to name boards (excluding war memorials).
  4. The use of a security system recommended by insurers for marking movable items kept in the church.

## **C. MUSICAL INSTRUMENTS**

1. Introduction, storage or removal of musical instruments and stands by musical groups. Organs and grand pianos require a faculty, unless introduced for a specific occasion.
2. Routine tuning, adjustment and maintenance, by a qualified person, up to a value of £2,000 excluding VAT, of organs, harmoniums and pianos.
3. Maintenance and repairs to pianos using matching materials.

## **D. BELLS AND CLOCKS**

1. Inspection and routine maintenance of bells, bell frames, clocks and clock faces.
2. Replacement of damaged wooden bell stays and bell ropes.

## **E. MOVABLES**

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

Introduction, removal, replacement or disposal of:

1. Kneelers, hassocks and cushions (but not a substantial replacement of them).
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 hand bound or other valuable books).
7. Altar linen (but not frontals or falls).
8. Decorative flags and banners for temporary displays.
9. The Union Flag, St George's flags 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 in writing.
2. Installation of security lighting or camera(s) on a temporary basis where there is an 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 they have given their approval.

## **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 and replacement in the same style.
4. Minor repairs to fences, gates and walls).

## **DISPENSATION IN OTHER CASES**

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.

The following are examples:

- Good quality wooden benches
- Reasonable pruning of trees

## GENERAL NOTES

1. No item should be disposed of without consultation in writing with the Archdeacon.
2. A Faculty is required for the deposit of plate in the Treasury at Ripon Cathedral or in a bank vault.
3. A Faculty is not required for the deposit of parochial registrars or other parochial records in one of the diocesan records offices, (see below) nor for the obtaining of new registers.

### West Yorkshire

The West Yorkshire Archive  
Service,  
Leeds District Archives,  
Chapelton Road,  
Sheepscar,  
Leeds  
LS7 3AP

### North Yorkshire

County Records Office  
County Hall,  
Northallerton,  
North Yorkshire,  
DL7 8TB

### Durham

County Record  
Office,  
County Hall,  
Durham,  
DH1 5UL

4. Repairs acquisitions and the disposal of articles in the list should be recorded in the church log book.
5. **If you have any doubts about a matter, consult your Archdeacon.**

S P Grenfell  
Chancellor  
March 2007