



Faculty Procedures - Alterations to Churches v1.0			
<b>Body endorsing procedure:</b>	Diocesan Council	<b>Date of adoption or last review:</b>	8 <sup>th</sup> May 2024
<b>Approved by:</b>	Archbishop	<b>Date:</b>	7 <sup>th</sup> June 2024
<b>Related Documents:</b>	<i>Parochial Administration Ordinance 1985</i> <i>Cathedral Ordinance 2013</i> Faculty Policy – Alteration to Churches Diocesan Council Delegations Register	<b>Review schedule:</b>	5 yearly

## 1. Scope

The policy and these procedures apply to churches in all parishes for which the Synod holds property upon the trusts of the Model Declaration of Trust 1985 (Model Trust Parishes). Other parishes which are not Model Trust Parishes are encouraged to adopt these principles.

## 2. Background

A Faculty issued by the Bishop is required **before** any changes are made to a licensed church building, and/or to its contents or immediate surroundings.

Obtaining a Faculty (Bishop's approval) involves a consultative process which parishes are required to follow if they intend to make alterations to

- a church, or
- church contents, or
- in the immediate vicinity of a church.

The Faculty process is intended to ensure that each church is a suitable place for worship, and that the will and needs of the people of that place are respected.

These procedures have been developed to provide clarity around when and how to apply for approval for proposed changes in and around churches and should be read in conjunction with the Bishop's Faculty Policy and s83 *Parochial Administration Ordinance* – reproduced below.

## 3. Process

The following process is a very useful guide for when a Parish Council wants to make changes in or around a Church (other than the Cathedral).

### 3.1. Develop the proposal

3.1.1. Give consideration to incorporating low environmental impact options, energy reduction initiatives and other sustainable measures into the proposed changes.

Prepare detailed plans and drawings of the proposal, including:

3.1.2. photos of materials, fabrics, colours and finishes to be used

3.1.2.1. wording on any plaque or memorial

3.1.2.2. size and dimensions of any item

- 3.1.2.3. determine funding source/s for the proposal if necessary
- 3.1.3. Prepare detailed costings for the proposal (recommended to obtain more than one quote)
- 3.1.4. Establish what if any heritage or planning (State or Local Council) requirements apply
- 3.1.5. Ascertain availability of required trades and timeframe
- 3.1.6. Explain how the proposal furthers the objectives of the parish's Mission Action Plan

### 3.2. Preliminary parish processes

- 3.2.1. Parish Council passes a resolution approving the proposal in principle.
- 3.2.2. Incumbent endorses the proposal in principle.
- 3.2.3. Discuss the proposal with the Regional Archdeacon, who will advise whether the proposal falls within this Policy. [If the proposal falls outside the scope of this Policy, the Archdeacon may authorise the proposal and advise the Parish about how best to proceed with the proposed changes.]

### 3.3. Consultation within the parish

- 3.3.1. Make information about the proposed changes available to members of the parish
- 3.3.2. Display a copy of the proposal in a prominent place in the church (or church hall) (including drawings and/or plans) for at least 2 weeks
- 3.3.3. Publicise the proposal for at least 2 weeks by including a notice about where the drawings and/or plans can be viewed, for example
  - 3.3.3.1. in the church notices announced during services
  - 3.3.3.2. in the pew sheet
  - 3.3.3.3. in the parish newsletter, if any
- 3.3.4. Invite church members to forward expressions of concern to Parish Council and to Regional Archdeacon
- 3.3.5. Hold a Vestry meeting to consider the proposal
- 3.3.6. Vestry passes a resolution approving the proposal
- 3.3.7. Incumbent endorses the proposal

### 3.4. *[Parish response to stakeholder feedback, if any*

- 3.4.1. *Parish Council considers any expressions of concern received (see 3.3.4 and 3.3.5 above). If the Parish Council decides the concerns warrant material changes to the proposal, it should prepare an amended proposal, in conjunction with the Regional Archdeacon*
- 3.4.2. *Resume process outlined at steps 3.3.5, 3.3.6 and 3.3.7.]*

### 3.5. Lodging the Faculty application

- 3.5.1. Complete the Faculty application form
- 3.5.2. Wardens, Incumbent and Regional Archdeacon countersign the application
- 3.5.3. Warden(s) and Incumbent forward the signed Faculty application form and supporting documentation to the Registrar at [support@adelaideanglicans.com](mailto:support@adelaideanglicans.com)

### 3.6. Processes in Registrar's Office

- 3.6.1. The application and supporting documentation will be assessed by the Registrar, who may request further information and will advise on what else needs to be done.

#### [Important Note:

Other approval processes operate concurrently with the Faculty Procedure.

- If the cost of the proposal is over \$15,000 (GST exclusive); or
- If the parish intends to pay for the proposal by drawing down on an Anglican Funds (AFSA) Endowment Fund account

the Parish will have to obtain approval for the proposal and/or the drawdown from the Property Finance and Resources Committee (PFRC) before the Faculty application is forwarded to the Bishop.]

- 3.6.2. The Registrar forwards the application together with an assessment of the application (including PFRC approvals if relevant) to the Bishop.
- 3.7. The Bishop considers the application, and where appropriate, issues a Faculty.
- 3.8. The Registrar keeps a record of the issue of the Faculty and forwards a copy to the Parish.
- 3.9. The Parish Council displays a copy of the Faculty for at least 6 months in a prominent place in the church (or church hall) and preserves the original Faculty document with the Parish's other key documents.

#### **4. Process for the Cathedral**

The following process should be followed when changes in or around the Cathedral are being contemplated.

##### **4.1. Develop the proposal**

- 4.1.1. Give consideration to incorporating low environmental impact options, energy reduction initiatives and other sustainable measures into the proposed changes.
- 4.1.2. Prepare detailed plans and drawings of the proposal, including:
  - 4.1.2.1. photos of materials, fabrics, colours and finishes to be used
  - 4.1.2.2. wording on any plaque or memorial
  - 4.1.2.3. size and dimensions of any item
  - 4.1.2.4. determine funding source/s for the proposal if necessary
- 4.1.3. Prepare detailed costings for the proposal (recommended to obtain more than one quote)
- 4.1.4. Establish what if any heritage or planning (State or Local Council) requirements apply
- 4.1.5. Ascertain availability of required trades and timeframe
- 4.1.6. Explain how the proposal furthers the objectives of the Cathedral's Mission Action Plan.

##### **4.2. Consultation with the Cathedral Congregation**

- 4.2.1. Make information about the proposed changes available to members of the Cathedral Congregation
- 4.2.2. Display a copy of the proposal in a prominent place in the Cathedral precinct (including drawings and/or plans) for at least 2 weeks
- 4.2.3. Publicise the proposal for at least 2 weeks by including a notice about where the drawings and/or plans can be viewed, for example
  - 4.2.3.1. in the church notices announced during services
  - 4.2.3.2. in the pew sheet
  - 4.2.3.3. in the Cathedral newsletter, if any
- 4.2.4. Invite members of the Cathedral Congregation to forward expressions of concern to the Cathedral Council and/or to the Cathedral Chapter
- 4.2.5. Pass resolutions at duly convened meetings of the Cathedral Council and of the Cathedral Chapter, as required by s29 of the *Cathedral Ordinance*.

##### **4.3. Lodging the Faculty application**

- 4.3.1. Complete the Faculty application form
- 4.3.2. The Dean will apply for the Bishop's approval by forwarding a signed Faculty application form and supporting documentation to the Registrar at [support@adelaideanglicans.com](mailto:support@adelaideanglicans.com)

#### 4.4. Processes in Registrar's Office

4.4.1. The application and supporting documentation will be assessed by the Registrar, who may request further information and will advise on what else needs to be done.

**[Important Note:**

**Other approval processes operate concurrently with the Faculty Procedure.**

- If the cost of the proposal is over \$15,000 (GST exclusive); or
- If the Cathedral intends to pay for the proposal by drawing down on an Anglican Funds (AFSA) Endowment Fund account

**the Cathedral will have to obtain approval for the proposal and/or the drawdown from the Property Finance and Resources Committee (PFRC) before the Faculty application is forwarded to the Bishop.]**

4.4.2. The Registrar forwards the application together with an assessment of the application (including PFRC approvals if relevant) to the Bishop.

4.5. The Bishop considers the application, and where appropriate, issues a Faculty.

4.6. The Registrar keeps a record of the issue of the Faculty and forwards a copy to the Cathedral.

4.7. The Cathedral Council displays a copy of the Faculty for at least 6 months in a prominent place in the Cathedral precinct and preserves the original Faculty document with the Cathedral's other key documents.

#### 5. Guidelines - When a Faculty **IS** and **IS NOT** required

5.1. A Faculty **is required** in the following situations:

5.1.1. All proposals to make alterations to heritage listed buildings (local and State heritage)

5.1.2. All proposals to make structural changes of any kind to a church

5.1.3. All proposals for works that would impact the look or utility of a church including

- 5.1.3.1. Signs on church grounds
- 5.1.3.2. Phone masts
- 5.1.3.3. Bell towers
- 5.1.3.4. Solar panels
- 5.1.3.5. Air-conditioning plant and equipment

5.1.4. Addition of Fittings, Furniture and Ornaments in churches

5.1.5. Removal of Fittings, Furniture and Ornaments in churches

5.1.6. An item in respect of which a Faculty has been given cannot be removed or moved without a new Faculty

5.1.7. Replacement of existing Fittings and Furniture where the 'look' of something is being dramatically altered, for example where a red carpet is proposed as a replacement for existing blue carpet.

5.2. A Faculty **is not required** for the following:

5.2.1. Maintenance matters for existing Fittings and Furniture

5.2.2. Redecorating in the church, with like for like materials

5.2.3. Communion vessels

5.2.4. Communion linen

5.2.5. Hymn boards

5.2.6. Flower stands

5.2.7. Collection plates

- 5.2.8. Service books
- 5.2.9. Kneelers, cushions and banners of recognised Church organisations
- 5.2.10. Temporary exhibitions

## **6. Responsibilities**

### **6.1. Bishop**

The Bishop (or delegate) is responsible for authorising alterations and for issuing all Faculties.

### **6.2. Archdeacon**

The Regional Archdeacon will

- 6.2.1. liaise with parish leadership about the proposed alterations
- 6.2.2. assess and authorise proposals which do not fall within the scope of this Policy
- 6.2.3. countersign applications that do fall within the scope of this Policy before they are forwarded to the Registrar
- 6.2.4. facilitate discussions between Parish Council, the Incumbent and objectors to the proposal, if required.

### **6.3. Parish Council and Wardens**

The Parish Council and wardens will

- 6.3.1. Prepare plans and obtain quotations for the proposed alterations
- 6.3.2. Ascertain which State and local government approvals are required
- 6.3.3. Secure funding for the proposed alterations
- 6.3.4. Pass a resolution approving the proposed alterations
- 6.3.5. Inform the parish membership and the Regional Archdeacon about the proposal
- 6.3.6. Take any objections received from members of the parish into account and inform the Regional Archdeacon how those objections have been addressed
- 6.3.7. Hold a Vestry meeting to approve the proposal
- 6.3.8. Forward applications for approval of alterations to the Regional Archdeacon
- 6.3.9. If approved, display a copy of the Faculty or other written approval in the church, and keep a copy in the parish council's official records.

### **6.4. Parish Clergy/Dean**

The Incumbent/Dean will indicate their endorsement of the proposal by countersigning the Faculty application before it is forwarded to the Registrar.

### **6.5. Registrar**

The Registrar will

- 6.5.1. develop forms and procedures for implementation of this Policy
- 6.5.2. disseminate information about the Policy and procedures to parishes and clergy
- 6.5.3. receive applications from the Regional Archdeacon/Dean
- 6.5.4. assess whether applications are complete and where required, seek further information from parishes
- 6.5.5. forward completed Faculty applications to the Bishop
- 6.5.6. assist parishes to understand their responsibilities under this Policy and these Procedures.

## **7. Definitions**

**Cathedral** means the Cathedral Church of St Peter

**Churches** are buildings in Model Trust Parishes that have been consecrated, dedicated or licensed by the Bishop for worship

**Faculty** means the Bishop's approval to undertake alterations to a licensed church building, and/or to its contents or immediate surroundings

**Fittings** are permanent items that are attached to a church, including leadlight windows, audio visual and amplification equipment, fixed pews and choir stalls, statues, crosses, air-conditioning or heating units and memorial plaques

**Furniture** comprises the moveable items that are used to make a church a suitable place for worship including baptism fonts, bishop's chairs, altars, pulpits, non fixed pews and seating etc

**Incumbent** means the senior clergy person licensed to the Parish

**Model Trust Parish** means all parishes for which the Synod holds property upon the trusts of the Model Declaration of Trust 1985.<sup>1</sup>

**Ornaments** are pictures, statuary, painting(s), and moveable items and utensils that are used to make a church a suitable place for worship

## 8. Review schedule

Every 5 years.

## 9. Related Documents

9.1. *Parochial Administration Ordinance 1985*

9.2. *Cathedral Ordinance 2013*

9.3. Faculty Policy

9.4. Diocesan Council Delegations Register

*s83 Parochial Administration Ordinance*

(1) (a) No building shall be erected or placed on the Parish Trust Property, and

(b) no building erected on the Parish Trust Property shall be altered, added to, demolished or removed from Parish Trust Property,

without the consent of the Parish Council, the Parish Priest and the Bishop being in each instance obtained.

(2)(a) No fittings furniture or ornaments shall be installed, placed in or removed from any building licensed for worship erected on Parish Trust Property, and

(b) no such fittings, furniture or ornaments shall be altered or added to

without the consent of the Vestry of the congregation concerned, the Parish Priest and the Bishop being in each instance obtained.

(3) Any erection, placement, installation, alteration, addition, demolition or removal contrary to the provisions of this section shall forthwith be demolished, removed, restored, rebuilt, replaced or made good as the case may be by the Parish Council or Vestry as the case may be upon the Bishop requiring the same to be done and in accordance with any directions or modifications which the Bishop may direct.

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<sup>1</sup> As at 30<sup>th</sup> April 2024 the Model Trust Parishes are all parishes in the Diocese except the parishes of Holy Trinity Adelaide, Christ Church North Adelaide, Kensington, Norwood and Walkerville.