

**Reference:** *Parochial Property Ordinance 1975*, sections 16 to 18: Alteration to Fabric of Churches, Ornaments and Monuments.

**Extract from the above Ordinance:**

**Alteration to Fabric of Churches**

16. No alteration shall be made to the fabric or internal arrangements of a church unless approved by a faculty given by the Bishop.

**Ornaments and Monuments**

17. (1) No ornament or monument shall be placed in, or removed from, a church unless approved by a faculty given by the Bishop.

(2) No monument shall be placed in, or removed from, a churchyard unless approved by a faculty given by the Bishop.

18. (1) Application for a faculty:

(a) approving an alteration to the fabric or internal arrangements of a church in a parish or special district;

(b) approving the placing of an ornament or monument in, or the removal of an ornament or monument from, a church in a parish or special district; or

(c) approving the placing of a monument in, or the removal of a monument from, churchyard in a parish or special district;

may be made in writing by the priest of the parish or district and the churchwardens of the congregation worshipping in the church, jointly.

(2) Before making an application for a faculty, the priest of the parish or special district shall cause notice of intention to apply for the faculty to be displayed in the church concerned for not less than 14 days.

(3) A notice of intention to apply for a faculty shall:

(a) contain particulars of the proposal for which approval is to be sought, and

(b) state that objection may be made to the proposal by furnishing particulars of the objection to the priest of the parish or special district or to the Bishop, in writing, before a date specified in the notice, being a date 14 days after the notice is first displayed in the church.

(4) An application for a faculty:

(a) shall state whether notice has been duly displayed as required by sub-section (3) and whether any objection has been received; and

(b) if any objection has been received by the priest of the parish or special district - shall be accompanied by the objection.

(5) In considering whether to grant a faculty, the Bishop shall have regard to any objection made to the proposal.

### **Practice**

For the purposes of granting a faculty two forms are to be submitted to the Bishop for approval. The forms can be downloaded here or are available from the Bishop's Office or the Registrar's Office:

#### **1. Notice of Intention to Apply for a Faculty:**

This must be displayed in a prominent position fourteen days in the church before the faculty can be requested.

#### **2. Petition for a Faculty**

This must accompany the Notice of Intention to Apply for a Faculty.

The wording for a plaque or inscription must be written exactly as that which is being applied to the memorial.

An application for the introduction of an ornament must be accompanied by a sketch or a photograph, or a detailed description of the item and where it is to be placed.