

## NOTES FROM THE CHURCH WARDENS WORKSHOP - RULES AND REGULATIONS

### Faculties

Please remember to seek advice from the DAC or your Archdeacon if you are considering

- Making any changes to your church building however minor.
- Adding **or removing** (including **selling**) any fixture or fitting (whether on the church inventory or not)

Some smaller items can be done without a faculty and the national church will issue a list to clarify what this includes soon, but for the meantime if in doubt please consult your Archdeacon.

### Churchyards

The churchyard is the property of the church and decisions about the place of burial rests with the incumbent but please remember to check if there is a grave space reservation which would have been granted by faculty by the Chancellor. Details of these should be kept with your churchyard plan.

A gravestone belongs to the person(s) who paid for it or if they have died to the heirs of the people commemorated. Families should be aware that they are not covered for accidental damage to them by the church insurance.

The Churchyard Regulations (<http://www.gloucester.anglican.org/content/pages/documents/1407850240.pdf>) set out what the Incumbent (or in a vacancy the Area Dean) may authorise by way of a new memorial stone. The PCC may choose to narrow these regulations, for example by insisting on Cotswolds Stone in a Cotswold Churchyard, **but may not extend them** – or indeed simply ignore them!

Application for a gravestone must be made on the Churchyard Memorial form, which is on the Diocesan website, at <http://gloucester.anglican.org/parish-life/church-buildings-and-churchyards/churchyards/> and the parish should keep a copy of this.

If a family is insistent on a memorial that is beyond the scope of the Churchyard Regulations they must apply to the Chancellor using the standard faculty form which can be found at <http://gloucester.anglican.org/parish-life/church-buildings-and-churchyards/faculties/> via the DAC. The Chancellor will consult the PCC as to their view.

Incumbents may also authorise additional inscriptions, **but not** changes to existing inscriptions or replacement stones which must be referred to The Chancellor. An application to add an inscription should be made on the Churchyard Memorial form and you are advised to check that the person making the application is either the owner of the stone or has permission from the owner. You are advised to have this in writing.

### The Church Representation Rules and The Churchwardens Measure

The size of membership of the PCC, the terms of office and the rules concerning election, the conduct of business, notice of agenda etc. are set out in the Church Representation Rules. The rules regarding the election of wardens, how long a warden may hold office are set out in the Churchwardens Measure.

It is important to be familiar with these rules as should a decision of the PCC be challenged and it is found that they have not been followed, it may be vulnerable to having that decision overturned.

The Church Representation Rules and the relevant portion of The Churchwardens Measure can be found on the Church of England website at <https://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx>

November 2014.