
Gloucester Diocesan Advisory Committee Constitution 2019

Name

1. The committee is known as the Gloucester Diocesan Advisory Committee.

Membership: appointment

2. The committee consists of a chair, the archdeacon of each archdeaconry in the diocese, and at least 12 other members.
3. The chair is appointed by the bishop of the diocese after consultation with the bishop's council, the chancellor of the diocese, and the Church Buildings Council.
4. The other members are;
 - 4.1. two persons appointed by the bishop's council of the diocese from among the elected members of the diocesan synod,
 - 4.2. at least ten other persons appointed by the bishop's council of the diocese of whom one is appointed after consultation with the Historic England, one is appointed after consultation with the relevant association of local authorities, and one is appointed after consultation with the national amenity societies, and
 - 4.3. such other persons as may be co-opted under section 20.
5. In making an appointment under sub-section 4.1 and 4.2, the bishop's council must ensure that the persons so appointed have between them—
 - 5.1. knowledge of the history, development and use of church buildings,
 - 5.2. knowledge of and commitment to the Church of England's mission, liturgy and worship,
 - 5.3. knowledge of architecture, archaeology, art and history,
 - 5.4. experience of the care of historic buildings and their contents, and
 - 5.5. knowledge of civil planning policy, guidance and legislation.

6. The first appointments of the chair and of other members under sub-section 4.1 and 4.2 take place as soon as practicable.
7. Subsequent new appointments of the chair or of a member under sub-section 4.1 and 4.2 must be made within the period of one year following the formation of the second new diocesan synod after the latest appointments.
8. The quorum of the committee shall consist of one-third of all members, including any consultants appointed under section 23.

Membership: term of office

9. The term of office of the chair or other members and consultants of the DAC appointed under section 4.1 and 4.2 shall take place as soon as practicable and within the period of one year following the formation of every second new Diocesan Synod (i.e., every six years).
10. A member of the committee who ceases to hold a qualification by virtue of which he or she became a member ceases to be a member on ceasing to hold the qualification.
11. A member of the committee who ceases to hold office otherwise than by virtue of section 10 is eligible for reappointment.
12. A person who has served as the chair or as a member under section 4.1 and 4.2 or as either for two successive terms of office (i.e. 12 years), or such greater number as has been authorised under section 13 below, may not be reappointed or co-opted until the next occasion after the end of that period of office on which new appointments are to be made under section 9.
13. In the case of a person who is serving the second of two successive terms of office as the chair or as a member under section 4.1 and 4.2 or as either, the diocesan synod may authorise the person, on the expiry of the second term, to hold office (either as the chair or as a member under section 4.1 or 4.2 for one or more further successive terms.
14. The diocesan synod may not give an authorisation under section 13 unless –
 - 14.1. the person who has the function under section 3 of making appointments to the office to which the authorisation would apply has obtained the advice of the Church Buildings Council on the authorisation, and

- 14.2. the diocesan synod has been provided with that advice.
15. Sections 12 to 14 do not apply in a case where the first of the successive terms of office was held by virtue of an appointment to fill a casual vacancy.

Membership: casual vacancies

16. Where a casual vacancy occurs among the chair and other members appointed under sections 4.1 and 4.2, the bishop must appoint a person to fill the vacancy.
17. If the person whose place is to be filled was a member of the committee by virtue of being a member of the diocesan synod, the person appointed under section 16 must also be a member of that diocesan synod.
18. If the person whose place is to be filled was appointed under section 4.2, the bishop must, before appointing a person to fill the vacancy, undertake the consultation required.
19. A person appointed to fill a casual vacancy holds office only for the unexpired portion of the term of office of the person whose place is being filled.

Membership: co-opting

20. The committee may, with the consent of the bishop, from time to time co-opt such persons as it thinks fit to be additional members of the committee.
21. The number of persons appointed under this paragraph must not exceed one-third of the total number of the other members.
22. A person co-opted ceases to be a member of the committee on the making of new appointments of members under section 6.

Consultants

23. The bishop may appoint suitably qualified persons to act as consultants to the committee if the committee requests the bishop to do so.

Subcommittees

24. The committee may at any time constitute such sub-committees for such purposes as it sees fit.
25. The DAC may use subcommittees to reach a resolution on cases of low impact but which require particular specialist expertise, between meetings of the DAC. A definition of low impact cases can be found attached to this constitution in Appendix I. A subcommittee can include any number of members of, or consultants to, the DAC appointed under sections 4.1, 4.2 and section 23, felt to be appropriate. The DAC Secretary is responsible for ensuring appropriate membership of all subcommittees. The DAC secretary may also defer any low impact case from scrutiny by a particular subcommittee, therefore requiring its consideration by the full committee.
26. A resolution reached by a sub-committee on a case must have the unanimous agreement of all its members, and must always reported to the next full meeting of the DAC, for note. Should a complete consensus not be achieved within the subcommittee, the case must be referred back to the full DAC for resolution.

Secretary

27. The secretary to the committee is appointed by the bishop after consultation with the chair, and the diocesan secretary.

Delegation

28. The committee may delegate the exercise of any of its functions to an officer of the committee.
29. Private petitions for memorials in churchyards are delegated to the relevant archdeacon, without reference to the wider committee, its members or consultants, unless the archdeacon considers such consultation necessary in the particular circumstances.

Functions of the DAC

30. The Gloucester Diocesan Advisory Committee shall in all its work have due regard to the role of a church as a local centre of worship and mission in exercising its functions which shall be:
 - 30.1. to act as an advisory body on matters affecting places of worship in the diocese and, in particular, to give advice when requested by any of the persons specified in section 32 below on matters relating to:
 - 30.1.1. the grant of faculties;
 - 30.1.2. the architecture, archaeology, art and history of places of worship;
 - 30.1.3. the use, care, planning, design and redundancy of places of worship;
 - 30.1.4. the use and care of the contents of such places;
 - 30.1.5. the use and care of churchyards and burial grounds;
 - 30.2. to review and assess the degree of risk to materials, or of loss to
 - 30.3. archaeological or historic remains or records, arising from any proposals relating to the conservation, repair or alteration of places of worship, churchyards and burial grounds and the contents of such places;
 - 30.4. to develop and maintain a repository of records relating to the conservation, repair and alteration of places of worship, churchyards and burial grounds and other material (including inspection reports, inventories, technical information and photographs) relating to the work of the committee;
 - 30.5. to issue guidance for the preparation and storage of such records;
 - 30.6. to make recommendations as to the circumstances when the preparation of such a record should be made a condition of a faculty;
 - 30.7. to take action to encourage the care and appreciation of places of worship, churchyards and burial grounds and the contents of such places, and for that purpose to publicise methods of conservation, repair, construction, adaptation and redevelopment;
 - 30.8. to perform such other functions as may be assigned to the committee by any enactment, by any Canon of the Church of England or by resolution of the diocesan synod or as the committee may be requested to perform by the bishop or chancellor of the diocese.

31. Subject to such amendment or additional functions as may be specified in any amendments to or in legislation replacing the Care of Churches and Ecclesiastical Jurisdiction Measure 2018.
32. The persons referred to in section 30.1 above are:
 - 32.1. the bishop of the diocese
 - 32.2. the chancellor of the diocese;
 - 32.3. the archdeacons of the diocese;
 - 32.4. parochial church councils in the diocese;
 - 32.5. intending applicants for faculties in the diocese;
 - 32.6. the pastoral committee of the diocese;
 - 32.7. persons engaged in the planning, design or building of new places of worship in the diocese, not being places within the jurisdiction of the consistory court;
 - 32.8. such other persons as the committee may consider appropriate.

Appendix I

Criteria for low impact faculty cases, to be considered by subcommittees of the DAC:

- Works to bell installations (excluding the provision of new ringing floors or west end platforms).
- Works to clock
- Works to organs
- Repairs to existing stained glass (not new commissions)
- Works to any installations of heating, lighting, electrics or water
- Works to textiles
- Works to trees in churchyards
- All other areas of fabric repair and conservation, whether to individual objects, memorials, tombs or the main church building.