

DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

Statutory Provision: Care of Churches and Ecclesiastical Jurisdiction Measure 1991

Constitution

1. The Committee shall be known as the St. Albans Diocesan Advisory Committee.

Membership

2. The Committee shall consist of a chairman, the archdeacons of the diocese and not less than twelve other members.
3. The chairman shall be appointed by the bishop of the diocese after consultation with the bishop's council, the chancellor and the *Church Buildings Council*.
4. The other members shall be:-
 - (a) two persons appointed by the bishop's council of the diocese from among the elected members of the diocesan synod of the diocese.
 - (b) not less than ten other persons appointed by the bishop's council of the diocese, of whom one shall be appointed after consultation with *Historic England*, one shall be appointed after consultation with the relevant associations of local authorities and one shall be appointed after consultation with the national amenity societies.
 - (c) such other persons as may be co-opted under paragraph 12 below.

In paragraph 4 (b) above "relevant associations of local authorities" means such associations as may from time to time be designated by the Dean of the Arches and Auditor as the relevant associations of local authorities for the purposes of this Schedule in relation to the diocese concerned.

In this constitution "national amenity society" has the same meaning as in the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.

5. In making appointments under paragraph 4 (a) and (b) above, the bishop's council shall -
 - (a) consult with the chairman of the committee and with the chancellor;
 - (b) ensure that the persons appointed have, between them -
 - (i) experience of the use of buildings as local centres of worship and mission.
 - (ii) knowledge of the history, development and use of church buildings;

- (iii) knowledge of Church of England liturgy and worship;
- (iv) knowledge of architecture, archaeology, art and history;
- (v) experience of the care of historic buildings and their contents;
- (vi) experience of the design and care of modern buildings and their contents;

A member with knowledge of environmental matters

A member with direct experience and knowledge of accessibility issues

and

- (vii) appropriate technical expertise in support of the above requirements.

6. The first appointment of the chairman and other members of the committee under paragraph 4 (a) and (b) above shall take place as soon as practicable, and subsequent new appointments of the chairman and those members shall be made within the period of one year following the formation of the second new diocesan synod after the latest appointments, so that the normal term of office of the committee shall be six years.
7. The term of office of the chairman and any other member of the committee appointed under paragraph 4 (a) or (b) above shall be the period from the appointment to the making of new appointments in accordance with paragraph 6 above.
8. A member of the committee who ceases to hold a qualification by virtue of which he or she became a member shall thereupon cease to be a member.
9. A member of the committee who ceases to hold office otherwise than by virtue of paragraph 8 above shall be eligible for re-appointment.
10. Where a casual vacancy occurs among the chairman and other members of the committee appointed under paragraph 4 (a) or (b) above, the bishop shall, after such consultation as he deems appropriate, appoint a person to fill the vacancy, and if the person whose place is to be filled was a member of the committee by virtue of his or her membership of the diocesan synod of the diocese the person so appointed shall also be a member of that diocesan synod.
11. Any person appointed to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he or she is appointed.
12. With the consent of the bishop of the diocese, the committee may from time to time co-opt such persons (of a number not exceeding one third of the total number of the other members) as it thinks fit to be additional members of the committee, but any person so co-opted shall cease to be a member of the committee on the making of new appointments of members in accordance with paragraph 6 above.

Miscellaneous

13. The Bishop of the diocese, after consultation with the chairman, may appoint suitably qualified persons to act as consultants to the committee if the committee request him to do so.

14. The secretary to the committee shall be appointed by the bishop of the diocese after consultation with the chairman of the committee and the diocesan secretary.
 15. The Committee may determine its own procedure consistent with this constitution.
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Functions of the Diocesan Advisory Committee

1. The functions of the St. Albans Diocesan Advisory Committee shall be:
 - (a) 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 paragraph 2 below on matters relating to -
 - (i) the grant of faculties;
 - (ii) the architecture, archaeology, art and history of places of worship;
 - (iii) the use, care, planning, design and redundancy of places of worship;
 - (iv) the use and care of the contents of such places;
 - (v) the use and care of churchyards and burial grounds;
 - (b) to review and assess the degree of risk to materials, or of loss to 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;
 - (c) as soon as practicable after the end of each year, to prepare a report of its work and proceedings during that year and cause it to be laid before the Diocesan Synod; and the Secretary to the Committee shall send a copy of the report to the Council for the Care of Churches.
 - (d) 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.
2. The persons referred to in paragraph 1 (a) above are -
 - (a) the bishop of the diocese;
 - (b) the chancellor of the diocese;
 - (c) the archdeacons of the diocese;
 - (d) the parochial church councils in the diocese;
 - (e) intending applicants for faculties in the diocese;
 - (f) the pastoral committee of the diocese;
 - (g) 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;
 - (h) such other persons as the committee may consider appropriate.
3. In addition, the committee shall:

- (a)
 - (i) 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;
 - (ii) issue guidance for the preparation and storage of such records;
 - (iii) make recommendations as to the circumstances when the preparation of such a record should be made a condition of a faculty;
- (b) 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:
 - (i) promote areas of education relating to such places and items, and
 - (ii) publicise methods of conservation, repair, construction, adaptation and re-development which relate to them.

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