

CHURCH NOTICEBOARDS

Guidance note

from the Diocesan Advisory Committee for the Care of Churches



Your Noticeboard will probably be the first point of contact that many visitors and passers-by have with your church.

Its visual impact can't be overestimated. We need to take advantage of this valuable resource, which advertises your Church and its contribution to community life 24 hours a day, 7 days a week – even when it is locked.

DESIGN & POSITION

- Think carefully about position and access – if replacing a noticeboard, consider more appropriate locations. Will it be in a well-lit area?
- Match the style and feel of the board to the style and feel of your church and its worship, and the parishioners you wish to attract.
- List the information in order of importance, and get your Graphic Designer to work out a layout with you.
- Consider the noticeboard as an artistic feature of the Parish, not just practical furnishing.
- Experiment with design and style to attract attention. Avoid replicating old/other noticeboards.
- Contact the Church Buildings office for examples of recent boards other parishes have installed, and for contact details of suitable installers.

INFORMATION

- Most importantly – warmly welcome all visitors!
- Display where to go for more information – church porch, back of church, contact numbers, website addresses. Include names and contact details of keyholders if the church is not always open.
- Consider including what facilities are available at the church, i.e. a WC, kitchen facilities, disabled access, hearing loop/sound system. Also think about putting the parish's Vision Statement on the board.
- Cover all church events throughout the week, not just Sunday services. Remember fundraising/social activities and annual events, as well as temporary information: meetings and announcements.
- Contact numbers for the Parish Priest/Churchwarden/PCC secretary.

ARTWORK AND TYPESETS

- Use the C of E in Devon logo:
- Avoid emblems or insignia that aren't generally recognised – logos need to speak for themselves.
- Lettering need not be Gothic or old-fashioned in style – modern typesets are often easier to read and more striking.
- 'Sans-serif' fonts like this one, (as opposed to this) are recommended for easier reading, particularly for the visually impaired.
- Ensure that the information is large enough to be read from a distance.

STYLE AND VOCABULARY

- Keep your notices accessible – avoid 'churchy' terms such as 'matins' and 'surrogate for marriages'.
- When naming clergy, avoid long suffixes of qualifications (MA, BD etc) – use the space for a Christian name.
- Where possible, use general terms ('Parish Priest', 'Vicar') which will not date as clergy move on.

CONSTRUCTION

- Use an appropriate traditional wood from a sustainable source (FSC accredited). Also consider alternatives – e.g. powder-coated aluminium. Consider the context in which the church is in – what may be appropriate for a church in an urban setting may not fit quite so well in a very rural area.
- Avoid adhesive lettering.
- Use tamper-resistant screws and bolts.
- Ensure initial and ongoing waterproofing of wood and joints.
- Include a lockable, glazed panel for temporary information (upcoming events, notices etc.)
- Use toughened/laminated glass or Lexan polycarbonate for the glazed panel.

ORGANISING THE PROJECT

- The PCC should appoint a small working party, and gather up all the information and ideas available.
- Ensure separate skilled parties are involved in each part of the process – development of information, creative design, construction, and painting.
- Remember to allow funds/resources for ongoing maintenance and cleaning.

GRANTS AND ASSISTANCE

The Archdeacons within the Diocese have access to funds to make grants from the Rural Churches Fund for specific improvements – including noticeboards. Apply directly to your Archdeacon for this type of funding.

PERMISSIONS

- List B permission is required for a new, or in some cases, for a replacement noticeboard.
- Local Authority planning permission is usually only necessary if the noticeboard is oversized, or sited in an environmentally or historically sensitive area.
- To obtain List B approval, contact should be made with the Church Buildings office in the first instance. The staff can advise on the permissions required for your specific project, and the process involved.

Where to go for further help and information

- For help with permissions, good examples from other churches, and details of manufacturers others have used, please contact: The Church Buildings Office, The Old Deanery, The Cloisters, Exeter EX1 1HS (01392) 294944 or 294945 dac@exeter.anglican.org