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H1: APPLICATION FOR A FACULTY

A. Relevant Canons, Rules and Regulations

Canon 31.2

Diocesan Rules: Schedule M 1 (f) & (g)

B. General Guidelines and Comment

1. A bishop's faculty is required for

- a) all new Church or Chapel buildings, alterations to existing churches / chapels buildings, and renovations;
- b) all new furniture, stained glass windows, plaques and ornaments to be introduced into any church or place of worship, or changes to the existing layout for worship;
- c) all maintenance work that involves changes to existing walls, ceilings or floors (including panelling, tiling, carpeting and the colour of paintwork);
- d) the removal, disposal or sale of existing items of furniture, furnishings, ornamentation or valuable movable equipment;
- e) establishing, extending or moving a columbarium or Garden of Remembrance (including the removal of ashes).

1.1 Where an item for which a faculty is required is received by way of donation, the faculty should be applied for and granted prior to the purchase of the item. See Section H4 for further information on gifts and donations.

1.2 In the case of emergency work where it is essential to begin work before the faculty procedure can be completed (or in some cases even begun), the permission of the Bishop must be obtained before beginning any work.

2. No faculty is required for

- works of routine maintenance on the fabric of the church (not materially altering its appearance);
- building or alterations to buildings not normally used for worship
- furniture in church halls, but not items from the church kept in the hall;
- furniture, furnishings, office equipment and fixtures in vestries, parish halls and parish offices;
- items used for temporary displays or special services.

C. Directions for Applying for a Faculty

1. In all cases where a faculty is required, the Archdeacon must be consulted. The Archdeacon will advise on whether or not the application will require the prior approval of Vestry rather than that of the Parish Council.
2. In the case of new buildings, alterations to existing buildings and renovations above the amount stipulated by the Diocesan Trustees (*R 50 000.00 July 2019*) approval must be obtained from the Diocesan Trustees and Diocesan Finance Board before applying for a Bishop's Faculty. (Where the parish is concerned that a faculty might not be granted, approval in principle may be sought from the Bishop prior to submitting any application to the Trustees and Diocesan Finance Board).
3. The forms for the 'Application for a Faculty' can be obtained from the Bishop's Office and must be submitted together with such, vestry resolution, drawings, designs, plans, specifications, estimates, three comparative quotations, etc. that give the full particulars of the proposed work. Where possible photographs should be included.
4. The Bishop will consult with such members of the Bishop's Faculty Committee as is deemed necessary before making a decision.
5. Any faculty granted shall be in writing and shall be kept in the parish records.

D. For more Information

1. Contact your Rector or Archdeacon

H2: IMMOVABLE PROPERTY MATTERS

A: Canons and Rules

Canon 31

Rules: Schedule I and Schedule M

B: Introduction

Ownership of all immovable property is vested in the Diocesan Trustees on behalf of a parish. No property may be purchased or altered without first obtaining their permission. Details of the procedure to be followed are outlined below.

No consecrated ground or building shall be sold without authorisation from Synod. The Revocation of Consecration may only be given by the Bishop of the Diocese.

C: Procedure

1. There has to be a Special Vestry meeting called with the only item on the agenda being the proposed new building.
2. The following has to be presented to Vestry
 - 2.1. Reason why the parish council believe that the building is necessary
 - 2.2. Plans drawn by a professional architect
 - 2.2.1. The architect should also prepare all other documentation that might be necessary in terms of municipal bylaws.
 - 2.3. Three quotations for the cost of construction of the building
 - 2.3.1. The quotations must, where possible, be from reputable building concerns.
 - 2.3.2. If the cost is estimated to exceed R350,000 (2019) then there must a report from a certified Quantity Surveyor
 - 2.4. Where the necessary funding will be obtained
 - 2.4.1. Funding can only be from existing parish savings or from borrowings from the Diocesan Trustees.

- 2.4.2. No funding outside of the Diocese is permitted unless specific permission is obtained from the Diocesan Trustees.
- 2.5. In all instances where a church or chapel is to be built or altered a Bishop's Faculty (permission) is required. (Canon 31.2).
3. Once Vestry has approved the proposed building the above documents have to be submitted to the Diocesan Trustees for approval.
4. Only once the building has been approved by the Diocesan Trustees can building operations begin.

E: Insurance

It is essential to ensure that all buildings are insured at replacement cost. When any alterations or additions are complete it is the duty of the parish to inform the Diocesan Office so that insurance can be arranged.

Where alterations are being performed on existing buildings Contractors' All Risk insurance is required. It is the duty of the parish to inform the Diocesan Office so that this insurance can be arranged for the period of the building contract. Where it is a new building the contractor must arrange the above insurance cover.

H3: ENVIRONMENTAL POLICY IN RESPECT OF BUILDINGS

A. General Guidelines and Comment

The Trustees of the Diocese are the registered owners of all the property of the Diocese, including that used by parishes and other Diocesan organisations. The Trustees wish to ensure that all our properties and in particular the buildings on them are developed and managed in ways that are consistent with sound environmental practice.

This policy sets out a framework to guide parishes and other Diocesan organisations, and is supported by more detailed guidelines which are available on the Diocesan website or from the Diocesan Office.

We should recognize that compliance with these principles is a reflection of our faith in our Creator and the care and nurture of all living things and the environment on which they depend.

B. Environmental Guidelines

The development and management of our buildings should:

- Comply with all applicable legislation
- In terms of design, meet the principles of economic, social, and ecological sustainability, i.e. “green design”
- Use eco-friendly materials as much and frequently as possible
- Reduce the use of non-renewable resources
- Minimise environmental impact during construction and thereafter
- Minimise waste and harmful and/or dangerous working practices

C. Environmental Policy in Respect of Existing Buildings

Existing buildings will often not comply with all these principles. Parishes and organisations are requested to review this situation regularly, at least every 3 years, and consider retrofitting changes to buildings to make them more eco-friendly and cost effective. Please plan to integrate these principles into all ongoing improvements and maintenance of existing buildings.

It is also recognised that application of the principles often has short term implications in terms of practicality, time and cost. However, the long term benefits, particularly in terms of energy savings, often justify higher up-front capital costs. Where costs are a problem please consult with the Diocesan office for advice and possible support.

Application of this policy is an important legacy for future generations.

D. Final Comments

All parishes should develop an ecological and environmentally sensitive awareness, culture and lifestyle not only for the parish, but also for organisations and individuals associated with the parish. Parishes are encouraged to become eco-congregations. (Information on eco-parishes can be obtained from Revd. Martha Gordon, through the Parish of St Laurence, Discovery).

E. For more Information

Contact our Diocesan Environmental Network
Revd. Martha Gordon

H4: MEMORIAL GIFTS AND MEMORIAL PLAQUES

A. Information and Guidelines

The Diocese does not have a formal policy on the acceptance of Memorial Gifts, but it is helpful for Parish Councils to have discussed and formulated a policy statement for the parish ahead of time which will allow them to deal tactfully but firmly with offers of memorials and other gifts.

The following example of such a policy statement is offered as a basis for discussion by the Parish Council:-

"It is the policy of this parish to accept with gratitude gifts donated to the parish in memory of departed persons, subject to the following guidelines

- Donors wishing to make a gift to the parish should approach the Parish Executive (or Memorials Committee) for guidance and advice about what sort of gift would be appropriate or with their own suggestion. If the Memorials Committee (or Parish Executive) does not agree with the donor's suggestion, they will suggest other alternatives.
- Once the donor(s) and the Parish Executive are agreed upon the gift, the matter shall be referred to the Parish Council for approval. All this must be done *before* the purchase is made.
- Gifts should be of good quality and should meet a practical or liturgical need within the parish.
- Gifts should be easily maintained and cared for.
- Accepting the gift does not commit the parish to using the gift in perpetuity nor on a continuous ongoing basis.
- When a gift is no longer needed by the parish, it will be given to another parish that can make better use of it. Once a gift is worn out it will be disposed of. Such disposal or donation to another parish will be done, as far as is possible, only after consultation with the donor(s).

- Wall hangings and church furnishings require a Bishop's faculty, as do wall plaques within the church. *[Please note that generally the Bishop is reluctant to give approval to the erection of wall plaques within the church and suggests that a special Memorial Book be used for recording all memorial gifts made to the church. Such a Memorial Book would replace wall plaques.]*
- A small, unobtrusive plaque may be attached to the gift or the gift itself may be engraved or inscribed in a suitable, unobtrusive manner.
- Memorials to persons still living are generally discouraged.”
- Where the memorial gift is a donation of money there must be a clearly recorded understanding about whether the money is to be used for a particular purpose designated by the donor, or whether the money can be used at the discretion of the Parish Council. Where the gift is earmarked for a specific purpose, that purpose must have approval from the parish council before the money is accepted. *[Please note that it is illegal to use money donated for a specific purpose for any other purpose without the written consent of the donor.]*

H5: RENTING OF PARISH PROPERTIES

A. General Guidelines and Comment

The renting out of parish properties must be in respect of a formal lease agreement in terms of which the Lessee is renting from the Trustees of the Diocese who the registered owners of all the property of the Diocese, including that used by parishes and other Diocesan organisations.

H6: BUILDING – NEW PROPERTIES, NEW BUILDINGS, ALTERATIONS TO EXISTING BUILDINGS

A. General

When a parish wants to build, it must plan the project in relationship to the existing buildings and to buildings which may be erected in the future. Future deviation from such a plan should not be made without much prayer and thought.

General points to bear in mind, whenever planning

- Easy access for the aged, the blind, and for people in wheelchairs - e.g. ramps, handrails, etc.
- Remember the cost of maintenance. Look at using face-brick finish which will not require plastering and painting for both the interior and the exterior.
- Put in an adequate concrete apron around the church so that the rain water is carried well away from the foundations.
- Design buildings which are simple and built of ordinary materials, easily purchased and maintained.
- Design for maximum security - e.g. build around a courtyard or quadrangle.
- When choosing sites, watch out for sites on back-fill, or on old vleis and clay deposits. Pay particular attention to the soil conditions.
- Remember no site may be purchased, or offers made to purchase, without the Trustees' permission having first been obtained. When purchasing a site, the following important points need to be considered:
 1. Church extension policy
 2. Accessibility
 3. Transport facilities

4. Servitudes
5. Size of the church and congregation
6. Contours, sub-soil, and drainage - if no sewer connection then the possible siting of the septic tank and french drain
7. Municipal and other utility services, such as water, sewerage, electricity, gas and telephone.
8. Adjoining properties, including the position of existing buildings
9. Sale conditions
10. Zoning
11. Municipal laws about lines, corners, fencing and parking
12. Prevailing winds
13. Existing trees and features
14. Present aspect and what may develop in the future
15. Survey pegs able to be identified and verified

B. Use of an Architect

The use of an architect is essential but s/he must be properly briefed on the requirements of the church. This must be done in writing. Clarify, at the same time, in writing, who and what sort of supervision will be available from the architect. Should you have any concerns contact the Diocesan Office for assistance.

Have a properly detailed building programme based on the date when the building will first be required; whether the building is to be erected in one or more stages and if there are to be possible future extensions.

It can be an economical idea to appoint a project manager to supervise the construction of the building. This can be done in conjunction with the architect, if a suitably qualified person is not available from within the parish.

When consideration is given to enlarging or altering existing churches, it is important to remember that a church is an asset which should be fully utilised before extension. This is simply because of the cost. In addition there tend to be cycles in the lives of churches and it is important to determine whether any growth phase is likely to continue and at what rate. No hard and fast maxim can be laid down but any decision should come after much prayer and thought by the members of the parish.

It may prove more economical sometimes to build an entirely new church rather than to renovate and enlarge an existing building.

C. Churches

The first point to establish is the church size. This will be determined very much by the number of church members and the funds available. However there are some factors which should be considered such as:-

- (a) The whole congregation should be able to see the sanctuary
- (b) The sanctuary should be of the same width as the nave and the former should not be at the end of a long narrow tunnel formed by the chancel; there should be ample space behind the altar to allow the priest to celebrate facing the congregation; a large window behind the altar should be avoided.
- (c) Space for large services - seating for ministers and servers inside the sanctuary.
- (d) The siting of the font, which may be a movable font, must be such that it is possible for baptism to be administered before a large congregation - there should be a substantial amount of space around the font wherever it is put to allow people to stand there.
- (e) Provision for private prayer.
- (f) The understood needs of the choir; when providing for a choir ensure that there is no intrusion between the congregation and the altar - the choir and organist, if any, should not be widely separated.
- (g) The sacristy and vestries require ample space to be provided - if possible an independent vestry for the priest is the preferred configuration. Washing up facilities should be in both vestries.
- (h) There must be a safe for storage of the vessels and this should be installed, or built in the part which is most secure in the building. There also needs to be a drop safe for collections.

- (i) There should be toilet facilities with wash-basins - they should be secure from vandalism.
- (j) Remember all furnishings and fittings, whether at initial installation or after the church has been built or extended, all require faculties - a sample application form is also included.

D. Halls and Other Buildings

When considering building or extending halls, it is important to consider seriously the use to which the hall or halls would be put. If Sunday School accommodation is required, then it must be remembered that privacy for classes is very important. Thus the attention of the children is more easily obtained, particularly for the small ones.

If many meetings are to be held, it is often a good idea to construct a committee room for smaller meetings. The dimensions of this would ideally be five metres by six metres.

Storage facilities, preferably a lockable room, are very important. A kitchen, if provided, should be adequate in size and fittings. A hatch should enter into the hall and if there is a courtyard, then a serving hatch opening on to that is also helpful.

Toilet facilities should be adequate and available if there is no hall. It is important that the toilets can be locked and made secure to prevent vandalism. Ensure that there is at least one toilet for the disabled.

Once again do remember ramps for the disabled, lights for safety and security, and determine how the buildings are to be safe-guarded.

Remember that all the buildings should complement the church.

**For more information contact:
The Property Administrator in the Diocesan Office**

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