

NOTICEBOARDS

A GUIDE FOR INSTALLING CHURCH NOTICEBOARDS



CONTENTS

1. Location
2. Style & materials/Logos
3. Information & Fonts
4. Legal Requirements
5. Contact information

THE DO'S AND DON'TS

Church noticeboards are an extremely useful method of communication and likely to be the first impression that a passer-by or visitor will have of your church. It is vital that the initial impression is positive. If your church is locked, it is an opportunity to convey a positive Christian message providing details of services and provide key holder information.

LOCATION

- ☑ Position the board so that it can be read easily.
Give consideration to the direction the majority of people will be passing. If you have two entrances to the churchyard or on the corner of a busy junction, you may need two notice boards (you may need planning for two – see section Legal Requirements). The best location is usually at the edge of the churchyard, facing the road (leaving room for access to change information).
- ☒ Fix the board to the church fabric – it can rarely be read by passers-by and may have a negative impact on the beauty of the building. It is best not to place noticeboards near trees or bushes that are likely to obscure them if the churchyard is not regularly maintained.



STYLE & MATERIALS

The style of your noticeboard will depend on the information you want to provide. Most churches will have standard information that will remain unchanged such as the name of the church but also information that changes such as events, rotating services etc. It may therefore be appropriate to have a noticeboard that has two sections, one for permanent information and a section that allows posters to be changed. It may be appropriate to have two separate notice boards to fulfil these functions (see section on Legal Requirements).

- ✓ Use a glass-fronted display case rather than Perspex; glass is more environmentally robust whereas Perspex will fade and discolour over time.
- ✓ Design notices and posters with as much care as the notice board in which they will be displayed. They will convey the church's image to the passer-by and create the first impression. Make sure that your notice board is constructed robustly. Ideally it should be free-standing.
Materials should be appropriate to the building and the churchyard but could include Stainless Steel, Aluminium and Marine Plywood with a sealed surface and hardwood moldings, as well as the more traditional oak or hardwood noticeboards, with the legs fitted into steel sheaths to protect them from rot, which would be more suited to ancient churches and churchyards.
- ✓ Keep to a Simple rectangular shape. Noticeboards with finials or other decorations are likely to attract rot and degrade at a quicker rate.

LOGOS

Always include a logo to identify the church's denomination and/or affiliation to the diocese. This can be the diocesan logo or the Church of England logo (or both).



INFORMATION/FONTS

Less is more! Keep the amount of text uncluttered which will give the reader more chance of gleaning the correct information.

- ☑ Arrange the wording with some suggestion of relative importance.
- ☑ Use warm and inviting words such as “Welcome” or similar. Remember that some may be unfamiliar with church terminology; would they understand the words “Eucharist” or “Evensong”?
Be clear and concise when detailing the normal service pattern, and avoid abbreviations.
Further information can always be included in other, more disposable notices.
- ☑ Choose lettering for its legibility rather than for artistic effect, in white, cream or gold on a dark background. In aluminium it should be stove enameled or with a good etch primer.
- ☑ Use the name of the church rather than the name of the parish. i.e. use ‘St Mary the Virgin, Lastingham’ rather than “The parish of Lastingham, St Mary the Virgin”.
- ☑ Use adhesive DIY lettering
- ☑ Use BLOCK CAPITALS throughout
- ☒ Use different fonts ; be consistent throughout, changing the font size rather than the font style. The British Dyslexia Association recommend using a plain sans serif font such as Arial, Verdana, Tahoma and Trebuchet.
- ☒ Avoid information that will date e.g use “parish priest” or “Vicar” rather than a person’s name; Offices are permanent, personnel are not. Qualifications are not as important as a Christian name, should one be included.

LEGAL REQUIREMENTS

For the introduction, replacement or alteration of a churchyard noticeboard you will need your Archdeacon's written approval; this can be obtained by submitting a List B application (item B6(4)) via the online faculty system (<https://facultyonline.churchofengland.org/>).

In addition, you may need "Advertisement Consent" which is regulated by the Town and Control Planning (Control of Advertisements) England) Regulations 2007. There is deemed consent (i.e. no permission is required from the local planning authority) under Schedule 3 Part 1 Category 2C of the Regulations. Note: if your noticeboard is outside church land (e.g. in a vicarage garden or outside the church boundary walls) then planning permission will be needed.

For deemed consent to apply your advertisement should NOT:

- ⊗ Be larger than 1.2 square metres in area
- ⊗ Have any character or symbol on it which is more than 0.75 metre in height
- ⊗ Be more than 4.6 metres above ground level
- ⊗ Have any illumination

You can only have one advertisement like this, unless your church has entrances on two different roads. Then, you can have two: one on each road front. If you meet all these conditions, then you can set up your noticeboard without the written permission of the local planning authority.

CONTACT

Any enquiries regarding this leaflet may be addressed to:
DAC Secretary, Diocese of York, Amy Johnson Way, Clifton Moor,
York, YO30 4XT

Email: catherine.copp@yorkdiocese.org Tel: 01904 699522
keith.halliday@yorkdiocese.org Tel: 01904 699523

