



## Introduction

A church's noticeboard is the first contact a visitor makes with a church. The information it displays must be clear, concise and engaging.

If used effectively, noticeboards can convey the message of the church alongside key details and contacts. Good design and an understanding of the setting are vital.

## Design

The board should be sympathetic to its surroundings, particularly in terms of colour and materials. Strive to create a board that is of artistic value to the scene. A cheap job will always look cheap and rarely pays in the long run. Make sure that the board is worthy of your church.

The most important aspect is readability. A noticeboard is not a poster. It is there to convey clear, legible information. The contrast between the background colour and the lettering is vital, as is the size of the lettering. Choose lettering for its legibility and arrange it according to relative importance. Logos and symbols should be limited to those that can be clearly understood.

Do not forget the effects of exposure to all weathers and to vandals. Careful choice of materials is important. Peeling paint, fading colours and fluttering paper notices can convey an impression of neglect.

## Content

A passer-by should be able to quickly and easily understand the message of the board. It is vital to use accessible language.

The character of the board should aim to express the character of the church and its worship. – ie: strict formality may suggest a formality in worship style.

The activities of a church are as important as the times of the services, but do not confuse regular activities with temporary ones such as a jumble sale. Avoid information that will date quickly.

Remember to inform the public how access to the church can be obtained outside of service times and where further information can be found including contact details and a website address.

## Who to consult

Consult the inspecting architect/surveyor about the design of the notice board.

Do not be afraid to call upon the skills of professional designers. An original design produced specifically for your church is more likely to express the atmosphere and character of your church and to impact upon those beyond its current membership.

### Permissions

The like-for-like replacement of a noticeboard can be done without permission on condition that the wording is not changed (apart from updating information); if it is a replacement that the Advertisement Regulations are complied with, that the board is not illuminated and any ground disturbance is kept to a minimum.

All other works will need a faculty, and you should consult your DAC in the first instance.

### The local planning authority

You may need to confirm arrangements and check about consent under the advertising regulations and planning permission for any new/updated sign.

### Further Information

For more on extending your church's welcome, including noticeboards and signs, please refer to the toolkit developed by the Divine Inspiration project which can be accessed [here](#).

