

## North Cardiff Ministry Area Faculty Protocol

1. Before making any changes or repairs to any church building the relevant Church Committee must consider whether permission is required. There are three options:

- **List A** applications will cover routine maintenance or minor like-for-like repairs and require no formal permission to proceed, although both the Diocesan Advisory Committee (DAC) Secretary and the Diocesan Registrar are notified.
- **List B** applications will cover straightforward works (e.g. replacing an existing boiler) that have little or no impact on the historic fabric of the church or churchyard. They are reviewed by a DAC member and require the permission of the Diocesan Registrar before they can proceed.
- **Full faculty applications** go to a DAC meeting where the application will be discussed and commented on. If your church is a listed building the relevant Local Authority and the Amenity Societies are also consulted. Following the DAC meeting, the application moves to the Registrar for the next stage who in turn will submit to the Chancellor for a final decision.

2. If permission is required the relevant Church Committee must prepare the online application through the Online Faculty Service (OFS) and submit a copy for approval to the FAB.

3. The FAB is available for advice on the completion of the online application form.

4. Once the faculty application has been approved by the FAB it is to be submitted by the FAB to the MAC for formal approval.

5. Once formal approval has been given by the MAC the FAB will submit the application to the DAC and monitor its progress on behalf of the applicant Church.

Eleanor Williams, Lay Chair

James Griffiths, Ministry Area Leader

15th September 2022