

Church noticeboards

Practical advice on the content

- **Less is more**
- **Who is your audience?**
It should be everyone who passes or visits the church, not just the congregation.
- **What is its location?**
If your noticeboard is near a road, larger fonts and less text are better. If near a path, walkers may stop and have time to read a little more. If your noticeboard is hidden then apply for a faculty to get it moved.
- **Prioritise content**
What are the most important pieces of information you want to communicate? The church name perhaps (St Edmund's, Taverham – not: The Parish Church of St. Edmund King and Martyr in Taverham); the word 'Welcome'; Sunday service(s)?
- **Avoid unexplained logos**
Don't use logos and symbols that are not understandable (see right).
- **1st Sunday**
Does your audience understand the 1st Sunday, 2nd Sunday, 3rd... concept? Do they need to know one Sunday is Holy Communion and another is Morning Prayer?



The installation of a new noticeboard in a churchyard requires List B permission.

Apply via the Online Faculty System.

A like-for-like replacement does not require Diocesan permission.

Do include:

The word 'Welcome'
The Diocesan logo
Christian names
Church website
Phone number
Blank space around text

Don't include:

Excessive words
Unexplained symbols
Postal and email addresses
Qualifications (MA, BTh etc)
The old Diocesan logo
Block capitals
Middle names

Church noticeboards

Planning control and consent

Under the Town and Country Planning Act 1990 a church noticeboard is an 'advertisement.'

Local planning authority consent is automatically granted (does not need to be applied for) for signs relating to various religious, cultural and other institutions provided that the sign conforms to the regulations:

- The maximum size of a sign is 1.2m².
- No character, letter or symbol within it may be higher than 75cm (or 30cm in an area of special control over advertising), and no part of the advertisement may be more than 4.6m above ground level (or 3.6m in an area of special control).
- In general, only one sign is allowed for each church, which may be anywhere on the premises. However, where a church has more than one entrance (for example, where it is at the junction between two streets) there may be up to two signs and each must be at an entrance.

For a sign outside of the regulations, consent is required from the local planning authority. The authority cannot control the wording of the sign but only its colour, size and location.

In practice, authorities sometimes waive the requirement for consent to be obtained for signs that exceed the relevant size limits, provided that they are suitable in all the circumstances of the particular case. However, to display such a sign without consent is a criminal offence, and the authority has powers to bring about its removal.



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: 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 under faculty jurisdiction

Under List A, the repair, repainting, or 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, the [Town and Country Planning Regulations 2007](#) must be complied with, that the board is not illuminated and any ground disturbance is kept to a minimum.

Under List B, the introduction, replacement or alteration of a noticeboard requires permission from the Archdeacon as long as the board is not illuminated and follows the Town and Country Planning Regulation 2007.

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

Local planning authority consent

Under the Town and Country Planning Regulations 2007, the display of advertisements require consent from the local planning authority before they are introduced; however, there are certain categories of deemed consent so long as the advertisements comply with certain conditions. Unless the proposed advertisements fall within one of these categories and meet all of the conditions, express advertisement consent will be required from the local planning authority.

Of the various categories of deemed consent set out in the Regulations, there are two which, in most circumstances, will apply to churches and churchyards: category 2A and category 2C.

Other categories of deemed consent may apply. Please refer to the Regulations for further information.

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](#).

