

THE CHURCH OF ENGLAND
DIOCESAN ADVISORY COMMITTEE CHAIR
Role Description

CONTEXT:

The Church of England is responsible for operating its own system of planning consents for works to church buildings. Faculties, permission to undertake works, are granted by the diocesan chancellor. Before considering a faculty application the chancellor is obliged to take advice from the Diocesan Advisory Committee.

The Diocesan Advisory Committee (DAC) is the lead body in the diocese for advice on the care and development of church buildings; providing advice to parishes and Archdeacons and the Diocesan Chancellor. It has a key role to promote good practice over the maintenance and development of church buildings.

At a national level the Church Buildings Council provides support to the diocesan committees by organising training events, a national conference for DAC chairs and secretaries and responding for requests for advice on specific issues. The Council provides the website ChurchCare.co.uk to support DACs and parishes.

BACKGROUND:

The Chair is appointed by the Diocesan Bishop after consultation with the Bishop's Council, the Chancellor and the Church Buildings Council.

The term of office of the Chair is from their appointment until the making of new appointments to the Committee. This takes place in the year following the formation of each new diocesan synod, and the appointment lasts for two diocesan synod terms. There is no legal limit to the number of terms that a Chair can serve. It is good practice to have an informal understanding about the length of tenure. For example, following the model of the Church Buildings Council of a limit of two complete quinquennia.

The DAC consists of *at least 12 (supply number)* members. It meets *supply number (as a guide the CBC meets 7 times a year)* of times a year in *place*. Some travelling for site visits and attendance at the annual conference for DAC Chairs and Secretaries is expected. The post is voluntary: expenses are paid.

Nationally there is (in 2015) a drive for simplification and reduction of bureaucracy in Church administration. The DAC chair should be looking for ways to achieve this at a diocesan level and able to participate in online working, including the Online Faculty System.

ROLE SUMMARY AND PERSON SPECIFICATION:

The post requires an able experienced chair with proven ability at balancing conflicting views and reaching, and taking responsibility for, decisions. An ability to relate well with people at all levels; good analytical skills and grasp of detail are necessary.

The Chair must be in sympathy with the mission of the Church of England and have an awareness of the issues involved in balancing worship and mission with care and

conservation. He or she need not be expert in architectural history or conservation: but should have a good understanding of the development of ecclesiastical architecture and the liturgical use of church buildings. Also helpful is an understanding of the history and ethos of the Church of England and an understanding of the challenges faced by those responsible for the care of church buildings.

For further information about the *diocese* DAC please visit *diocesan website*.

RESPONSIBILITIES AND FURTHER INFORMATION:

1. At any meeting there may be up to *number* cases on which officers have prepared reports and recommendations, normally after a site visit with members.
2. From the casework, the Chair may identify needs for training or the preparation of a guidance note, either by the DAC or from the Church Buildings Council.
3. The DAC will provide training for clergy, churchwardens and others responsible for the care and development of church buildings. The DAC Chair would normally be involved in these events.
4. The Chairman reports to the Diocesan Bishop and works closely with the Archdeacons, Registrar, Chancellor and DAC Secretary. They should have a good relationship with the Diocesan Secretary. There is a vice-chair of the committee.
5. Prior knowledge of faculty system would be advantageous, as would knowledge of secular planning and funding.
6. The Chair must be respected in the diocese, wider church and community.
7. The Chair is expected to attend the annual conference for DAC chairs and secretaries run by the Church Buildings Council.
8. The secretariat for the DAC is provided by the *DAC Secretary*. The DAC has a staff of N. The Chair has no line management responsibility but is expected to work closely with the church buildings team. It must be clearly agreed what, if any, involvement the Chair has with staffing matters.

Church House
Great Smith Street
London SW1P 3AZ

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