

7. Further Reading

If you wish to read further on this subject we recommend

A Design and Development Guide

by Dr Martin Purdy:

Churches and Chapels (Butterworth Architecture, 1991)

We are grateful to Dr Purdy for allowing us to use
Chapter 4; "Brief-Making" as a basis for this checklist.

Preparing for your Building Project

If you have any questions please contact the Diocesan Advisory Committee (DAC):

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For more information about the care of churches visit the DAC pages on the Diocese of Manchester's website: www.manchester.anglican.org



1 Introduction: Church Buildings

The typical English Parish Church and many other church buildings fulfil a number of functions and roles within a community.

- The church is a building which visibly proclaims a message, and is itself a message, telling of the existence and local presence of God.
- It is a public place - seen by the public - used by the public. It is as often as not an important and significant building for the community at large; perhaps both part of and also representing important elements in the community's history and culture.
- It will be used by the public for "Occasional Offices" - perhaps often and extensively - and also perhaps for other civic events and celebrations.
- It is the place where the church people of the day meet for worship and fellowship, and it provides the background and base for the church's work.
- It is a resource for people's private prayer, devotion and spirituality.
- It is both a centre for teaching the Faith and also itself an aid in this teaching.
- It may be - at least potentially - a pleasant place to spend time: an 'attraction', perhaps in an area or place which is unattractive or mundane.

Churches are the responsibility of Incumbents and Churchwardens, who hold them in trust for future generations.

They will usually have been there before today's generation and will remain after, so the use, alteration and care to which they are subject is more than the simple concern of one particular person or group of people.

6. Development Plan

- a. **Outline time scale and fund-raising**
- b. **Consider need for special groups to determine:**
 - i. Fabrics
 - ii. Furnishings
 - iii. Fund-raising

It is useful to keep copies of any plans: it will save future costs on surveys and measurements.

5. Consultation

- a. The essence of the new Faculty Jurisdiction Rules is early consultation with the DAC on outline proposals. Application should be made for a Preliminary Consultation.
- b. Now is the time to consult your Architect who will apply structural and technical considerations to your entire proposals.

You should determine at the outset the fee basis

- percentage of total cost
- hourly rate
- expenses included or extra
- any other extras eg interior design

Consult the congregation and wider church community on the draft proposals.

- d. Proceed to wider consultation with all relevant interested parties:
 - English Heritage
or other appropriate amenity society
 - Insurers
 - Commonwealth War Graves Commission
 - Police
 - Fire Authority
 - Church Commissioners
 - English Nature
 - Local planning authority

2 Preliminary Work - aims and objectives

- a. Consider the need for a Feasibility Study
- b. Consider establishing a Property Committee
 - preferably chaired by a Churchwarden
 - Incumbent to be a member)
- c. Define the precise nature of project
 - establish goals and criteria
 - consider ideas and aspirations
 - draw conclusions
 - list options
- d. Determine extent of linking with possible interested parties (overleaf)

2 Preliminary Work - finding partners

d. Determine extent of linking with possible interested parties such as:

i. Ecumenical:

- degree of involvement between partners
- financial/legal implications
- specific requirements of other churches

ii. Social Services:

- interest in/ability to share
- time scale
- specific requirements
- extent of financial commitment if any

iii. Educational Establishments:

- specific needs
- system of funding
- use of consultants

iv. Health Authority:

- statutory requirements
- shared facilities

v. Libraries/Sport/Leisure:

- need for localised facilities
- grant aid
- special needs for showers/washing facilities
- space standards
- may need Environmental Health/Health and Safety consultants

vi. Housing:

- area housing policy
- contact with housing associations
- advice on land values
- legal restrictions

vii. Commercial eg refreshment outlet, bookshop:

- legal and financial terms of agreement
- precise accommodation need including special requirements such as storage and security.

4. Administrative Criteria

A. Adaptability:

- Estimated needs of next generation
- Changes in liturgy
- Pastoral development

B. Circulation:

- Need for formal processions eg weddings, funerals,
- Conflict between these uses and other daily activities
- Casual users
- Movement from vestry to worship space
- Staff requirements.

C. Disabled access:

- Use without undue difficulty/embarrassment
- Local regulations re type/standard of provision
- Necessity for different floor levels and means of getting between them.

D. Determine extent of linking with possible interested parties such as:

i. Opening Hours:

- structured events/informal activity
- need for secure areas
- need for reception
- need for emergency escape

ii. Use of Spaces:

- multi-use of same space
- subdivision of space
- activities
- numbers attending
- special requirements

iii. Administration/Caretaking:

- how building is opened up/closed down
- need for different parts of building to be open at different times.
- Security consideration:
 - alarms
 - lighting
 - choice of materials
 - fire precautions

3 Forming a brief

ii. Lavatories:

- centralised or split
- special requirements, eg disabled, children, baby-changing

iii. Changing Rooms:

- numbers involved
- separation of sexes
- need for showers/washing

iv. Storage:

- list equipment/items to be stored - dimensions and method of storage
- need for security
- frequency of use of equipment
- central storage or local to each space
- special requirements, eg ventilation

v. Mechanical/Electrical Plant:

- type of heating
- type of ventilation if required
- position of meters
- fuel storage
- electrical provision, including emergency lighting/fire protection

vi. Staff Residential Accommodation:

- demand and specific requirements
- separate or integrated

a. Worship and Allied Activities:

Note: Time and care must be given to the planning of worship space and ministry to total society.

i. Sunday/Festival Worship:

- numbers attending
- likely variation over year/life of building
- means available to handle fluctuations
- space required for liturgy
- special needs
- choir setting within worship
- circulation patterns - processions, communion, etc
- location and type of pulpit, font and lectern need due regard
- need for seating in sanctuary for priests, servers and assistants

ii. Weekday Worship:

- type and number of weekday Services
- need for private prayer, meditation
- reservation of sacrament
- area separate but visually linked with main worship area
- subsidiary space off main worship area
- self-contained space
- need for independently controlled heating system

iii. Occasional Offices: See item 4(b)

iv. Drama, Dance, Music:

- relationship between performance and audience - static or variable
- technical requirements - space, sound, light
- ancillary needs - changing rooms etc
- can this be accommodated in worship area?

- v. **Counselling/Confessions:**
 - within main body of church?
 - within weekday chapel?
 - within vestry, office, ancillary accommodation?
- vi. **Robing/Storage:**
 - size, type and number of vestries
 - space for changing
 - proper storage of garments and artifacts
 - care and washing of sacred vessels
 - safe storage of valuable documents and money
- vii. **Administration:**
 - part of vestry area
 - special administration zone
 - close to entrance to act as reception/security
 - combination of above

b. Educational, Recreational, Social Activities:

- i. **Informal Meetings:**
 - size and position within overall plan
 - amount of fixed/movable seating
 - coffee/snack bar
 - link with kitchen facilities or separate facilities
 - reception desk
- ii. **Large-scale activities - active:**
 - what activities need to be accommodated
 - which activities have space standards
 - need for storage
 - separation from other activities
 - need for changing/shower facilities
- iii. **Large-scale activities - sedentary:**
 - frequency and size of functions
 - special space requirements
 - can they be accommodated elsewhere in building

- whether they can best be accommodated elsewhere - nearby church hall
- possibility of this area acting as overflow/annex to other areas

- iv. **Teaching Rooms:**
 - present and future needs of Christian education for both young and old
 - possible use by outside organisations
 - viability of 'single-purpose' rooms and specialist needs eg blackboard, OHP
- v. **Other Meeting Rooms:**
 - size and number of groups requiring facilities
 - specific needs
 - adaptability
- vi. **Specialist Activities:**
 - organisations using building
 - viability of setting aside areas for intermittent use
 - need for storage of special equipment
 - feasibility of providing specialist space for non-essential users
 - tourism potential.size, type and number of vestries

c. Ancillary Activities

- i. **Catering and Refreshment Facilities:**
 - scale and type of facilities offered
 - need for dining hall space
 - administration of catering
 - position and planning of facilities
 - storage of dry and perishable goods
 - service access/refuse disposal
 - provision of bar facilities.

Note: statutory requirements/licensing