

- (b) Sunday services. Please keep these in as simple a form as you can. A complex list of different types of services on different Sundays of the month is unlikely to be remembered. Details of weekday services should be listed elsewhere. The use of symbols to denote family services, BCP services or other specialised provision may be appropriate.
- (c) An indication of denomination and affiliation to the diocese. This can be by use of the diocesan logo and/or the Church of England logo, both of which are available from the diocesan communications adviser.
- (d) Parish logo. If your parish has developed a logo for its own literature, it will help people to recognise it if they see it on a notice board when they pass by.
- (e) Contact details. The address and/or phone number of the vicarage and/or parish office should be given. The name of the incumbent may not be relevant.
- (f) Website address: parish websites have more detailed information about church life, so it's helpful to direct visitors to them.

5. UPDATING

People's attention is often only caught because something about a notice board has changed. Regular updating of the posters pinned into the glass-fronted sections of the boards are therefore vital. A3 posters are the best, as they can be seen from further away. Why not appoint someone from within the congregation to do this job?

Regular maintenance of the notice board itself is also essential. Do also check how the firm constructing your notice board will handle eventual changes to the 'permanent' information.

6. LEGAL REQUIREMENTS

New notice boards or substantial changes to existing notice boards need the granting of a faculty and often require planning permission. Those in excess of 1.2 square metres may also need permission under the Town and Country Planning (Control of Advertisements) Regulations 1984. Please check with your local authority.

August 2006

CHURCH NOTICE BOARDS



**Joint guidance from the Diocese of
Portsmouth's communications
adviser and the diocesan advisory
committee (DAC) for the care of
churches**



WOODEN NOTICE BOARD

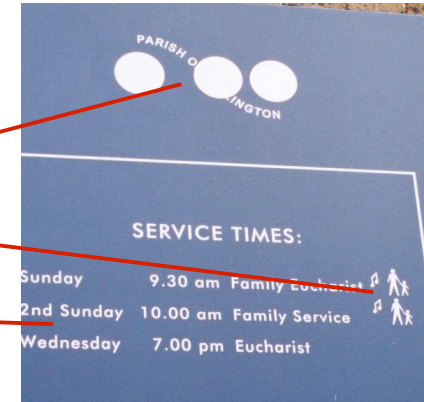
Indication of denomination

Parish logo

Symbols to indicate sung services or services for children

'Permanent' information

Glass-fronted section for posters



ALUMINIUM NOTICE BOARDS

Church notice boards are valuable methods of communication - both to those within your congregation and to the wider community. The following guidelines are designed to help your parish make the most of them.

1. LOCATION

Where you place your notice board is vital. Think about how people approach the street or road in which your church building is situated, and which direction most people are likely to be going in.

In most cases, the optimum location is on the very edge of the church's property, facing the road at an angle to attract the attention of passers-by and drivers. Two similar boards may be needed to catch the attention of those coming from different directions. Boards erected on the side of church buildings are often too far away for people to read and may not be permitted because of the historic importance of the church. Think also about making sure that trees, plants and shrubbery are not going to obscure any part of the board.

2. STYLE

Most churches will need to communicate some information which is unlikely to change frequently (name of church, times of services etc) and some information that should change regularly (details of forthcoming events). The best solution is likely to have one section

that is fairly permanent (text and images painted onto a wooden board or set in metal), and one that allows posters to be changed regularly (a glass-fronted or perspex-fronted section).

3. MATERIALS

Notice boards need to be robustly made and securely fixed, and preferably free-standing. Among the acceptable materials would be:

- (a) stainless steel;
- (b) aluminium (stove enamelled or with a good etching primer);
- (c) marine plywood, with a completely sealed surface and hardwood mouldings to protect the edges.

The exact material may depend on the location. Wood may be more suitable for rural or medieval churches; metal may be more suitable for urban, Victorian or modern churches. Eventually, most wooden boards will peel or blister, and there is always the danger of warping.

4. CONTENTS

Economy of words is important, as the fewer words you use, the bigger they can be. Among the items that should be included are the following:

- (a) The name of the church, NOT the name of the parish (ie. "St David's Church" is the preferred style, NOT "The Parish of Portsea St David's");