

In the Lincoln Consistory Court

An Additional Matters Order 2020

In accordance with section 78 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (“the Measure”) and Rule 3.4 of the Faculty Jurisdiction Rules 2015 (“the Rules”), the Chancellor, having sought the advice of the Diocesan Advisory Committee and the Archdeacon of Lincoln and the Archdeacon of Boston and the Archdeacon of Stow and Lindsey makes the following Additional Matters Order in respect of temporary changes to the layout of the church building or the installation of equipment which may need to be made in order to reopen the church to the public in light of the COVID-19 pandemic.

The Chancellor makes the following order effective from 13th July 2020:

1. Subject to the other terms of this Order, an authorised person may undertake any temporary and reversible alterations required to make a church safe for use by the public in conformity with guidance provided by Her Majesty's Government and the Lincoln Diocesan Office in respect of the COVID-19 pandemic so long as the authorised person gives seven days' notice of the alterations to be made and in sufficient detail for the relevant Archdeacon to be able to assess the impact of the proposed alterations.
2. Where the Archdeacon has been notified under paragraph 1 he or she may:
 - (a) Consent to the proposed alterations;
 - (b) Require the authorised person to provide more detail as to the proposed alterations before the Archdeacon decides whether to consent;
 - (c) Notify the authorised person that the proposed alterations may not be undertaken until he has obtained the advice of the Diocesan Advisory Committee or such of its members or officers as the Archdeacon thinks fit before deciding whether to allow the alterations and, where necessary consult the Chancellor;
 - (d) Make his or her consent subject to conditions; or
 - (e) Refuse his or her consent to the proposed alterations and state briefly in writing his reason for doing so;
3. If the Archdeacon makes his or her consent subject to conditions under paragraph 2(d), the authorised person must undertake in writing to abide by the conditions.
4. If the Archdeacon refuses his or her consent under paragraph 2(e) the Archdeacon must inform the authorised person that they may petition the court for a faculty for the alterations.
5. There is no requirement to notify of any matter which would be regarded as a matter not requiring a faculty. Examples are given in Schedule 1 to this Order. If the authorised person is in doubt as to whether the work is a matter not requiring a faculty, they should contact the Archdeacon for guidance.
6. In relation to the installation of a new telephone line, there are additional requirements as set out in Schedule 3.

7. The Archdeacon must retain a copy of every notice given under paragraph 1 and of any subsequent documentation and provide the Registrar with copies once per quarter.
8. Schedule 1 to this Order provides a list of likely applications and provides some guidance on what may be accepted by the Archdeacons. It is not exhaustive; it does not prevent an application being made for any temporary and reversible alteration which is not listed on the schedule. Schedule 2 provides examples of matters that require an application to the Archdeacon for a Temporary Minor Re-ordering Licence using Form 9 under Rule 8.2.
9. Any alterations made under this Order and any alterations not requiring a faculty which have been made must be reversed by 1st June 2021 or by such later date as is notified by the Chancellor. The authorised person must notify the Archdeacon of the date when the alterations were reversed.
10. Interpretation—
 - (a) Any notification of correspondence must be by letter or email, but not by text or any other means.
 - (b) “Authorised person” has the same meaning as provided by Regulation 3.1(5) of the Rules—
 - (i) a person acting on behalf of the minister and churchwardens of the parish concerned (or, if there is no minister, on behalf of the churchwardens);
 - (ii) in relation to a building which is included in the list maintained by the Church Buildings Council under section 38(1) of the Measure, the relevant person or body or a person acting on their behalf; or
 - (iii) a person designated by the Chancellor in respect of a parish or other place for the purposes of this Part.



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REGISTRAR
13th July 2020

Amended (9th November 2020) to include clause 6 and Schedule 3

Schedule 1

Matter	Detail
Hand Sanitiser	A sanitiser must be free standing and not fixed to the fabric of the building
Washing Facilities	<p>If the church does not have access to hot water, a boiling vessel may be brought into the church. The Archdeacon will want confirmation as to the access to a suitable electricity supply and the application must be accompanied by a risk assessment as to its use. Any electrical equipment must be visually inspected for faults (including the plug and flex) and be less than 10 years old or display a sticker for a PAT test within the last 12 months.</p> <p>If temporary mobile washing or lavatory cubicles are rented and parked on church property, they may be connected to electrical and mains supplies so long as it does not require trenches to be dug. Depending where they are sited, it would be advisable to notify the local authority.</p>
Additional Furniture	If a temporary altar or a communion table is to be brought into the church it must be a piece of furniture which is suitable bearing in mind the reverent purpose which it is to fulfil. Other furniture may be required on which to place hand sanitisers or other items to ensure cleanliness.
Video/Broadcasting	Any equipment may be installed so long as it does not involve damage to the fabric of the church - see Schedule 3 regarding telephone lines through churchyards.
Pricket Stands for votive candles	The Archdeacon will want to know from the authorised person what the parish's view is on the lighting of votive candles. These are expensive items and, if it is to be retained after 1 st June 2021 (or as amended), it will require approval under List B.
Identifying Seating	Where hazard tape or any other temporary marking is used to identify what seating may be used or what routes are to be taken in the church, this is a matter not requiring a faculty and no application need be made provided that the tape used and the surface to which it is to be applied will not cause any damage to the surface.
Entry/Exit Points	Temporary entry and exit signs and distance-markings on the ground, so long as a non-permanent tape is used, this is a matter not requiring a faculty and no application need be made. If markings on a public thoroughfare are required, the church should check with the local authority whether permission is required.
Parking on Church Property	Where any non-permanent tape or cones are used to mark spaces or the gaps to be left between spaces this is a matter not requiring a faculty and no application need be made.

Schedule 2

Matter	Detail
Pews/Chairs	May be removed or reconfigured. Where they are fixed they must be capable of removal without damage to the floor or walls and capable of being re-fixed without their stability having been affected. This will need to be dealt with by way of an application to the Archdeacon for a Temporary Minor Reordering Licence using Form 9 under Rule 8.2.
Altar	In rare cases it may be necessary to move the altar to allow for social distancing by clergy, servers and congregation. An application should have proper regard to the need to take account of its central significance and to ensure that it is treated reverently and given symbolic prominence in whatever configuration emerges. This will need to be dealt with by way of an application to the Archdeacon for a Temporary Minor Reordering Licence using Form 9 under Rule 8.2. It may be preferable to use another suitable table as a temporary altar.

Schedule 3

Matter	Detail
<p>Telephone Lines Through Churchyards</p>	<ol style="list-style-type: none"> 1. List A currently permits the installation of a wireless router inside a church but does not cover the installation of a telephone line through the churchyard. Until further notice the installation of a telephone line will not require an application for a faculty if the following conditions are met:- <ol style="list-style-type: none"> (a) The DAC is informed in writing (which includes by email) of the proposed installation and when the work is to be carried out (b) The DAC's archaeological adviser and one of the DAC's architectural advisers are consulted on the work and provided with what they accept is sufficient information on which to give their advice, the details of which can be agreed between the DAC and the applicant and their approval to the proposed work is obtained. In the event of a failure to agree, the matter should be referred to the Chancellor. (c) The route of the telephone line should avoid any known graves and/or memorials, be of shallow depth and avoid deep drilling. (d) If the work uncovers any articulated human or archaeological remains, they will cease and the DAC's Archaeologist and the Registry will be informed. 2. Before the work begins the incumbent/churchwarden shall send to the Registry, and copied to the DAC, a written confirmation (which includes by email) that the requirements set out above have or will be adhered to (see Proforma at Annex 1). 3. The Parish will notify the Registry and the DAC when the work is complete. 4. No written wayleave or other written grant giving an electronic communications provider rights through the church property is permitted. 5. These requirements are additional to the requirement to obtain the Archdeacon's consent referred to in pages 1 and 2 of the Order.

UNDERTAKINGS ON BEHALF OF THE PCC/INCUMBENT BEFORE
TELEPHONE LINES ARE INSTALLED

Name of Parish:.....

Completed by:.....

I undertake on behalf of the Parish that I have complied with or will comply with the following requirements:

1. Agreement with the DAC's advisers was reached on 20.... and from the Archdeacon on 20....
2. The work is due to begin on 20.... and the DAC's Archaeologist has been informed of the date and shall be informed if that date is changed.
3. The route of the telephone line avoids any known graves and/or memorials, is of shallow depth and avoids deep drilling.
4. On being informed that the work has uncovered any articulated human or archaeological remains, the work will cease, and the DAC's Archaeologist and the Registry shall be informed.
5. A full record of the works will be maintained.
6. The Parish will notify the Registry, DAC and Archdeacon when the work is completed.

Signature:.....

Date:.....

(Please send to the Registry with copies to the DAC and Archdeacon)

Explanatory Note
(This note does not form part of the Order)

The Chancellor of the Diocese of Lincoln has made the Additional Matters Order 2020 in order to provide a simple method by which churches can prepare to reopen the churches to the public without being required to petition for a faculty.

The Order does not apply to any structural work which cannot be reversed or any alteration which is likely to cause lasting damage to the structure of the church, and if any such work is being contemplated, then it will be necessary to apply for a faculty.

It is the intention that almost all applications to make temporary reversible alterations will be agreed by the Archdeacons without reference to the Diocesan Advisory Committee or the Chancellor.

The authorised person will make his/her, and the Archdeacon's, task easier by providing sufficient information without overloading any application with unnecessary detail. Generally, photographs may assist the Archdeacon.

It is impossible to predict how long social distancing and other measures to prevent the spread of COVID-19 will need to be in place. The Chancellor has erred on the side of caution and chosen a date which does not coincide with any major church festival. The position will remain under review and, if there is a need to extend it, he will do so.