

# Ely Diocesan Registry



## Churchwarden Training

20<sup>th</sup> September 2025

**Susan Black**  
Registry Clerk

# The Diocesan Registry

Office of the Legal Adviser to the Diocesan Bishop

- Diocesan Registrar - Howard Dellar



Registry Clerk - Susan Black



Registry Clerk – Kevin Diamond

Chief Clerk – Neil Turpin



# What does the Diocesan Registry do?

- Legal documentation
- Faculties
- Clergy appointment documentation
- Enquiries from clergy, parish officers and the general public
- Diocesan records
- Common Marriage Licences
- Patronage Register



# CHURCH OF ENGLAND CHURCHYARDS

# Churchyard Maintenance

- Is the responsibility of the PCC

UNLESS

The churchyard is legally closed for burials

and

the responsibility for maintenance has been  
**formally passed to the local authority.**

(But, even then, PCC remains an 'occupier')

# Topple testing





# Burials

- Who can be buried in a churchyard?



# Churchyards



## Memorials

- Churchyard Regulations – **Current Form** on Registry website
- Permission must always be sought before a memorial is erected.
- Incumbent permission, or a faculty (imaginative designs)
- Manage expectations
- Right of burial  $\neq$  right to erect memorial

## Flowers & Memorabilia

- Churchyard Regulations or parish approved scheme

# Gravespace Reservations

Application forms are available  
from the

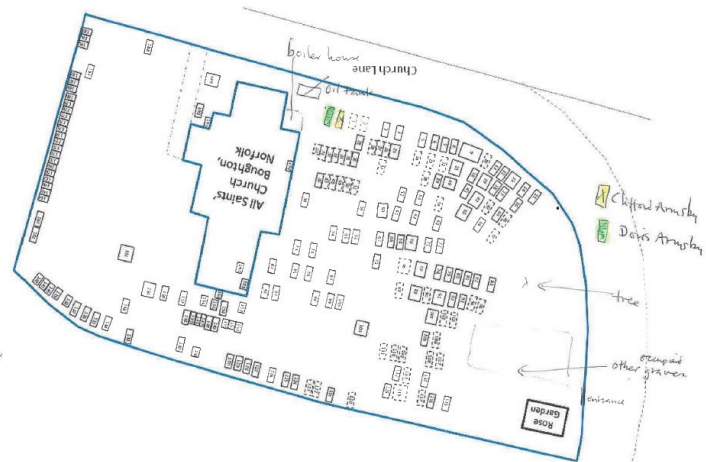
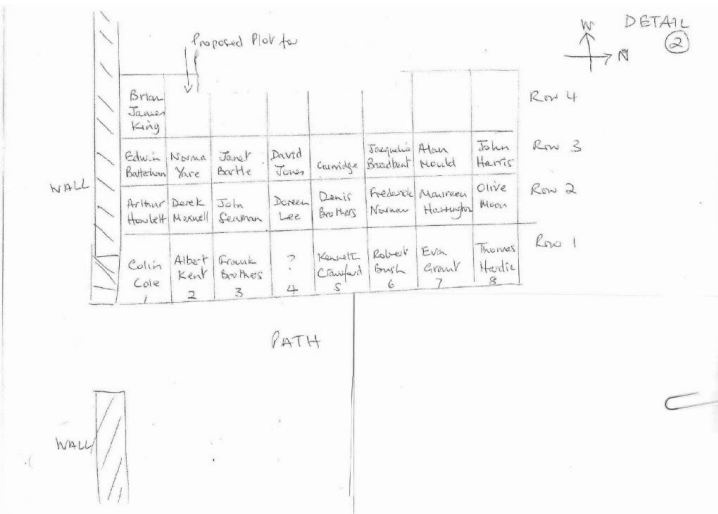
Diocesan Registry website

(Not Online Faculty System)

\*\* Updated annually

Signed PCC must be provided

Chancellor Practice Direction - guidance



# Gravespace reservation markers

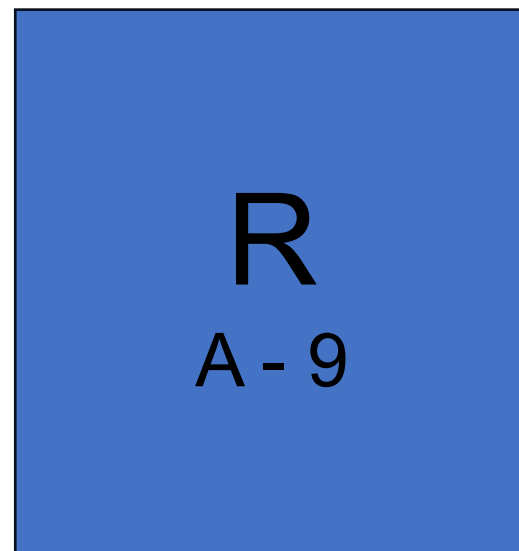
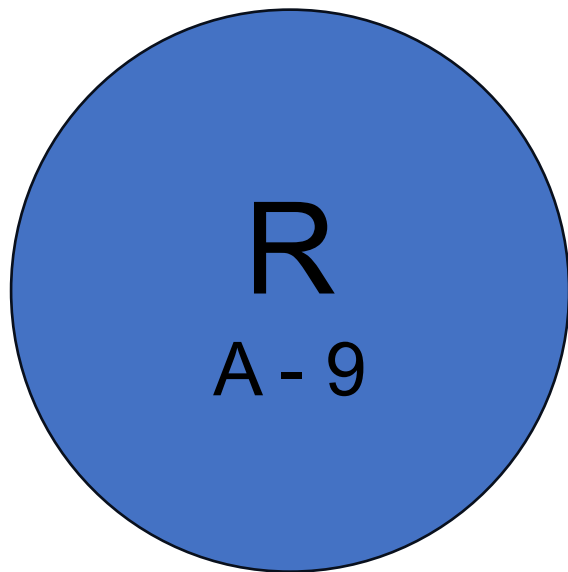
A small circular or square stone

Engraved with the letter 'R' and the churchyard plan reference number.

Of a material in accordance with the Churchyard Regulations.

The stone set slightly below ground level – to facilitate mowing

Exceptions by a method specifically approved by the Chancellor



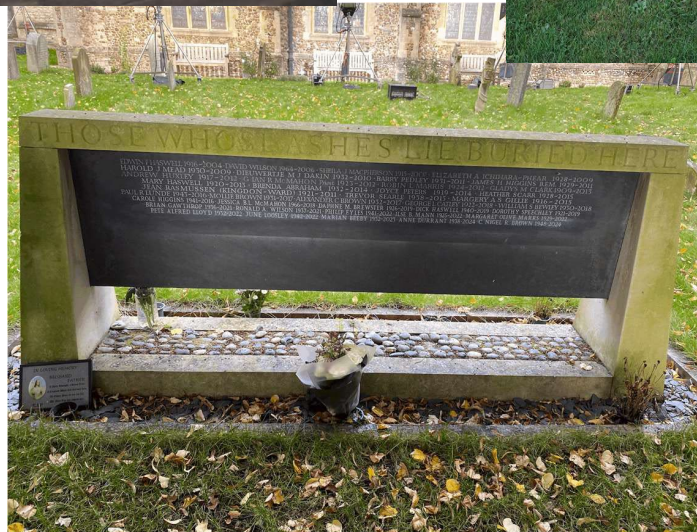
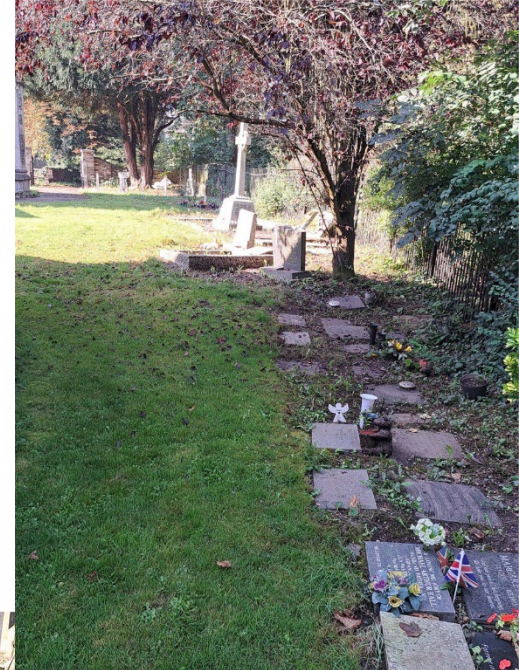
# Exhumations

- Granted in exceptional cases only

Application forms are available  
from the  
Diocesan Registry website  
(Not Online Faculty System)

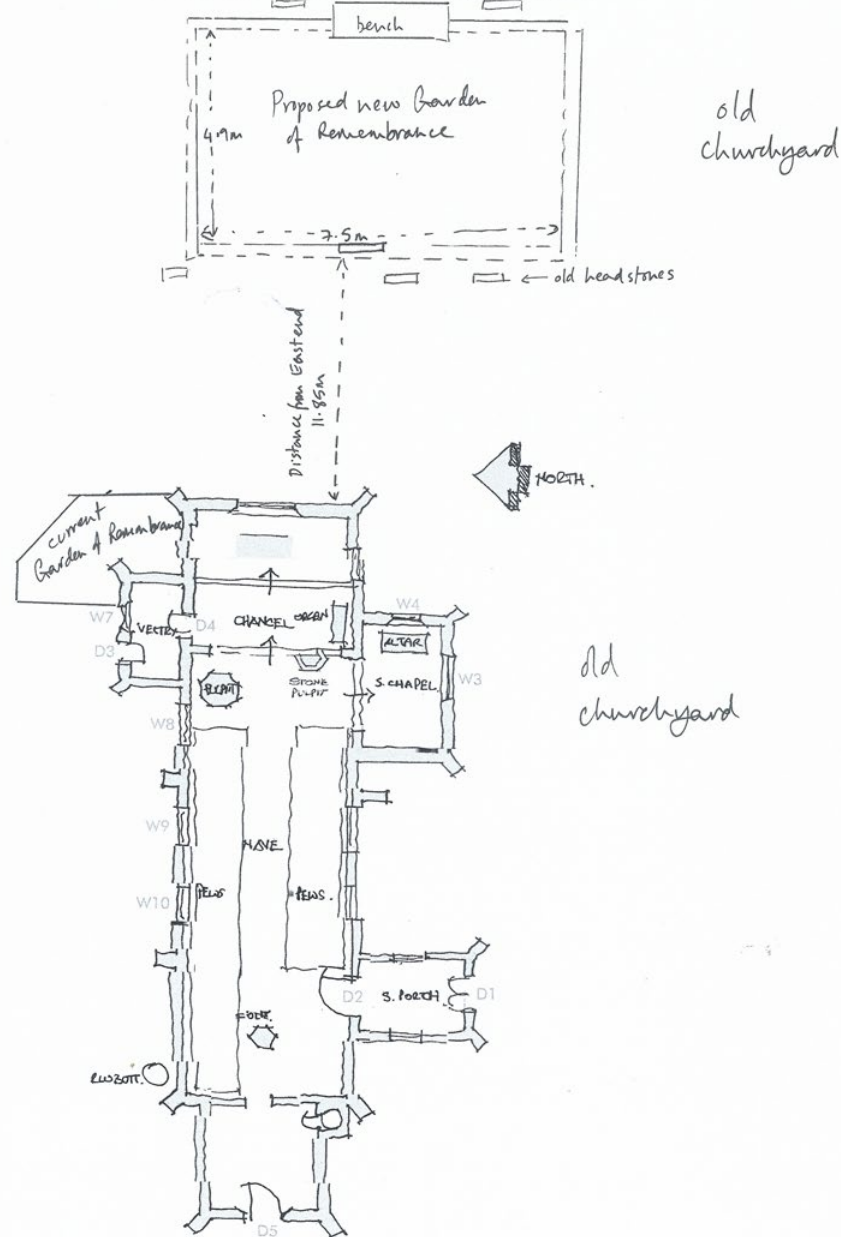


# Garden of Remembrance





# Church of All Saints - Shouldham



# Re-using a churchyard





# Closing a Churchyard

The churchyard - full, with no available space.

Order in Council required – via Ministry of Justice. (see Registry website)

Once it is formally closed there is no reversal.

Consider - *Will your successors wish to re-use the churchyard sometime in the future?*

# Closed Churchyards

- No burials are permitted (full or ashes)

## UNLESS

Specific permission was included in the Closure Order.

A faculty has been obtained for burial of cremated remains in an existing family plot.

A Garden of Remembrance exists (set up by faculty)

# Consecrating New Churchyards

Registry prepares documentation for Bishop

## Documentation required

- Land Registry Title document
- Planning permission
- Details of area to be consecrated – dimensions, location
- Full names of Incumbent and Churchwardens

# Faculty Jurisdiction

## *Faculty Jurisdiction Rules 2015 (As amended)*

Applies to every *parish church*, every *churchyard* and 'article appertaining to it'

Applies to most *buildings licensed for worship*

*Ecclesiastical Exemption*: no Listed Building Consent required.

# Churchwarden Duties

- Faculties
- Canon F13(3)
  - ..Duty of the minister and churchwardens...to obtain the faculty or licence ... **before proceeding**
  - Incumbent and churchwardens are normally the petitioners for a faculty



# Making Plans

- PCC - responsible for the care and maintenance of the church & churchyard
- PCC may decide to make a repair or alteration, BUT
- The Chancellor has final control over the church, contents and land on behalf of Bishop

All Works in buildings under Faculty Jurisdiction need permission, so the question is -

What type of permission do we need?

# List of matters not requiring a faculty (Lists A & B) **Contact DAC**

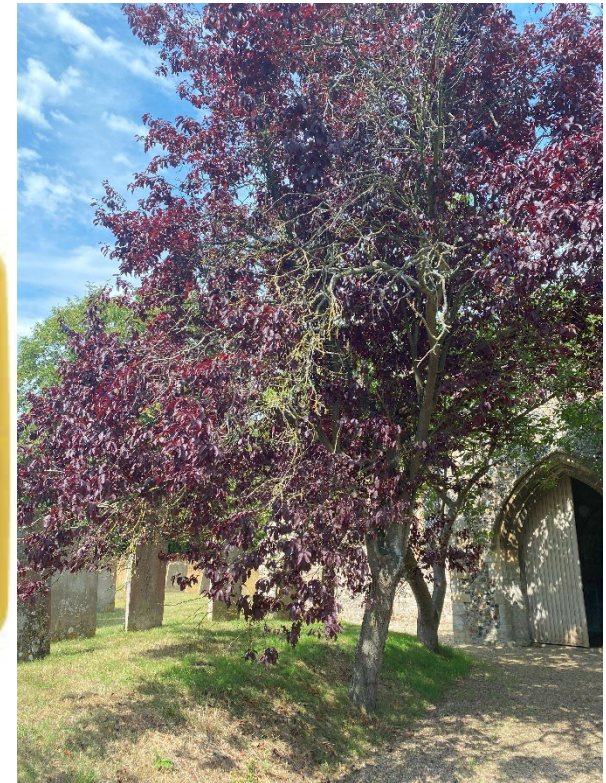
- List A: matters which may be undertaken **without the need for consultation**
- List B: matters which may be undertaken **subject to consultation etc**
  - Archdeacon must give notice in writing that the work may be carried out without faculty
  - **Retain copy consent** in parish records

# List A





# List B



# Archdeacon's Licences for Temporary Reordering

- **Temporary minor** reordering (to try something out)
- Period cannot exceed **24 months**
- **The scheme must be wholly reversible**
- There must be:
  - No material interference with or alteration to fabric
  - No electrical works
  - No disposal
  - Any article removed must be stored safely and easily reinstated
- **Faculty required to make the change permanent**

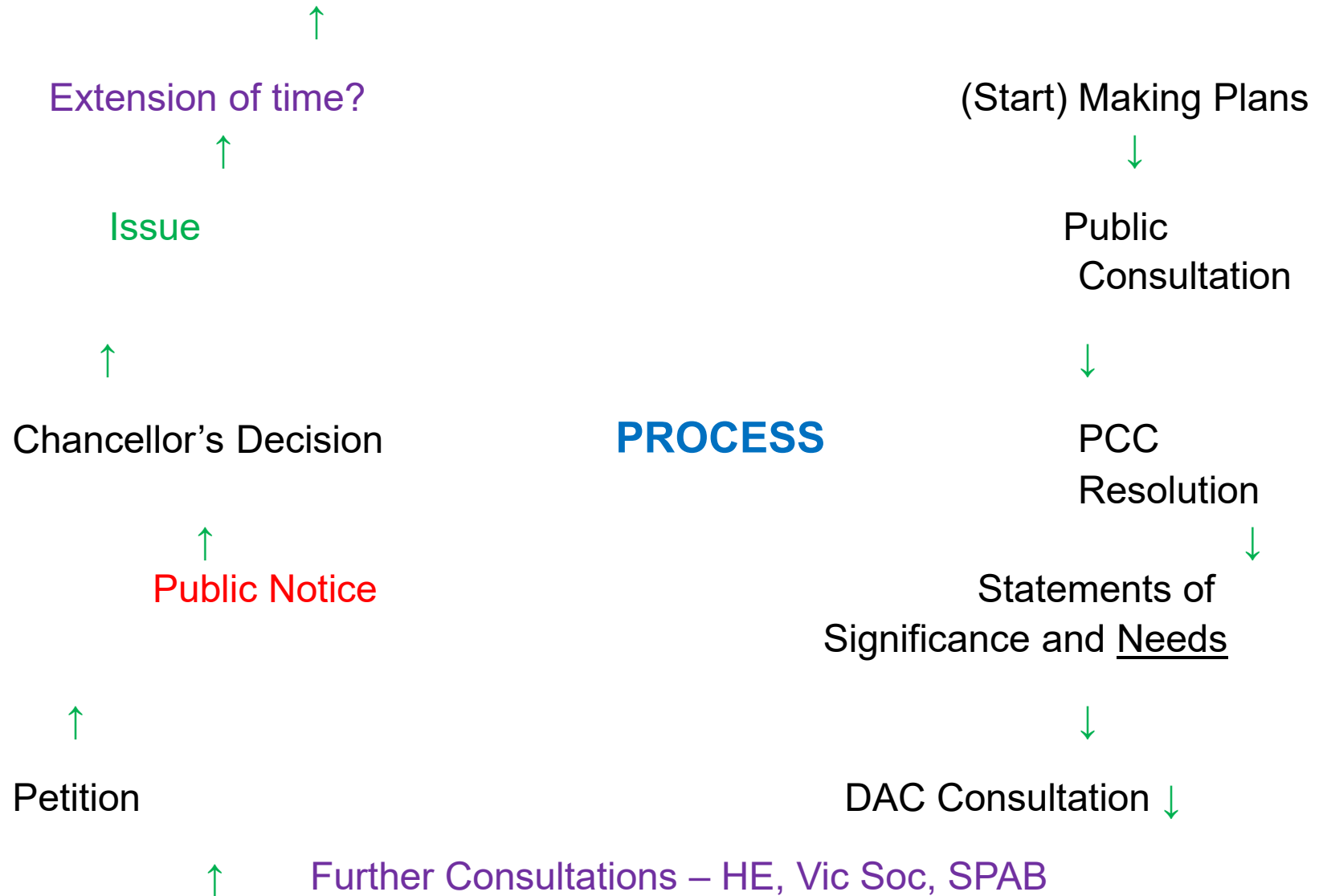


# Additional Matters Orders

- Trial holes in churchyards (in preparation for a faculty petition)
- Installation of Broadband in churches (re associated works in churchyards)
- Replacement high level wall heaters



# Certificate of Practical Completion (😊)



# Online Faculty System

- When a full faculty is required –
- Parish petitions
- churches and churchyards
- Contact the DAC

Public notice period

Edit

Details

Supporting documents and images

History

My Notes

Messages

Archived Forms

Summary description of proposed works



Standard information



Initial DAC Review



DAC Form Selection



Statement of Significance



Statement of Needs



DAC Review Pre-Formal Consultation



Application Formal Consultation Responses



DAC Review Post-Consultation



DAC Review Consultation Changes



Notification of Advice



Public Notice File Selection



Petition



Public Notice



Public Notice Certificate



Submit

Return to Applications dashboard

Delete the application

Download All Forms & Documents

# PCC Resolutions

## Clarity –

- What exactly has the PCC discussed?
- What expenditure have they agreed? Spend limited?
- Quotation / Specification

# PCC Resolution

- *“The PCC requests the minister and churchwardens to apply for a faculty to do such and such a piece of work according to the specification supplied by X”*
- This must accompany the petition (PDF uploaded onto OFS (Online Faculty System))
- Must be signed (by hand) by the Chair of the PCC or the PCC Secretary

# Public Notice

- Location of intended works?
- Parish Church? Daughter church?
- Implications for Public Notice requirements



# Online Faculty System (OFS)

Don't forget to press

**'SUBMIT' !!**





# Signatures

1. PCC Resolution


2. Public Notice Certificate

3. Certificate of Practical Completion

# Faculty granted!

IN THE CONSISTORY COURT OF THE DIOCESE OF ELY  
FORM 7 (RULE 7.4)  
FACULTY

Parish of Bassingbourn  
Church of St Peter & St Paul



HIS HONOUR JUDGE ANTHONY JAMES LEONARD QC  
One of Her Majesty's Circuit Judges Chancellor of the  
Diocese and Official Principal of the Right Reverend  
STEPHEN DAVID Lord Bishop of Ely to the Reverend  
Dr CAROLINE YANDELL Vicar of the Parish of  
Bassingbourn and JANE MERYL STEVENSON a  
Churchwarden of that Parish and STEPHEN  
MICHAEL BROOKER Chair of the Building  
Development Committee of the Parochial Church  
Council: GREETING

A PETITION presented by you has been submitted to the Registry of this Court together with designs, plans, photographs or other documents requesting a Faculty authorising the works or other proposals specified in the Petition

A PUBLIC Notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a Faculty should not be granted

Letters of objection to the granting of the Faculty were received in the Diocesan Registry and ten persons entered a formal opposition to the proceedings.

The Chancellor held a hearing which all evidence was given and has decided for the reasons given in a Judgment dated 6<sup>th</sup> June 2018 (amended 29<sup>th</sup> July 2018) that a Faculty should be granted.


THIS COURT now grants a Faculty authorising you to carry out the works or other proposals described in the Schedule in accordance with the designs, plans or other documents accompanying the Petition and subject to any conditions set out in the Schedule

THE WORKS must be completed within TWENTY-FOUR months from the date below or such further period as this Court may allow and the Certificate of Practical Completion is to be sent to the Registry within the period allowed

A COPY of this Faculty is to be supplied by you to the architect or surveyor and contractors to be employed in respect of the authorised work before any work is commenced

THIS FACULTY is duly authenticated by the Seal of this Court

DATED the 21st day of September 2018

  
REGISTRAR

# What happens when...

- **There is an emergency?**
  - The Chancellor may give permission (an **Interim Faculty**) for works to proceed to protect the church
  - You should contact the Archdeacon and DAC in the first instance and discuss it with them.
  - The Registry will then take it forward to the Chancellor
  - A full faculty application must usually follow

# Postage



**Thank you !**



# Ely Diocesan Registry

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