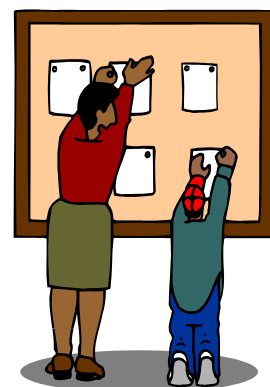


Church Notice Boards

Introduction

The Church notice board is a very important feature because it gives both information and - even more important - a clear signal about the vitality of life and worship in the parish. It is to be hoped that the signal is accurate; but it is surprising how often Incumbents, Church Wardens and PCC Members seem oblivious to the strongly adverse impression which a poor notice board can give.



Passers-by could reasonably assume that if the Church notice board is worn out and in urgent need of repair, so is the Christian life of the parish Church. It is a means of evangelism which is too often neglected.

It is always worthwhile to consult your architect before undertaking replacement of the notice board of your Church.

The following notes give general guidance, but not all of them are intended to apply to all cases because every situation is different. Please look at your notice board from the point of view of a visitor who is unfamiliar with the parish, and also unfamiliar with Church life.

1. The site of a notice board, its dimensions, level and the direction it faces are all important matters to consider. Replacing an old board in the same place is not necessarily the best answer.
2. Advice should be sought from somebody with design skills, ideally the Church architect, about the siting, proportions, construction and layout of the notice board. A competent drawing is required both for the DAC's recommendation and for the making of the board.
3. It is usually better to have one board for permanent information and another for short-term notices.
4. The style of lettering should be the same throughout. A vast range of lettering styles is available, but the temptation to mix them should be resisted. "Gothic" lettering should always be avoided. "Times New Roman" is usually the most satisfactory lettering, or a good sans-serif style such as "Optima" may be suitable. The size of the lettering depends on where the board will usually be read from - make sure that the smallest lettering is easily legible.

5. Colour is very important. Apart from being suitable in the particular environment, the colours of the lettering and of its background should provide strong contrast so that the words can be read clearly even in a poor light.
6. Bear in mind the long-term needs, when the Incumbent or the Service Times change, and how alterations on the notice board will be made. A notice board of otherwise good appearance will look untidy if it includes obvious amendments.
7. The name of the Church should be in the form of:-

THE PARISH CHURCH OF SAINT JAMES
BARROW-IN-FURNESS

on one line or two, whichever seems suitable. The Church name may look better if it is carved on a separate timber panel at the top.

8. The monthly timetable of services is often rather complicated, particularly in rural parishes. Please bear this in mind, and set out the list of service times as clearly as possible.
9. The Incumbent's name should usually be in the form of:-

Vicar The Revd John Helvellyn MA

followed by his address and telephone (including dialling code). If the Incumbent is a Vicar or Rector this should be shown. If he or she holds another office, such as Priest-in-Charge, this may look rather long and could be omitted.

10. Apart from the name and address, if appropriate, of the Verger or Keyholder, it is usually better not to include any further information.
11. Remember the back of the notice board, it should always have a finished appearance, and, depending on the layout and visibility, it can be sometimes be used for display.
12. Remember that you will need a Faculty for a new notice board and you should always consult the local Planning Authority.