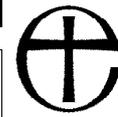


# HOW TO OBTAIN A FACULTY FOR A MEMORIAL IN A CHURCHYARD

**DIOCESE  
OF EXETER**



THE CHURCH  
OF ENGLAND  
IN DEVON

## CHURCH BUILDINGS OFFICE

November 2013

Design for headstone agreed by  
memorial mason and family

IF YES

Does it comply with the Diocese of Exeter  
Churchyard Regulations?

IF NO

Incumbent can grant permission (Rural  
Dean if parish in a vacancy)

**FACULTY NEEDED**

**Call DAC office for further information and forms**

Petition for Faculty for a Memorial in a Churchyard is completed and submitted to the Diocesan Advisory Committee office so that it can be assessed for a DAC certificate

An initial scrutiny is made of the application, and if any information appears to be missing, the DAC office will ask the applicant to provide it in order that the application can be properly assessed

The application is added to the agenda for the next DAC meeting, and papers are sent to the relevant DAC specialists who will offer their **Formal Advice** which will then be discussed at the next committee meeting (DAC meets approximately every six weeks)

If the DAC is content, they will issue a Certificate that recommends (or does not object to) the works, to enable the applicant to petition for a faculty

If the DAC objects to a proposal, the applicant is still entitled to submit a petition for faculty, upon which the Chancellor (a judge) will make the final ruling

A letter will be sent to the applicant, along with the Certificate and petition for faculty, detailing the next steps to take

Applicant completes and displays public notices at the church for 28 days, and at the same time forwards to the Diocesan Registry all the relevant papers, including the **fee**

