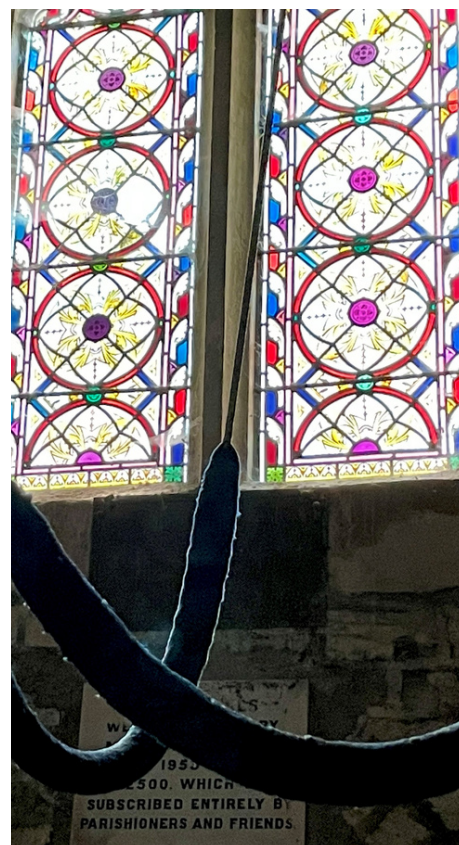
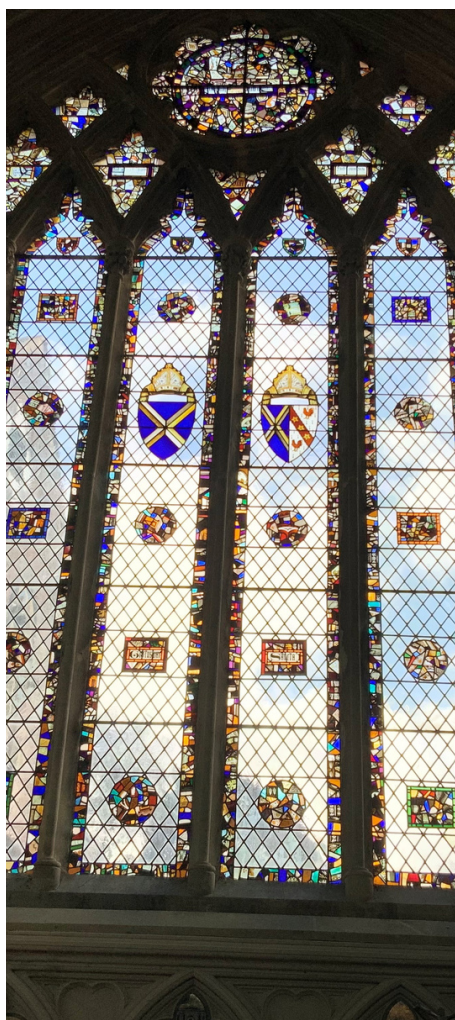




Chair of the Diocesan Advisory Committee (DAC) Recruitment Pack October 2025



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Dear applicant

Thank you for your interest in the role of Chair of the Diocesan Advisory Committee (DAC). The DAC relies on the voluntary contribution of the Chair and advisers, all of whom play a significant part in helping churches develop as centres of worship and community as well as heritage.

We hope you find the pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the role you are welcome to contact Peter Evans, Assistant Diocesan Secretary via email
peter.evans@bathwells.anglican.org

Should you decide to apply for this post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

Enita Andrews
HR Manager

Introduction

The DAC helps parishes make changes to their buildings by providing specialist advice on a wide range of works. All deliberations are undertaken with the aim of balancing care and conservation with enabling worship and mission. The committee consists of around 12 members and advisers, and is made up of both clergy and lay people who can offer specialist advice on a wide range of topics including archaeology, bells, clocks, lighting, organs, stained glass, heating, re-ordering, etc – as well as on the conservation of our historic buildings and the mission and ministry of our 564 churches. All of this time and expertise is given freely. Representatives from interested societies are also appointed as members of the DAC.

The DAC is a statutory body whose functions are set out in [ecclesiastical legislation](#). The Church of England is responsible for operating its own system of planning consents for works to church buildings. Faculties, permission to undertake works, are granted by the diocesan Chancellor. Before considering a faculty application the Chancellor is obliged to take advice from the DAC.

Each diocese within the Church of England operates its own system of planning consent “The Faculty System”, recognising the missional role played by church buildings, churchyards and ancillary buildings in the life of the Church but also the significance of churches to the history and identity of the nation and its communities. The DAC in each diocese holds a key role in this process, advising the Chancellor of the Diocese, the Bishop, Archdeacons and Parishes on the care, use and development of church buildings, churchyards and ancillary buildings.

The work of the DAC is supported nationally by the Church Buildings Council (CBC). The Council provides training and guidance to DACs and there are opportunities throughout the year for DAC Chairs, Secretaries and members/advisers to get together in regional and national groups to share good practice.

The DAC staff team comprises the DAC Secretary and DAC Officer. They are supported by colleagues with specialist parish support roles including the Church Buildings Adviser, Climate Justice and Environmental Adviser and Net Zero Adviser.

For further information about the work of the DAC, please see the diocesan website: bathandwells.org.uk/parish-support/Church-Buildings-and-Churchyards/

For an informal conversation about the role, please contact Peter Evans, Assistant Diocesan Secretary peter.evans@bathwells.anglican.org



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Role Description

The DAC Chair is appointed by the Diocesan Bishop. This is a voluntary role, but expenses are paid. The term of office of the Chair and DAC members is six years, renewable for another term and with the possibility of further extension in exceptional circumstances.

Key Relationships

- The Bishops of Bath and Wells
- Archdeacons
- Diocesan Secretary
- Assistant Diocesan Secretary
- Diocesan Advisory Committee members
- DAC Secretary and DAC Officer
- Chancellor of the Diocese
- Diocesan Registrar
- Church Buildings Officer

Time commitment

The full DAC meets 6 times a year normally in person on a Wednesday morning and a Standing Committee meets 6 times a year, also normally on a Wednesday morning. DAC prep meetings are held in the lead up to the next committee meeting (these are held online). Time for site visits will also be needed as and when required.

The DAC Chair attends Diocesan Synod as an ex-officio member (3 meetings a year). On occasion you may be asked to attend other wider Diocesan meetings.

All volunteers are entitled to have their travel and other agreed expenses reimbursed.

Responsibilities

- To steer and guide the work and ethos of the DAC in supporting parishes to care for and develop their church buildings for worship, mission and as centres in their community that are welcoming and accessible, and are supported and sustained by the local community.
- Work with the DAC Secretary in developing guidance on policy and practice for the Committee and parishes in response to identified local needs, changes in legislation and national policy developments.
- Develop systems to allow churches to be able to navigate the faculty process in an clear and accessible way as possible.
- Represent the DAC as appropriate in national and regional forums including attending the annual DAC Conference and Annual Meeting of the Church Buildings Council.
- Prepare for and chair meetings in a way that engenders mutual understanding and respect among committee members with their range of expertise and experience, enables all voices to be heard and provides clear, well thought through and impartial advice.
- Work closely with the DAC Secretary, particularly in agenda preparation, approval of minutes; and discussion about policy and casework.
- Meet from time to time with the Diocesan Bishop and work closely with the Archdeacons, Registrar, Chancellor and Diocesan Secretary.
- Encourage and strengthen link with secular partners and bodies such as with Historic England, the Local Planning Authorities, and the National Amenity Societies.
- Carry out site visits as and when required (delegation visits)
- Develop and provide training, support and resources for clergy, churchwardens and others responsible for the care and development of church buildings.
- Be available for ad-hoc queries from the DAC Secretary.



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Skills and Experience

- Have proven ability in chairing meetings and managing conflicting views, finding pathways to, and taking responsibility for, decisions.
- Able to foster a sense of mutual respect and collegiality between DAC members and consultants.
- An ability to relate well with people at all levels.
- Have good analytical skills and a grasp of detail.
- Be in sympathy with the mission of the Church of England and have an awareness of the issues involved in balancing worship and mission with care, sustainability and conservation.
- Have a passion for church buildings, architectural history or conservation
- Have empathy with the context in which much of the work in caring for church buildings and funding works is undertaken by churchwardens and other volunteers, an understanding of the challenges they face, and will be sensitive to the need to support them.
- Be able to travel around the diocese

It will also be helpful but not essential:

- Have a good understanding of the development of ecclesiastical architecture and the liturgical use of church buildings.
- Have knowledge of the faculty system and experience of serving on a DAC or FAC (a Fabric Advisory Committee for a Cathedral) or similar.
- Have knowledge of secular planning and funding issues.
- Have an understanding of the history and ethos of the Church of England.
- Awareness of the challenges faced by those responsible for the care of church buildings.

Application and Selection Process

Applicants are asked to submit their CV with a supporting statement outlining their suitability and interest for the role to the HR Department.

The closing date for applications is noon, Monday 3 November 2025. Interviews will be held on the Diocesan Office in Wells on Monday 10 November 2025.

Contact details

HR Department - Enita Andrews, HR Manager

Phone: 01749 685113

Email: recruitment@bathwells.anglican.org





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