

Quick Guide...

Church Notice Boards

Prepared by the Committee on Church Art and Architecture

While church notice boards can vary greatly in shape and size there are several key things to consider in how it looks and if it is fulfilling the main function of clearly giving information for people to use. Think about how you are displaying key information about the name of the church and the denomination.

- The Church of Scotland has a recognisable logo and colour that can help people to identify with what denomination the church is. CARTA can advise on different designs and colour schemes and will approve the final design.
- If there are several access points you may consider more than one notice board, but the main entrance will presumably be the key position for your main notice board. It is essential if you have more than one notice board that you ensure all the information displayed is the same and does not contradict itself.
- First impressions count. Visitors will often look at the notice board first and what you display and importantly, how you display it, can say a lot. Upkeep and regular updating of displayed information is therefore essential.
- Contact information should be noted clearly for public use. This could perhaps indicate things such as 'If you are interested in using this church for your wedding...' There is an opportunity to not just welcome and inform people, but to make them think about how the church can perhaps cater for their needs with services (beyond the church serve) that you offer.
- There may be a planning or consent requirement concerning the positioning, recolouring, installing or removal of your notice boards. The Local Planning Department or the General Trustees can advise.

Whom to Contact

Anyone wishing to contact the Committee should complete an enquiry form which can be found on the Resourcing Mission website (www.resourcingmission.org.uk/resources/carta) and email it to: gentrustees@churchofscotland.org.uk. Alternatively, you can telephone 0131 225 5722 and ask to speak to someone in the CARTA office.

CARTA Quick Guides

Other Quick Guides include advice on lighting, audio visual, stained glass and communion ware. These can be found on the Resourcing Mission website (www.resourcingmission.org.uk/resources/quick-guides).

About the Author

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