

All Saints' Parish Church Renhold
Application for upgrade to kitchen in
Chapter House



[All Saints' Renhold - A Church Near You](#)

Vicar Reverend Ian M Smith

August 2025

All Saints' Renhold

Application for the upgrade of kitchen in Chapter House

We need to upgrade our kitchen, the existing units are over 30 years old and have become water damaged over the years as we are now serving food to the public via our monthly Pop up Café we need to maintain very high hygiene standards

We are proposing to carry out the works in the one month window between Pop Up Cafes

Scope of work

Strip out works

- Strip out all existing base and wall units
- Cover existing floor tiles with non slip sheet vinyl flooring (existing tiles contain asbestos)
- Remove existing radiator and replace with hi level electric heater

Electrics

Install electrics for

- Chimney extract hood,
- under counter dishwasher,
- under counter fridge,
- under counter water heater,
- additional sockets above new worktop,
- supply for new electric wall heater,
- new counter top water heater in chapter house,
- replace existing fluorescent light fitting with an LED light fitting replace

Plumbing

- Install plumbing for sink,
- Under counter dishwasher
- under counter water heater, and
- counter top water heater in chapter house

Builders Work

- Supply and install kitchen units to supplier's design which will include additional work top and wall storage units
- Builders work in connection with the services ,

- cut hole for extract fan outlet
- Adapt serving hatch so that level with work top
- Fit roller shutter
- New Wall tiling to choice and stainless steel splashback to cooker
- New anti-slip vinyl flooring
- Decorate throughout
- Fit vision panel to entrance door

Enclosures

Carpentry quote Friendly Carpentry	£ 7695.00
Wadys electrical contractor	£ 1022.74
Plans of Kitchen unit layout Hewdons	Included in Carpentry price
Sheet vinyl flooring	to be advised
PCC approval	PCC meeting 26 Sept 2025
	£8717.74 plus flooring costs

Friendly Carpentry

Supply and fit Carpentry, Kitchens, and general maintenance.

Mr Bloomfield at All Saints Church Renhold

24/07/2025

Regarding my recent visit on 11/07/2025 to see and discuss your planned works at All Saints Church Renhold we are pleased to present the below quotation and an explanation of what it will involve

Regarding work to supply and fit a new Kitchen and also new Units in the Disabled Toilets. Please note the Extractor supplied seems to come with a duct kit to go outside. I have not allowed as yet to carry this work out only fit the Extractor because I need to look again at the layout if this the case and run the option by yourselves. No Appliances haven been allowed for to put in the Skip that I would supply.

Plans priced to are CAD Number 25040271242 by Chris Romain 14/07/2025. Expires 13/08/2025

For the main Kitchen. This project includes no Plumbing, Electrical or Painting only what is listed below.

- 1- Strip out the Kitchen after the appliances have been removed and chip off all the wall tiles. Dispose in a skip to be placed as near the job as possible.
- 1- Make good the tiled areas of the plaster ready for re tiling.
- 1- Supply a two yard skip for the rubbish. I have not allowed for a road permit so this must be placed on the Church ground.
- 2- Supply the chosen Kitchen you have had designed and agreed to with Howdens. This includes the delivery charge for it to be dispatched to the Church.
- 3- Fully fit the new Kitchen Units, worktops and pre fit or leave gaps for any appliances and the Sink etc. This includes fitting the worktop in the eating area the other side of the Kitchen.
- 4- Take out the serving hatch and reduce in width to suit the new layout. Reduce the height to under the worktop level so the worktop run right through in the eating area.
- 4- Supply, make and fit a new serving Hatch with Architrave.
- 4- Allow to fit a roller door but at the moment not to supply it.
- 4- Make good with Easy Fill the gap where the Hatch has been made smaller and moved a bit.
- 5- With standard white wall tiles and white grout supply and fit tiling three tiles high along the Worktop lines only up to under the Wall Units and not the Worktop at the other side of the Kitchen in the Eating Area. The Hatch and the sink window wall would be tiled to no more than 300mm off the worksurface.

Regarding works for the Disabled Toilet.

Plans priced to are CAD Number 25042923604 by Chris Romain 14/07/2025. Expire 13/08/2025.

- 6- As to the plans you have agreed with Howdens supply and fit the two tower units and the Bridging Units to the left hand side of the towers.
- 6a Is the supply of the units, and doors etc.
- 6b Is the fitting.

Our quotations for the above works are.

Kitchen

1 £ 490.00 plus vat.

2 £ 4490.00 plus vat

3 £ 1600.00 plus vat

4 £ 390.00 plus vat

5 £ 725.00 plus vat

£ 7695.00

The above totals are all subject to Vat @ 20%. Please see our terms and conditions which is included in this email or envelope. I look forward to your subsequent confirmation and booking you into my schedule.

This work cannot be carried out by myself until after the 7th of November 2025 and that is only the state of bookings as of this quote date.

Yours Sincerely

Stuart James Norman.

Friendly Carpentry trades from 25 New Rd Bromham, Bedford MK43 8QH.

stuartnorman.78.sn@gmail.com 07773573687. Established 05/04/2004.

For the latest progress see Facebook @ Friendly Carpentry.

Vat No 928 6127 06

Waste Transfer Licence Number CBDU461604.

Public Liability Insurance, 1 Milliom, by AXA.

Accounted by Garner Associates Bedford.

Quotation 2046

Date 01/07/2025

Client

Alan Bloomfield
All Saints Church Renhold
The Vicarage
Church End
Renhold
Bedford
MK41 0LU

Project

Alan Bloomfield
All Saints Church
The Vicarage
Church End
Renhold
Bedford
MK41 0LU

Description of Work:

Quote 1 - Kitchen Refurb Alterations -

Adding sockets and spurs for fridge, dishwasher, water heater and cooker hood

Adding new circuit for boil tap in chapter house

Change light

Remove Existing Dimmer Module From Chapter House -

Remove existing dimmer module and any associated cables to make safe and tidy

Quote 2 - Add Fan To Mens And Hand Dryers To Toilets -

Adding an inline fan in the loft that will draw from both toilets controlled by two PIRs

Adding 2 hand dryers from an existing spur in mens toilet

Quote 3 - Change Emergency Lighting In Main Church -

Straight swap of existing twin spots with new ones.

(High level work from ladders)

QUALIFICATIONS :-

Our offer is Strictly Nett and Excludes VAT.

Wady's standard terms and conditions of business apply to this tender.

Builders work is not included.

We have assumed that working hours will be Mon-Fri 7.30 to 17.00 with unimpeded access at all times.

Tender cont:

Wadys Electrical Ltd. 2 Dean Street, Bedford, Beds, MK40 3EQ
Tel: 01234 359751 info@wadys.com www.wadys.com

cont from p1:

Date 01/07/2025

2046

Customer Name	All Saints Church Renhold	Site Name	All Saints Church
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Tender Breakdown	Quantity	Unit Cost	Total Cost
Quote 1	1.00	1,022.74	1,022.74
Quote 2	1.00	1,184.74	1,184.74
Quote 3	1.00	366.89	366.89
		Total	2,574.37

All costs exclude VAT

Tender Summary

Total Cost	2,574.37
Less M.C.D.	0.00
Estimate Net	2,574.37
Plus Provisional Sums	0.00
Total Estimate After Discount	2,574.37

If you have any questions please call me.

Yours sincerely

Ashleigh Bailey

For and on behalf of Wady's Electrical Ltd



Kitchen Design Pack

Need changes to your plan?

If you require any changes to your kitchen plan or, for any further assistance regarding this plan, please contact your local depot using the contact information below:

Howdens Joinery - Howdens - Bedford Elm Farm

Tel: 01234 573100

Plan: May/12/E6900001718_DE69_1747047883

Designer:

Range: Greenwich Gloss White

Please Note

Drawings and images contained in this pack are computer representations indicating layout.

Please check that all room dimensions detailed are correct.

Consult the quotation for a list of items included.

Please also ensure a Gas Safe registered engineer is engaged with regards to any gas appliances.

Scan QR to view this
plan online.





Drawings and images contained in this pack are computer representations indicating layout. Check that all room dimensions detailed are correct. Consult the quotation for a list of items included. Ensure a Gas Safe registered engineer is engaged with regards to any gas appliances.

Plan: May/12/E6900001718_DE69
Depot: Howdens - Bedford Elm Farm
Tel: 01234 57310 **Page 3 / 6**



Drawings and images contained in this pack are computer representations indicating layout. Check that all room dimensions detailed are correct. Consult the quotation for a list of items included. Ensure a Gas Safe registered engineer is engaged with regards to any gas appliances.

Plan: May/12/E6900001718_DE69
Depot: Howdens - Bedford Elm Farm
Tel: 01234 57310 Page 4 / 6





Drawings and images contained in this pack are computer representations indicating layout. Check that all room dimensions detailed are correct. Consult the quotation for a list of items included. Ensure a Gas Safe registered engineer is engaged with regards to any gas appliances.

Plan: May/12/E6900001718_DE69
Depot: Howdens - Bedford Elm Farm
Tel: 01234 57310 Page 6 / 6

Minutes of the Parochial Church Council Meeting held on Friday 26th September 2025 at 6pm in The Chapter House.

Present: Rev. Ian Smith (Chairman), Alan Bloomfield (Churchwarden,) Sarah Tomlinson (Churchwarden) Christine Smith (Treasurer), Jill Burrows (Secretary), Keith Timms (Verger), Jay Bailey, Jill Barrell, Caroline Coster, Andrew Coutts

1. The meeting opened with Prayer at 6:00pm

2. Opening of Meeting:

Apologies for absence were received and accepted from Jane Ferguson (PSO), Lucy Copeman and Lisa Larham

3. Mission and Ministry:

Forward Planning - Details of services including Remembered with Love, Remembrance, Advent and Christmas were disseminated. Cover is in place for the majority of services until Christmas. Council agreed that some amendments to services particularly around the weekend of the Christmas Tree Festival will be beneficial. Rev Ian will amend the service cover document accordingly and disseminate it as soon as possible. **ACTION: REV IAN**

Due process in appointing a new incumbent must be followed and the interregnum will run into the New Year. It will therefore be necessary to continue seeking cover for services and planning for this is continuing. **ACTION: REV IAN/CHURCHWARDENS**

Pastoral Review – An update from the Pastoral Group had been disseminated prior to the meeting.

- In order to make effective use of the secure monitoring database and to comply with current GDPR legislation an administrator to handle all elements personal information stored is required in order to comply with current legislation. It was agreed that Jill Barrell assume this role
- It was further agreed that Rev Canon Lynda Klimas be added to the membership of the Pastoral Group in order to comply with the relevant minute from the full meeting of the PCC held on 15th May 2025. This had been an oversight in the documentation circulated prior to this meeting

Lay Reader in training -

Caroline Coster has started her Lay Reader training. In order to satisfy Diocesan requirements from the parish the following resolutions were passed:

Proposer: Keith Timms Seconder: Alan Bloomfield Agreed: Unanimously

- **We being the PCC of All Saints Church, Renhold having exercised due diligence in studying the Lay Reader Training Agreement in relation to Caroline Jane Coster disseminated to us wish to formally accept this document and give permission for it to be signed by Caroline's Training Supervisor**

Proposer: Christine Smith Seconder: Sarah Tomlinson Agreed: Unanimously

- **We being the PCC of All Saints Church, Renhold having exercised due diligence in considering the Lay Reader Training Agreement received from The St Albans Diocesan Readers Association in relation to Caroline Jane Coster presented to us at this full meeting of the Parochial Church Council wish to formally accept this document and give permission for it to be signed by Rev Ian and returned to Canon Richard Osborn**

Messy Church –

- It is becoming increasingly difficult to recruit volunteers to assist with this venture especially in setting up the Chapter House prior to a session. It was noted that most members of the congregation are not able to assist with this task. After discussion it was agreed to investigate the possibility of creating a paid post to assist with this. **ACTION: REV IAN / CAROLINE COSTER**
- A very successful Messy Church Holiday Club and Barbecue attended by sixteen children was held on Wednesday, 20th August
- It was proposed by Sarah Tomlinson and seconded by Alan Bloomfield that a Messy Church Drop and Shop be organised on 20th December. This is subject to a sufficient number of volunteers being available. Agreed unanimously

Youth Group –

There are similar issues with regard to staffing levels as those being experienced by Messy Church. After discussion it was agreed to seek advice from the Diocese, the Archdeacon and Deanery Synod with regard to funded assistance. **ACTION: REV IAN / CAROLINE COSTER**

Pop Up Coffee Shop -

- It had been brought to Councils attention that with the departure of Rev Ian a new group of volunteers will be joining the existing team in staffing the monthly Pop up Coffee Shop. Assurances are being sought that the relevant Food Hygiene and Safety training is undertaken and certificates displayed. It was agreed that information regarding online training be disseminated for volunteers to complete at their own convenience. **ACTION: REV IAN**
- Once the kitchen has been revamped steps will be taken to ensure it is allocated the relevant hygiene rating

4. PCC Communication Issues:

Following the last full meeting of the PCC on 31st July 2025 the following amendment to PCC membership has come into force:

- Andrew Coutts has been formally co opted as a full member of the PCC. Rev Ian welcomed Andrew to the PCC.
- No conflicts of interest, pecuniary, non-pecuniary, personal or prejudicial were declared by council members relating to the agenda items for this meeting.
- The dates of meetings of the full PCC for 2026 and that of the APCM were agreed. These will be disseminated to PCC members and be displayed on the notice board in the Chapter House lobby

- When Rev Ian moves on there will be difficulties printing documents required in all aspects of church life. Council considered various options before agreeing that photocopier / printer scanner be investigated further and Tom Ferguson be approached for advice

5. Minutes of the last PCC Meeting:

It was proposed by Alan Bloomfield, seconded by Jay Bailey and agreed unanimously that the minutes of the meeting held on Thursday, 31st July 2025 be signed as a true record of the business conducted.

6. Updates on Matters arising not covered by the agenda:

- SPOND had been offered to Messy Church parents but there had been no interest
- The advertising banner for Coffee and Chat is in hand

7. Safeguarding:

A written update relating to safeguarding matters had been submitted by the PSO and disseminated prior to this meeting. This included the proposed Ex – Offender Recruitment Policy for discussion and adoption.

- It was agreed that sensitive documentation pertaining to safeguarding should be scanned and uploaded to the secure Diocesan portal. Current storage arrangements for hard copies should remain unchanged.

The following resolution was passed:

Proposer: Sarah Tomlinson Seconder: Christine Smith Agreed: Unanimously

We being the PCC of All Saints Church, Renhold having exercised due diligence in studying the proposed Ex – Offender Recruitment Policy presented to us agree this be formally adopted and be of equal standing with existing PCC policies

Council wish to seek clarification with regard to the recruitment of ex – offenders to volunteer positions. **ACTION: JANE FERGUSON**

8. Sub Committee Reports:

Reports from sub committees had been disseminated prior to the meeting. The following updates were given as required:

Churchwardens –

A comprehensive report had been circulated prior to the meeting. Permissions were required in order for the continuation of our planned projects. The following resolutions were passed:

Proposer: Caroline Coster Seconder: Christine Smith Agreed: Unanimously

- **We being the PCC of All Saints Church, Renhold having exercised due diligence in studying documentation presented to us relating to the upgrade of the kitchen located in The Chapter House agree that application be made for permission to commence these works as soon as practically possible.**

Proposer: Caroline Coster Seconder: Jay Bailey Agreed: Unanimously

- **We being the PCC of All Saints Church, Renhold having exercised due diligence in studying documentation presented to us relating to the provision of a new secure display facility in the south porch agree that application be made for permission to commence this works as soon as practically possible.**

Proposer: Jay Bailey Seconder: Caroline Coster Agreed: Unanimously

- **We being the PCC of All Saints Church, Renhold, having exercised due diligence in studying the relevant documentation presented to us, wish to make application for the creation and installation of two lectern style and one display notice boards within the confines of the Churchyard namely:**

To display Churchyard regulations

To determine the confines of the wildflower area to include relevant information regarding the flora and fauna present within this area

To determine the confines of the Green Garden of Remembrance with relevant information pertaining to the natural environment of this area.

* Please note this is an amended resolution to that agreed at the full meeting of the Parochial Church Council on Thursday, 31st July 2025

Finance –

A detailed Financial Report had been circulated prior to the meeting. It was noted that:

- The amalgamation of the bank accounts continues, with all but two regular givers having transferred their giving either to the new CAF account or to the Parish Giving Scheme
- £5,426.65 has been received in Gift Aid for the first half of this year. Gift Aid contributions for the third quarter of this year will be claimed at the end of this month

The Treasurer requested permission to pay the Parish Share for the final quarter of this year. The full amount is £8,030.50. It was proposed by Sarah Tomlinson, seconded by Caroline Coster that permission be granted but payment is delayed until November in order to prevent loss of interest on the bank account. Agreed unanimously **ACTION: CHRISTINE SMITH**

Christine Smith will continue as Treasurer until the end of this financial year when Andrew Coutts will assume the role. Andrew will shadow Christine until he assumes office

Disability and Inclusion –

The committee has not met since the last full PCC meeting on Thursday, 31st July 2025. **This committee will be held in abeyance during the period of interregnum**

Worship Development Group –

The Worship Development Group has not met since the last full meeting of the PCC on Thursday, 31st July 2025. **This committee will be held in abeyance during the period of interregnum**

General Fundraising –

The Scarecrow Festival held last weekend proved to be a great success both as an opportunity for outreach and as a fundraising initiative. £1111.40 has been raised so far with the raffle being kept open until this coming Sunday, 28th September. The PCC wish to record their thanks to everyone concerned in this venture. **This committee will be held in abeyance during the period of interregnum**

Food/ Baby Bank –

- Donations continue to be made to the Food and Baby Banks on a regular basis. These will be boosted by the harvest donations this weekend

School Report –

A written report from the Headteacher was submitted and disseminated prior to this meeting.

The PCC are delighted that the academic year has started so positively and look forward to supporting the school in its mission to educate our children

Membership of sub-committees –

All sub-committees with the exception of those under the direct auspices of the churchwardens and Archdeacon (Standing Committee, Churchyard and Fabric) will be suspended for the period of interregnum and be re-established under the direction of the new incumbent.

9. MAP/LYCIQ:

In accordance with current Diocesan Policy both initiatives will continue during the period of interregnum.

The Churchwardens and Archdeacon have agreed that:

- priority actions will be identified and continue
- some elements may need to be reprioritised as part of the vacancy
- these decisions will be made in collaboration with Rev Ian before he leaves

The Standing Committee will assume responsibility for assessing and amending the MAP. **ACTION: STANDING COMMITTEE**

10. Diocese and Deanery:

Rev Helen Stewart has been appointed Rural Dean for the Bedford Deanery. She is currently Priest in Charge of St John & St Leonard, Bedford

11. Friends:

- The Beetle Drive will take place on Saturday next, 5th October 2025. Posters advertising this event have been displayed around the parish and details forwarded to other local churches
- The Christmas Tree Festival will take place over the weekend of 6th /7th December with the theme 'Carols'. Advertising for this event will be increased in the coming weeks.
- The Friends did not require any permissions from Council

12. Youth Work Update:

The Alban Way Reunion had been held in the Chapter House on Monday, 22nd September. Twenty children had attended from five different schools. The event was very successful and well received by all who attended.

13. Date of next PCC Meeting: Saturday, 15th November at 9.30am in the Chapter House

14. Confidentiality:

All business discussed at this PCC meeting must be kept confidential until the minutes have been ratified at the next PCC meeting on Saturday, 15th November 2025 They will then be published for the perusal of those on the Electoral Roll.

There being no further business the meeting concluded with the Grace at 7.56pm

Signed:

Date:

All Saints' Parish Church Renhold

Faculty Documents

Form 1A
(Rules 4.2 and 5.5)
Standard Information (parish churches etc.)

In the diocese of St Albans

Parish of Renhold

Church of Renhold, All Saints

Approximate date of church 1200

Is the church listed? Yes

If so, please state whether it is grade I, II* or II

I

Is the church or churchyard wholly or partly scheduled as an ancient monument?

No

Is the church or churchyard in a conservation area?

No

If it is, please state which conservation area

Is the church or churchyard in a national park?

No

If it is, please state which national park

Is there any evidence that bats use the church or its curtilage?

No

Please give details of any privately owned chapels, aisles or windows

Is there anybody other than the parochial church council who is liable to pay for repairs to the chancel?

The Friends of All Saints' Church Renhold will be funding the works

Is the churchyard or burial ground consecrated (whether closed or not)?

Yes

Has it been used for burials?

Yes

Is it still used for burials?

Yes

If the churchyard or burial ground is no longer used for burials has it been closed by Order in Council? No

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission? Yes

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

Please give the name and address of the architect or surveyor appointed for the church under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018

Mr Michael Dales
Michael Dales Partnership, 65 Hermitage Road,
Hitchin, SG5 1DB

Signed: Mr Alan Bloomfield

Date: 07/10/2025

Office or position held: Churchwarden

Form 2
(Rule 4.9)

Diocesan Advisory Committee Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the court before the works or proposals may lawfully be carried out.

In the diocese of St Albans

Parish of Renhold

Church of Renhold, All Saints

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade I

At a meeting of the Diocesan Advisory Committee held on 10/11/2025

The following works or other proposals were considered:

The works or proposals should be described in the petition for a faculty and in the public notice in the same way as they are described here.

Upgrade of kitchen including replacement of and additional units, electrical works, extract fan, new flooring and replacement hatch.

The Committee RECOMMENDS the works or proposals for approval by the court:

SUBJECT TO the following provisos

1. The modifications to the electrical installation should be undertaken in accordance with the published advice of the Church Buildings Council and St Albans DAC by a contractor with full-scope accreditation, and are to be tested and certified on completion. 2. If there are no existing smoke and / or heat detectors, they should be installed. 3. The PCC should obtain confirmation that the insertion of a vision panel to the door and installation of the shutter will retain the fire integrity of the kitchen.

This advice does not constitute authority for carrying out the works or proposals and a faculty is required.

In the opinion of the Committee the work or part of the work proposed is not likely to affect

the character of the church as a building of special architectural or historic interest
the archaeological importance of the building
archaeological remains existing within the church or its curtilage

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan or other publicly accessible website) does not apply to the works or proposals

This advice is valid for 24 months from the date given below

Signed: Mrs Emma Critchley Date: 17/11/2025
Secretary to the Diocesan Advisory Committee

Form 4A
(Rule 6.2)
Public Notice
(general form)

In the Consistory Court of the Diocese of St Albans

In the parish of Renhold

Church of Renhold, All Saints

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:
(Describe the works or other proposals in the same way as in the faculty petition)

Upgrade of kitchen including replacement of and additional units, electrical works, extract fan, new flooring and replacement hatch.

Copies of the relevant plans and documents may be examined at

In The Chapter House and on the Any Church Near You - All Saints' Renhold Website

(If changes to a church are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the church or at another place where they may be conveniently inspected by the public. If the petition is submitted through an online system, those documents must also be publicly available for inspection online.)

Petitioners:

(Each petitioner to give name and office held in block capitals)

1. MR ALAN BLOOMFIELD - CHURCHWARDEN
2. IN VACANCY NO CLERGY IN VACANCY -
3. MS SARAH TOMLINSON - CHURCHWARDEN

Date 20th April 2026

(Here the petitioners are to enter the date on which the notice was first displayed)

If you wish to object to any of the works or proposals you should send a letter or email stating the grounds of your objection to The Diocesan Registrar at St Albans Diocesan Registry, Winckworth Sherwood LLP, Arbor, 255 Blackfriars Road, LONDON, SE1 9AX or by email to stalbansregistry@wslaw.co.uk so that your letter reaches the registrar not later than 20th May 2026 (here the petitioners are to enter a date 30 days after the date given above). A letter of objection must include your name and address and state whether you live in the parish and/or your name is entered on the church electoral roll of the parish or any other basis on which you have an interest in the matter.

Directions to petitioners

You must display this public notice (or a copy of it) for a continuous period of not less than 30 days, not counting the day on which it is put up or the day on which it is taken down, (or for such other period as the Court may direct) in each of the following places:

1. on a notice board or in some other prominent position inside the church; and
2. on a notice board outside the church or in some other prominent position (whether on the outside of the church door or elsewhere) so that it can be read by the public.