

THE CHURCH LOG BOOK

CHURCH _____

PARISH _____

DEANERY _____

ARCHDEACONRY _____

DIOCESE _____

DATE _____

A COMPREHENSIVE RECORD

of all alterations, additions, removals or repairs to the fabric, fixtures and fittings of the church and churchyard, during five quinquennial periods

Published for the Church Buildings Council
by Church House Publishing,
Church House, Great Smith Street, London SW1P 3AZ

THE CHURCH LOG BOOK

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PARISH _____

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ARCHDEACONRY _____

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QUINQUENNIAL INSPECTIONS HAVE BEEN CARRIED OUT AS FOLLOWS:

Name and address of architect or surveyor	Date of inspection

INTRODUCTION

It is worthwhile at the outset to remind users of this document of the statutory basis for the compilation of the *Church Log Book*. The relevant law is set out in Sections 4 and 5 of the *Care of Churches and Ecclesiastical Jurisdiction Measure 1991*, as follows:

- SECTION 4.** 1 In every parish it shall be the duty of the churchwardens -
- A to compile and maintain -
 - i a full terrier of all lands appertaining to the church;
 - ii a full inventory of all articles appertaining to the church;
 - B to insert in a log book maintained for the purpose a full note of all alterations, additions and repairs to, and other events affecting, the church and the lands and articles appertaining thereto and of the location of any other documents relating to such alterations, additions, repairs and events which are not kept with the log book.
- 2 In carrying out their duty under subsection (1) above the churchwardens shall act in consultation with the minister.
- 3 The form of the terrier, inventory and log book shall accord with such recommendations as the Church Buildings Council may make.
- 4 The churchwardens shall send a copy of the log book to such person as the bishop of the diocese concerned may designate from time to time for the purpose of this subsection as soon as practicable after it is compiled and shall notify that person of any alterations at such intervals as the bishop may direct from time to time.
- 5 This section applies in relation to each church in a parish containing more than one church.
-

- SECTION 5.** 1 In every parish it shall be the duty of churchwardens -
- A at least once in every year, to inspect or cause an inspection to be made of the fabric of the church and all articles appertaining to the church;
 - B in every year, to deliver to the parochial church council and on behalf of that council to the annual parochial church meeting a report (referred to below as “the annual fabric report”) on the fabric of the church and all articles appertaining to the church, having regard to the inspection or inspections carried out under paragraph (a) above, including an account of all actions taken or proposed during the previous year for their protection and maintenance and, in particular, for the implementation of any recommendation contained in a report under a scheme made in pursuance of section 1 of *the Inspection of Churches Measure 1955*.
- 2 In carrying out their duty under subsection (1) above the churchwardens shall act in consultation with the minister.
- 3 The annual fabric report shall be delivered to the parochial church council at its meeting next before the annual parochial church meeting and, with such amendments as that council may make, to the ensuing annual parochial church meeting.
- 4 The churchwardens shall, as soon as practicable after the beginning of each year, produce to the parochial church council the terrier, the inventory and the log book relating to events occurring in the previous year and such other records as they consider likely to assist the council in discharging its functions in relation to the fabric of the church and articles appertaining to the church.

INTRODUCTION

- 5 Any terrier, inventory or log book produced to the parochial church council in accordance with subsection (4) above shall be accompanied by a statement, signed by the churchwardens, to the effect that the contents thereof are accurate.
 - 6 This section applies in relation to each church in a parish containing more than one church.
 - 7 In this section “year” means calendar year.
-

The definition of “church” in the Measure extends to:

- **Any parish church;**
 - **Any other church or chapel which is consecrated for the purpose of public worship;**
 - **Any building licensed for public worship, other than:**
 - i) **a building which is in a university, college, school, hospital or public or charitable institution but which has not been designated under Section 29(2) of the Pastoral Measure 1983 as a parish centre of worship;**
 - ii) **a building which has been excluded from the requirements to produce a terrier/inventory and log book by direction of the bishop of the diocese concerned with the approval of the Diocesan Advisory Committee for the Care of Churches; and**
 - iii) **a building used solely for the purpose of religious services relating to burial or cremation.**
-

This log book is designed to make record-keeping as easy as possible, and gives space for the keeping of records over five quinquennial periods, or approximately 25 years. Although record-keeping may seem burdensome at the time, it provides a continuous record of work carried out to the church fabric.

When repair work is carried out, drawings and specifications for work should be filed with the log book or (where the records are too bulky) a reference should be made to where the records can be found. The quinquennial inspection report should be filed in the log together with the annual fabric report (see 5(1)(b) and 5(3) above).

THE SAMPLE CHART OPPOSITE ► shows the way in which information should be entered in the log book

The *Church Log Book* is designed to complement the record of church property referred to above and published by Church House Publishing under the title *Church Property Register*. In view of their importance as long-term historical records, both documents are printed on paper of a quality suitable for long-term preservation. They should be stored together in the church safe, preferably in a box of archival quality. The diocesan record office will be able to advise on this.

If it is desired to compile this document on a computer, this is acceptable to the Council, provided that a hard copy is produced for storage as if the document had been produced manually, and the published version follows the same format. The paper should be of archival quality.

Attention is drawn to booklets published by the Church Buildings Council which provide detailed advice and information on the care of churches and their furnishings. Full details are available from the Council at Church House, Great Smith Street, London SW1P 3AZ, telephone: 020 7898 1866 fax: 020 7898 1881.

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Stoneworks Repairs to Tower Completed 30.4.94	31 Oct. 1993	7.1.2	Restoration of Stonework Ltd.	£47,542 + fees + VAT	40% English Heritage	Filing Cabinet in Vicarage
Gutter Repairs Completed 11.6.94	5 May 1994		P. and S. Gutting	£2,452 + VAT	-	Herewith
Conservation of Taylor Monument Completed 19.9.94	17 July 1994	5.7.1	Harrison Hill	£2,578 + VAT	£4,000 English Heritage £2,000 Pymon Trust	Filing Cabinet in Vicarage
Reordering to Sanctuary Area January 1995	10 Oct. 1994	-	Bates & Co. Ltd.	£10,542 + fees + VAT	-	Herewith

FABRIC CHECK LIST

THE FOLLOWING LIST GIVES AN INDICATION OF THE TIME OF YEAR WHEN CERTAIN JOBS SHOULD BE DONE

At appropriate season, depending on weather

Check visually all gutters, downpipes, gullies and roofs, especially when rain is falling.

Clear snow.

Spring, early Summer

Make full inspection of church for annual meeting.

Check Church Property Register (Terrier and Inventory).

Check bird-proofing in tower.

Sweep out tower.

Destroy any vegetation growing up the walls or nearby.

Arrange for the boiler to be serviced.

Check for signs of insect infestation in roof timbers.

Check ventilation system.

Spring-clean the church.

Arrange for gutters, downpipes, gullies, roofs and ventilation holes to be cleared.

Summer

Cut grass in churchyard at regular intervals.

Cut ivy growth on trees.

Inspect tower and other roofs, making sure leadwork is watertight and gutters clear.

Re-check heating installation before Autumn.

Autumn

Arrange for gutters, downpipes, gullies, roofs and ventilation holes to be cleared.

Annually

Carry out formal inspection of the church and its furnishings.

Arrange for servicing of fire extinguishers.

Every five years

Remember that the quinquennial inspection is due.

Have the lightning conductor and electrical system tested.

SECTION 1 : FIRST QUINQUENNIAL

from to

QUINQUENNIAL LOG

File in this section immediately following this page:

- The quinquennial inspection report
- Fabric reports presented to the Annual Parochial Church Meeting
- Specifications for repairs and alterations, together with professional reports and details of new furnishings, including gifts.

Complete the quinquennial log following the sample given on page 5.

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book

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SECTION 2: SECOND QUINQUENNIAL

from to

QUINQUENNIAL LOG

File in this section immediately following this page:

- The quinquennial inspection report
- Fabric reports presented to the Annual Parochial Church Meeting
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Complete the quinquennial log following the sample given on page 5.

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SECTION 3: THIRD QUINQUENNIAL

from

to

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File in this section immediately following this page:

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SECTION 5 : FIFTH QUINQUENNIAL

from to

QUINQUENNIAL LOG

File in this section immediately following this page:

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- Fabric reports presented to the Annual Parochial Church Meeting
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FOR CHURCHWARDENS

As mentioned in the introduction, churchwardens are required to produce this *Church Log Book* and the *Church Property Register* to the parochial church council as soon as practicable after the beginning of each calendar year, together with a signed statement that the contents are accurate. The following forms may be used. The Register will also be checked at the time of the archdeacon's visitation; the same form may be used for this purpose.

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Church Property Register have been duly checked and additions or corrections noted and initialled and are certified as correct to the best of our knowledge.

Incumbent

Churchwardens

Date

Examined

Archdeacon or Rural Dean

Date

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Church Property Register have been duly checked and additions or corrections noted and initialled and are certified as correct to the best of our knowledge.

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