

# The Churchwarden

## Visits and Inspections

The Diocese of  
*Canterbury*

2014





There are three kinds of Visits which directly affect the Churchwardens.

### **1. THE ANNUAL VISITATION**

Following the period of Annual General Meetings when Churchwardens are elected, they are asked to attend at the Cathedral (in the Canterbury Archdeaconry) or in one of a number of churches (in the Maidstone Archdeaconry) to be sworn in. This is also an occasion when the Archdeacon will deliver an Address and pass on information and news of developments which will be of importance to Churchwardens during the year. Customarily Sides persons and more recently members of the PCC have joined this Visitation and are also sworn in. But the Churchwarden is really the person at the centre of this occasion, to be sworn in as the “Bishop’s Officer” within the parish.

### **2. AREA DEAN’S PARISH VISIT (TRIENNIAL VISITATION)**

Information contained in Appendix A (pages 3 to 5) give the origin and scope of this Visitation. This visit now covers parish records, which were formerly covered by a further visit.

### **3. CHURCH BUILDING - QUINQUENNIAL INSPECTION**

A quinquennial inspection is carried out on every church by an approved Architect to survey the state of the building and make recommendations. The parish bears the cost of this inspection.

# Area Dean's PARISH VISIT

The aim of the Visit is to allow the Area Dean, on behalf of the Archdeacon, to be satisfied that those with responsibility are taking good care of the Church and its property. It is hoped that the Visit will not only ensure that the requirements of the law are met but will also provide an opportunity to review the practise and procedure of a parish in relation to the Church.



The Diocese of  
Canterbury

Parish

Deanery

Date of Visit

## FABRIC

- When was the last Quinquennial inspection made?  
*(A copy of the last Report should be made available).*
- Are there any significant outstanding matters or particular problems?  
.....  
.....  
.....
- Are there satisfactory arrangements for normal housekeeping /maintenance  
e.g. clearance of gutters and downpipes  
.....  
.....
- Is there a Log-Book? YES  NO  Is it up to date? YES  NO   
*(The Log-Book should be made available).*
- Has there been any work under faculty in the last three years?  
.....  
.....

## CHURCHYARD

- Is it opened or closed? Open  Closed
- Is it maintained in a satisfactory condition?  
.....
- Is there a Plan? YES  NO  Is it up to date? YES  NO   
*The Plan should be made available).*
- Is the Commissary General's Directive "Memorials in Churchyards" being observed?  
.....

- Is the Directive displayed in a prominent place?  
.....
- Are appropriate measures taken to encourage conservation of flora and fauna?  
.....

**CHURCH INTERIOR**

- Are the furnishings, fittings and equipment eg heating, lighting and sound systems well cared for?  
.....
- Is there an adequate safe or strongbox?  
.....
- Are the linen and vestments properly stored and cared for?  
.....
- Are there enough fire extinguishers?  
.....
- Are they regularly serviced?  
.....
- Are the general security arrangements adequate?  
.....
- Are all the books (Bibles, Altar books, service and hymn books) in good condition?  
.....

**INVENTORY AND TERRIER**

- Is there an Inventory of goods and ornaments? YES  NO   
is it up to date? YES  NO
- Is there a Terrier of church land and property? YES  NO   
is it up to date? YES  NO   
*(The Inventory and Terrier should be made available)*

**SACRED VESSELS**

- Are these kept in conditions appropriate to their interest and value?  
.....
- Are any kept away from the parish eg in a bank or the Cathedral Treasury?  
.....  
*(Evidence of deposit should be made available)*
- Is there an up to date photographic record of all plate and vessels?  
.....

## REGISTERS

- Are the registers up to date? .....
- Has an inspection of the parochial registers and records been made by the office of the Diocesan Archivist in the last 5 years? YES  NO   
*(A copy of the Archivist Storage Report should be made available)*
- If an inspection has not been made, are the registers and records kept in secure, damp free conditions, separate from anything which may stain or damage them?  
.....
- Are any stored away from the parish?  
.....  
*(Evidence of deposit should be made available)*

## INSURANCE POLICIES

- Is there proper insurance cover for the church building against fire, storm and burglary?  
.....
- Is there Third Party cover for those working for or using the Church?  
.....  
*(Copies of Insurance Policies should be made available)*

## CHILD PROTECTION ISSUES

- Is there a Parish Child Protection Officer YES  NO
- Is there a Parish Disclosure Officer? YES  NO

## OTHER IMPORTANT MATTERS

Has the PCC considered the following during the last triennium

- Disability Discrimination Act issues Yes/No

.....

- Health and Safety issues Yes/No

.....

- Data Protection Yes/No

- Asbestos Yes/No

.....

It is important for the PCC regularly to review these matters.

Has the parish any contracts of employment for youth/community workers or similar lay workers?

.....

*If so please provide a copy*

This form, when completed is to be sent to the Archdeacon.  
It is the Area Dean's Report but the Incumbent and Churchwardens  
are asked to sign it to indicate that they are aware of its contents

Incumbent: .....

Area Dean: .....

Churchwardens: .....

.....

## DIOCESE OF CANTERBURY

### ❖ OUR VISION

The Diocese of Canterbury is part of the Church of England - a Church whose calling is to serve all the people of our country and a Church that is present in every local congregation. Through the Diocesan and Provincial networks, all congregations are in fellowship, each helping and being helped by the others.

Our Vision is that in every local community of this Diocese there should be a worshipping, welcoming and serving congregation, working with Christians of other traditions and people of goodwill, witnessing to the transforming power of the love of God as seen in Jesus Christ.

### ❖ DIOCESAN POLICY OBJECTIVES

These objectives are reviewed when the Bishop/Archdeacon meet with the PCC as part of their cycle of Parish Visits.

1. That every Church should offer a variety of ways in which members can learn the Christian Faith and deepen spiritual understanding.  
*Are there teaching/discussion, bible study and prayer groups?  
What encouragement is there for Quiet Days/Retreats?*
2. That ministry should be understood as the responsibility of all God's people and that this understanding should be demonstrated at every level of diocesan life.  
*What plans are there for more involvement through pastoral/ bereavement visiting; welcoming newcomers; baptism and marriage preparation; lay chairmanship of PCC/Committees?  
Are there key issues of community life which might involve members of the congregation?*
3. That each parish church should review and revise the character and quality of its public worship and other activities in the light of the vocation of the Church of England to be accessible to the community at large.



*In what ways do you consider your worship to be accessible to the wider community? When was the style and pattern of worship last reviewed and what conclusions were drawn?*

4. That each church should study and develop appropriate ways through which its congregation can grow numerically.

*What plans are in hand?*

*Do you have any evangelistic projects in mind?*

5. That each church should anticipate the future need for and use of buildings as centres for worship and mission, and make plans and proposals accordingly.

*What is your present assessment of your building needs?*

*What problems do you envisage? What help do you need?*

6. That every church, in witnessing to the full concerns of God, should actively address areas of social, personal and material need in the local community - collaborating readily with other Christians and people of good will.

*In what ways does the church/individual Christian address local needs?*

7. That each Deanery should conduct a survey of the present state of ministry to young people and children and develop plans (within or across the parishes) that are sustainable and that will improve outreach.

*What Deanery/Parish ministry is there already to young people/children?*

*What plans are there for the future?*

8. That we as a Diocese should review the effectiveness of all our administration and ways of communicating.

*Parish Magazine/Notice Boards?*

*Does your PCC structure need a review?*

9. That we as a Diocese should be able to pay the stipends of all our ministers from our own resources.

*What measures do you plan to enable this?*

*What problems do you envisage?*

*What help do you need?*

## **The Future Direction of Canterbury Diocese**

In January 2012 Archbishop's council adopted the following strategic objectives

- To grow the church numerically and spiritually
- To re-imagine ministry
- To contribute to the common good by building sustainable and life-giving communities and partnerships

Each of the five diocesan frameworks has set priorities based on these objectives

### **Children, Schools and Young People**

- Ensuring CofE schools are working as effectively as possible, in terms of compliance, distinctiveness and in the areas of RE and collective worship
- Supporting parishes with their work with children and young people both in the life of the church and in outreach
- Shaping government policy in education

### **Licensed Ministries**

- Re-imagining Ministry as the main priority

### **Local Church Development**

- Engaging in strategic missional planning
- Growing the church through spirituality and discipleship
- Delivering training as a multiplier for mission and ministry

### **Communities and Partnership**

- Building capacity in the core team via a skills audit and internship programme
- Running a programme of workshops for churches, NGOs and Universities for social action
- Offering seed corn grants for community based projects

### **Resources and Compliance**

- Providing a protection of the Diocese and component parishes in the areas of finance, safeguarding, property, employment and reputation



