



## 2019 Articles of Enquiry from the Archdeacons of Sudbury and Suffolk

<b>Deanery</b>	
<b>Parish</b>	

### **PARISH APPOINTMENTS**

These can be reviewed, and amended as necessary, online by Parish Data Editors via: <https://myd.io/suffolk/> > 'Parish Appointments'.

Please tick the relevant box below (or change the relevant statement to **underlined bold** if returning this form by email):

- I have reviewed our Parish Appointments online and all details are currently correct.
- I have reviewed our Parish Appointments online and made amendments.
- I have reviewed our Parish Appointments online and provided the required changes below.

If you were not able to review your Parish Appointments online, please provide details on the form below for all parish posts that are applicable.

**Please ensure you include a valid email address for each position. Once we have added your details to our database we will email each person a Data Protection Consent Form. If you do not have an email address we will be unable to do this and your details will not be included in our diocesan directory.**

### **ELECTED CHURCHWARDENS:**

**Please note:** Churchwardens are required by law to make the Declaration on the separate sheet in the presence of the Archdeacon (or by special arrangement with the Archdeacon); they are legally incompetent to act until they have done so. Please complete and take the Declaration Form to the Archdeacon's Visitation Service for this purpose.

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Street:</b>					
<b>Town:</b>		<b>County:</b>			
<b>Post Code:</b>		<b>Telephone No.</b>			
<b>Email Address</b>					
<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Street:</b>					
<b>Town:</b>		<b>County:</b>			
<b>Post Code:</b>		<b>Telephone No.</b>			
<b>Email Address</b>					

**PCC SECRETARY:**

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Street:</b>					
<b>Town:</b>				<b>County:</b>	
<b>Post Code:</b>			<b>Telephone No:</b>		
<b>Email Address</b>					

**PCC TREASURER:**

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Street:</b>					
<b>Town:</b>				<b>County:</b>	
<b>Post Code:</b>			<b>Telephone No:</b>		
<b>Email Address</b>					

**PARISH SAFEGUARDING OFFICER:**

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Street:</b>					
<b>Town:</b>				<b>County:</b>	
<b>Post Code:</b>			<b>Telephone No:</b>		
<b>Email Address</b>					

**LOCAL GIVING ADVISER (IF APPLICABLE):**

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Street:</b>					
<b>Town:</b>				<b>County:</b>	
<b>Post Code:</b>			<b>Telephone No:</b>		
<b>Email Address</b>					

**PARISH ADMINISTRATOR (IF APPLICABLE):**

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Street:</b>					
<b>Town:</b>				<b>County:</b>	
<b>Post Code:</b>			<b>Telephone No:</b>		
<b>Email Address</b>					

## RETIRING CHURCHWARDENS' CERTIFICATE

The retiring Churchwardens are requested to sign the Certificate below. If for any reason you are not able to certify any of the points mentioned, please amend them as necessary, and attach an explanation on a separate piece of paper or in the 'OTHER INFORMATION' box below.

### We certify that:-

We have checked the Church Inventory of .....  
and we confirm that the Church furnishings and Inventory are intact and in good repair.

**Date Inventory  
Checked**

We are satisfied that all the Communion Plate, as described in the Inventory, is intact and in good repair.

The Church Registers (other than those deposited at the County Record Office) are all in satisfactory condition, and all baptisms, confirmations, marriages, burials and church services have been duly entered.

We keep a Church Log Book in which all work done on the building is recorded, and we have checked that this is up-to-date.

### SIGNATURE OF THE CHURCHWARDENS WHOSE YEAR OF OFFICE IS NOW ENDING

(1)

(2)

(3)

**ADDITIONAL QUESTIONS :** These **two** questions relate to our efforts to make the Church more outward looking, engaging with those outside the Church and providing opportunities to explore the Christian faith. This is particularly important for our Growing in God goals of growing in number, younger, influence and depth. The information you provide here will also be useful for your Benefice Planning Tool and Deanery Plan.

**Question 1 :** We would like to understand more about church-led events and activities through which you make contact with people who are outside the Church. This covers a wide range of activities including messy church, community cafes, lunch clubs, youth clubs, after-school clubs, food banks, jumble sales, housing provision and carol services.

Please provide as much information as you can on these events and activities in your parish during 2018, including an estimate of how many people attended over the course of the year and how many were 'new' contacts to the church.

Brief description of community engagement event or activity	Approximate date or frequency	Total number of individuals attending (estimate if necessary) NB, For regular events estimate the total number of people who attended at some point during the year	Estimate of number of 'new' contacts made through this activity, i.e. contacts with people not previously known to the church	Did the event have intentional faith input? If so, what?
<i>E.g. messy church</i>	<i>Monthly in term time</i>	<i>Number attending over the year, estimated 40</i>	<i>8</i>	<i>Yes - Bible story and prayer</i>

**Question 2** We would also like to know more about the opportunities provided to people to explore the basics of the Christian faith and its relevance to their lives. This could be through:

- Attending a Christian basics course such as Christianity Explored, Alpha or similar.
- Regular attendance at a church-led activity where a part of the time involves intentionally exploring and deepening understanding of the Christian faith, e.g., messy chat, lunch club that includes a talk and prayer, a pre-Alpha course.

Please could you list any activities you have run in 2018 that have given people the chance to explore the Christian faith. The focus is on activities for people who have no or little understanding of the Christian faith.

Please also include the number of people that have attended. We want to know numbers of people who intentionally engage in understanding more about Christianity and what it means to be a Christian disciple. This means people who have attended regularly over a period of time, to an extent that you judge they have had an opportunity to understand more of Christianity. This should be attending a minimum of 3 times. People do not need to have attended all year or still be attending. They may have moved on - perhaps to attend a church or to an Alpha course, or they may have disengaged.

NB, In 2018 Statistics for Mission you were asked about Christian basics courses, so we do not need you to repeat that information.

Faith Explorer event/opportunity	Brief description, including frequency and activity	Number of people with little or no understanding of the Christian faith that attended regularly during 2018 (estimate if necessary)
<i>E.g., lunch club plus discussion of bible passage</i>	<i>Monthly bring and share lunch in the church hall with 30 mins spent on discussion of a bible passage ending in prayer</i>	<i>14</i>

**OTHER INFORMATION:**

Please use this Section as additional space to answer any of the questions, or if you have other information that you wish to draw to the attention of the Archdeacons.

If there is any matter relating to the character, conduct or details of the Services and Administration of the Sacraments or the spiritual oversight of the Parish, or any other matter that you consider your duty to bring to the notice of the appropriate Archdeacon, a separate representation needs to be made.

The Venerable Ian Morgan  
Archdeacon of Suffolk  
The Archdeaconry  
Church Road  
Marlesford  
Woodbridge, Suffolk, IP13 0AT  
[archdeacon.ian@cofesuffolk.org](mailto:archdeacon.ian@cofesuffolk.org)

The Venerable Dr David Jenkins  
Archdeacon of Sudbury  
Sudbury Lodge  
Stanningfield Road  
Gt Whelnetham  
Bury St Edmunds IP30 0TL  
[archdeacon.david@cofesuffolk.org](mailto:archdeacon.david@cofesuffolk.org)

**Please note that we are requesting that the following information be returned:**

- ✓ Articles of Enquiry Form (Parish Appointments and Additional Questions)
- ✓ Retiring Churchwarden's Certificate (to be completed by all churchwardens, even if continuing for another year)
- ✓ A copy of the PCC's Annual Report and Examined Accounts  
(these can also be uploaded via <https://myd.io/suffolk/> > 'Accounts and Reports')

This form should be completed (as soon as possible after the APCM) and returned electronically to [articles@cofesuffolk.org](mailto:articles@cofesuffolk.org) or by post to: *Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ*

Only the completed and signed copy of the Churchwardens' Declaration must be handed in by each Churchwarden at the visitation. These must be linked to the spoken public declaration administered at the service.

Thank you