

## **THE CHURCH LOG BOOK**

The requirements of Sections 4 and 5 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 are attached.

The importance of the Churchwardens ensuring that there is a Church Log Book, **and maintaining it**, cannot be underestimated.

This record enables future Churchwardens and PCCs to know exactly what action has been taken and when, in order to inform decisions which they may need to take in future. The specimen page shows the information which would be recorded.

Too often Churchwardens complain that they do not know what has been done in the past. This need not happen if this simple Log Book is acquired and maintained. Copies are obtainable from: -

Church House Publishing  
Great Smith Street  
Westminster  
London  
SW1P 3NZ

ISBN: 0 7151 7590 4

or your local CLC or SPCK or other Christian bookshop will be happy to order it for you, if they don't have one in stock.

# 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 Council for the Care of Churches 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 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 Council for the Care of Churches 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 3NZ, telephone: 020 7898 1866 fax: 020 7898 1881.

# THE CHURCH LOG BOOK

---

CHURCH \_\_\_\_\_

PARISH \_\_\_\_\_

DEANERY \_\_\_\_\_

ARCHDEACONRY \_\_\_\_\_

DIOCESE \_\_\_\_\_

## QUINQUENNIAL INSPECTIONS HAVE BEEN CARRIED OUT AS FOLLOWS:

Name and address of architect or surveyor	Date of inspection

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 Stoneworks Ltd.	£47,542 + fees + VAT	40% English Heritage	Filing Cabinet in Vicarage
Gutter Repairs Completed 11.6.94	5 May 1994		P. and S. Guttering	£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 Pignam Trust	Filing Cabinet in Vicarage
Rearclerking 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.

---