

## YOUR ARCHDEACON'S OR AREA DEAN'S PARISH VISITATION REFERENCE NOTES

*These notes contain some information about items that the Archdeacon or Area Dean will be inspecting during your visitation. For further information contact the Archdeacon/Area Dean directly.*

*Items are listed in alphabetical order. An asterisk\* indicates 'where applicable'.*

### **APCM Minute Book**

This should be separate from the PCC Minute Book (see below), but kept in a similar format. Electronic copies of PCC minutes are acceptable. However, signed hard copies should be kept securely and permanently and be readily available for inspection.

### **Baptism Register**

This should be kept up to date and full names used. Any registers that are over 100 years old, or whose first entry is over 150 years old should be deposited in the Diocesan Archive unless the Bishop's permission is given for it to be retained in the parish. New register books can be purchased on line from SPCK Publishing and elsewhere.

### **Burial Register\***

This is for full burials in the churchyard only and needs to be kept fully up to date. It should refer to the position of the grave on the churchyard plan. A separate register for burial of cremated remains is required. Permanent black ink should be used for entries.

### **Central Heating Boiler Service Certificate**

Central heating system boilers should be serviced annually and the certificate kept securely with other parish documents.

### **Certificate of Authorisation of Eucharistic Assistants**

The incumbent and PCC nominate those who may assist with the administration of Holy Communion and the Bishop affirms their role in a letter to the parish including a list of their names, which should be on public display. Authorisation is for a period of four years after which they will need to be renewed. Authorisations in one archdeaconry in turn expire each year.

### **Safeguarding Children and Adults at Risk**

The parish must have a Policy Statement on Safeguarding Children and Adults at Risk. <https://www.manchester.anglican.org/search/?q=safeguarding+policy>. A PCC – appointed Safeguarding Co-ordinator should be appointed, as described in the Diocesan Safeguarding Policy 2017. The completed policy, including the name of the Co-ordinator

should be displayed clearly on an internal church noticeboard. The Policy Statement on Safeguarding Children and Young People is one of the component policies of the **Safe Church Policy**. As with all policies, it should be communicated effectively, implemented carefully and reviewed annually at the APCM.

### **Safe Church Policy**

The Safe Church Policy provides parishes with a clear and workable policy, which acknowledges and affirms the good practices already evident in many places, ensures consistent good practice, and also raises awareness of our collective responsibility to be sensitive to the needs of children and adults both within the church community and more widely in society. It is an 'umbrella' policy covering a number of areas including, Safeguarding Children and Vulnerable Adults, Health and Safety, Fire Risk, Recruitment. Once the policy is adopted by the PCC the front page of the model policy (on the Diocesan website) should be completed and posted on the internal church notice board. As with all policies, it should be communicated effectively, implemented carefully and reviewed regularly.

### **Christian Copyright Licensing International (CCLI) Licences\***

CCLI administers a number of licences that churches may require, including:

- the Church Copyright Licence
- the Music Reproduction Licence
- the Performing Rights Society (PRS) for Music Church Licence
- the Church Video Licence
- the Phonographic Performance Ltd (PPL) Church Licence

You may need some or all of these, depending on your requirements, so you should check carefully on the CCLI website. It is no longer necessary to display the licence(s) but they should be kept securely with other church documents.

### **Confirmation Register**

This records the details of candidates from the parish who are presented for confirmation by the bishop, *wherever the confirmation takes place*. The parish priest must ensure that it is signed by the bishop at the confirmation service.

### **Contracts of Employment\***

Anyone employed by the PCC should have a contract of employment. The Diocesan HR Manager, Alan Brown, can advise on what form these should take. The Diocesan Safeguarding Officer can advise on Safer Recruitment. Permanent black ink should be used for entries.

### **Electoral Roll**

Rules for the preparation of the Electoral Roll by the Electoral Roll Officer are found in the Church Representation Rules (2017) . When the roll is displayed for the required period there is no need to include personal details including addresses, but the master copy should include all the information on the application form, and a note of whether a member is resident or non-resident. Previous copies of the Electoral Roll should be retained as far back as six years before the last revision.

## **Electrical Inspection Certificate**

The Electricity at Work Regulations 1989 require that all electrical systems shall be of such design, construction and installation as to prevent danger. The Church Buildings Council recommends that fixed installations should be inspected and tested at five-yearly intervals. This would normally be shortly before the Quinquennial inspection of the building and should be done by a NICEIC accredited professional. The certificate should be kept securely with other documents and produced for your Inspecting Architect. If the installation is not certified as satisfactory, remedial work must be undertaken.

## **Employer's Liability Insurance Certificate**

This is included in the paperwork sent with your insurance renewal documents and should be displayed in the church building. Although strictly it can be made available for inspection electronically it is advisable to display a hard copy. Previous years certificates should be retained in case of a retrospective claim.

## **Faculty Certificates**

All 'alterations, additions, removals or repairs...in the fabric, ornaments or furniture of the church' require a faculty unless they fall within certain limits laid down by the chancellor of the Diocese. A certificate is issued to record the grant of a faculty and these should be kept carefully and permanently in a file or folder in the church safe.

## **Fire Extinguisher Service Certificate**

Fire extinguishers should be serviced annually and the certificate kept securely with other parish documents.

## **Fire Risk Assessment**

The Regulatory Reform (Fire Safety) Order 2005 requires churches to undertake a comprehensive risk assessment to identify any possible dangers and risks, as well as the people who may be at risk.

A form is available on the Ecclesiastical website, and this can be completed and saved electronically.

## **Health and Safety Policy**

The following is an extract from Ecclesiastical's advice on Health and Safety:

*Health and safety legislation applies to all places of religious worship. The Health and Safety at Work etc, Act 1974 requires every employer with five or more employees to 'prepare and bring to the notice of their employees a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements for carrying out that policy'. There will be some large churches where the Parochial Church Council actually employs five or more people and in these cases there is no doubt that a written health and safety policy statement is required. Employers with less than five employees are exempt from the requirement for a written health and safety policy. However, the Health and Safety Executive now regards volunteers as employees and persons who make use of volunteers as employers. The same level of training, information and protection must be given to both volunteers and employees. In the light of this it is good practice to have a written policy that sets out your organisation and procedures for health and safety, even if you employ less than five people.*

You should therefore have a written Health and Safety Policy, with a named PCC Health and Safety Officer, who will report regularly to the PCC. Regular Risk Assessments should be carried out, for every part of the church and associated buildings, and for every church activity.

A model policy is available on the Ecclesiastical website, and this can be completed and saved electronically. As with all policies it should be communicated effectively, implemented carefully and reviewed regularly. The Health and Safety Policy is one of the component policies of the **Safe Church Policy**

## **GDPR**

The General Data Protection Regulation (GDPR) will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations. Parishes must comply with its requirements, just like any other charity or organisation.

Information and resources have been developed for parishes to help ensure you are compliant. They can be found at [www.parishresources.org.uk/gdpr/](http://www.parishresources.org.uk/gdpr/)

## **Lightning Conductor Test Certificate\***

Ecclesiastical advise that lightning conductors should be properly maintained and inspected at least every four years – ideally every two-and-a-half years. The certificate should be kept securely with other documents and produced for your Inspecting Architect. If the installation is not certified as satisfactory, remedial work must be undertaken.

## **Log Book**

A record of all work carried out on the church building, including alterations, additions, repairs and other events affecting the church. The Churchwardens are required to keep this up to date, and present it at the final PCC meeting before the Annual Parochial Church Meeting. Loose-leaf sheets for this can be obtained from Church House Publishing and elsewhere. The nature of the work and materials used, the name of the contractor, cost, and the date and details of the faculty or other permission given should all be included. It is a valuable document for future Churchwardens and PCCs and useful to the Inspecting Architect.

## **Marriage Registers, Banns Register and Certificate Book**

All these should be kept in the church safe. There are two copies of the register book. It is particularly important to keep the certificate book secure. It could be used for fraudulent purposes. When full, one copy of the marriage registers is retained in the safe and one is sent to the Superintendent Registrar. New Banns Register Books can be purchased on line, from SPCK and elsewhere. Permanent black ink should be used for entries.

### **PCC Minute Book**

PCC minutes are an important legal document but there is no requirement for them to be kept in a particular format. Signed hard copies should be kept securely, [in addition to any electronic copies that may be kept] and permanently and be readily available for inspection by those who are entitled to see them. A sturdy loose-leaf binder, kept tidily, is satisfactory. APCM minutes (see above) should be kept separately. Detailed advice on looking after minutes and other important documents is in the publication '*Keep or Bin...?*' - *The Care of your Parish Records*' on the Church of England website.

### **Receipt for registers (and other documents) deposited in the Diocesan Archive\***

Any records or registers which are either over 100 years old, or whose first entry is over 150 years old, must be deposited with the Diocesan Record Office, unless an exemption is obtained from the Bishop. Other records, except for current registers, can also be deposited at the Diocesan Record Office. When this is done a receipt is issued, which should be kept in the church safe.

### **Register of Burial of Cremated Remains\***

This should be separate from the main burial register and should refer to the position of the burial plot on the churchyard plan. Parish may want to adapt the use of a separate burial register, as specific cremated remains is unavailable.

### **Register of children admitted to Holy Communion before confirmation\***

Parishes that are given permission to admit children to Holy Communion before confirmation are required to keep a register. A suitable register book is now available from Canterbury Press.

### **Service Register**

This should be kept in the safe when not in use. Permanent black ink should be used and the name of the church should be inscribed on the first page.

### **Table of Fees (including local 'optional extras')**

Parishes must adhere strictly to the statutory requirements for charging parochial fees, and a table of all fees, including local charges for 'optional extras', should be on public display in the church. Further information is available on the Diocesan website and from the Finance Department in Church House.

### **Terrier and Inventory**

A list of lands and property owned by the parish (Terrier) and a list of the contents of the church building (Inventory). Also known as the 'Church Property Register', loose-leaf sheets to compile these can be obtained from Church House Publishing and elsewhere. The Churchwardens are required to keep these up to date, and check them annually before the final PCC meeting before the Annual Parochial Church Meeting.

*Revised January 2019*