

Area Dean's PARISH VISIT

Appendix 3



The Diocese of
Canterbury

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.

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 open 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 |
| <i>(The Inventory and Terrier should be made available)</i> | | |

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)

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: Churchwardens:

Area Dean: