

# **The Churchwarden**

## Visits and Inspections

The Diocese of  
*Canterbury*

2009



There are five 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 Sidespersons 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.

**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.

**4. PARISH RECORDS - QUINQUENNIAL INSPECTION**

The Diocesan Archivist carries out a quinquennial inspection of Parish registers, records and archives. The cost is borne by the Diocese.

**5. PARISH VISIT**

There is now a rolling programme of parish visits made by the Bishops and Archdeacons over two years. This gives the Bishop/Archdeacon an opportunity to meet with clergy and review ministry. It is also an opportunity for the Bishop/Archdeacon to meet other members of the parish and visit e.g. a school. There is also a meeting with the PCC.

This is an opportunity for parish responses to the Diocesan Policy Objectives to be shared (Appendix B) and for an exchange about future priorities/needs of the parish to be discussed.

**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 practice 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 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   
*(The Inventory and Terrier should be made available)*



## 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 Diocesan Vision

In all that we do with and for God we shall seek to be

- \* loving
- \* collaborative
- \* flexible
- \* prepared to take risks
- \* generous
- \* wanting to say Yes

## **Growing with God - a holy people**

- ❖ Our priority will be to make our relationship with God active, vibrant and exciting. So we are looking for SPIRITUAL REVIVAL and RENEWAL
  - ✓that is personal
  - ✓and corporate
- .... bringing new enthusiasm, commitment, and vision

## **Growing as disciples - a learning people**

- ❖ Our priority will be
  - ✓that we should be a learning, people, committed to understanding our faith and able to relate it to our life in the world
  - ✓to call out, train and nurture ministers both lay and ordained

## **Growing in the world - a missionary and evangelistic people**

- ❖ Our priority will be to become a Church that is involved in, with and for the World
  - ✓in our daily lives
  - ✓in our worship and prayer
  - ✓in our mission
  - ✓in our social action

## **Travelling Light**

- ❖ Our priority as a pilgrim people will be to seek
  - ✓to hold on to all that is important
  - ✓to let go of what holds us back
  - ✓to have sufficient resources for our journey

Full details of Growing Forward Together  
can be found on the Diocesan website:  
[www.canterburydiocese.org/growingforwardtogethertowards2020](http://www.canterburydiocese.org/growingforwardtogethertowards2020)