

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 practise and procedure of a parish in relation to the Church.



Parish	<input type="text"/>
Deanery	<input type="text"/>
Date of Visit	<input type="text"/>

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 opened 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?
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- Is the Directive displayed in a prominent place?
.....
- Are appropriate measures taken to encourage conservation of flora and fauna?
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CHURCH INTERIOR

- Are the furnishings, fittings and equipment (e.g. heating, lighting and sound systems) well cared for?
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- Is there an adequate safe or strongbox?
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- Are the linen and vestments properly stored and cared for?
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- Are there enough fire extinguishers?
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- Are they regularly serviced?
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- Are the general security arrangements adequate?
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- 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.)

SACRED VESSELS

- Are these kept in conditions appropriate to their interest and value?
- Are any kept away from the parish (e.g. 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?
- Are the registers kept in the church in the safe or other secure, damp-free conditions, separate from anything which may stain or damage them? (A list of the registers kept in the church should be supplied.)
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- Does the church hold an exemption from the Parochial Registers and Records Measure (1978, amended 1993)?
.....
- If no, are all historic registers (baptism and burial registers starting 150 years ago/marriage registers starting in 1837; registers closed 100 years ago) deposited with the relevant Diocesan Record Office?
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- And are further records belonging to the church deposited with the relevant Diocesan Record Office?
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(Any listings should be made available.)
- Are complete sets maintained of PCC minutes and accounts? Please specify whether these are kept in the church, church office or other premises.
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- Is there a listing of records kept in the church/church office/other premises?
.....
(This should be made available.)
- Are any church registers or historic records stored away from the church/church office?
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- Would you find it useful to receive advice from an archivist from your Diocesan Record Office on archives and record-keeping?

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INSURANCE POLICIES

- Is there proper insurance cover for the church building against fire, storm and burglary?

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- Is there Third Party cover for those working for or using the Church?

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(Copies of Insurance Policies should be made available.)

SAFEGUARDING ISSUES

- Is there a Parish Safeguarding Co-ordinator? YES ☐ NO ☐
- Is there a Parish Disclosure Officer? YES ☐ NO ☐
- Is the Parish Safeguarding Policy displayed? YES ☐ NO ☐
- Has the Safeguarding Policy been
Readopted? YES ☐ NO ☐
- When was the Safeguarding Policy
Readopted?

OTHER IMPORTANT MATTERS

Has the PCC considered the following during the last triennium?

- Disability Discrimination Act issues and Inclusiveness YES ☐ NO ☐

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- Health and Safety issues YES ☐ NO ☐

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- Data Protection/GDPR YES ☐ NO ☐

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- Asbestos YES ☐ NO ☐

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DIOCESAN SYNOD BOLD OUTCOMES

- Every parish benefice and deanery showing signs of revitalisation
- Doubling the number of Children and Young Disciples
- 200 new Christian Communities

To help us build a picture of where the parish is in relation to these priorities, I would be grateful if you would be able to answer the following questions ahead of the Area Dean and Lay Chair's visit, so you can discuss it with them when they come.

Facts (who we are now, where we have been)

- Over the last 5 years, what have been your average attendances at your main service for the month of October?

2020 2021 2022 2023 2024

- Tell us about something new or interesting in your church.

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- Is your Church open during the week? YES ☐ NO ☐ When?

- Does your church have a website? YES ☐ NO ☐

- Have you been involved in Mission Action Planning?

.....
.....

- Has the parish any contracts of employment for paid workers?

.....

If so please provide a copy

Name of Church

How is your church doing against the Anglican Five marks of mission?

If possible write one thing you are doing well against each mark – and one thing you might consider doing or doing better

1. To proclaim the Good News of the Kingdom

2. To teach, baptise and nurture new believers

3. To respond to human need by loving service

4. To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation

5. To strive to safeguard the integrity of creation, and sustain and renew the life of the earth.

This form, when completed and signed, 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 (if completing electronically, please type your name to sign or insert an electronic signature).

Incumbent

Area Dean:.....

Lay Chair

Churchwardens:.....

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