**Annual Church Visits**

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| **DEANERY** | | **DATE** |
| **PARISH** | | **VISITOR** |
| **BUILDING** | **OK?**  **office use only** | **COMMENTS** |
| 1. Quinquennial Inspection year |  |  |
| Recommendations carried out? |  |  |
| Any Faculties this year? |  |  |
| 2. Downpipes & drains clear? |  |  |
| Signs of internal damp? |  |  |
| Is the roof watertight? |  |  |
| 3. Is the churchyard tidy? |  |  |
| Noticeboards? |  |  |
| Trees in churchyard safe? |  |  |
| 4. Interior & vestries clean & tidy? |  |  |
| Does your church have a loo? |  |  |
| 5. Asbestos survey? |  |  |
| 6. SmartWater – applied, sign displayed, registered? |  |  |
| **Please provide and attach photocopies of the following. Pictures from a smart phone sent to the Archdeacons PA Office electronically would also be acceptable. If you can’t, please offer a very brief explanation.** | | |
| 7. Insurance Policy & Receipt *(annual)* |  |  |
| Employer’s Liability certificate |  |  |
| 8. Electrical Report & Date *(5 years)* |  |  |
| Evidence of current PAT test (one page only) |  |  |
| 9. Gas Safety check & certificate *(annual)* |  |  |
| 10. Fire Risk Assessment |  |  |
| 11. Lift maintenance paperwork ( If applicable) |  |  |
| 12. Fire Extinguishers |  |  |
| 13. Lightning conductor inspection *(3 years)* |  |  |
| 14.Church Copyright license (if applicable) |  |  |
| **FINANCE - How can Parish support office help?** | **OK?** | **COMMENTS** |
| 1. Accounts examined/audited? |  |  |
| 2. Working Expenses – paid in full? |  |  |
| 3. Common Fund - paid in full? |  |  |
| 4 How much were the fees for occasional offices in 2018 payable to the Board of Finance and how were they paid (monthly, quarterly, or annually)?  Do you use gift aid envelopes and claim the gift aid?  Are you up to date with claiming gifts aid and have you signed up to the Parish Giving Scheme?  Do you have a reserves policy?  How much do you have in unrestricted reserves? |  |  |
| 5. Have you submitted the 2018 statistics and finance data on the online parish return system [www.parishreturn.churchofengland.org](http://www.parishreturn.churchofengland.org) If not, how can we help with this?  Have you received the Statistics for Mission Dashboard for your parish? How can we help you use this information? |  |  |

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| **REGISTERS**  **To be completed by the person visiting** | **ACTION/COMMENTS** |
| **Please have the following registers available for the visit** |  |
| * Baptisms |  |
| * Confirmations |  |
| * Banns |  |
| * Marriage   When was the last quarterly return? |  |
| * Burial |  |
| * Churchyard Plan |  |
| * Services |  |
| * Admissions to Communion |  |
| * Sacrament reserved? |  |

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| **TERRIER & LOG BOOK, PLUS POLICIES**  **To be completed for the Archdeacon only** | **ACTION/COMMENTS** |
| *(These are only required when the archdeacon visits every three years – please have available on these occasions).* |  |
| Church Property Register (otherwise known as Terrier & Inventory) |  |
| Anything on loan? |  |
| Church Plate – photographed? |  |
| Log Book (or list of work done on the building in the last three years) |  |
| **POLICIES** |  |
| 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. The Ecclesiastical Insurance has a form* [*http://www.ecclesiastical.com/churchmatters/images/fire-risk-assessment-form.pdf*](http://www.ecclesiastical.com/churchmatters/images/fire-risk-assessment-form.pdf) |  |
| Health and Safety  *The Ecclesiastical Insurance has a good self assessment form for H&S* [*http://www.ecclesiastical.com/churchmatters/images/health%20and%20safety%20self-assessment%20form.pdf*](http://www.ecclesiastical.com/churchmatters/images/health%20and%20safety%20self-assessment%20form.pdf) |  |
| Accident Book |  |
| **Safeguarding:** Are policy notices displayed? Does your PCC annually review safeguarding and is it a regular item on PCC Agendas? |  |
| **Employment**  Does your PCC employ anyone?  If so who? Do you have proper contractual arrangements, including a job description, in place?  What working agreements are in place for assistant ministers ( e.g. Readers, Associate priests, PTO’s  How many PTO’s or retired Clergy are in your parish? |  |

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| **DISCUSSION TOPICS**   |  |  | | --- | --- | | **Please be ready for a conversation based on the following subjects** | For notes on day of visit | | |
| **MISSION/ OUTREACH/ EDUCATION/ VOCATIONS**  **– *Please have your current Mission Action Plan***  ***(if you have one) ready*** |  |
| What have you identified as the key mission areas and opportunities in your community?  Would you like help and support in developing  your mission and outreach?  Do you run a nurture/ bible study course (e.g. Alpha, Start, Pilgrim, Emmaus etc.)?  Have any in your parish been part of a vocational course to train for ordination or reader ministry? **Booked a course from Learning in Faith?**  Are you as a parish actively involved with your local school?  Do you offer to be involved in collective worship?  Does your church host a Fresh Expression or Messy Church, or Brekkie church? |  |
| **PARISH C0MM0N FUND / STEWARDSHIP** |  |
| Is there any more help that the Parish Support office can give you to help your parish with Stewardship, Friends Schemes, Grant applications/ fundraising/ automated giving Legacies?  What is the sum pledged of the amount requested for this year? ( 2019)  Are you on track for meeting your pledge for this? Will you be discussing this and your pledge for 2020 at PCC? |  |
| **STRATEGIC BUILDING REVIEW** |  |
| Have you completed the Strategic Buildings Review form?  What are the challenge, limitations and joys of your current building?  What aspirations do you have for your building so that it meets the needs of your community? |  |
| |  | | --- | | **WEBSITE+ GDPR** |   Do you have your own church website?  An entry on “A Church Near You?  What help can the PSO give you to support you with IT, Websites and Social Media? |  |
|  |
| Are you ok with implementing the General Data Protection guidelines? |  |
| **FINALLY**  **Is there anything you would like to feedback to the Parish Support Office or to the Bishop’s staff?** |  |
| **Thank you for taking the time to help us with these questions & for your work in the parishes.**  Please send any paperwork or photos back for Archdeacons visits to; [PA.Archdeacon@derby.anglican.org](mailto:PA.Archdeacon@derby.anglican.org), OR by post to; Cathy Luffman, Archdeacons’ Office, Church House, Hull Street, Derby, DE1 3DR.  Any queries, please call Cathy in the Parish Support Office on 01332 388676 (Monday to Thursday).4429 | |