

INSPECTION (ARCHDEACON’S SURVEY OF CHURCHES) CHECK LIST

Canon F18

Please fill in as fully as possible before the Inspection (Visitation) and give the completed form to the Archdeacon or Area Dean on their arrival.

Parish/Church: ..…………………………….……………………Deanery…………………………

Date of Visit: ………………………..Archdeacon / Area Dean……………………………………

Churchwardens present: ……………………………………………………………………………...

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| **Items to be checked** | **(please tick if seen/on display)** | **Additional Comments by Visitor** |
| **REGISTERS** |  |  |
| 1. Banns Register
 |  |  |
| 1. Baptism Register
 |  |  |
| 1. Burial Register (if you have a graveyard)
 |  |  |
| 1. Confirmation Register
 |  |  |
| 1. Marriage Service Register
 |  |  |
| 1. Record of funerals (including those taken at the Crematorium only)
 |  | Please ask your incumbent for this if necessary |
| 1. Service Register
 |  |  |
| **RECORDS** |  |  |
| 1. **Safeguarding Children, Young People and Vulnerable Adults Policies**

**Must be reviewed by the PCC annually** Date last agreed by PCC**……………………….** |  | Please send updated copy to the Diocesan Safeguarding Adviser  |
| 1. Disability Inclusion Policy date……….

https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/accessibility |  | Ask Archdeacons’ office for an example policy if it would be helpful. |
| 1. Electoral Roll in place?
 | Yes/No | New roll due 2025 |
| 1. Employer’s Liability Certificate

 date ……… |  | Must be displayed on church notice board (or electronically if readily accessible)  |
| 1. Fire Alarm and emergency lighting testing

 date ……… |  | Annually – if applicable  |
| 1. Fire extinguishers maintenance: date……….
 |  | Annually by Certified Fire Extinguisher Engineer |
| 1. Gas Boiler Safety Certification date……….
 |  | Annually by a Gas Safe Registered Engineer  |
| 1. Do you have a Net Zero Action Plan?
 | Yes/No |  |
| 1. Health and Safety Policy date ………
* Do you have an Accident book?
* Are Risk Assessments undertaken?
* Do you have an Asbestos survey?
* Date of last fire practice Date…………..
 | Yes/NoYes/NoYes/No | Look out for items that might cause accidents or be health hazards (eg in toilets, kitchens) |
| 1. **SmartWater** – valuables, lead, copper, stainless steel, etc. especially low-level roof sheeting (porches, vestry & side aisles)
 | Yes/No | Churchwardens should also complete Statement of Registration on www.smartwater.com  |
| 1. Lightning Conductor: inspected date……….
 |  |  |
| 1. Copyright licences – have you checked with CCLI that you have the correct licences?
 | Yes/No | You may need licences for photocopying, playing recorded music in church and reproducing song lyrics  |
| 1. Log Book - last entry date……….
 |  |  |
| 1. PAT testing for portable appliances date……...
 |  | Annually by approved Electrical Contractor  |
| 1. Photographs of valuables
 |  |  |
| 1. P.I.R. Electrical Inspection – MOT for all electrical wiring and systems within the building date………..
 |  | Every 3 to 5 years by NICEIC Approved Commercial Electrical Contractor |
| 1. Quinquennial Report

 date……….. |  | Name of Architect |
| 1. Do you have an Annual Maintenance Plan?
 | Yes/No | Available to download on the Diocesan website |
| 1. Terrier & Inventory

 last updated ………….. |  |  |
| **FINANCE – Church Accounts** |  |  |
| 1. Must be submitted annually to the Accounts Dept at Church House by April 31st and to the Charities Commission by Oct 31st

**Dates submitted ……………………………………** |  |  |
| 1. Are receipts issued for all fees received?
 | Yes/No |  |
| 1. Do two people enter each collection into the Service Register and initial it?
 | Yes/No |  |
| 1. Do you have an Annual Budget that you are working to?
 | Yes/No |  |
| 1. Do you have a *Money Handling Policy* in place?
 | Yes/No |  |
| 1. Does your electronic banking system require two people to authorise payments?
 | Yes/No |  |

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| **CHURCH BUILDINGS AND GROUNDS** |  |  |
| 1. Churchyard Date last tidied………….

Have you examined the gravestones? Have you carried out a Tree survey in the last 3 years? | Yes/NoYes/No |  |
| 1. List of key holders up to date?
 | Yes/No |  |
| 1. No Smoking Signs - obligatory from 01.07.07
 |  |  |
| 1. Notice Board:

When last updated…………………… |  |  |

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| --- | --- | --- |
| **RESOURCES & TRAINING** |  |  |
| Does your church have a current MAP? When was your MAP last updated? (add response in comments column) | Yes/No |  |
| Does your church have a good understanding of its mission area, oversight ministers and focal leadership teams?(add fuller response in comments column) | Yes/No |  |
| Does your church have an annual stewardship review?Are you aware of the Parish Giving Scheme? | Yes/NoYes/No |  |
| Does your church make use of the Small Donations Scheme? | Yes/No |  |
| Were any concerns raised by the Churchwardens? | Yes/No | Please expand on another page if appropriate. |

**In summary:**

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|  | What is missing, lacking or needs renewing | Date when sorted – please notify Pauline Cope or Karen Colley  |
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