**2024 PARISH VISITATION QUESTIONNAIRE**

*This form is to be shared with a new incumbent as part of the 6 month visit by the Archdeacon. The incumbent is asked to work through this questionnaire with the wardens and the PCC and return the fully completed form to the Archdeacon within 6 months. The Archdeacon will explain that they (or the Area Dean) may return for a formal parish visitation 12 months into their incumbency or alternatively they may ask the new incumbent’s mentor to work through the document with them.*

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| **Parish name** |  |
| Date of visitation | **/ / 20** |
| Name of incumbent/vicar/ priest-in-charge |  |
| Name(s) of Churchwarden(s) (from CMS) |  |
| Name of PCC Treasurer (from CMS) |  |
| Name of PCC Secretary (from CMS) |  |
| Name of Parish Safeguarding Officer(s) (from CMS) |  |
| Name of Vision Champion (from CMS) |  |
| Date of last quinquennial (from CMS) | **/ / 20** |
| Have the stats for mission forms for the last 4 years been received? |  |
| Was last year’s parish share paid in full? |  |
| Any missing sets of annual accounts in the last 2 years? |  |
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| Date of the last quarterly fee returns |  |
| Is the Safeguarding Dashboard up to date? How far have you got? |  |
| Publicity – Are these up to date?  A Church Near You  Website  Facebook/Twitter/Instagram |  |

**(V16:16.1.2024)**

**INTRODUCTION**

When an Archdeacon’s Visitation takes place it is a statutory visitation\*, the aim of which is to support parish clergy and the PCC in carrying forward the mission of the church, developing healthy churches and transforming communities, by ensuring compliance with secular and church law and by being good stewards of the church buildings and other physical assets.

The Archdeacon or the Area Dean will undertake an external inspection of the church/other buildings (from the ground) and compare their observations with those recorded in the most recent quinquennial report on file. As applicable, they will also visit the churchyard and garden of remembrance to check compliance with the Churchyard Regulations and headstone safety.

The next few pages provide a list of the topics that the Archdeacon will cover, where possible providing guidance and links to websites for more information.

We recognise that there is a lot of paperwork required these days to demonstrate the safe and legal delivery the pastoral and mission of the church, much of which is created and managed by volunteers; and we thank you for your diligence in these important matters.

If there are some things not in place, don’t panic! We will help and advise you when we come or along the way as appropriate.

Archdeacons Mark & David

\*(Required by Canon F18 and the Ecclesiastical Jurisdiction and Care of Churches Measure 2018)

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|  | QUESTION/*Guidance is in italics* | ANSWER/COMMENTS BY PARISH |
| 1 | **VISION**  **What is the vision for God’s mission you have as a parish?** Please summarise it in a few words or give your Vision Statement? |  |
|  | 1. Do you have a vision/mission action plan or similar? (If so, please attach a copy) 2. When was it last updated? |  |
|  | 1. If not, what are your three top priorities for the coming year? |  |
|  | 1. What’s giving you joy and what’s challenging you at the moment as you work on realising this vision? Are there specific areas you need help on? |  |
|  | 1. Would you value the help of a vision companion in discerning or refreshing your vision and priorities and/or facilitating a PCC away day? If so, contact [steve.haskett@blackburn.anglican.org](mailto:steve.haskett@blackburn.anglican.org) |  |
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| 2 | **VISION 2026**  **How does your parish’s vision tie in with Vision 2026?** (Do you need specific help on making disciples, being witnesses, growing leaders or inspiring children and young people for Jesus Christ? If so, can we ask one of the team get in touch?) |  |
|  | 1. Do you have a vision champion? |  |
|  | 1. Making Disciples – are you making progress or needing help? |  |
|  | 1. Being Witnesses – are you making progress or needing help? |  |
|  | 1. Growing Leaders – are you making progress or needing help? |  |
|  | 1. Inspiring Children and Young People – are you making progress or needing help? |  |
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| 3 | **NEW AND DEEPER DISCIPLES**  **Is this parish growing new and deeper disciples for Jesus Christ?**   1. What is the evidence of this? |  |
|  | **b)** Have you started any new local congregations in the last five years? |  |
|  | **c)** Do you feel the Statistics for Mission dashboard accurately reflects recent trends in attendance and occasional offices? |  |
|  | d) What strikes you as most interesting or significant in these trends? |  |
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| 4 | **FINANCE**  **Are your finances helping or hindering you deliver the vision?** (Do you need help on generous giving, on parish share, or on fundraising for capital project?) |  |
|  | Are you aware of the Blackburn diocesan approach to giving and generosity, called Joyful, Generous Stewards? If so, have you used any of the resources available, or make contact with the Archdeaconry Stewardship Resourcing Officer? |  |
|  | Has your parish joined the Parish Giving Scheme? If so, how is it working? If not, what has made you hesitant? |  |
|  | What additional resources or help, not yet part of the resources for Joyful Generous Stewards, would you find helpful? |  |
|  | **Is your PCC on target to meet its parish share in full this year?** If not, have you contacted the parish share team to book a parish share meeting with the DBF Directors? |  |
|  | Is there an outstanding parish share shortfall from previous years, and if so, have you sought help from the diocese in dealing with this? |  |
|  | **Banking and cash handling**  *Whilst giving direct through standing order is to be encouraged, there will always be cash donations. There should be evidence of at least two people handling/ counting money (who are not related) and the amount registered on a sheet with two signatures validating the amount. Churchwardens should ensure that a) adequate insurance cover is in place for cash stored in church and in transit to a bank and b) the person(s) doing the cash banking are not made vulnerable because of the amount or manner by which the banking is undertaken*.   1. **Is there evidence of two people managing cash?** 2. **Is the insurance cover adequate for the amount stored on site/banked?** 3. **What is the process from money on the plate to the bank?** 4. **What processes do you have in place to minimise opportunities for internal fraud?**   [**https://www.ecclesiastical.com/risk-management/internal-fraud/**](https://www.ecclesiastical.com/risk-management/internal-fraud/)  **Cash handling policy template** [**https://www.datocms-assets.com/40521/1635327025-cash-handling-policy.docx?dl=cash-handling-policy.docx**](https://www.datocms-assets.com/40521/1635327025-cash-handling-policy.docx?dl=cash-handling-policy.docx) |  |
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| 5 | **BUILDINGS**  **Are your buildings helping or hindering you deliver the vision?** (Do you need some informal advice from the DAC, or ideas from other parishes tackling the same problem? Are there outstanding issues from the last quinquennial?) |  |
|  | **Please show us a copy of your most recent Quinquennial Inspection Report (QI).** When was it undertaken?  *The QI needs to be undertaken every five years by a DAC approved inspecting architect. For a list of approved architects please contact* Jen Read, Senior Church Buildings Officer on 07899 348952 [Jen.read@blackburn.anglican.org](mailto:Jen.read@blackburn.anglican.org)   1. What progress has been made/plans for completing the immediate works in the last report? 2. When is the next QI report due? 3. Who are the inspecting architects? |  |
|  | **Please have a copy of the Inventory available for inspection.**   1. When was the Inventory last checked by the Churchwardens? 2. Were the Terrier and Inventory presented to the last annual parochial church meeting? 3. Is a copy kept offsite, in case of theft or fire? 4. Terrier- does the PCC own any land or property? How does the PCC exercise oversight of this property |  |
|  | **Please have a copy of the Logbook available for inspection**  *The logbook should be used to record all maintenance/improvements undertaken on the building including; the scope of the work, contractor, price (including VAT), and the permission received from the DAC/Archdeacon e.g. List A, List B or faculty. Where repairs are referenced in the QI include the cross-reference*   1. When was the last entry for shove testing in the graveyard? 2. When is the last recorded PAT test? 3. Is there evidence that maintenance undertaken in accordance with the QI has also been recorded in the logbook? |  |
|  | **Please have a copy of the last Electrical Installation Condition Report (EICR) ready for inspection**  *Electrical installations degrade over time, and as It is a legal requirement to keep electrical system safe ‘at all times, engaging a qualified (NIECEC) electrician to produce an Electrical Installation Condition Report every five years is in accordance with Church Buildings Council guidance.*   1. **Is the EICR available for inspection? If yes, when was it dated?**   [**https://www.ecclesiastical.com/risk-management/church-electrical-wiring/**](https://www.ecclesiastical.com/risk-management/church-electrical-wiring/) |  |
|  | **Please have a copy of your latest Fire Risk Assessment ready for inspection.**  *Churches are required to undertake a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005, paying particular attention to those at special risk such as disabled people, those with special needs and children. Further guidance can be found at:*  <https://www.ecclesiastical.com/risk-management/church-risk-assessments/>  <https://www.ecclesiastical.com/risk-management/church-fire-articles/>  *and government guidance can be found at:*  [*https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly*](https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly) |  |
|  | **First Aid and Medical emergency**  Do you have a firast aid kit in church and do you have first aiders? Where is your list?  Where is your nearest Defib and do you have people trained to use it? |  |
|  | **Inspection of Kitchens if you are serving food?**  Food Hygiene Certificates, inspection by local authority. Allergen list for baked goods. |  |
| 6 | **OUTSIDE**  **Are your church and churchyard well maintained and open for visitors?** (Are they safe and legal?) |  |
|  | 1. Is the noticeboard clean, attractive and easy to read? Is the information on it correct? Does the noticeboard give a contact name, number and website? |  |
|  | 1. Are footpaths in good order, safe and well-lit?   [**https://www.ecclesiastical.com/risk-management/church-slips-and-trips/**](https://www.ecclesiastical.com/risk-management/church-slips-and-trips/) |  |
|  | 1. Are all gutters, downspouts, and drains flowing freely and clear of leaves or debris?   *Keeping gutters, downspouts and drains clear of debris greatly reduces the risk of water penetration into church (which can be very expensive) and reduces heating costs by making the building less damp.* |  |
|  | 1. Is there a graveyard or memorial garden? If so, please have the burial plan and register ready for inspection.   *It is important that graveyards are operated and maintained in accordance with the Blackburn Diocese Churchyard Regulations 2014. PCCs are legally responsible for the active management of safety in their churchyards. Even if a churchyard is closed and maintained by the local authority, PCCs still have a duty to ensure that the local authority takes all reasonable action on potentially dangerous memorials. Guidance on “shove tests” and safety in churchyards can be found on the diocesan website at* [*https://www.blackburn.anglican.org/churchyard-safety*](https://www.blackburn.anglican.org/churchyard-safety) |  |
|  | 1. When was the date of the last shove test? **Can you be ready to show where this is entered in the Church Log Book?** |  |
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| 7 | **ONLINE**  **How are you developing your online presence?** (website, social media, online services, small groups? Do you need any help with this?) |  |
|  | Are you continuing to stream services online, and are you reaching those who don’t come on a Sunday? |  |
|  | Who maintains your entry on A Church Near You? How could it be improved? |  |
|  | Are you using social media to reach new people or to keep the church family in touch? |  |
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| 8 | **GOVERNANCE AND POLICIES**  **Are your governance structures helping or hindering you deliver the vision?** (Do you have effective PCC policies and are they updated each year? |  |
|  | **a**)If your benefice has more than one PCC, how often do the PCCs meet? How often do the churchwardens meet? |  |
|  | **b)** Has the PCC considered whetherforming a joint council between your churches would cut down meetings, reduce the workload on the priest and make it easier to fill key roles?) |  |
|  | **c) What employees does the PCC have?** Please list the employees and have the contract or working agreement for each ready for inspection. |  |
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|  | **PCC Policies. Here is a list of policies which PCCs should have in place. Please have a copy of each ready for inspection, and state in the right hand column when it was last approved or updated by PCC.**  *For best practice, all policies should be circulated to all PCC members annually and reviewed by the PCC at the first meeting after the APCM* |  |
|  | 1. **Health and Safety –** including Lone Worker policy   [Health and Safety - Parish ResourcesParish Resources](https://www.parishresources.org.uk/people/health-and-safety/) |  |
|  | 1. **Safeguarding Policy**   [A Safer Church | The Church of England](https://www.churchofengland.org/safeguarding/safer-church) |  |
|  | 1. **Churchyard Policy (if applicable)**   *This should be displayed in churchyard and compatible with the diocesan Churchyard Regulations 2014*[Churchyard regulations (including application form) | The Diocese of Blackburn (anglican.org)](https://www.blackburn.anglican.org/churchyard-regulations-including) |  |
|  | 1. **Financial Reserves Policy –** *This should form part of the Annual Report and Accounts*   [Managing Reserves - Parish ResourcesParish Resources](https://www.parishresources.org.uk/pccs/managing-reserves/) |  |
|  | 1. **GDPR -** [Data Protection: Parishes and the "GDPR" - Parish ResourcesParish Resources](https://www.parishresources.org.uk/gdpr/) |  |
|  | 1. **Conflict of Interest –** [Conflict-of-Interest-Policy.doc (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.parishresources.org.uk%2Fwp-content%2Fuploads%2FConflict-of-Interest-Policy.doc&wdOrigin=BROWSELINK) |  |
|  | 1. **Employee Policies (if your church has employees)** 2. **Disciplinary** 3. **Sick pay** 4. **Living wage** 5. **Grievance** |  |
|  | **Here are other additional policies which it is wise for the PCC to have in place:**   * **Code of Conduct for PCC members** (*it is good to approve such a policy at the first meeting after each APCM)*[pcc-meetings-code-of-conduct.pdf (d3hgrlq6yacptf.cloudfront.net)](https://d3hgrlq6yacptf.cloudfront.net/5f1705a80ad15/content/pages/documents/pcc-meetings-code-of-conduct.pdf) * **Legacy Policy –** *a policy about how legacies will be used can reassure and encourage church members to consider leaving a legacy*[**https://www.churchofengland.org/our-faith/church-legacy**](https://www.churchofengland.org/our-faith/church-legacy) |  |
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| 9 | **SAFEGUARDING** |  |
|  | 1. **‘What Level of the Dashboard / Hubs is the parish working at?** Please give date checked. |  |
|  | 1. **Where has the parish made good progress and what do you think the gaps are’. How do you plan to address these?** 2. **Have there been any safeguarding concerns in the last 12 months and have they been reported to The Diocesan Safeguarding Team.**   **If you need Diocesan support please contact** [**safeguarding@blackburn.anglican.org**](mailto:safeguarding@blackburn.anglican.org) |  |
|  | 1. **Are you using the Safeguarding Hub to track DBS renewals and undertake safer recruitment?** |  |
|  | 1. **Have all your PCC members completed the basic awareness and foundation safeguarding training?** |  |
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| 10 | **CARBON NET ZERO** |  |
|  | Has your PCC decided what it can do to help the Church of England achieve Carbon Net Zero by 2030? If so, when was it discussed and what actions have you taken? |  |
|  | 1. H Have you completed the Energy Footprint Tool?   <https://www.churchofengland.org/policy-and-thinking/our-views/environment-and-climate-change/about-our-environment/energy-footprint-tool> |  |
|  | Has the PCC considered the feasibility of moving to a lower carbon source of heating? If you would like advice on this subject, please contact John Book[**johnbook@btinternet.com**](mailto:johnbook@btinternet.com) |  |
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Completed by……………………………………………………… Date…………………………………………