**Archdeacon’s Parish Visitation Checklist**

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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? |  |
| Have this year’s Articles of Enquiry been received? |  |
| Date of the last quarterly fee returns |  |
| Publicity – Are these up to date?A Church Near YouWebsiteFacebook |  |

**(V12 25.01.2021)**

**INTRODUCTION**

The Archdeacon’s Visitation 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.

Archdeacons Mark & David

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

1. **Church approach**

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| --- | --- | --- | --- | --- |
| **Ref** | **Guidance and questions** | **Y/N**  | **Notes** | **Notes** |
| A1 | **Boundary walls**1. **Are the boundary walls in good order – i.e. not bulging, missing stones/bricks?**
 |   |  |  |
| A2 | **Noticeboard****a) Is the noticeboard clean, attractive and easy to read?****b) Is the information on it correct?****c) Does the noticeboard give a contact name, number and website?**  |  |  |  |
| A3 | **Footpaths** 1. **Are the footpath(s) in good order – i.e. no uneven surfaces, no moss/grass, handrailing where there are steps?**

[**https://www.ecclesiastical.com/risk-management/church-slips-and-trips/**](https://www.ecclesiastical.com/risk-management/church-slips-and-trips/)1. **Is there adequate external lighting of footpaths?**
 |  |  |  |
| A4 | **Car park**1. **Is there an on-site car park?**
2. **If yes, what is the condition of the surface – are there any potholes/uneven surfaces**
3. **If yes, is there a specific place for disabled parking?**
 |   |  |  |
| A5 | **Churchyard and burial plan and register** 1. **Is there a graveyard?**
2. **If yes, is it open/closed?**

*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. **Do you have an easily accessible copy of the 2014 Regulations for Wardens/Incumbents use?**
2. **When was the date of the last ‘shove test’?**
3. **Is that date of the last shove test recorded in the logbook? Does it have the name of the person who carried it out?**

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/326725/safety-burial-grounds.pdf>*For legal purposes, there should be a churchyard leaflet available that summarises the churchyard rules e.g. what is allowed to be displayed on graves. The leaflet could be written in a welcoming and pastoral caring way, with prayers and scripture verses to support the bereaved.*1. **Is there an easily accessible churchyard leaflet available?**

*There should be a burial register with all details of the deceased and it is good to have a churchyard plan to cross-reference graves to the register*1. **Is there an up to date burial register available?**

**h) Is there an up to date churchyard plan available**? |  |  |  |
| A6 | **a) Is there a Garden of Remembrance?****b) How are cremated remains recorded?** |  |  |  |

1. **Church Fabric**

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| **Ref** | **Guidance and questions** | **Y/N** | **Notes** |
| B1 | **Rainwater goods**1. **Are all gutters, downspouts, and drains flowing freely and clear of leaves or debris?**
 |   |  |
| B2 | **Security**1. **Is there an alarm? If so, have you applied to EIG for a discount if your alarm meets their specification?**
2. **If yes, when was the code last changed?**
3. **Are windows protected? (**EIG offer a discount on the insurance policy if all the windows are protected).
4. **Do you have a timelock? (**We recommend AGAINSTthese and increasedpremiums apply**).**

<https://www.ecclesiastical.com/risk-management/church-security/><https://www.ecclesiastical.com/documents/church-security-floodlights.pdf> -  |  |  |
| B3 | **Keyholders**1. **Is there a list of keyholders?**
2. **If yes, when was the list last reviewed?**
3. **If yes, are there less than 20 names on the list?**
4. **Have keyholders signed an agreement stating that they will not have extra keys cut, not lend out their keys, and return their keys to the churchwarden or incumbent at the end of their term of office?**
 |  |  |
| B4 | **Quinquennial Inspection Report (QI)***The QI needs to be undertaken every five years by a DAC approved inspecting architect. For a list of approved architects please contact* Christine Ellis, DAC secretary on 01254 503074 christine.ellis@blackburn.anglican.org1. **When is the next QI report due?**
2. **Who are the inspecting architects?**
3. **What progress has been made/plans for completing the immediate works in the last report?**
 |  |  |
| B5 | **Metal theft and scaffolding***It is important to take precautions to prevent unauthorised access to areas of lead and/or copper e.g. roofs, gutters and the lightning conductor, especially if you need scaffolding/ladders for maintenance work*1. **Have you had any recent problems with lead theft?**
2. **Have you applied Smart Water (or similar) to your areas of lead/copper and registered the details with the supplier, and displayed the Smartwater signs?**

NB. Smartwater is only guaranteed for 5 years and may need to be tested with a UV torch every 5 years and reapplied if necessary**.**<https://www.ecclesiastical.com/churchmatters/images/scaffolding-checklist.pdf><https://www.ecclesiastical.com/churchmatters/images/theft-of-metal-checklist.pdf>[**https://www.ecclesiastical.com/risk-management/smartwater/**](https://www.ecclesiastical.com/risk-management/smartwater/)<https://www.ecclesiastical.com/documents/church-metal-theft-guidance.pdf>1. **What level of cover do you have for theft of metal under your policy? If this is limited have you considered a roof alarm?**

[**https://www.ecclesiastical.com/risk-management/roof-protection-systems/**](https://www.ecclesiastical.com/risk-management/roof-protection-systems/) |  |  |
| B6 | **Water supply**1. **Is your incoming water supply pipe and/or internal plumbing supplying a tap used for drinking water made of lead?**
2. **If yes, do you run your tap for a couple of minutes before using water for drinking (including tea/coffee)?**
3. **If yes, have you considered replacing the lead pipe?**

*Go to the United Utilities website for more information*:<https://www.unitedutilities.com/services/your-water-supply/lead-pipes/><https://www.ecclesiastical.com/documents/legionellosis-guidance-for-churches.pdf> |  |  |
| B7 | **Energy supplier**1. **In the past 3 years, have you checked the rates provided by your current energy supplier(s) with**: https://www.parishbuying.org.uk/categories/energy.html
 |  |  |

1. **Church Building - Legal and Maintenance Records**

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| **Ref** | **Record type – guidance and questions** | **Y/N** | **Notes** |
| C1 | **Terrier and Inventory***The Terrier (land and buildings) and inventory (property) are a record of what the church (PCC) owns. The inventory section should include photographic records of all items of value – including the hallmarks/markings on silverware. Other items of value could include stained glass, furniture and other artefacts)*1. **Is the Terrier available for inspection?**
2. **Is the Inventory available for inspection?**
3. **Does the inventory include photographs of the key items of value?**
4. **Do the key items of value have appropriate security makings e.g. pen/Smartwater?**
5. **When were the Terrier and Inventory last checked by the Churchwardens?**
6. **Were the Terrier and Inventory presented to the last annual parochial church meeting?**
 |  |  |
| C2 | **Logbook***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. **Is the logbook available for inspection?**
2. **When was the last entry in the logbook?**
3. **Is there evidence that maintenance undertaken in accordance with the QI has also been recorded in the logbook?**
4. **How do you record permissions under online faculty system?**
 |  |  |
| C3 | **Insurance Policy and Certificate**1. **Is there an insurance policy and EL certificate available for inspection if you have employees? What is the next renewal date?**
2. **Who are the insurers if not Ecclesiastical?**
3. **When was the policy (especially the buildings and contents cover) last reviewed (ideally this should be every three years to check it meets your requirements)?**
4. **If you are not insured at 100% of valuation, or are insured for limited risks only, what cover do you have?**
 |  |  |
| C4 | **Electrical Installation Condition Report (EICR)***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 there an EICR available for inspection?**
2. **If yes, when was it dated?**

[**https://www.ecclesiastical.com/risk-management/church-electrical-wiring/**](https://www.ecclesiastical.com/risk-management/church-electrical-wiring/) |  |  |
| C5 | **Portable Appliance Testing (PAT)***Portable appliances are generally classified as any electrical equipment which is connected to the mains by a lead and a plug. Churches should use a qualified electrician to undertake regular (not necessarily annually) thorough physical examinations of all portable appliances and document their findings.*<http://www.hse.gov.uk/pubns/indg236.pdf>1. **Are there portable appliances in the church?**
2. **If yes, is there a record of PAT available?**

**c)If yes, when was the date of the last test?** |  |  |
| C6 | **Lightning Conductor Inspection***Lightning can physically damage the exterior of buildings and/or electrical systems and plugged in equipment. British Standard 6651 recommends that lightning protection systems should be inspected and tested once every year by a suitably qualified electrician. However, most church systems are simple and not liable to significant change so EIG recommend that they can have a longer interval of 4 years between testing. Please refer to Historic England website for more details.*<https://content.historicengland.org.uk/images-books/publications/lightning-protection-for-churches/lightning-protection-for-churches.pdf/> and<https://www.ecclesiastical.com/churchmatters/images/lightning-protection-guidance-notes.pdf>1. **Is there a lightning protection system installed?**
2. **If yes, what was the date of the last** **test?**
 |  |  |
| C7 | **Heating systems***Most churches will have a system powered by either mains gas or fuel oil, stored in an external tank. Both require an annual service by a registered CORGI or Gas Safe – or, for oil systems, OFTEC qualified engineer. Also, installing a carbon monoxide detector close to the boiler is good practice.**The advice of the Diocesan Heating Advisor is to ensure that the internal space temperature within the main part of the Church does not fall below 11degC when the space is not in use. This can be done* *with the use of a programmable thermostat or a separate internal low limit thermostat. This is much better for maintaining the building fabric condition and can reduce annual running costs with the heat being introduced at Service times providing a more comfortable condition for the congregation.*1. **How is the church heated (oil, gas, electric)?**
2. **Is there a record available of when the heating system was last serviced?**
3. **If yes, what was the date?**
4. **Is there a carbon monoxide detector fitted**?

<https://www.ecclesiastical.com/risk-management/church-heating-systems/> |  |  |
| C8 | **Fire risk assessment and fire-fighting equipment***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)1. **Is a fire risk assessment available for inspection?**

*Ecclesiastical recommend that there should be one 9-litre water extinguisher or equivalent for each 200m2 of floor area or part thereof, with at least one per floor. Additional extinguishers should be provided in boiler houses or kitchens and in any areas above ground floor level where activities take place (organ lofts, meeting rooms and ringing chambers, etc.). All firefighting equipment should be inspected and maintained at least annually by an FIA, BAFE or IFEDA registered firm. Adequate training should be provided to key personnel (e.g. sidespeople, activity leaders)*1. **Is there a record of the fire-fighting equipment and their locations clearly displayed?**
2. **Is there a record of when the fire-fighting equipment was last inspected?**
3. **When were key personnel last trained in the use of fire-fighting equipment?**

<https://www.ecclesiastical.com/documents/church-firefighting-equipment-guidance.pdf>  |  |  |
| C9 | **Food Safety /Handling** *All food businesses in the UK need to register with the local authority environmental health department.  If you are going to be providing ‘food’ in some way, it’s likely you will have to do so.  Contact your local authority Environmental Health Department (EHD) where you are based and tell them what you are intending to do.**In the UK EHDs are responsible for enforcing food safety legislation and are in the best position to determine which parts of the rules apply to your business type.   You will need to register with the EHD at least 28 days before you intend to trade. To locate your nearest EHD, please go to:* <http://www.food.gov.uk/enforcement/find-food-safety-team>*You do not necessarily need to have a food hygiene certificate, but you must be able to demonstrate that you are able to prepare and handle food in a safe hygienic manner, so consumers are not put at risk from eating it. Part of this would be how you store food stuffs.  You would have to make sure any food stuffs were stored appropriately, hygienically and at the correct temperatures if appropriate*. *The necessary skills may be obtained through self-study or relevant prior experience. However, you may find this on-line training course useful.* *You will be awarded a certificate at the end of the course.*<https://www.food.gov.uk/enforcement/enforcetrainfund>*Community and charity food operations that are registered food businesses will need to comply with the allergen rules*. *If you are a charity or community food operation which is not required to be registered as a food business, you don’t have to provide information for consumers about allergens present in the food as ingredients. However, we recommend that you or anyone else managing charity operations do consider the risks. This would be good practice.*[Read guidance about allergy and intolerance](https://www.food.gov.uk/business-industry/allergy-guide) **a)** Is food produced on the premises?**b) If “yes” to (a)** Is there signage, food allergy, washing area?**c)** Is there an area for handwashing with soap and hot water?**d**) Is food stored correctly in the fridge? Store raw meat below ready to eat/cooked food at all times and make sure they are labelled appropriately with a best before/use by date.<https://www.ecclesiastical.com/risk-management/food-safety-churches/> |  |  |
| C10 | **Health & Safety Policy***It is your responsibility to demonstrate that there are adequate health and safety arrangements in place. Ecclesiastical recommend that there is a Health & Safety sub-committee, a signed-off written policy and appropriate risk assessments.*<https://www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/health-and-safety-policy/index.aspx><https://www.ecclesiastical.com/churchmatters/images/self-assessment-questionnaire.pdf><https://www.ecclesiastical.com/churchmatters/images/example-risk-assessment.pdf><https://www.ecclesiastical.com/churchmatters/images/risk-assessment-template-small-churches.pdf><https://www.ecclesiastical.com/churchmatters/images/risk-assessment-template-large-churches.pdf>1. **Is there a signed health and safety policy available?**
2. **If yes, when was the policy last reviewed?**
3. **If you have any employees, are all the risk assessment required by law completed?**
4. **If you have any volunteers climbing ladders or using dangerous equipment, do you have a risk assessment**?

<https://www.ecclesiastical.com/documents/working-at-height.pdf><https://www.ecclesiastical.com/risk-management/church-ladder-safety/church-ladder-safety/> |  |  |
| C11 | **Asbestos** *Churches are legally obliged to find out where there is asbestos and how to manage any risk in the building. Most churches had an asbestos inspection* ***in 2006*** *that resulted in an asbestos management plan and must be available to anyone who might be working on the property.**The materials should be reviewed at least once a year to check if the asbestos has deteriorated or whether the controls in place to deal with it are still adequate. There should be an individual accountable for the asbestos register.* |  |  |
|  | 1. **Is the asbestos survey available for inspection?**
2. **Is there evidence that the register and materials are reviewed on an annual basis, updated when work is undertaken and made available to anyone working on the premises?**
3. **Who is the person accountable for the asbestos register?**
 |  |  |
| C12 | **First Aid***There should be at least one properly stocked first aid kit in the building that should be a suitable container kept in an accessible place. All injuries to employees, volunteers and the public should be recorded in a suitable place (First Aid book is recommended) as a complete record of the accidents that happen, no matter how small or insignificant the injury. Ideally there should be a trained first aider present at all church events. First Aider certificates usually need renewing every three years.*1. **Is there a suitable first aid kit available?**
2. **Are you using a GDPR compliant accident recording system? Where is this kept and how often do the PCC review any accidents?**
3. **How many trained first aiders are there?**
4. **If one or more, when were they last trained**?

<https://www.ecclesiastical.com/documents/accident-and-first-aid-guidance.pdf> |  |  |
| C13 | **The Equality Act 2010***Duties under the Act are placed on 'service providers', which include churches and the service they provide for worship and wider activities either in the church or a church hall. Use of premises by a disabled person must be anticipated and not left until the situation arises. For churches this could include considering access to the church, parts of the interior, use of WCs, large print documents, hearing-loops, noticeboards, churchyards and paths. An access audit may have been completed in 2011*.1. **Is there an access audit available for inspection?**
2. **Is there evidence that the Equality Act is being complied with?**
 |  |  |
| C14 | **Church building (including hall) lettings***Whenever the premises are hired, a formal booking agreement - that sets out the conditions of hire - should be agreed and signed. Guidance about lettings policies and be found at* <https://www.blackburn.anglican.org/pcc-secretary-or-administrator>*The PCC should obtain written confirmation from any hirers (including individuals) that they have public liability cover for their activities while the church premises are being hired.***a) Does the PCC hire out any of their buildings?****b)** **If yes, is there a lettings agreement explicitly stating the need for public liability insurance**? |  |  |

1. **Other Church legal requirements and cash handling**

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| **Ref** | **Topic - guidance and questions** | **Y/N** | **Notes** |
| D1 | **PCC Employees***It is important that if the PCC employs someone to work in the church e.g. organist, verger, cleaner that there is a written employment contract that sets out an employee’s: employment conditions, rights, duties and responsibilities and that you carry out all necessary risk assessments for employees*. See [www.parishresources.org.uk/people/employing-staff/](http://www.parishresources.org.uk/people/employing-staff/)*Employees should have the right to join a pension scheme that the employer contributes towards.* 1. **Does the PCC employ anyone?**
2. **If yes, is the contract(s) of employment available?**
3. **If yes, does the employee qualify for auto-enrolment in a workplace pension scheme?**
 |  |  |
| D2 | **Safeguarding (including safer recruitment and DBS)***All churches and faith communities are required to have in place arrangements which include: Procedures to identify, respond to and report concerns, codes of safer practice, safer recruitment (including Disclosure Barring Service [DBS] checks), policy compliance audit and training of key personnel.*1. **Is there at least one parish Safeguarding Officer (see front page for name(s) held at Clayton House)**
2. **Have you completed the annual safeguarding audit, which is downloadable from the diocesan website under parish toolkit? Please follow this link:** <http://www.blackburn.anglican.org/parish-toolkit-document-templates>
3. **Have you returned your completed audit to the Diocesan Safeguarding Officer, Sharon Hassall?** Sharon.hassall@blackburn.anglican.org
 |  |  |
| D3 | **General Data Protection Regulation 2018**The General Data Protection Regulation (GDPR) came into effect on 25th May 2018 and replaced the 1995 Data Protection Directive. This new regulation will affect the Diocese, Deaneries and PCCs.Further information can be found by following the links: [Open](https://blackburndbf.sharepoint.com/Governance/_layouts/15/guestaccess.aspx?docid=00a08e5474c7f492ab2845316b6d15179&authkey=AR_OiKeaFCZu55pCMSPzEgs&e=4%3A673bb901cd434183812ea43398b9d357) http:<http://www.parishresources.org.uk/gdpr/>//www.parishresources.org.uk/gdpr/1. Do you have an appointed person to become the Parish Data Officer? (Suggested person is PCC secretary). Have you informed Jenny Simpkin (jenny.simpkin@blackburn.anglican.org) of their name and details so they can be notified of any updates?
2. Have you produced a written policy? This policy must be reviewed annually at the PCC.

Please have a copy of this document ready to view. |  |  |
| D4  | **Copyright**To comply with current UK copyright regulations CCLI administer 6 different licences for activities including song/hymn projection, photocopying from publications, audio/video recording services, showing films, musical concerts or playing a music CD for a youth club or dance class.  1. Copyright provides both economic and moral rights to the owner meaning no protected work may be reproduced or performed without permission and no changes may be made to a work (for example changing lyrics in a song) without the written permission of the author.
2. Do consider all church activities including Sunday worship, children/youth work, community activities and any third-party hire of the premises where media is or could be used.
3. Information may also be found via <http://www.ccli.com/fact-files>
4. for other licences, not available through CCLI such as streaming services online, material made available for download or TV broadcasts.
5. Websites should be checked for any graphics, photographs or material not owned by the church to see if any permission should be applied for.

**If your church falls under any of the above categories, are you adequately covered under your copyright licence?** |  |  |
| D5  | **Parish Accounts***Independently examined (income up to £1million) or audited (income above £1m or assets valued at more than £3.26m) annual parish accounts and a Trustees Annual Report should be produced, and a copy sent to the Finance Team, Clayton House, as follows; If the gross Income of your PCC is less than £250,000 you can choose to prepare your accounts on a “Receipts and Payments” basis. Parishes with gross incomes greater than £250,000 must produce accounts on the “accruals” basis. Parishes with a gross income of more than £100,000 must register with the Charity Commission.* http://www.parishresources.org.uk/resources-for-treasurers/1. **What was the PCC gross income in the previous year?**
2. **If more than £100,000 has the PCC registered with the Charity Commission?**
3. **If yes, what is the Charity number?**
 |  |  |
| D6 | **Gift Aid and Gift Aid Small Donations Scheme (GASDS)***If HMRC audits your church’s Gift Aid records and the records do not satisfactorily demonstrate that all the Gift Aid you have claimed is valid, your PCC may have to pay it back to HMRC, with interest and possibly a fine.* *Valid Signed Gift Aid Declarations must be retained for six full calendar years. Evidence of Donations must be kept including bank statements. Planned Giving Envelopes with the amount each envelope contained should be written on and should be kept from the last 12 months and a 1-month sample of envelopes from each of the preceding 6 years. One-off Gift Aid envelopes should be kept for six full calendar years after the date of the donation*1. **Has a Gift Aid claim been made in the last year?**
2. **Is there evidence of adequate Gift Aid record keeping**?

*GASDS allows parishes to claim a Gift-Aid style repayment to be received on small cash and contactless donations of £20 or less up to a threshold of £8,000 of donated income per tax year per church. There are different rules depending on the number of churches in the parish*<http://www.parishresources.org.uk/giftaid/smalldonations/>1. **Has a GASDS claim been made within the last year**?
 |  |  |
| D7 | **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/) |  |  |

1. **Registers and Records**

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| **Ref** | **Topic – guidance and questions** | **Y/N** | **Notes** |
| E1 | **Church safe**1. **Is there a church safe?**
2. **If yes, is it secured against unauthorised removal, lockable, dry and fireproof?**
3. **Is there a list of safe key holders (see also question 3)?**

<https://www.ecclesiastical.com/documents/church-security-safes.pdf> |  |  |
| E2 | **Table of Fees and Parish Extras for Weddings and Funerals**1. **Is the table of fees and extras on display?**
2. **Are extras charged e.g. for weddings/funerals?**
3. **If yes, has the list of available extras been agreed by the PCC in the past year? Guidance on what parishes are entitled to charge in “A Guide to Church of England Parochial Fees” available at** [www.churchofengland.org/weddings-baptisms-funerals/fees](http://www.churchofengland.org/weddings-baptisms-funerals/fees)**.**
 |  |  |
| E3 | **Service Register**1. **Is there a service register with the name of the church on with up to date entries (attendance under/over 16 years old, number of communicants, preacher and officiant) recorded in** **BLACK** **ink**?
 |  |  |
| E4 | **Baptism Register**1. **Is there a baptism register with up to date entries – including full names**?
 |  |  |
| E5 | **Confirmation Register**1. **Is there a confirmation register with up to date entries, including the bishop’s signature**?
 |  |  |
| E6 | **Banns Register***Banns of Marriage should be published at the principal service (the service at which the greatest number of people will be in attendance*). 1. **Is there a banns register with the name of the church with up to date entries, including the signature of the person who published the banns?**
 |  |  |
| E7 | **Marriage Register and Marriage Certificate Receipt Book***These are two legal documents, and as such care must be taken in making entries using a fountain pen with* ***Registrar’s ink*** *(that never fades), so witness signatures can be read/identified, and any mistakes recorded properly. The Marriage Certificate Receipt Book could be used to create false identifies and should be kept in a secure location*1. **Is the correct number of the Marriage Register recorded in it?**
2. **Is the Marriage Certificate Receipt Book kept in the safe?**
3. **Are the Marriage Certificate Receipt Book serial numbers recorded on a separate document, and stored in a different location to the receipt book?**

***We would recommend that all registers are kept locked in the church safe to deter identify theft*** |  |  |
| E8 | **Records of previous registers***It is important that Records and Registers are kept in a secure, dry, fireproof place. Old records can be placed on deposit at the Lancashire Records Office in Preston.* <http://www.lancashire.gov.uk/libraries-and-archives/archives-and-record-office/our-collections/church-registers-guide.aspx>1. **Are there any records that have been placed in the Lancashire Archives?**
2. **If yes, are there receipts and a record of what has been deposited**
3. **Are there complete registers that could be placed on deposit in the Lancashire Archives**?
 |  |  |
| E9 | **Electoral Roll***The electoral roll is next due for complete renewal in 2019*.1. **Is a copy of the electoral roll available?**
2. **If yes, are the members’ resident/non-resident status recorded?**
 |  |  |
| E10 | **PCC Minutes***Each year the PCC should hold a sufficient number of meetings to enable the efficient transaction of its business with at least ten days’ notice of the meeting, and agendas published seven days in advance*1. **Are hardcopies of the PCC meetings minutes (signed by the chair available on file**?
 |  |  |
| E11 | **Annual Parochial Church Meeting Minutes**1. **Is there a hardcopy of the signed minutes from the last Annual Parochial Church Meeting available?**
 |  |  |
| E13 | **Vision 2026**1. **Is the Vision Champion(s) on the PCC?**
2. **Is there an up to date Mission/Vision Action Plan?**
3. **If yes, what are the three priorities for the next year?**
 |  |  |
| E14 | **Internet Publicity****a) Is the church’s entry on “A Church Near You” up-to-date?** **b) When was it last updated?****c) Does the church have a website?****d) Is it updated regularly? By whom?****e) Does the church have a Facebook page/Twitter/Instagram**  **account?** |  |  |