**ARCHDEACON’S PARISH VISITATION**

**Archdeaconry**

**Deanery**

**Church/Parish**

**Date of Visitation**

**Present at Visitation:**

 **Archdeacon**

 **Area Dean**

 **Lay Chair**

 **Incumbent**

 **Churchwarden**

 **Churchwarden**

 **Treasurer**

 **Others**

**PART 1 – INSPECTIONS**

|  |
| --- |
| **COMMENTS** |
| The general condition of the building and grounds  |
| Progress made on the recommendations in the QI report: |
| Security, including any recent break-ins or thefts (including metal theft) |
| Insurance cover |
| Access to the building for those with disabilities |
| Health and Safety  |
| Procedures for the handling and banking of money |
| Procedures in relation to GDPR |

**DOCUMENTS AND REGISTERS THAT SHOULD BE KEPT IN THE CHURCH SAFE**

|  |  |
| --- | --- |
| **Documents** | **Comments** |
| The Terrier and Inventory |  |
| The Log Book |  |
| Faculty Certificates |  |
| Marriage Certificate book |  |
| **Registers** (including any completed but not yet deposited in the Diocesan Archive) |  |
| Marriage Registers |  |
| Banns of Marriage Register  |  |
| Baptism Register |  |
| Confirmation Register |  |
| Register of children admitted to Holy Communion before confirmation\* |  |
| Burial Register (and churchyard plan)\* |  |
| Register of Burial of Cremated Remains (and churchyard plan )\* |  |
| Service Register |  |
| Receipt for registers (and other documents) deposited in the Diocesan Archive |  |

**OTHER DOCUMENTS THAT SHOULD BE AVAILABLE**

 (Those marked \* = *if applicable*)

|  |  |
| --- | --- |
| **Policies** | **Comments** |
| Safe Church Policy |  |
| Child Protection Policy |  |
| Vulnerable Adults Policy |  |
| Health and Safety Policy |  |
| Fire Risk Assessment |  |
| **Other Documents** | **Comments** |
| PCC Minute Book |  |
| APCM Minute Book |  |
| Electoral Roll |  |
| Electrical Inspection Certificate |  |
| Lightning Conductor Test Certificate\* |  |
| Central Heating Boiler Service Certificate |  |
| Fire Extinguisher Service Certificate |  |
| Contracts of Employment\* |  |
| List of Church key-holders |  |

**ITEMS THAT SHOULD BE DISPLAYED ON A PUBLIC NOTICE BOARD INSIDE THE CHURCH**

(Those marked \* = *if applicable*)

|  |  |
| --- | --- |
| **Documents** | **Comments** |
| Safe Church Policy |  |
| Child Protection Policy(*Safeguarding Children, Handbook of Policy and Procedures 2016)* |  |
| Vulnerable Adults Policy |  |
| Employer’s Liability Insurance Certificate |  |
| Christian Copyright Licensing International (CCLI) Licence\* |  |
| Certificate of Authorisation of Eucharistic Assistants |  |
| Table of Fees (including local ‘optional extras’) |  |

**OTHER PROPERTY**

|  |
| --- |
| **COMMENTS** |
| Churchyard |
| ChurchHall |
| Parsonage House (General state of repair, meets the needs of the family, fuel costs, level efficiency): |
| All other properties for which the parish has some responsibility, such as a curate’s house, church school etc: |
| Any Other Comments |

**PART 2 – YOUR CHURCH’S VISION, MISSION AND MINISTRY**

**GROWING**

**NURTURING**

**SERVING**

**FUTURE**