

Completing the Terrier and Inventory

The requirement to record and maintain these records stems from legislation, currently Ecclesiastical Jurisdiction and Care of Churches Measure 2018 section 49

<https://www.legislation.gov.uk/ukcm/2018/3/section/49> .

The 'Church Property Register' is the format for the terrier and inventory together and is based on the recommendations from the Church Buildings Council. It is in the best interests of the churchwardens to keep the format, and headings, the same as those detailed. The headings should be:

1. The Church Building — Structure of the Church Plan, building history, listing, chancel repair liability, etc.
2. Other Buildings in the Parish
3. The Churchyard and Churchyard Monuments
4. Schedule of Benefactions connected with the Church
5. Schedule Of Registers and Records
6. Including church services registers, parish administration, church property and buildings, parish finance
7. Schedule of Church Plate
8. Schedule of Furnishings and Fittings
Altars, pulpit, lectern, font etc; Stained glass; Wall paintings; Monuments; Sculpture; Bells; Paintings; Metalwork; Woodwork; Architectural features; Textiles; Books; Organ; Electrical equipment; Miscellanea

It is possible to buy a version from Church House Publishing which comes in a loose leaf format and on acid-free paper for archivable quality. But so long as the areas/headings are covered it is acceptable to produce your own version provided that by crafting your own you do not miss out vital information. Your document is a useful reference and starting point and nothing should be missed if a new one is created. Sometimes it is advisable to keep in the headings even if there is nothing to be added or they are not relevant because it shows that the headings have been considered and dismissed as irrelevant rather than simply being missed out in error. For example, if a parish church sat without a churchyard you would still expect to see section 3 as being listed with a simple note to say – No Churchyard. And generally, you might include outside space even if it is not consecrated or contains burials, as it is still land that belongs to the church, therefore it ought to be detailed and described in any event.

It would also be advisable to photograph the items listed in the inventory. Although photographs cannot currently be stored on the Parish Portal that feature may be available by 2026. In the meantime, it would be useful for you to hold a file (electronic or hard copy) of photographs of the items in your inventory, to assist in the identification of items over time.

In addition to keeping one full copy in the church safe, a further full version should be kept off site. If the current version is to be re-drafted then this current version should not be destroyed but should be kept and archived.