ARCHDEACON'S PARISH VISITATION INFORMATION

Archdeacons' Parish Visitations should take place approximately every 5 years. These may be done by the Archdeacon, Area Deans, Assistant Area Deans and trained Lay representatives.

The visitation has two purposes:

a. To ensure that everything is in good order and that the legal requirements pertaining to parish life are being properly met.

To check that the parish is complying with the requirements of various Measures; in particular, the Inspection of Churches Measures 2019, the Parochial Registers and Records Measure 1978 and the Care of Churches and Ecclesiastical Jurisdiction Measure 2018.

ARCHDEACON'S PARISH VISITATION INFORMATION

b. To give an opportunity for you to reflect on the life, mission and ministry of your parish and to share something of that with your Archdeacon or Area Dean etc.

We come to advise, support and encourage the parish, not to find fault!


Email and letter with date and instructions
3months
6 weeks
Attendance of PCC Sec, CW, Treasurer.
Preparation.
Records, registers, valuable moveable articles.
Out and visible.
Check safeguarding and required documentation such as insurance, and routine checks eg Gas certificates.
Conversation.
Sharing mission and ministry updates.
Hopes and dreams for parish life.
Report sent for PCC records.
Archdeacons to follow up if any issues highlighted.
Parish Visitation

A well-prepared PV visit!

Summary of Sections included on Visitor's check list:	
	Buildings *
	Property & Inventory
	Health & Safety *
	Insurance *
	Churchyard
	Use of church and church hall
	Parish employees / volunteers *
	Safeguarding *
	Care of clergy covenant
	Fit & proper persons declarations
	Registers
	Parish finances
	Policies and licences
	Minutes
	Environment
	Accessibility

CHURCH BUILDINGS

Items to be checked	Visitor comments	Church or PCC?	R / A / G	Additional notes
List of all faculties granted in the last three years, noting whether certificates of satisfactory completion have been returned to the Registrar.		*Church*	Red – not seen / requires action that has not been started	
Date of most recent quinquennial inspection report including name of inspecting architect	*Dd/mm/yyyy and architect details to be provided by DAC Team in advance.*	*Church*	Amber - Work in progress	
Are there outstanding QI works to be completed?	Yes/No	*Church*	Green – seen / all ok	If yes, provide details of outstanding works here.
Do you hire the church or hall to any party that requires a licence under faculty or letter of agreement?	Yes/No	*Church*		If yes, a copy of the licences under faculty or letters of agreement granted by the PCC for use of any part of the church or a hall by another denomination/church should be seen. Please give due date for renewal.
Inspection Certificates for: Electrical system Gas Safe / Boiler Service Fire Extinguisher Alarm System PAT (portable appliance test) report (within the last five years)	Seen / Not seen for each item	*Church*		
Is a Lightning Conductor required?	Yes/No	*Church*		If yes, an inspection certificate should have been obtained in line with your insurer's requirements

HEALTH AND SAFETY

Items to be checked	Visitor comments	Church or PCC?	R / A / G	Additional notes
The Accident Book	Seen / Not Seen	*Church*		
First Aid Kit	Seen / Not Seen	*Church*		
Emergency Evacuation Plan	Seen / Not Seen	*Church*		
Does the PCC ensure that a risk assessment is carried out for all activities undertaken under the auspices of the church?	Yes/No	*PCC*		If no, please request further details and include here.
Is the PCC aware of the implications of Martyn's Law for the church premises?	Yes/No	*PCC*		If no, please suggest that this is added to a PCC meeting agenda within the next 3 months.

INSURANCE

Items to be checked	Visitor comments	Church or PCC?	R / A / G	Additional notes
Which insurer(s) do you hold policies with?		*Church*		
Is the church insured to full replacement value?	Yes/No	*Church*		
Is the church hall insured to full replacement value?	Yes/No	*Church*		
Has all metal on roofs and downpipes been treated with	Yes/No	*Church*		

PARISH EMPLOYEES / VOLUNTEERS

Items to be checked	Visitor comments	Church or PCC?	R / A / G	Additional notes
Do you have a PCC approved lone worker policy?	Yes/No	*PCC*		If yes, a copy should be seen
Do all people employed by the PCC or associated trusts have job descriptions, letters of appointment or contracts?	Yes/No	*PCC*		If no, please note the actions being undertaken by the PCC
It is not good practice for an employee of the PCC to also be a member of that body. Does anyone fall into this category?	Yes/No	*PCC*		If yes, please note whether this has this been registered with the Charity Commission
Have references been taken up on all staff and volunteers?	Yes/No	*PCC*		If no, please note the actions being undertaken by the PCC
Has the legal status of all employees been checked, including seeing documentary evidence, to verify that they are entitled to work in the United Kingdom (to ensure compliance with the Immigration, Asylum and Nationality Act 2006)?	Yes/No	*PCC*		If no, please note the actions being undertaken by the PCC
Do all volunteers have an up to date role description?	Yes/No	*PCC*		If no, please note the actions being undertaken by the PCC
Have the churchwardens and all members of the PCC been brought into post using the Safer Recruitment process?	Yes/No	*PCC*		If no, please note the actions being undertaken by the PCC

SAFEGUARDING

Items to be checked	Visitor comments	Church or PCC?	R / A / G	Additional notes
The displayed copies of the PCC's Safeguarding Policy.	Seen / Not Seen	*Church*		
The action plan for implementing the Safeguarding Policy. (This can be downloaded from the Safeguarding Dashboard)	Seen / Not Seen	*PCC*		
Name of the PCC's Parish Safeguarding Officer.		*PCC*		
The church's Safeguarding Information Poster and any other information about Safeguarding (including information for the DSA and Parish Safeguarding Officer).	Seen / Not Seen	*Church*		
Does the front page of the website clearly show safeguarding links?	Seen / Not Seen	*PCC*		*To be checked in advance by the Diocesan Team – a note will be added here is any follow up is required at the visit*
Has the PCC undertaken a Parish Safeguarding Self Audit in the last twelve months? (only relevant for parishes not using the safeguarding dashboard)	Yes/No	*PCC*		If no, please note the actions being undertaken by the PCC

USEFUL LINKS/INFORMATION
ENVIRONMENT
Creation Care and Diocesan Environmental Action
PAROCHIAL CHURCH FINANCES
Guidance about charities and risk management, including financial risk More information on managing risk-Parish Resources Parish Resources information on legacies Resources for Treasurers
SAFEGUARDING
Diocesan Safeguarding Resources Parish Safeguarding Handbook Detailed information about Safeguarding and the responsibilities of the PCC Safeguarding Guidance for undertaking lone working.
PERSONAL SAFETY PLAN FOR CHURCH PEOPLE
Ecclesiastical Insurance - Personal Safety Lone Working PCC Considerations

DIOCESE of WINCHESTER

Parochial Visitations & the Parish Portal

Jayne Tarry

Assistant Diocesan Secretary

Terrier and Inventory and Church Logbook

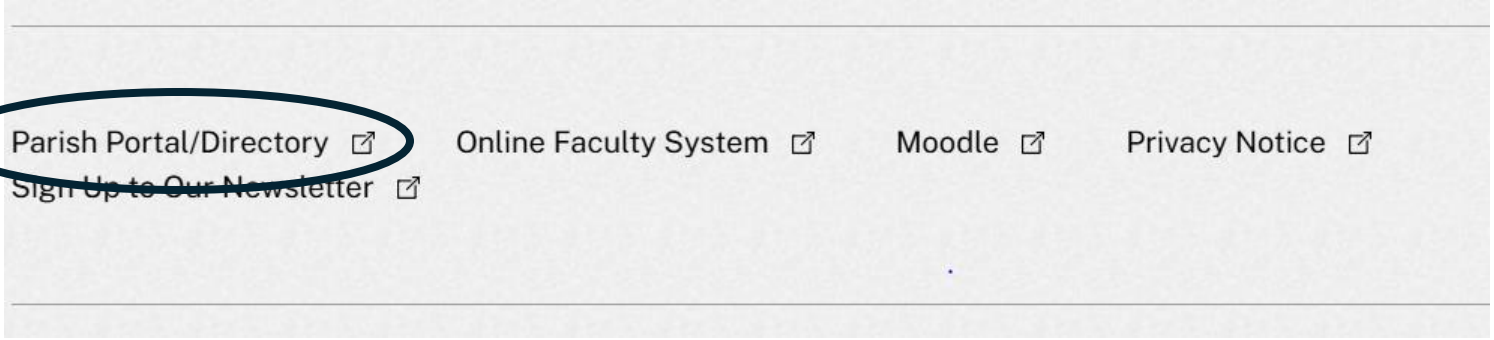
- A terrier is a written survey (or inventory) of land (the word Terrier comes from the Latin terra, land).
- The inventory contains all the articles/items appertaining to the church, eg schedule of registers and records; including church services registers, parish administration, church property and buildings, parish finance; schedule of church plate; 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).
- The logbook is a comprehensive record of all alterations, additions, removals or repairs to the fabric, fixtures and fittings of the church and churchyard, during five quinquennial periods.

Inventory

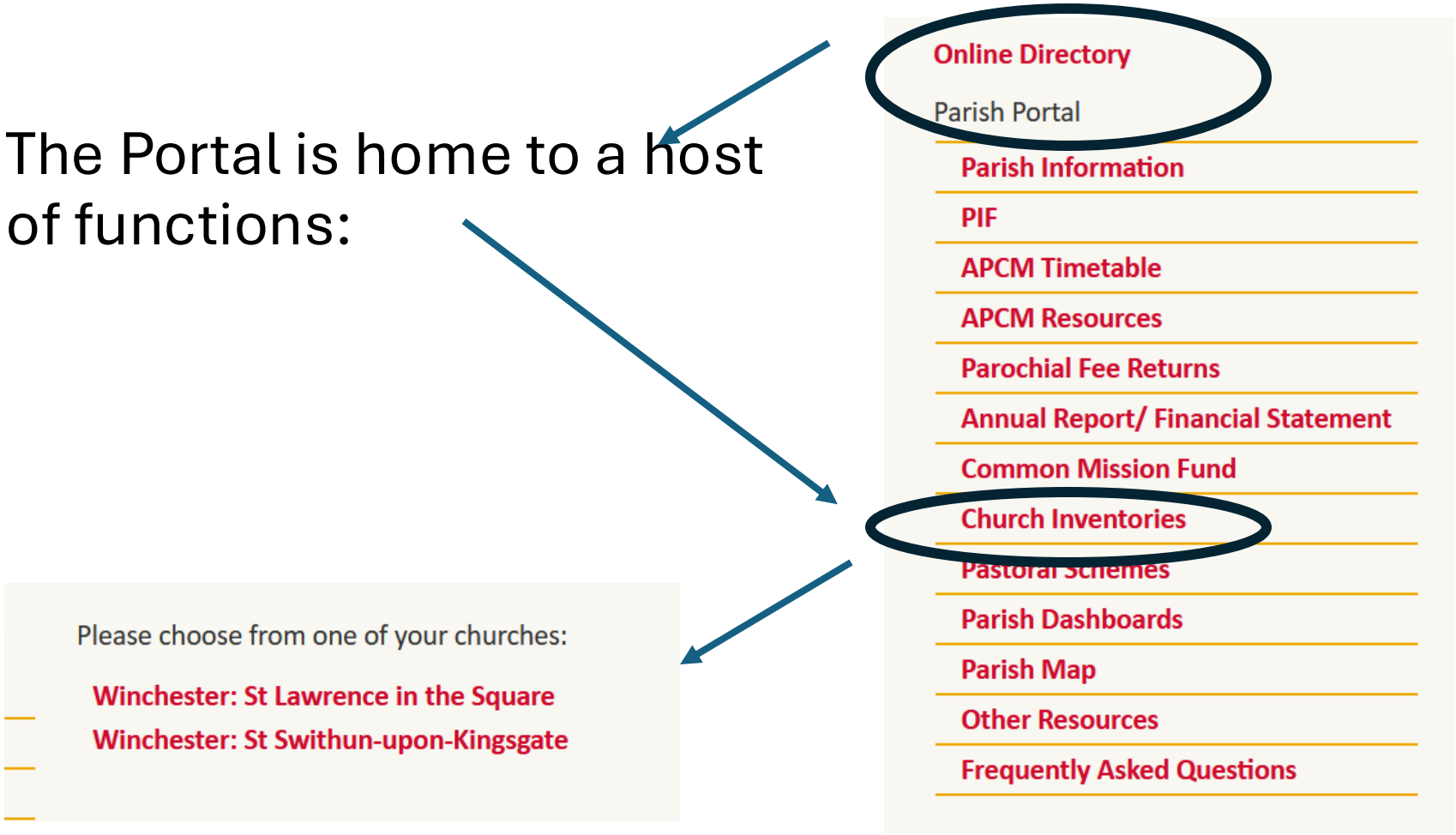
- Hardcopy (and electronic)
  - Definitive record
  - Should be updated and presented each year at your APCM
  - Nothing can be deleted without appropriate permission (speak to DAC)
- Online
  - Subset of hardcopy
  - Specific to Parochial Visitation process
  - Can be amended as is a subset of the full hardcopy version which is maintained by the parish

The Online Directory & Parish Portal

- https://directorywinchester.dioce.se/OnlineDirectory/Pages/
- Only accessible by those who hold certain roles, ie:
  - Clergy, Churchwardens, PCC Secretaries, PCC Treasurers
- Also available at the bottom of any page of the diocesan website:



The Portal is home to a host of functions:



Moveable Items

Books & Documents

Switch Church

Moveable Items
Books & Documents
PDF of inventory

Moveable Items

Chalice with silver ring on stand

Reference no.
MI334/01

Properties

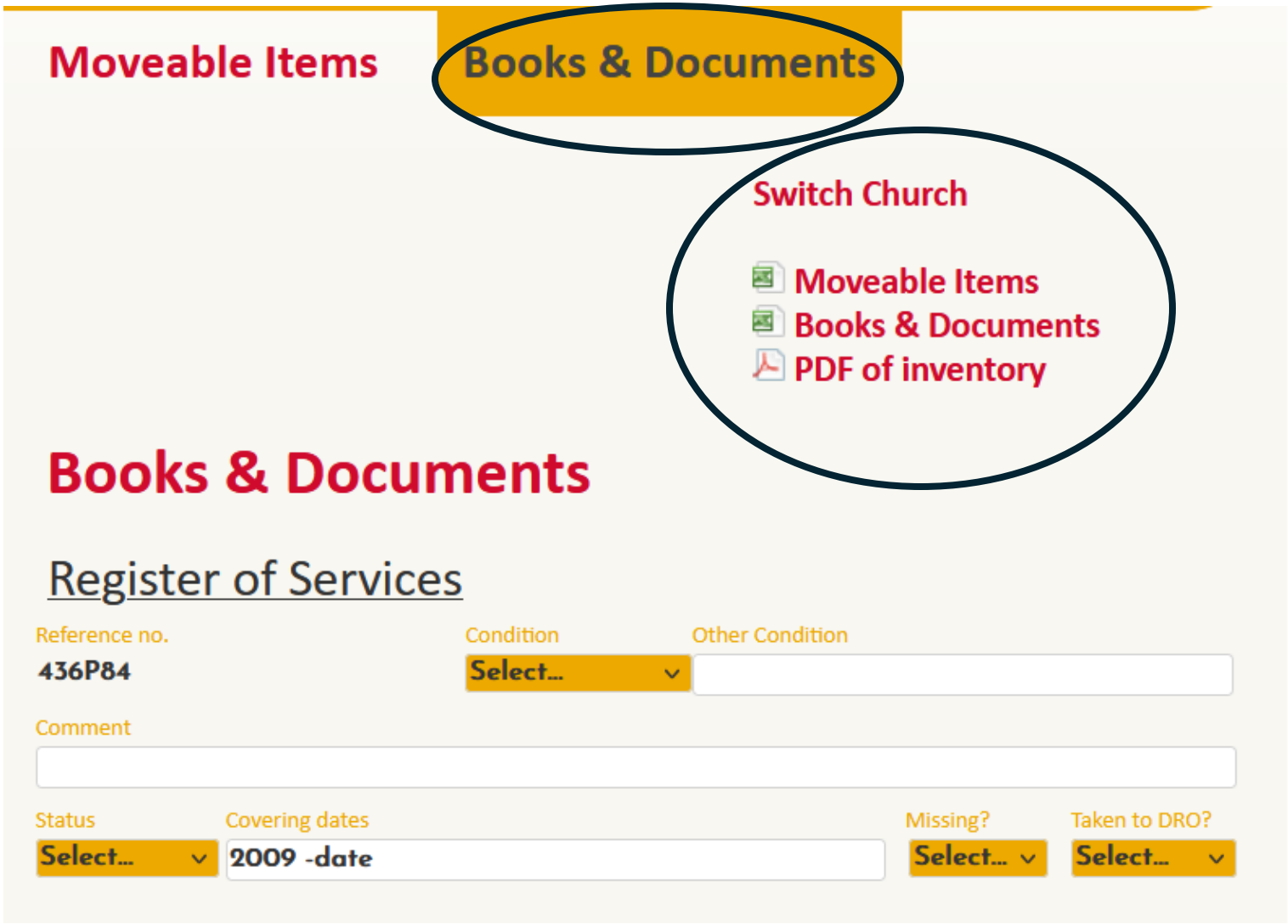
Location
Moveable safe in Vestry

Marks
Inscription: Drink

Status
Select...

Extra notes on status

Comment


Moveable Items
Books & Documents
Switch Church
Moveable Items
Books & Documents
PDF of inventory
Books & Documents
Register of Services
Reference no.
436P84
Condition
Select...
Other Condition
Comment
Status
Select...
Covering dates
2009 -date
Missing?
Select...
Taken to DRO?
Select...

Moveable Items

Reference no.	Properties	Location	Marks
MI334/01		Moveable safe in Vestry	Inscription: Drink Ye All Of This on rim. St Maurice Winchester in memory of Eliz
MI334/02		Moveable safe in vestry	Inscription: St Maurice Winchester. In memory of Eliza Haig May 17th 1876
MI334/03	Brass. Height 27" with round base on wooden stand. Free standing on marble shelf.	Altar	
MI334/04	Brass.	On Altar	I inscribed: Given by Canon T G Nash and family; 1 inscribed: In Thanksgiving
MI334/05	Brass fittings		The gift of St Lawrence Church Fellowship
MI334/06	Ivory fittings		
MI334/07			Inscribed: In Memory of the Revd Richards 1871-1894.
MI334/08			
MI334/09			
MI334/10	in Gold Frame		Bequeathed by Mrs Ella Cocharance to St Lawrecne Church 1989
MI334/12	Brass		In memory of Yvonne Mary Gelder
MI334/13	Silver 7.5 inches	Vestry safe	
MI334/14	Silver incorporating 8 rubies	Vestry safe	
MI334/15	Silver	Vestry safe	
MI334/16	Brass		
MI334/17	Brass		

Books & Documents

Description	Reference no.	Condition	Other Condition	Comment	Status	Covering dates
Register of Services	436P84					2009 -date
Register of Marriages	436P85 a&b					2009-date
Register of Baptisms	436P86					2017 - to date
Register of Banns	436P87					1987 - to date
Register of baptisms	436P01					1964-2017
Register of burials	436P04					1973-date
Register of confirmations	436P05					1974-date
Register of banns	436P66					1974-date
Church Log Book	436P70					1983-2003
Register of services	436P73					19940date
APCM minutes and accounts	436P					
Terrier and Inventory	436P79					1999-date
Papers relating to church alterations and improvements includes faculty petitions and general citation for repairs to buttress gable wall and roof 1993	436P80					1991-date
Church Log Book	436P81					2003 - date
Register of Marriage and Duplicate	436P82 (a & b)					2003 - 2008
PCC Minutes	436P83					2000 - date

Inventory for **Winchester: St Lawrence in the Square** 2025

Moveable Items

Chalice with silver ring on stand

Reference no. Properties
MI334/01

Location
Moveable safe in Vestry

Marks
Inscription: Drink Ye All Of This on rim. St Maurice, Winchester, in memory of Eliza Haig May 17th 1876

Paten

Reference no. Properties
MI334/02

Location
Moveable safe in vestry

Register of Services

Reference no.
436P84

Condition
Select...

Other Condition

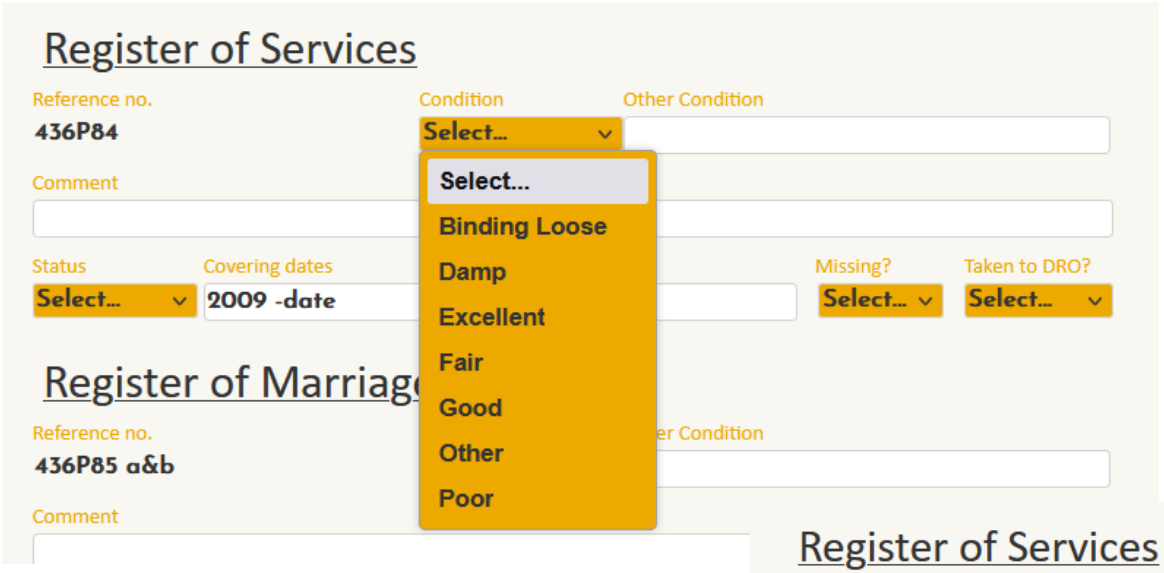
Comment

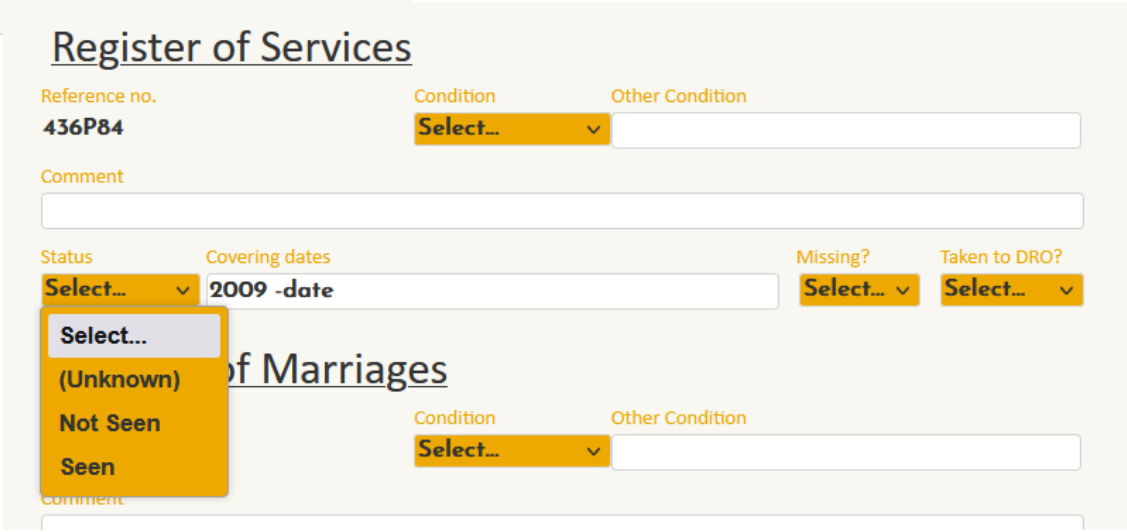
Status
Select...

Covering dates
2009 -date

Missing?
Select...

Taken to DRO?
Select...


Register of Services
Reference no.
436P84
Condition
Select...
Other Condition
Comment
Status
Select...
Covering dates
2009 -date
Missing?
Select...
Taken to DRO?
Select...
Register of Marriag
Reference no.
436P85 a&b
Comment
Select...
Binding Loose
Damp
Excellent
Fair
Good
Other
Poor


Register of Services
Reference no.
436P84
Condition
Select...
Other Condition
Comment
Status
Select...
Covering dates
2009 -date
Missing?
Select...
Taken to DRO?
Select...
Select...
(Unknown)
Not Seen
Seen
f Marriages
Condition
Select...
Other Condition

Register of Services

Reference no. 436P84

Condition: Select...

Other Condition

Comment

Status: Select...

Covering dates: 2009 -date

Missing?: Select... (Select... / N/A / No / Yes)

Taken to DRO?: Select... (Select... / n/a / No / Yes)

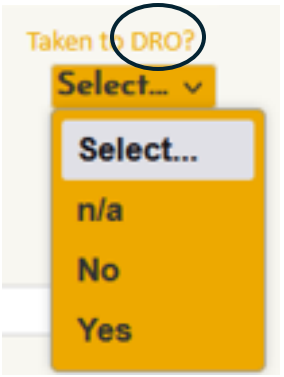
Register of Marriages

Reference no. 436P85 a&b

Condition: Select...

Other Condition

Comment



Register of Services

Reference no. 436P84

Condition: Select...

Other Condition

Comment

Status: Select...

Covering dates: 2009 -date

Missing?: Select...

Taken to DRO?: Select... (Select... / n/a / No / Yes)

Register of Marriages

Reference no. 436P85 a&b

Condition: Select...

Other Condition

Comment

[New Book/Document...]

Description

Reference no.

Condition

Select...

Other Condition

Comment

Status

Select...

Covering dates

Missing?

Select...

Taken to DRO?

Select...

View Moveable Items

[New Moveable Item...]

Description

Reference no.

Properties

Location

Marks

Status

Select...

Extra notes on status

Comment

View Books & Documents

Moveable Items

Books & Documents

Switch Church

- Moveable Items
- Books & Documents
- PDF of inventory

Moveable Items

Chalice with silver ring on stand

Reference no.
MI334/01

Properties

Location
Moveable safe in Vestry

Marks
Inscription: Drink

Status
Select...

Extra notes on status

Comment

Records and Information Management | The Church of England

Fact sheets

These factsheets cover various records management topics in bite-size sections.

- What is records management (74.4 KB)
- Organising records (108.4 KB)
- Access to records (80.9 KB)
- Copying and Copyright (75.85 KB)
- Looking after electronic records (120.79 KB)
- Looking after emails (112.08 KB)
- Looking after multimedia records (84.02 KB)
- Looking after paper records (100.41 KB)
- Agreements with record offices (89.33 KB)
- Records management glossary (83.87 KB)

HOW TO CARE FOR PARISH RECORDS

Hampshire Record Office, together with the Diocese of Winchester

Friday 5 June 2026

- The history of parish records - using original documents as examples, record keeping in parishes, parish surveys, parish records for family and local history and records management for parishes.
- Electronic record keeping for parishes.
- National CofE Retention Schedule and how to use it.
- Care and storage of parish documents, with examples of conservation treatments.
- Tour of Hampshire Record Office, including behind the scenes.