



# **How to get the best out of Archdeacon's visitations (and get your vicar to love you)**

**Churchwarden training day 2024**  
**Richard Harlow & Alex Hughes**

# Good things come in pairs...?

## Articles of Enquiry.

- Every year
- One page
- Tick boxes
- Basic legal minimum
- Paper based
- Takes 5 mins
- Minimum requirements
- On your own

## Archdeacon's Visit(atations).

- Every 3 years
- 6 pages
- more text, more nuance
- Deeper dive
- face to face meeting
- 1-2 hours meeting?
- Best practice self assessment
- accompanied

# When things go wrong.....



# Where can you get help?

- Diocesan website: local policies and links to national resources
- Ecclesiastical website: <https://www.ecclesiastical.com/risk-management/church-insurance/>
- Parish Resources website: [www.parishresources.org.uk](http://www.parishresources.org.uk)
- Rural Deans & Archdeacons
- Another church in your benefice/deanery
- Former Churchwardens
- Parish Admins, PCC sec, Treasurer
- Diocesan Central Support Team

# How are your clergy doing?

Clergy wellbeing

Are wardens meeting regularly with clergy?

Do clergy take full holiday entitlement?

Are there other clergy available to cover absence?

Are there licensed lay ministers in benefice?

Paid admin support available?



## Congregational wellbeing

**Current worshipping community?  
(those who attend once per month)**

Number of services per month:  
Total Adult WC:  
Total Children (U16):

**Recruitment: are these posts filled in the  
current year?**

Churchwardens (2):  
Treasurer:  
PCC Secretary:  
PSO:  
Children/Youth leaders:

**Fresh Expressions/new services?  
Home groups? Y/N**

**Attending church events in last month (not for  
worship):**

Adults:  
Children:

**Where and who holds your congregational  
database?**

Please tell us one thing that excites you about the life of your church this year:

Please tell us one thing that concerns you about the life of your church this year:



Ministry Share

Percentage paid last year:

Min Share request:

Number of planned givers?  
(PGS, STO etc)

Are Expenses fully reimbursed?





PCC Employment Policies	Yes/ No	Comments
Any employees?		
Contracts?		
Written Policies		



PCC Insurance Policies	Yes/ No	Comments
Name of Insurer		
Full cover or part?	What % rebuild costs?	
Church & hall?		
Public Liability displayed?		
Employers Liability displayed?		
Date of last Insurer's review?		



PCC Health and Safety Policy	YES/ NO	COMMENTS
Up to date policy?		
Risk assessments?		Where?
Co-ordinator?		
First Aid box visible?		
Accident Book?		
Postcode for emergency vehicles displayed?		
Defibrillator?		

# Safeguarding of Children and Vulnerable Adults

	YES/NO	COMMENTS
Are there Safeguarding Policy documents displayed?		
List of emergency contacts displayed?		
Name of Designated Officer/PSO		
Annual PCC Review?		
Using dashboard?		What level?
<b>Children and Communion</b>		
Register of admitted?		

BUILDING ISSUES	COMMENTS
Date of the most recent Quinquennial Survey and action taken/progress	
Faculties from last 3 years & certificates of completion?	
Any problems or issues with the building?	
Date when gutters/drains last cleared?	
<b>Managing Asbestos</b>	
Has a survey been conducted?	
Do you have any asbestos? If so, what are you doing about it?	

# Disability and Access

- Into Building
- Within Building
- Provision for hearing impaired
- Provision for visually impaired
- Accessible toilet?
- Assistance alarm?



# Fire Safety

Fire Exits clearly signed?

Extinguishers visible?

Annual Maintenance?

Date of last inspection:

Fire Safety Policy?

PCC Review?

Co-ordinator?

Lightning Conductor?

Date of last inspection:

Electrical Safety?

Certificate/checks (wiring and PAT test)

## Security of building

Any exposed metals e.g. lead roofs?

If yes, has Smartwater been applied?

Has a roof alarm been installed?

Is the Church locked? (if so, when?)

Is there an up-to-date list of keyholders?

## Security of valuables

Is there a safe?

\*If there is no safe an insurance policy is required to cover valuables

If so, is the safe fixed to the floor or in the wall?

Are there photographs of valuables?

\*These need to be stored off site



# Churchyards

Open or closed?

Maintained by PCC?

Problems reported?

Condition of walls/fences?

Trees inspected?

Date:

PCC Policy on upkeep

Safety: Headstones, paths  
etc.

PARISH Registers	Yes/No	Comments
Services		
Banns		Are signatures up to date?
Baptism		date of last baptism:
Confirmation		date of last confirmation:
Marriage services		
wedding nationality check copies		Registers and certificates should be deposited with registrars
Burial/Ashes		date of last entry:
Memorial book		
Record of Graves		registered with national Graveyard project?
Details of deposits at Records' Office		
Other records at church or elsewhere?		
GDPR consent forms securely stored?		or GDPR covered by iChurch or other software?
safeguarding records securely stored?		where?
Terrier		
Log Book		Copies of faculties in log book?
Inventory - Valuables accounted for?		

	YES/NO	COMMENTS
<b>Electoral Roll</b>		
<b>PCC Minutes</b>		On display?
<b>Annual Report &amp; Accounts</b>		On display?
<b>CCLI Licences</b>		On display?

