

Items required for Archdeacon's Inspection

These items should be collected and laid out in advance of the Archdeacon's Inspection, so that they can be quickly and easily checked. The Vestry is often the easiest place to collect and display the items.

- Service Registers (current and all previous)
- Banns Registers (current and all previous)
- Baptism Registers (current and all previous)
- Confirmation Registers (current and all previous)
- Marriage Registers (current and all previous)
- Burial/Funeral/Ashes Registers (current and all previous)
- Record of graves and graveyard plans
- Terrier/Inventory (*signed and up to date*)
- Log Book (*signed and up to date*)
- Most recent Quinquennial survey and action taken/progress
- Insurance policies for church and other buildings under the responsibility of the PCC
- Most recent certificate to show the testing of any lightning conductor
- PCC's Child Protection and Vulnerable Adults policy document
- PCC's Health and Safety policy and documentation, including the Accident book.
- PCC's Fire Safety Policy
- Most recent Annual Report
- Current Electoral Roll
- PCC Minute book (current and any previous)