

Diocese of Wakefield

Archdeaonries of Halifax and Pontefract

2009 Articles of Inquiry

Please complete **one set of Articles for each church.**

**In multi-church and Team parishes there may some overlap with the details requested.
If so then please adapt the Inquiry accordingly and make more copies if necessary.**

Parish or church name:

Deanery:

Names of persons who have completed this Inquiry:

..... Office held:

..... Office held:

..... Office held:

What was the date of your 2009 Annual Meetings?

How many times did your PCC meet in 2008?

What is the total number of people on your PCC?

How many elected PCC members do you have?

How many people are on your 2009 Electoral Roll?

Is your parish compliant with the The Data Protection Act 1998, governing the way in which people's information, records and details are kept and used? YES / NO

[See www.dataprotection.gov.uk and [www.wakefield.anglican.org/info/handbook/Church admin/Data protection - a guide for parishes.pdf](http://www.wakefield.anglican.org/info/handbook/Church%20admin/Data%20protection%20-%20a%20guide%20for%20parishes.pdf)]

Church buildings

When was your church's last Quinquennial Inspection?

Who is your church's approved inspecting architect?

Asbestos

Has your PCC a written policy for managing asbestos? YES / NO

Have you recorded your PCC's asbestos action in your Church Log Book? YES / NO

[Even if you consider your church does not have an asbestos issue that statement needs recording.
See www.churchcare.co.uk/building.php?CDA]

Copyright

Does your church reproduce songs and hymns on service sheets, booklets, overheads etc? YES / NO

Do you have a Licence with Christian Copyright Licensing International (CCLI)? YES / NO

Assuming you have a Licence, what is your church's Licence number?

[See www.ccli.co.uk]

Health and Safety

Were portable electrical appliances checked during the past year (PAT tested)? YES / NO

[See www.hse.gov.uk/pubns/indg236.pdf]

Does your parish have a written Health and Safety Policy? YES / NO

When was your PCC Health and Safety Policy last reviewed?

Who is the main contact person for Health and Safety issues?

[See www.churchcare.co.uk/legal.php?GK]

Fire Safety

Has your church considered the question of Fire Safety, and done a Fire Safety assessment? YES / NO

If 'yes', when was this recorded in your PCC Minutes?? If 'no', when do you intend to take action?

.....
All churches need to identify a person who is responsible for Fire Safety. Who is the main contact person for Fire Safety issues?

.....
[See www.communities.gov.uk/fire/firesafety and www.wakefield.anglican.org/handbook]

Safeguarding children and vulnerable adults

Who is your parish's Child Protection Officer?

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

.....
Telephone

Email

I sign here to signify my agreement to the above details being stored electronically by the Wakefield DBF. Signature here

Who is responsible for Criminal Records Bureau (CRB) applications *if different from the above?*

.....
Have you a Parish Safeguarding Children Policy? Please attach a copy with this Inquiry YES / NO

Is your parish's Safeguarding Children Policy publicly displayed? YES / NO

When was your parish's Safeguarding Policy last considered and affirmed, in the PCC Minutes?

Has everyone involved with children/vulnerable adults signed a self-certification form? YES / NO

Does your PCC have an agreed policy to determine who needs to have a CRB check and at what level? YES / NO

Are new helpers and volunteers given a copy of your parish's Safeguarding policy and are they given training or induction to make sure they understand it? YES / NO

Is there a separate person with responsibility for the protection of vulnerable adults, and if so who is this?

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

.....
Telephone

Email

I sign here to signify my agreement to the above details being stored electronically by the Wakefield DBF. Signature here

Please give details of the most recent Safeguarding training attended by members of your parish and how many people attended?

.....
.....
How do you keep volunteers and helpers up-to-date with Child Protection and Safeguarding issues and training?

.....
.....
What is the local Social Services phone number for Child Protection concerns?

What is the name of the local Social Services contact for Child Protection issues in your area?

.....
[If unsure about where the above information about Social Services can be found, or you have any concerns about any other child protection and safeguarding matters please contact the Diocesan Child Protection Officer, Jenny Price on 01924 371802. See also www.wakefield.anglican.org/safe]

Fairtrade

Wakefield Diocese wants to become a Fairtrade Diocese. If you have a person who deals with Fairtrade issues please give their details.

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

.....

Telephone

Email

I sign here to signify my agreement to the above details being stored electronically by the Wakefield DBF. Signature here
[See www.wakefield.anglican.org/fairtrade]

Security

Has your church had lead or other metals stolen in the last twelve months? YES / NO

If "yes" how many times, and to what value? times, costing £.....

If you are insured with Ecclesiastical:

a) Have you applied the SmartWater identity material? YES / NO

b) Have you registered your SmartWater with Ecclesiastical? YES / NO

See www.ecclesiastical.com/smartwater.

From 2009 Ecclesiastical are limiting their cover for theft of lead and for consequent damage to £5000 under each heading. If a church has not applied and registered SmartWater that amount is halved to £2500 in each case.

Clergy expenses

Do you pay your clergy their working expenses in full? YES / NO

How much was paid in expenses to your clergy in 2008?.....

Transforming Lives

How far has your parish progressed with its Transformational Plan?

.....

Is there help or support your church is likely to need with the planning process or implementing the plan?

.....

.....

[See www.wakefield.anglican.org/transforminglives]

Matters of concern to Wardens and the parish

If there is any particular matter about which you think the Archdeacon should be aware, please give brief details here or attach a separate note. The Archdeacons will assume this is simply "for information" unless you specifically ask them to contact you about the matter.

.....
.....
.....
.....
.....

Parish officers and their details (2009)

As well as being used to keep people in touch with relevant information from the Diocese these details are used to compile the new Diocesan Directory. **The deadline for this is mid-June. Actual signatures are required in each case.**

Parish name:

Churchwardens (BLOCK letters please)

The following persons were duly elected on the day of 2009 to serve in the office of Churchwarden of the parish for the following year.

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

.....

Telephone

Email

*I sign here to signify my agreement to the above details being stored electronically by the Wakefield DBF. **Signature** here*

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

.....

Telephone

Email

*I sign here to signify my agreement to the above details being stored electronically by the Wakefield DBF. **Signature** here*

PCC Secretary (BLOCK letters please)

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

.....

Telephone

Email

*I sign here to signify my agreement to the above details being stored electronically by the Wakefield DBF. **Signature** here*

PCC Treasurer (BLOCK letters please)

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

.....

Telephone

Email

*I sign here to signify my agreement to the above details being stored electronically by the Wakefield DBF. **Signature** here*

Deanery Synod – parish representatives (BLOCK letters please)

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

Telephone

Email

*I sign here to signify my agreement to the above details
being stored electronically by the Wakefield DBF. Signature here*

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

Telephone

Email

*I sign here to signify my agreement to the above details
being stored electronically by the Wakefield DBF. Signature here*

Name: Mr/Mrs/Miss/Ms etc

Full postal address and postcode:

Telephone

Email

*I sign here to signify my agreement to the above details
being stored electronically by the Wakefield DBF. Signature here*

When completed, this Inquiry should be returned **by 31 May 2009** to:

The Archdeacons
Church House
1 South Parade
Wakefield
WF1 1LP

In addition please enclose:

- A **summary of the proceedings of the PCC** for the past year (from your Annual Parochial Church Meeting).
- A copy of your **PCC’s budget for 2009**.
- A copy of your parish’s PCC-approved **Safeguarding Children policy**.
- **Two copies** of the Annual Report and Financial Statements of the PCC for the year ended 31st December 2008 with the full auditor’s or independent examiner’s report (included with each copy should be a Statement of Assets and Liabilities as at 31st December 2008, as presented at the Annual Parochial Church Meeting).
- **The report on the fabric, goods and ornaments of the Church or churches of the parish, as presented at the 2009 Annual Parochial Church Meeting.**
- One copy of a recent issue of your parish magazine, newsletter or equivalent.

Please add any **additional names** and details on a separate sheet.

Further copies of this form can be downloaded from www.wakefield.anglican.org/downloads.

Further information about some of the questions on this Inquiry can be found on areas of www.wakefield.anglican.org, and particularly www.wakefield.anglican.org/handbook.