

Q&A SESSION FROM ARCHDEACON TRAINING – NOVEMBER 2024

Church Property Register – Terrier and Inventory

Q: If you have a digital inventory and photos, do you need a paper copy in the safe too?

A: Yes. It's important that there is a paper copy which is accessible to clergy and parish officers, and for permanent record. There should also be an off-site copy of the inventory and photos.

Q: Does the library of choir music need to be included in the inventory?

A: The library should be mentioned, but the details of books and sheet music will be held and kept updated by the organist or musical director.

Q: How do you compose a new inventory register after 10 years?

A: You can purchase new section pages from [Church House Bookshop - Your First Stop for Christian Books & Music](#). It is best to have a "stock taking" session recording all that is in the church, which can then be checked against the existing inventory.

Q: We have listed all our audio equipment (e.g. sound desk etc) and visual equipment in the inventory. Are we required to record this in the inventory?

A: You should record AV equipment under the category of Electrical equipment or Miscellanea, but this need not include detailed amendments as microphones etc are replaced. AV equipment should also be recorded as financial assets in the parish's accounting records.

Q: How much detail is required on the inventory? Do we literally have to count every hymn book, bible, kneeler, etc?

A: No. As the [DAC guidance leaflet](#) says: "It is [...] difficult to see for what purpose it is helpful to record minor changes in the number of different hymn books held, the details of plain catalogue items of plate or furniture or the number of choir surplices."

Q: We have listed all our office equipment e.g. laptops and photocopiers. Are they required to be listed in the inventory?

A: Items relating to ancillary areas (kitchen, office, hall) need not be included in the Register but equipment should be noted in the parish's financial records (capital assets, maintenance, depreciation etc.).

Q: The majority of the churches represented in our breakout room had an electronic version of their Terrier and no one knew when the last copy was sent to the County Archives. Would it be sensible to consider a DAC online document repository, likewise for maintenance registers?

A: In the DAC team we already have a specific place to hold electronic copies of church property registers, and we are in touch with the county archives about transferring/copying a tranche of documents for permanent archive storage. The national church now recognises that many church property registers are created and maintained electronically, and we expect there will be national developments about an online repository, but for the time being it is important to maintain and archive paper copies to ensure future readability e.g. as file formats change.

Q: Do we need to include vestments in the inventory?

A: Yes, if they belong to the church rather than the current parish priest.

Q: Are blank copies of the Terrier and log book available on line?

A: There is not currently a national electronic template for these documents, but the DAC team can provide online versions on request.

Q: Has the electronic version been changed? I used one a few years ago and I wonder if I can just update various entries and send that to you?

A: We have not made any recent changes to the electronic template. Do continue to send updates to the DAC team.

Q: If you may need to refer to a previous Church Property Register that has gone to storage, how would you retrieve it?

A: Parish officers can request documents deposited with the relevant County Record Office to view or (with restrictions) on loan. See:

[Hertfordshire Archives and Local Studies | Hertfordshire County Council](#)
[Hosted By Bedford Borough Council: Bedfordshire Archives](#)
[The London Archives | London Archives](#)

Q: We have a growing collection of artificial and knitted flowers. Should these go on the inventory?

A: If these form part of a specific project, it is worth recording the project and including a representative photograph. These items are likely only to be in the church for a temporary period.

Quinquennial Inspections and Professional Advisers

Q: What do we do if we have not received the QI report within 3 months?

A: It is important that the PCC receives the QI report when it is still up-to-date and 3 months is allowed for this. If you haven't received the report within 3 months of the inspection date, please do remind your professional adviser and copy in the DAC team, so that we can also follow up if necessary.

Q: Does the DAC hold lists of contractors e.g. for electrical work or heating?

A: The DAC is not able to endorse or approve contractors for works to church buildings. However, we do hold details of specialists and contractors known to work in the field of church buildings which we can provide to the PCC on request. PCCs should also take steps to satisfy themselves about the experience, qualifications and insurance cover of contractors, taking into account specific requirements for matters such as electrical work (see [Minor Matters Lists A and B specified conditions](#) and [DAC published guidance](#)).