

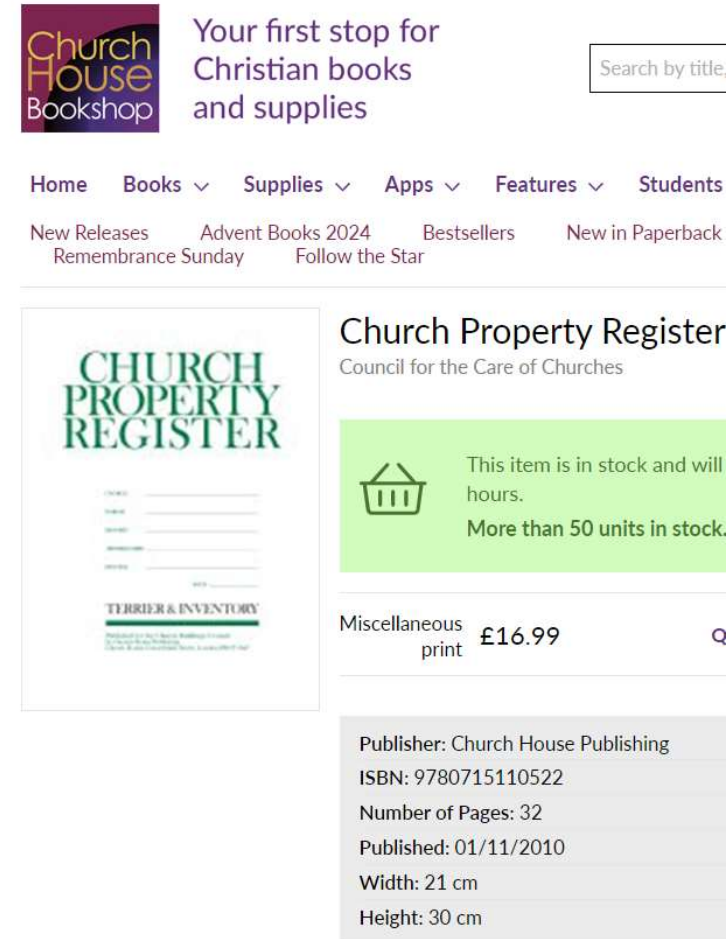
Church Property Register (aka Terrier and Inventory)

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DAC Secretary

What is the Church Property Register?

- A record of any land belonging to the church (*terrier*) and an *inventory* of all the contents of the church building
- A legal record to be kept with registers and records in the church safe, plus an off-site copy
- A document to be kept updated as changes occur



The screenshot shows the Church House Bookshop website. At the top, the logo reads "Church House Bookshop" with the tagline "Your first stop for Christian books and supplies". A search bar is in the top right. The navigation menu includes Home, Books, Supplies, Apps, Features, and Students. Below the menu, there are links for New Releases, Advent Books 2024, Bestsellers, and New in Paperback. The main product page for the "Church Property Register" by the Council for the Care of Churches is displayed. It features a book cover image and a green stock status banner stating "This item is in stock and will be available within 24 hours. More than 50 units in stock." The price is listed as £16.99 for a miscellaneous print. A detailed specification box at the bottom right provides the following information:

Publisher:	Church House Publishing
ISBN:	9780715110522
Number of Pages:	32
Published:	01/11/2010
Width:	21 cm
Height:	30 cm

Why is it important?

- a bank of information about the church for legal enquiries and other purposes
- items of value are properly recognised
- details of items of value in case of loss by theft or fire
- the basis for the report to the APCM and for the annual Inspection by the Archdeacon
- a historic record as a research tool for present and future generations

8. Schedule of Church Plate

Please include all Communion vessels of whatever material. First, list any complete sets, and then individual items in the following categories:- chalices, patens, flagons, alms dishes or basons and other plate, including ciboria, pyx, wafers, boxes, cruets.

Article	Material	Material, Weight and Dimensions		Hall Marks, Maker's Mark and Inscription		Where kept and whether in a movable safe or a safe attached or fixed to the church fabric
		WEIGHT	HEIGHT	INSCRIPTION etc	HALLMARKS WHERE KEPT	
CHALICE	SILVER	250gms	7 1/4"	115	Engraved Cross on base	London 1930 FCS Ltd.
"	"	460gms	7 5/8" 195	3 3/8 98	E dono FNA 1951 Letchworth 1951	London 1948 FCW Ltd.
"	SILVER GILT	660gms	8 1/4" 205	110	Emma Grace Bourne MCMXXIX	London 1928 CGL
"	"	1000gms	10" 35 5/8		MACARTHUR CAMPBELL STEWART	London 1907 FW.
CIBORIUM with lid	SILVER GILT interior	180gms	116	3 1/16 68	Ora pro anima G.S.D. 1930	

What needs to be done?

- Make sure the inventory sections (sections 6 and 7) are kept updated with additions, changes and disposals. For more major items a faculty will be needed; some items may be in Minor Matters List A or List B.
- Make sure there are good-quality photos and descriptions of all valuable items e.g. bishop's chairs; silverware.
- Re-do the complete Register every 10 years and deposit the old one at the County Archives.



Relationships with your Professional Advisers & QIs

Liz West – Church Buildings
Maintenance Officer

Mayra Shaw – DAC Team Secretary

Why do we need a Professional Adviser?

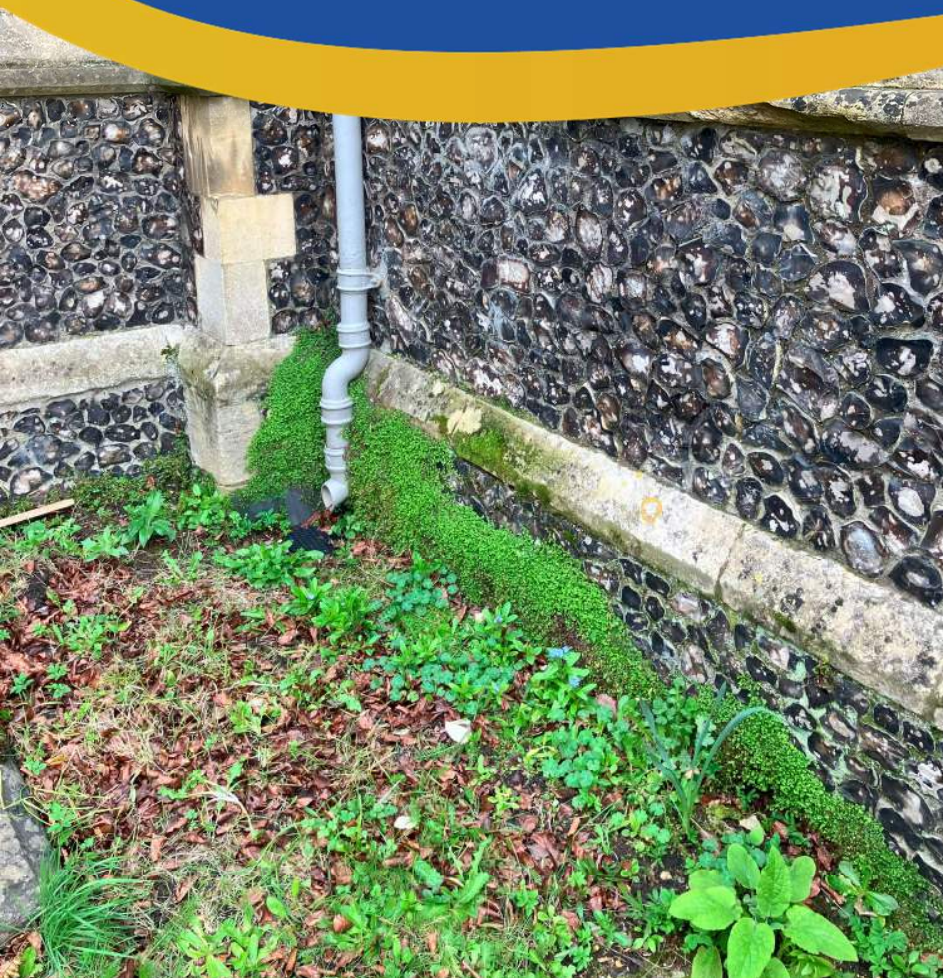
- Caring for such important and complex buildings is challenging.
- Expertise and knowledge.
- Insurance!
- Legal responsibility to appoint a Professional Adviser for QI.

How can a professional adviser help?

- Carry out quinquennial inspection.
- Give ongoing guidance and support.
- Identify the most important repairs needed.
- Produce information required to get specialist advice an, consents and grants.
- Manage contracts.
- Provide reassurance backed by professional standards and Professional Indemnity Insurance.



If there's something strange....



contact your
professional adviser!

WHAT IS A QUINQUENNIAL INSPECTION?



What is a Quinquennial Inspection?

Legal requirement:
PCCs are responsible for
the care and repair of
their church building.

The QI report gives an
overview of the
condition of the church,
what needs doing and
what is most important.



What is the process to follow?

- Contact your Professional Adviser to arrange details, agree the fee, and fix a date

Changing your professional adviser?

1. Check these links for information about the process to appoint a new professional adviser:

<https://www.stalbansdiocese.org/resource/quinquennial-inspections-and-professional-advisers/>

The CBC's Quinquennial Inspection guidance at

<https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections>

2. List of active quinquennial inspectors:

<https://app.klipfolio.com/published/f81c9f4ae32b18f956f5edacd7579812/active-quinquennial-inspectors>

3. Let the DAC know about your new appointment.

4. After the Inspection you will receive a report from the professional adviser, send the digital copy to the DAC at:

dac@stalban.anglican.org

When does the
QI need to be
done?
Dates to
remember:

Every 5 years, so
you need to
programme it,
and include it in
your budget.

The DAC will
remind you at the
beginning of the
year when the QI is
due.

Your inspector
needs to provide
the QI report 3
months after the
inspection.

In the middle of a
major project? Let
the DAC know, so QI
due date needs to be
reset, once the
project is finished.

What is important about QI Reports?



To identify priorities, at an early stage, to prevent conditions getting worse.



QI reports often form the basis for many developing projects. It is a working document to keep referring to.



Alerts the PCC to potential weaknesses that may occur. Like potential floods.



Helps to identify vulnerability of churches, possible Heritage at Risk.

A photograph of a historic stone church, likely a cathedral or large parish church, featuring a prominent crenellated tower on the left and large Gothic windows along the side. The building is constructed from weathered stone and brick. In the foreground, several old, upright gravestones are visible on a grassy area. A semi-transparent blue rectangular box with a thin blue border is centered over the middle of the image, containing the text "KEEP CALM & CARRY ON!" in a bold, blue, sans-serif font. The sky is a clear, pale blue.

KEEP CALM & CARRY ON!

What next?

- Read the report carefully.
- Ask your professional adviser if there is anything you do not understand.
- Circulate the report around the PCC and discuss it, and its implications, at the next PCC meeting.
- Meet with your professional adviser to identify the next steps.



Action Points!



The aim: to identify a practical package of works which responds to the QI priorities and your wider plans and has a realistic chance of being funded!

- Maintenance issues
- Priority repairs
- Investigative works



MAKE A PLAN!

Joining the dots!

- What are the QI report priorities? – discussed and tested with your church architect
- How do these fit with your other priorities – e.g. making changes to your church building for worship, outreach or community use?
- What is a practical package of works – a sensible, efficient selection of repairs – and what are the outline costs?
- Will this package be part of a larger project/vision and will this be phased?
- What are the grants and fundraising opportunities? How much could you get and what are the chances of success?
- How do the grant criteria fit with your project? – *funding for building repair, Heritage at Risk or other critical priorities, engaging people in heritage – community benefits, religious objectives – or a mix*

Resources

- Diocesan website – Buildings & Churchyards

[Buildings and Churchyards - The Diocese of St Albans](#)

- DAC Leaflets Church Property Register Leaflet 2

<https://www.stalbansdiocese.org/resource/church-property-register-leaflet-32/>

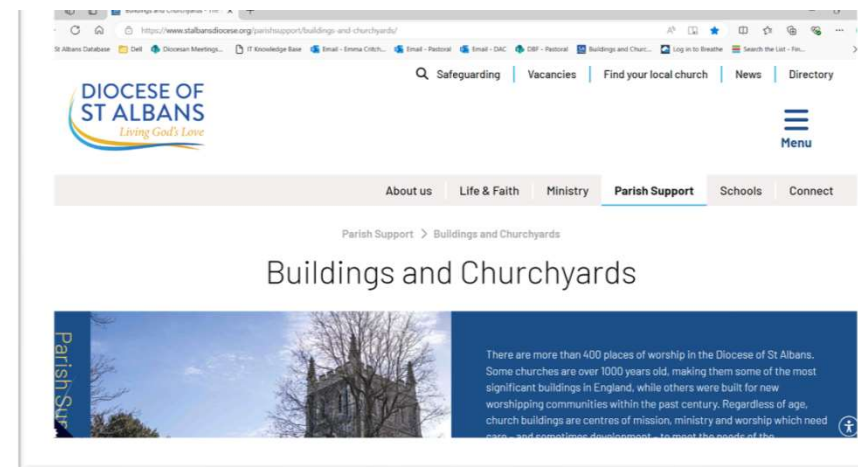
- DAC Leaflets Quinquennial Inspections and Professional Advisers (page includes Active Inspectors Register)

[Quinquennial Inspections and Professional Advisers](#)

- Minor Matters Lists A and B

- Additional Matters Orders – filming; hiring church premises (coming soon)

[Minor Matters and Additional Matters Orders - The Diocese of St Albans](#)



DAC Advice Leaflets

You can view a full list of those leaflets in the table below.

Search: [Download Selected Documents](#)

DAC Advice Leaflet	Description	Download
Church Property Register Leaflet 32	This DAC leaflet covers the Church Property Register (Terrier and ...	Download Preview ☐
Pew heater location and effectiveness	The DAC's advice for the installation on churches.	Download Preview ☐
Maintaining your church – workshop resources	Resources for the Maintaining your church workshop.	Download
The DAC section of the Diocesan Portal	This online training took place on Tuesday 23rd April. It is intended to guide ...	Download
Completing the Energy Footprint tool	Resources for the online training on completing the EFT, including the recorded presentation.	Download Preview ☐