

Clergy Training – Session 1

Introduction to church maintenance,
working with an architect or surveyor,
quinquennial inspections, repairs and
DAC advice.

Caring for church buildings, churchyards and church grounds

In today's session, we shall be looking at:

- Why it's important to maintain and repair our church buildings and churchyards/grounds, and who is responsible
- How the Church of England framework of professional advisers and quinquennial inspections helps – and how to make the most of the system
- Maintenance by volunteers and by professionals, and when you cross the line from maintenance to repair
- DAC advice, both formal and informal

Why are church buildings important?



Why do we need to look after the church building?



or



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What our church building says ...



Church of England legislation

Canon F 14 Of the provision of things appertaining to churches

"The things appertaining to churches and chapels, and the obligations relating thereto, and to the care and repair of churches, chapels, and churchyards referred to in the foregoing Canons shall, so far as the law may from time to time require, be provided and performed in the case of parochial churches and chapels by and at the charge of the parochial church council."

The Care of Churches and Ecclesiastical Jurisdiction Measure

"Any person or body carrying out functions of care and conservation under this Measure ... shall have due regard to the role of a church as a local centre of worship and mission...and [shall have regard to] environmental protection."

How do we go about looking after the church building?

Quinquennial Inspection

- A 5-yearly snapshot of the building's condition with recommendations for maintenance and repairs from a qualified and experienced architect or surveyor
- Covers all aspects, but specific to your church building and the way it is constructed

Quinquennial Inspection Report
Care of Churches and Ecclesiastical Jurisdiction Measure 1991

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Quinquennial Inspections & working with Professional Advisers

Your Quinquennial Inspection & Your Professional Adviser

Advice leaflets can be found at:

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

Looking for guidance about appointing a new Quinquennial Inspector? Or information about what your Inspector/Professional Adviser should include within your Quinquennial Inspection report? This page will help with guidance covering a range of topics relating to your Quinquennial Inspection.

[Your Quinquennial Inspection Advice Leaflet 3](#)

[Your Professional Adviser Advice Leaflet 2](#)

Active Quinquennial Inspectors Register

[Qualifications and accreditations](#)

Your Quinquennial Inspection (DAC Advice Leaflet 3)

How they Help You

- QI reports are hugely important in helping parishes look after their churches
- QI reports should be written for their client and main audience – the parish
- QI reports which are easy to read and use equals better maintained churches
- Reports should be thorough but not drown parishes in text and information
- General condition, priorities and practical next steps should be clear

Appointing Your Quinquennial Inspector

- When appointing an Inspector the PCC **must have regard to** advice from the Church Buildings Council and Diocesan Advisory Committee.
- A Quinquennial Inspector's training, accreditation (where necessary) and experience in building conservation should be appropriate for the complexity and significance of the church building.
- The DAC has a list of Inspectors currently working in the diocese on the website for information.
- In selecting an Inspector parishes should look at the candidates' QI reports for similar churches

Carrying out the Inspection

- What the parish needs to do – making arrangements, providing a range of information and safe access.
- The parish contact (and the parish person with most knowledge of the church building if different) should meet and brief the Inspector at the start and get the Inspector's initial thoughts at the end.
- The Quinquennial Inspector is expected to deliver the inspection report promptly and within three months of the inspection

Outline format for the QI report – selected highlights

General Condition of the fabric

The condition of the church summed up in a few paragraphs near to the start

Inspection approach

Recommended actions are broken down into five categories depending on urgency/time span

Category 1: Urgent - requiring immediate attention

Category 2: Urgent - organise, fund and start within the next 6 to 12 months

Category 3: Urgent/essential – organise, fund and start within the next 12 to 24 months

Category 4: Carry out within the next five years

Category 5: Carry out in the next ten years or longer as noted

Routine maintenance, investigation and specialist advice

Routine maintenance, investigation and specialist advice should be included under the five 'time categories'

Maintenance identified by 'M' – helpful to say whether by parish volunteers or contractors

Further investigation identified by 'I'

Specialist advice by 'SA'

Photographs

Reports should be illustrated by photographs

A few general shots of the exterior and interior are helpful for the DAC team, funders etc.

Photos illustrating problems and repairs are essential – it can be helpful to identify the location of both with arrows or circles

Costs

Indicative costs can be helpful and achieved in different ways but are not a requirement

- CBC recommends including bands of cost – useful for big picture and planning but wide bands not always helpful
- A single rough estimate is sometimes given
- Parishes should be aware of different Inspectors' approaches and choose what they want
- Identifying rough costs of priority packages of work will be key to taking recommendations forward

Recommendations as to steps to be taken for the general care of the buildings and its contents

'Stitch in time' maintenance by both parish volunteers and contractors is crucial to prevent much greater damage and cost.

A draft maintenance plan for the specific church which can be revised and added to by the parish is sometimes included as an Appendix.

Following up the QI report

Agreeing an achievable plan of action

- The PCC should read and follow up the report with their Quinquennial Inspector without delay.
- Ideally the PCC should meet their Inspector at the church to run through the main points, answer any questions and discuss the condition and priorities.
- **The PCC and Inspector should develop a practical, achievable plan of action**

Examples of priorities that could be followed up

- Routine maintenance work or urgent repairs needed straight away to avoid greater damage and cost
- Further investigations or monitoring to understand problems and find solutions
- A practical and achievable package of work which can be funded from small or medium grants and fund raising activities
- Essential work costing a greater amount which is more challenging to fund
- Longer term plans and costs for the maintenance and repair of the church e.g. a five-year, costed building management plan

Who else reads your QI?

Your inspector is required to send a copy of the QI to:

- Your Archdeacon
- The DAC archaeology advisor
- The DAC office

Liz West (Church Buildings Maintenance Officer) and me assess every single QI that comes into the office!

- We keep track of any changes in the building – good or bad!
- We identify which churches may need additional support from us.
- Helps us to decided which churches might like a visit from one or both of us.

Date of QI visit	QI - High level stonework	QI Roofs	QI - Structural stability	QI - Interior	QI - Gutter and downpipes	QI - Other problem	QI- Condition
20/01/2009	very bad	poor	fair	fair	poor	n/a	very bad
17/01/2014	very bad	poor	very bad	poor	fair	poor	very bad?
01/07/2018	very bad	poor	poor	poor	poor	window repairs	very bad
						dampness in fabric of the building; historic graffiti in poor condition	poor
23/02/2023	poor	poor	poor	fair	poor	n/a	very bad
16/01/2008	poor	very bad	fair	poor	poor	damp	poor?
12/03/2013	fair	poor	fair	poor	poor		fair/poor
01/05/2018	fair	poor	fair	fair	poor		fair
21/06/2023	fair	good/fair	fair	good/fair	fair	tower needs investigation,	very bad
24/10/2007	poor	very bad	fair	poor	good	poor	fair
12/09/2012	fair	fair	fair	fair	poor		fair
21/07/2017	fair	fair	good	fair	poor	trees need to be cut back; movement in west window	good/fair
01/08/2022	fair/poor	good	fair	good	fair/poor	n/a	very bad
19/03/2010	fair	very bad	fair	poor	poor		fair
19/08/2015	fair	fair	fair	good	fair		fair
02/10/2020	fair	fair/poor	fair	good	fair/poor		

Your Professional Adviser (DAC Advice Leaflet 2)

Picking your Professional Adviser for QIs and projects – accreditation and competitive procurement

- Requirements of grant funders for accreditation – National Churches Trust, Historic England
- National Lottery Heritage Fund requires accreditation or equivalent training, expertise and experience
- Requirement of the National Lottery Heritage Fund/other public funders for different types of competitive selection depending on size of fees.

Other benefits of competitive selection – makes parish think about and get what it needs and has a good fit with the church building and parish team

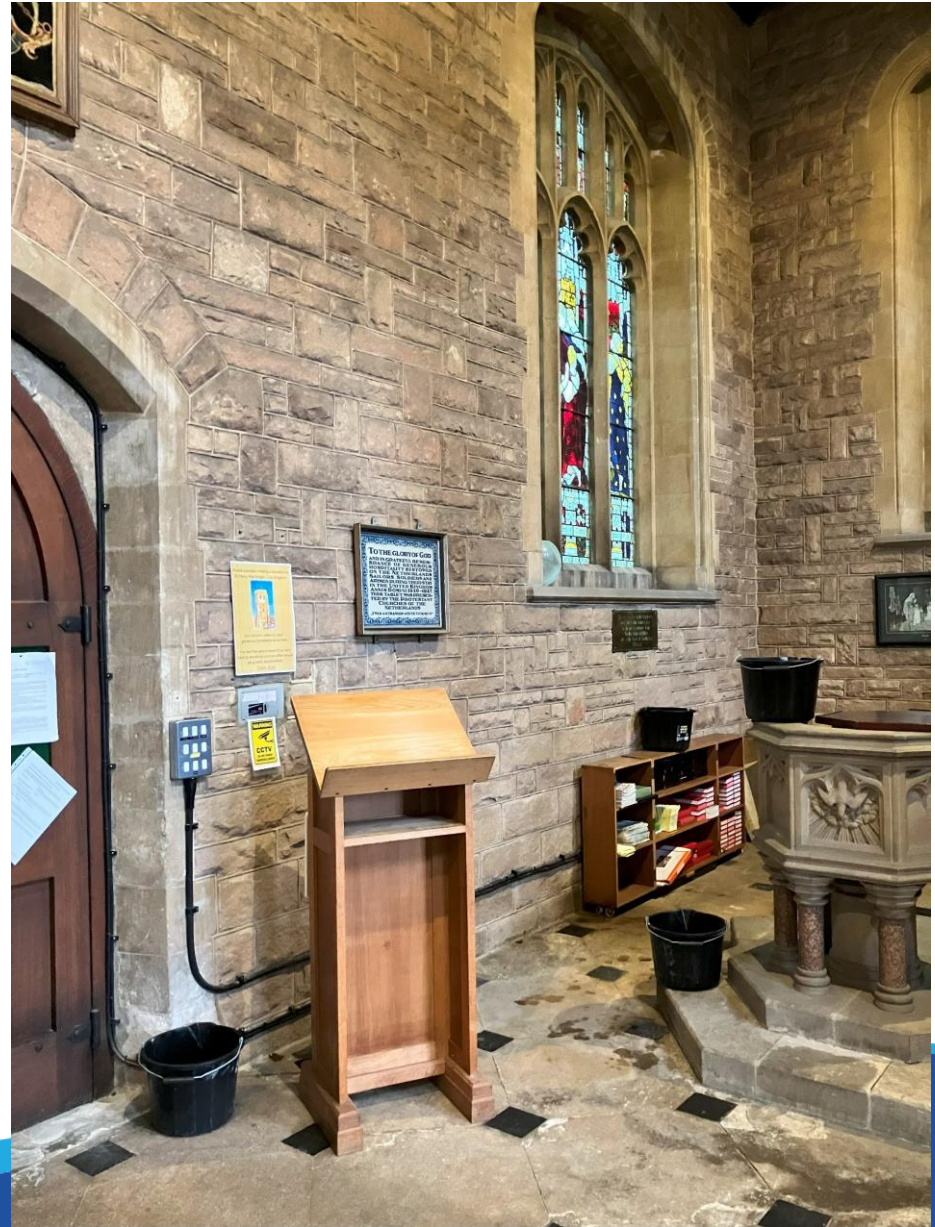
Regular Maintenance

- Work with the churchwardens and the Fabric Committee if you have one – and with the church architect or surveyor
- Develop a Maintenance Plan going round the building and through the year
- Make sure there is a Health & Safety Plan and a Fire Risk Assessment in place
- Get regular servicing and checks done – and keep the records in the Log Book



What is maintenance?







Looking!



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Doing!



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Who does what? – Parish Volunteers

- Inspecting the church from the ground and other places with safe access.
- Unblocking gullies and ends of down pipes.
- Using ladders at certain heights if happy and safe – clear those gutters of leaves and debris.
- Removing plants and vegetation at low level.

Who does what? – Maintenance Contractors

- Maintenance and inspection at low levels like parish volunteers plus:
 - Inspect and clean valleys, gutters, hoppers and downpipes at a higher level including parapet gutters.
 - Inspect and clean accessible drains e.g. when you need to drain cover off and rod.
- But can't compensate for the regular maintenance by the parish.



January

1. Check the church boiler and make sure that the frost thermostat is working.

2. Be sure that the rainwater gutters (especially valley gutters), hopper heads, downspouts, gullies and drains are clean and working satisfactorily. The best time to do this is when it is raining.

3. Double check that all exposed water tanks, water pipes, heating pipes and oilfeed pipes are protected against severe frost.

February

1. Check the roof, using a pair of binoculars if necessary, to ensure that no slates have slipped during the snow. If you spot any damage to the roof, arrange for it to be mended as soon as possible.

2. Check the gutters and downspouts for any damage caused by frost.

3. Now is a good time to plan spring-cleaning for April. Is a working party needed?

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Faith in Maintenance Calendar

Regular checks are a vital part of building maintenance. Check as frequently as you can, but preferably no less often than is suggested below. The best time to check gutters and rainwater goods is during or just after rain as this will help you to spot any leaking sections. Further information and guidance can be found in the Faith in Maintenance handbook.



Tick the boxes as you complete each task.
You can also use this chart to identify any points of concern that need to be addressed.



JANUARY

Things to do:

- Have the electrical systems checked by a qualified person at least once every five years.

☒ CHECKED ☐ ACTION NEEDED

- Smoke alarms should be regularly tested and cleaned. Remember to replace the batteries too!

☒ CHECKED ☐ ACTION NEEDED

- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

☒ CHECKED ☐ ACTION NEEDED

- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

☒ CHECKED ☐ ACTION NEEDED



FEBRUARY

Things to do:

- Parapet and valley gutters need to be cleared of snow to prevent melt water rising above them and causing damp internally. Extra caution is needed in icy conditions.

☒ CHECKED ☐ ACTION NEEDED

- Make sure that the tower, roofs and windows are bird-proof before nesting starts. Do not disturb bats.

☒ CHECKED ☐ ACTION NEEDED

- Check the condition of any ladders in the tower and ask the tower captain to ensure that the bells and bellframe are in good order.

☒ CHECKED ☐ ACTION NEEDED



MARCH

Things to look for:

- Check that eave gutters and downpipes have not been damaged by frost. Look for cracks and leaks in rainwater goods and note damaged sections.

☒ CHECKED ☐ ACTION NEEDED

- Check for splits and cracks in areas of flat or sloping sheet roofing.

☒ CHECKED ☐ ACTION NEEDED

- Inspect lead flashings and mortar fillets at chimneys for signs of decay. Problems will include holes or splits in leadwork and erosion of mortar fillets.

☒ CHECKED ☐ ACTION NEEDED

- Clear leaves and debris from gutters and rainwater pipes regularly. Frequent attention may be needed if the building is surrounded by trees or overhanging ivy. Clean iron gutters may also require repainting.

☒ CHECKED ☐ ACTION NEEDED



APRIL

Things to look for:

- Check the roofs for frost, snow and wind damage. Debris on the ground from broken slates and tiles indicates that there may be a problem.

☒ CHECKED ☐ ACTION NEEDED

- Check for splits and cracks in areas of flat or sloping sheet roofing.

☒ CHECKED ☐ ACTION NEEDED

- Inspect lead flashings and mortar fillets at chimneys for signs of decay. Problems will include holes or splits in leadwork and erosion of mortar fillets.

☒ CHECKED ☐ ACTION NEEDED

- Clear leaves and debris from gutters and rainwater pipes regularly. Frequent attention may be needed if the building is surrounded by trees or overhanging ivy. Clean iron gutters may also require repainting.

☒ CHECKED ☐ ACTION NEEDED



MAY

Things to do:

- Gullies beneath rainwater pipes should be cleared out regularly and drains should be rodded out if they overflow during wet weather. Remove silt and debris and ensure water discharges freely.

☒ CHECKED ☐ ACTION NEEDED

- Make sure that windows and ventilators are operable so that the building can be ventilated on dry days during the summer months. Lubricate door and window ironmongery and check security of locks.

☒ CHECKED ☐ ACTION NEEDED

- Shut down the heating system and have the boiler serviced. Bleed radiators if you have them and ensure that the frost thermostat is operational.

☒ CHECKED ☐ ACTION NEEDED

- Clear away any plant growth from around the base of the walls and in particular from the drainage channel.

☒ CHECKED ☐ ACTION NEEDED



JUNE

Things to look for:

- Inspect all windows. Check the glazing, putty, lead cames and wire ties for signs of damage.

☒ CHECKED ☐ ACTION NEEDED

- Check timberwork for signs of rot including less accessible areas such as floors and roof voids under stairs and in cupboards.

☒ CHECKED ☐ ACTION NEEDED

- Remove any vermin from floor and roof voids.

☒ CHECKED ☐ ACTION NEEDED



April

Check the roofs for signs of damage:

- Broken tiles on the floor may indicate a problem.
- Check for splits and cracks on flat roofs or sloped sheet roofing.
- Check lead flashing and mortar fillets for signs of decay.

Gutters and rainwater pipes

May

Gullies and drains should be cleared out regularly and drains should rodded out if they overflow during wet weather.

Make sure that the building is properly ventilated and that all opening windows can be opened.

Remove emerging plant growth from the walls and drainage channels. This is likely to be ongoing throughout the summer.

When the heating is being turned off it is a good time to service the boiler and bleed radiators.

June

Inspect the windows and check the glazing, putty, lead cames and wire ties for signs of damage.

Check timberwork for signs of rot including less accessible areas such as floors and roof void, under stairs and in cupboards.

Remove any vermin from floor and roof voids.



September

Check for evidence of leaks during heavy rain, especially below the gutters.

Remove plant growth from the walls and drainage channels.

Make sure that water tanks and exposed water and heating pipes are protected from frost.

Make sure that any airbricks or underfloor ventilators are clear.

August

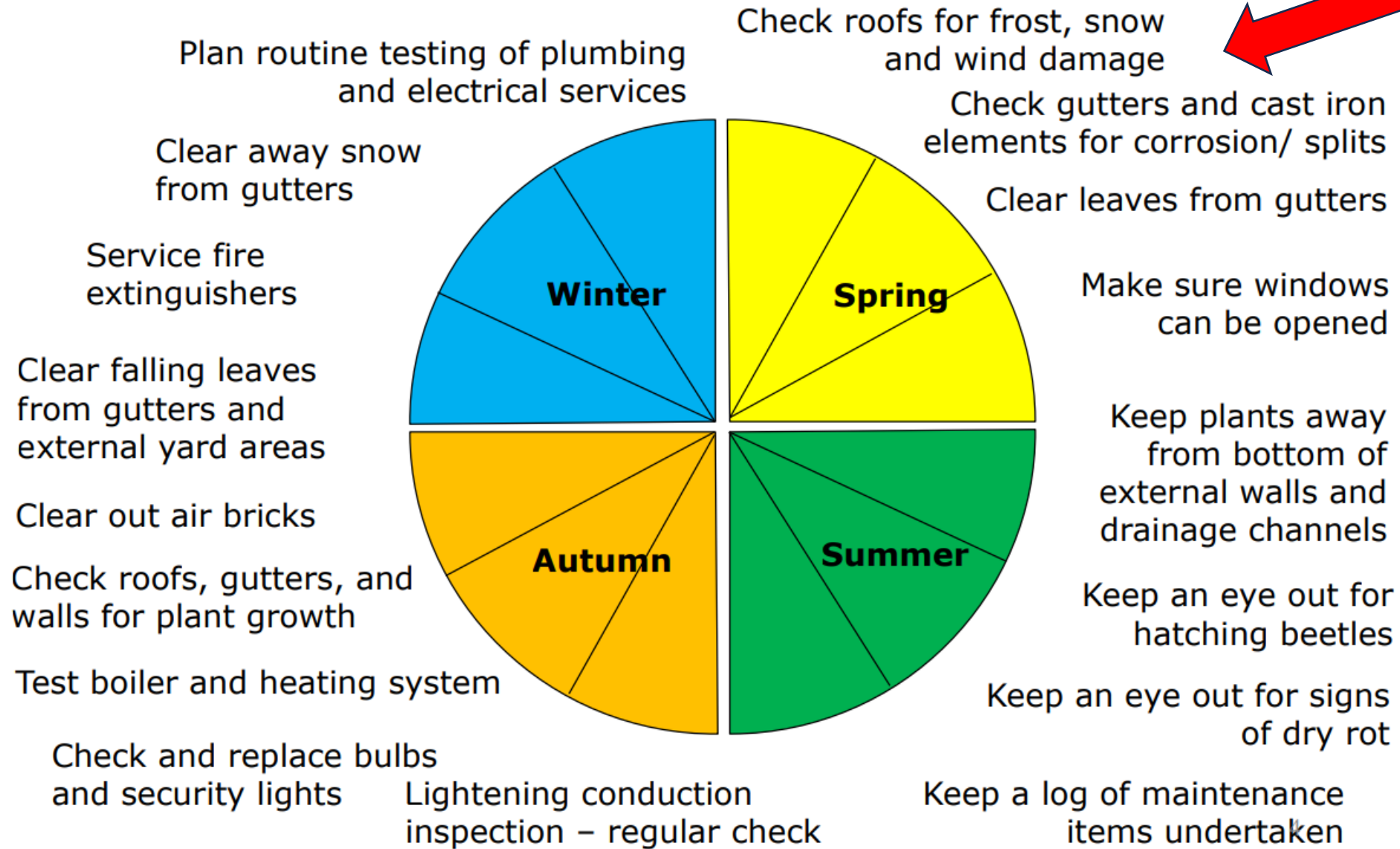
Take a break!

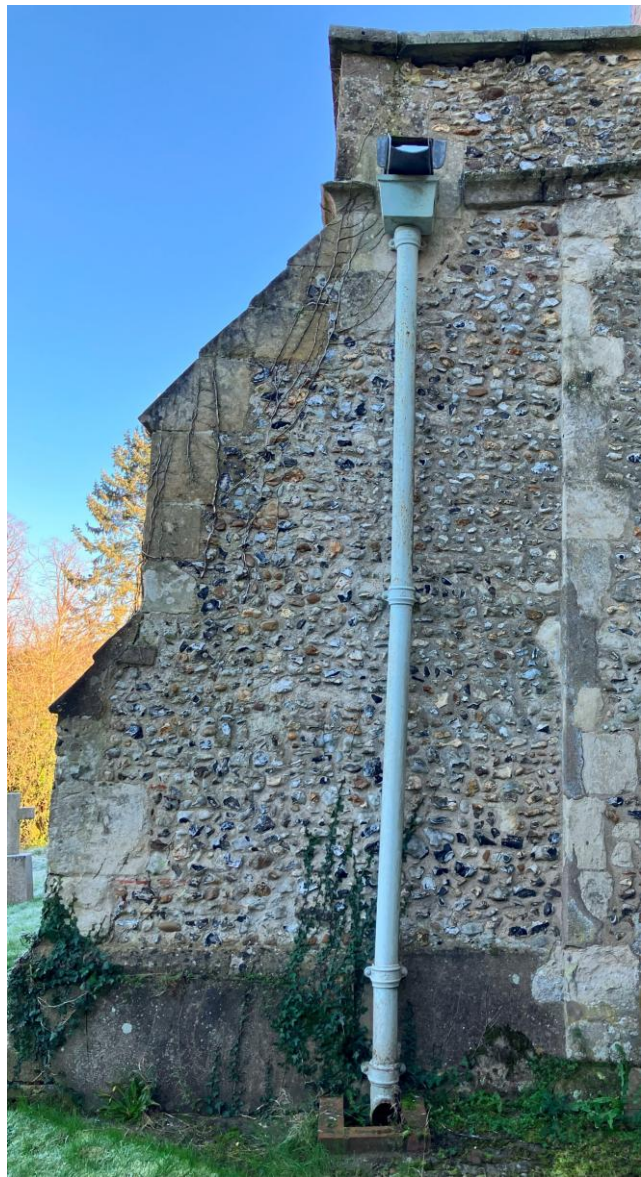


Safety

- Ensure you maintain your building safely. Ladders, lofts and roofs present particular hazards. It is best not to work alone, but think of the safety of helpers and yourself. Safety equipment is essential.

2. SPAB Maintenance Cycle









Using your church – DAC advice, formal and informal



Think about how you and others use the building

- Do people know where to go when they arrive at your church [and hall] building?
- Is it welcoming?
- Does it work well for worship?
- Does anyone have difficulty getting into the church or moving around inside it?
- Can you use the church for other events and activities?



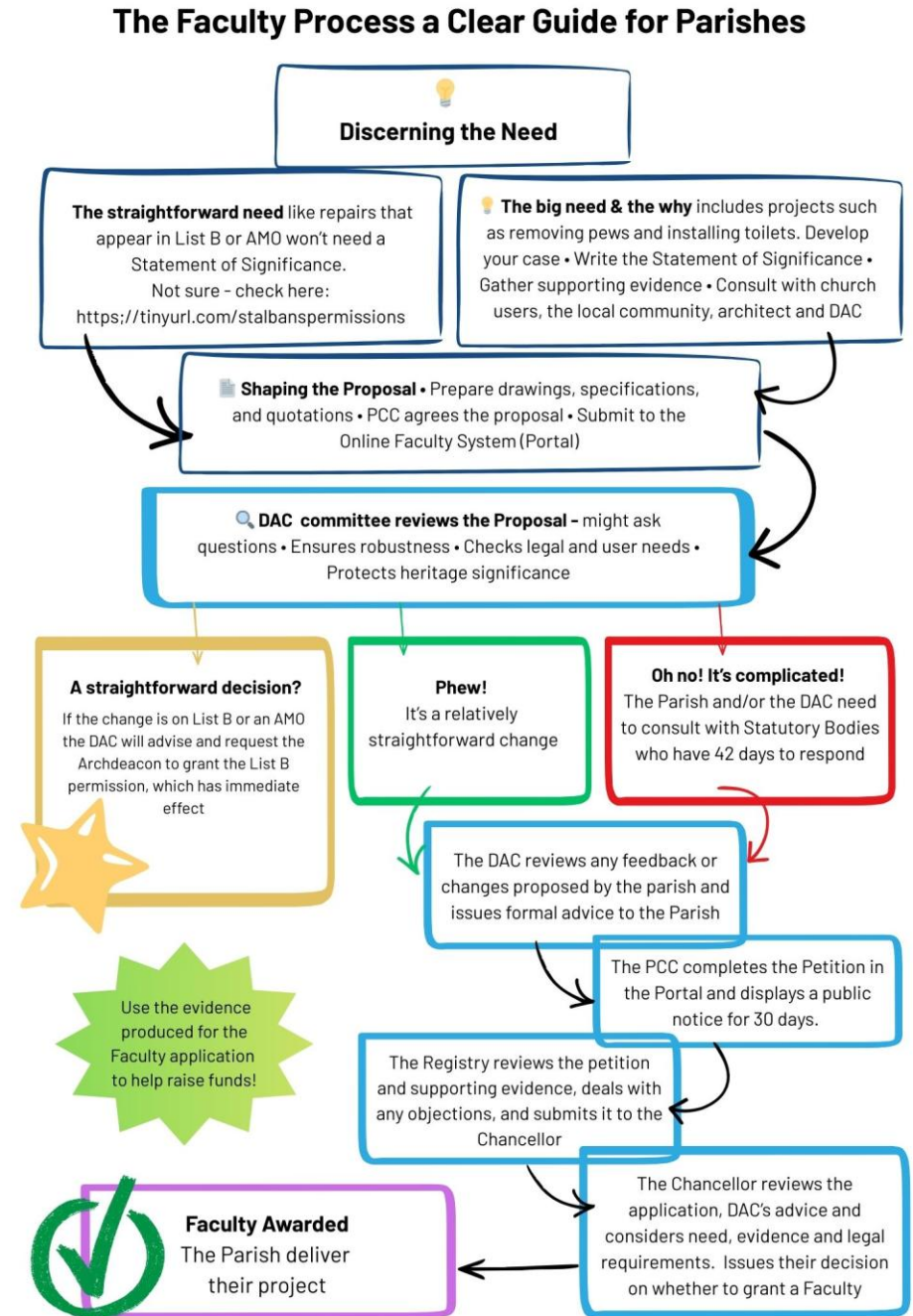
How does the Faculty Jurisdiction operate?

Do start by discussing your ideas with the DAC Team!

Applying for a faculty is a 2-stage process:

Stage 1 – The applicant provides details of the proposed works so that the DAC can give advice. This may simply be to support the proposals, or the DAC may suggest other options or amendments, or say that consultation is needed with other bodies.

Stage 2 – Once the DAC has advised formally on the works, the applicant completes the faculty petition form and public notice. After the public notice period has been completed, the Diocesan Registrar notifies the Chancellor, the senior legal officer of the Diocese, that the application is ready for consideration. The Chancellor considers the application and, if all is in order, grants the faculty subject to any conditions.



What information is needed?

- This is based on the Permissions page of the diocesan website: [Permissions - The Diocese of St Albans](#)
- An evidence-based system: please provide as much detail as possible about **what, how and why**
- Routine and technical proposals:
 - **What:** description of works and PCC resolution
 - **How:** specification/schedule of works from architect or surveyor, specialist contractor etc plus drawings/marked-up photos
 - **Why:** Statements of Significance & Needs (link to MAP)

Resources – www.stalbansdiocese.org

Parish Support Buildings and Churchyards



There are more than 400 places of worship in the Diocese of St Albans. Some churches are over 1000 years old, making them some of the most significant buildings in England, while others were built for new worshipping communities within the past century. Regardless of age, church buildings are centres of mission, ministry and worship which need care – and sometimes development – to meet the needs of the community.

These pages will guide you through caring for and making the best use of your church buildings and churchyards.



With the priorities of Living God's Love, churches are and should be local centres of worship and mission, in which

- people can encounter God and be drawn into a worshipping community
- parishes can reach out in mission
- local communities can be transformed.

Church Buildings

Important Links



Clergy Regular Training – future events

Next Session – Wednesday 30 September: 10.00 for 10.30–12.30 – Christ Church, Ware

Applying for faculties and Minor Matters permissions

The workshop on 30 September will focus on how to go about getting permissions with more DAC advice and less pain.

Future termly sessions will cover:

- Developing a project
- Statements of Significance and Needs
- Major projects – how to organise a successful project without breaking you, your churchwardens or your volunteer project team.

Special Event!

February 2027 (look out for mailings) – The Revd Dr Kenneth Padley, Canon Treasurer, Salisbury Cathedral – [Kingdom Buildings](#): Starting small to turn our church buildings into assets.