

CHURCH PROPERTY REGISTER

CHURCH _____

PARISH _____

DEANERY _____

ARCHDEACONRY _____

DIOCESE _____

DATE _____

TERRIER & INVENTORY

Published for the Church Buildings Council
by Church House Publishing
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INTRODUCTION

It is worthwhile at the outset to remind users of this document of the statutory basis for the compilation of this *Church Property Register*, as well as the companion document, the *Church Log Book*. The relevant law is set out in Sections 4 and 5 of the *Care of Churches and Ecclesiastical Jurisdiction Measure 1991*, as follows:

- SECTION 4.** 1 In every parish it shall be the duty of the churchwardens -
- A to compile and maintain -
 - 1 a full terrier of all lands appertaining to the church;
 - 2 a full inventory of all articles appertaining to the church;
 - B to insert in a log book maintained for the purpose a full note of all alterations, additions and repairs to, and other events affecting, the church and the lands and articles appertaining thereto and of the location of any other documents relating to such alterations, additions, repairs and events which are not kept with the log book.
- 2 In carrying out their duty under subsection 1 above the churchwardens shall act in consultation with the minister.
- 3 The form of the terrier, inventory and log book shall accord with such recommendations as the Church Buildings Council may make.
- 4 The churchwardens shall send a copy of the inventory to such person as the bishop of the diocese concerned may designate from time to time for the purpose of this subsection as soon as practicable after it is compiled and shall notify that person of any alterations at such intervals as the bishop may direct from time to time.
- 5 This section applies in relation to each church in a parish containing more than one church.
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- SECTION 5.** 1 In every parish it shall be the duty of churchwardens -
- A at least once in every year, to inspect or cause an inspection to be made of the fabric of the church and all articles appertaining to the church;
 - B in every year, to deliver to the parochial church council and on behalf of that council to the annual parochial church meeting a report (referred to below as “the annual fabric report”) on the fabric of the church and all articles appertaining to the church, having regard to the inspection or inspections carried out under paragraph A above, including an account of all actions taken or proposed during the previous year for their protection and maintenance and, in particular, for the implementation of any recommendation contained in a report under a scheme made in pursuance of Section 1 of the *Inspection of Churches Measure 1955*.
- 2 In carrying out their duty under subsection (1) above the churchwardens shall act in consultation with the minister.

INTRODUCTION

- 3 The annual fabric report shall be delivered to the parochial church council at its meeting next before the annual parochial church meeting and, with such amendments as that council may make, to the ensuing annual parochial church meeting.
 - 4 The churchwardens shall, as soon as practicable after the beginning of each year, produce to the parochial church council the terrier, the inventory and the log book relating to events occurring in the previous year and such other records as they consider likely to assist the council in discharging its functions in relation to the fabric of the church and articles appertaining to the church.
 - 5 Any terrier, inventory or log book produced to the parochial church council in accordance with subsection 4 above shall be accompanied by a statement, signed by the churchwardens, to the effect that the contents thereof are accurate.
 - 6 This section applies in relation to each church in a parish containing more than one church.
 - 7 In this section “year” means calendar year.
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The definition of “church” in the Measure extends to:

- Any parish church
 - Any other church or chapel which is consecrated for the purpose of public worship;
 - Any building licensed for public worship, other than:
 - i) a building which is in a university, college, school, hospital or public or charitable institution but which has not been designated under Section 29(2) of the *Pastoral Measure 1983* as a parish centre of worship;
 - ii) a building which has been excluded from the requirements to produce a terrier/inventory and log book by direction of the bishop of the diocese concerned with the approval of the Diocesan Advisory Committee for the Care of Churches; and
 - iii) a building used solely for the purpose of religious services relating to burial or cremation.
-

The Register should be completed in permanent ink, preferably the Stationery Office Record Ink that is advised for the completion of registers of baptisms, marriages and burials.

When the document is compiled, it should be kept in the church safe and the duplicate (see 4.4 above) sent to the person designated by the diocesan bishop; information on whom to contact will be available from the diocesan office.

If it is desired to produce this document on a computer, this is acceptable to the Council provided that ‘hard copies’ are produced for storage as if the document had been produced manually and the published format is followed. The paper should be of archival quality.

SOURCES FOR REFERENCE

The compilation of an accurate register inevitably involves a certain amount of research on the history of the church and its furnishings. The following sources may provide useful guidance:

THE PREVIOUS TERRIER/INVENTORY

The information given here will need to be carefully checked and updated, but will provide a useful starting point.

THE LISTING DESCRIPTION

The vast majority of churches are listed as being of architectural or historic interest. The listing description (a copy of which will be available from the local authority or at www.imagesofengland.org.uk) may provide good information about the history of the church itself, building materials, and occasionally furnishings as well.

NADFAS

The church recorder groups of the National Association of Decorative and Fine Arts Societies are dedicated amateurs who have so far compiled a full record of the furnishings of over 1,000 churches. If a church has a NADFAS record this will assist the compilation of a register.

BOOKS

A short bibliography is given at the end of this introduction.

The importance of instituting and maintaining a photographic record of all furnishings, particularly movable pieces, cannot be too strongly emphasised. This record should include all communion plate, furniture, stained glass and monuments. The dossier of photographs should be kept with both copies of the *Church Property Register*; the loose-leaf format facilitates the insertion of plastic wallets (which should be non-PVC) for photographs. These may be purchased through most photographic dealers. For more information on photographing church furnishings see *A Guide to the Photography of Church Furnishings* (CHP 1999).

The *Church Property Register* is designed to complement the *Church Log Book*. This document, which is also published in loose-leaf format, provides for the tabular presentation of work undertaken in successive quinquennial periods, and enables the filing of quinquennial survey reports and other professional reports. Both documents are printed on paper of a quality suitable for long-term preservation. To protect the documents further, they should be kept in a box of archival quality. The diocesan record officer will be able to advise on this.

In those cases where responsibility has been delegated to district church councils and to deputy wardens by means of a pastoral scheme or bishop's instrument (for example in a team ministry), all references to churchwardens and parochial church councils throughout this document should be taken to apply to deputy wardens and district church councils.

RESOURCES

Recording a Church: an illustrated glossary

Published by the Council for British Archaeology,
Bowes Morrell House, 111 Walmgate, York YO1 9WA
(Tel: 01904 671417)

USEFUL ADDRESSES

The Church Buildings Council
Church House
Great Smith Street
London SW1P 3AZ
Tel: 020 7898 1866
Fax: 020 7898 1881
enquiries@ccb@c-of-e.org.uk

English Heritage
PO Box 569
Swindon SN2 2YP
Tel: 0870 333 1181
Fax: 01793 414926
www.english-heritage.org.uk

NADFAS
NADFAS House
8 Guilford Street
London WC1N 1DA
Tel: 020 7430 0730
Fax: 020 7242 0686

Natural England
Northminster House
Northminster Road
Peterborough PE1 1UA
Tel: 0845 600 3078
Fax: 01733 455103
www.naturalengland.org.uk

The attention of parishes is drawn also to the booklets published by the Church Buildings Council which provide detailed advice and information on the care of churches and their furnishings. A complete list is available from the Council on request or from www.chpublishing.co.uk

1 THE CHURCH BUILDING

STRUCTURE OF THE CHURCH

Plan: list the component parts of the church (e.g. chancel, chapels, nave, aisles, transepts, tower, porch, vestry, parish room). A ground plan should accompany this Register.

Building materials (including roof coverings)

Summarise the building history of the church, giving dates of the various parts of the structure and major restorations, names of architects, etc.

If the church is listed as being of special architectural and historic interest, give date and grade of listing. (This information may be obtained from the local authority). State also if the church is situated in a conservation area.

List any part scheduled under the Ancient Monuments Acts. (This information may be obtained from English Heritage).

State who is liable for the repair of the nave, chancel or other parts of the church, and specify any private chapels. Give the name and address of any Lay Rector responsible for the repair of the chancel. (Advice on this may be sought from the diocesan registrar or the diocesan office).

Give the dates of any grants which have been received from English Heritage or its predecessors. List conditions accepted by the parish at the time. (All grants for the repair of the church or its furnishings from charitable trusts or other bodies should be recorded in *The Church Log Book*).

List any deeds or Acts of Parliament relating to the church, and state where they are deposited.

1 OTHER BUILDINGS IN THE PARISH

List any separate church halls. Give the names of custodian and managing trustees, where applicable, with dates of appointment and state where the deeds are deposited.

List other buildings owned or leased by the parish, e.g. Sunday school, curate's house, vergers' house and church school. Give the names of the custodian and managing trustees, where applicable, with dates of appointment and state where the deeds are deposited.

2 THE CHURCHYARD

Describe this, stating the area and boundary walls or fences, and who is responsible for their repair; describe also the access to the church (e.g. footpath or vehicular access).

State where a plan of burials is kept. Give the date of the plan. For details of how to make a churchyard plan see *The Churchyards Handbook* (CHP 2001).

Describe any specific area set aside within the churchyard by faculty (e.g. garden of rest, area for cremated remains).

If the churchyard is closed by Order in Council under the Burial Acts, give the date of the Order.

If it is closed, and the PCC has transferred its maintenance obligation to the local authority, give the name of the local authority by which it is maintained.

2

If there are any separate deeds relating to the churchyard, state where they are deposited. This should include any deeds which involve the surrender of rights (e.g. under the Open Spaces Act).

Describe any freestanding structures in the churchyard, such as lych-gates or ruins. If any structures are listed or scheduled, give details.

List any rights of way over the churchyard, and public use of footpaths.

List any trees subject to Tree Preservation Orders.

State whether the churchyard is designated as a Site of Special Scientific Interest. (Information on this may be obtained from Natural England).

Describe any churchyard or church burial ground other than that adjacent to the church.

3 CHURCHYARD MONUMENTS

State where any record or inventory of the monuments and memorials is kept. Give the date of the record.

Identify any monuments listed under Town and Country Planning Acts or scheduled under the Ancient Monuments Acts.

Give details of any assistance received for maintenance or repairs from the Commonwealth War Graves Commission, English Heritage (or its predecessors) or the local authority.

4

SCHEDULE OF BENEFACTIONS CONNECTED WITH THE CHURCH

Information on benefactions will be available from the Diocesan Board of Finance as custodian trustees

Name of benefaction	Nature of investment and approximate annual income	Names of custodian and managing trustees	State where the deeds are deposited
Chancel funds			
For the repairs or expenses of the church or churches or churchyard, or of tombs, or for the maintenance of the services			
Funds for repair of other parochial buildings			
For other purposes (educational, charitable, lay workers, vergers, administrative staff, etc)			

5 SCHEDULE OF REGISTERS AND RECORDS

Under the terms of the *Parochial Registers and Records Measure 1978* (revised 1992), parishes are required to deposit in the diocesan record office all registers more than 100 years old, unless permission is granted by the bishop for retention in the parish. Parishes are also encouraged to transfer other archival material to the DRO. Regular inspections are made by the DRO of records in parish custody, and where a list has been drawn up by such an inspector, it should be kept with this Church Property Register. The section which follows is designed for the listing of material which does not appear on the DRO list, and will normally include only recent papers. The annual certification of the *Church Property Register* should include a check that all documents are listed either on the DRO list or in the following schedule.

Records will fall into one of the following categories. List them in order of the categories.

DOCUMENTS	DATES		WHERE KEPT
	From	To	
<p>CHURCH SERVICES</p> <p>Registers of baptisms marriages and burials</p>			
<p>Applications for baptisms Baptism certificate counterfoils Copy burial certificates</p>			
<p>Confirmation registers</p>			

5

DOCUMENTS	DATES		WHERE KEPT
	From	To	
Banns registers			
Applications for banns			
Service registers			
PARISH ADMINISTRATION			
Minute books of the PCC and committees, annual meetings, etc			
PCC records, other than minutes (e.g. files, electoral rolls)			
Vestry minutes			
Churchwardens' accounts			

5

DOCUMENTS	DATES		WHERE KEPT
	From	To	
Union of benefice papers, pastoral schemes or orders; relevant papers and correspondence			
Papers relating to appointments, institutions and licences			
Maps of parish boundaries, street lists			
Parish magazines			

5

DOCUMENTS	DATES		WHERE KEPT
	From	To	
Rate books			
Charity records (deeds, minutes, accounts, papers, benefactions)			
School records (e.g. log books, plans, inspection reports)			
Poor overseers' records (e.g. accounts, poor law papers)			

5

DOCUMENTS	DATES		WHERE KEPT
	From	To	
Hall records (e.g. licences, agreements, deeds, repair papers)			
Highway papers (surveyors' accounts)			
<p>CHURCH BUILDINGS AND PROPERTY</p> <p>Faculties and archdeacons' certificates and accompanying material</p>			

5

DOCUMENTS	DATES		WHERE KEPT
	From	To	
Orders in Council			
Registers of graves and plans			
Agreements for the maintenance of the churchyard, graves and memorials			
Terriers and Inventories			
Log Books			

5

DOCUMENTS	DATES		WHERE KEPT
	From	To	
Quinquennial inspection reports			
Plans of the church and specifications, tenders and papers relating to major repairs or alterations to the church or its furnishings			
Tithe records (e.g. maps, schedules, accounts, redemption papers)			
Sundry legal documents (leases, conveyances, easements, licences)			

5

DOCUMENTS	DATES		WHERE KEPT
	From	To	
<p>PARISH FINANCE</p> <p>Audited accounts</p>			
Ledgers			
Bank statements, invoices, etc			
Covenant details			
Insurance policies			

6 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, pyxes, wafer boxes, and cruets.

Good photographs should be taken of all church plate and kept with this Church Property Register.

Please mark clearly items deposited in a Cathedral treasury, museum or art gallery, or in a bank.

Article and brief description	Material, weight (in grams) and dimensions (in inches)	Hall marks, maker's mark and inscription and other marks	Where kept

6

Article and brief description	Material, weight (in grams) and dimensions (in inches)	Hall marks, maker's mark and inscription and other marks	Where kept

7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

In every case the following information should be given if known :
material (including the **type** of stone, wood, metal), the date and the designer, maker/craftsman, donor,
and position.

Photographs should be taken of furnishings in this section and kept with the Church Property Register.

ALTAR(S)

ALTAR ORNAMENTS, e.g. crosses and candlesticks

REREDOS(ES)

PULPIT

LECTERN

FONT and cover

SCREENS

STAINED GLASS starting with the east window, proceed clockwise around the church : give subject, inscription, artist and date

WALLPAININGS starting from the east end, proceed clockwise around the church

MONUMENTS, starting from the east end, proceed southwards around the church: give position and state the name and date of death of the person earliest commemorated. Then list floor slabs, proceeding from east to west; include coffin lids, slabs, ledger slabs, wall monuments, brasses and effigies. Good photographs showing the monument and the inscription should be provided, or a typescript copy of the entire wording.

SCULPTURE and statuary, other than funerary sculpture

BELL(S) Give diameter, weight, inscription, maker and date of each bell, and any information about the bell-frame, e.g. of wood or metal, date, etc. The Diocesan Bells Adviser, who may be contacted through the DAC, may be able to provide information in cases of difficulty.

PAINTINGS on wood and canvas, watercolours; include Commandment boards, benefactions boards, hatchments, ringing records, list of incumbents, and Royal Coats of Arms

METALWORK e.g. turret and other clocks, processional crosses, alms dishes, standard candlesticks, tapers, thuribles, grilles, sanctuary lamps, chandeliers, candle branches, light fittings, Communion rails, vases, font ewer, iron chest, armour, historic locks and keys.

WOODWORK, e.g. processional crosses, standard candlesticks, tapers, sanctuary chairs, stalls, Communion rails, nave seating (pews, chairs or benches), table(s), litany desk, almsbox, chest(s), wardens' and vergers' staves, stools, hymnboards.

Include here items predominantly of wood, e.g. with metal mounts, but give details of the additional materials.

ARCHITECTURAL FEATURES

External: e.g. weathervane, carvings, inscriptions, consecration crosses, scratch dials, sundial, doors, door furniture.

Internal: e.g. sedilia, piscina, aumbries and tabernacles, Easter Sepulchre, statues, niches, decorative corbels, historic graffiti, patterned floor tiles.

TEXTILES:**VESTMENTS:** copes, chasubles, dalmatics, tunics, stoles, maniples, burses and veils**LINEN VESTMENTS:** surplices, albs, amices, girdles**CASSOCKS,** gowns, scarves, headgear

FRONTALS, dorsals, riddel curtains

FAIR LINEN, corporals and palls; purificators and towels

HANGINGS, pulpit falls, funeral palls, banners

CARPETS, TAPESTRIES

OFFERTORY and alms bags

BOOKS include in one category parochial libraries founded before 1900 and in another service books (both in use and out of use), lectern Bibles, altar books and parish histories, and miscellaneous prescribed books, such as the *Homilies* and Foxe's *Book of Martyrs*

ORGAN Give name of original builder and date, builder and date of any rebuilds, type of action; list of stops; organ case. The Diocesan Organs Adviser may be able to provide some of this information.
Give details of other musical instruments, e.g. harmonium, electronic keyboard, drums, etc. and details of ownership.

ELECTRICAL EQUIPMENT sound amplification systems, photocopiers, computers, etc.

MISCELLANEA i.e. objects which may not have fallen into any of the foregoing categories :
e.g. photographs of the church and of past incumbents, other photographs, prints, hour glass, kneelers, safes, model of the church. The contents of the tower and vestry in particular should not be overlooked.

FOR CHURCHWARDENS

As mentioned in the introduction, churchwardens are required to produce this *Church Property Register* and the *Church Log Book* to the parochial church council as soon as practicable after the beginning of each calendar year, together with a signed statement that the contents are accurate. The following forms may be used. The Register will also be checked at the time of the archdeacon's visitation; the same form may be used for this purpose.

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Church Property Register have been duly checked and additions or corrections noted and initialled and are certified as correct to the best of our knowledge.

Incumbent

Churchwardens

Date

Examined

Archdeacon or Rural Dean

Date

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Archdeacon or Rural Dean

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Designed by Peggy Chapman,