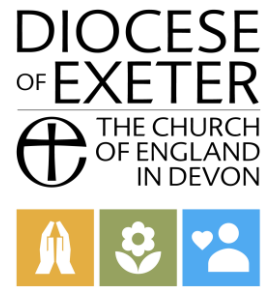


Duties of the churchwarden



(in relation to the church building and churchyard)

The pictures and underlined text in this document are hyperlinks – if you click on them, they will take you to a relevant website or document.

As set out in the [Ecclesiastical Jurisdiction and Care of Churches Measure 2018](#), the churchwarden is legally required to:

- Maintain the terrier and inventory.
- Maintain the church log book.
- Make an inspection of the fabric of the church and contents on at least an annual basis.
- Deliver an annual report to the PCC and APCM on the fabric of the church/contents and all maintenance/repairs undertaken in the previous year (with particular reference to addressing recommendations of the most recent Quinquennial Inspection report).

As the person overseeing the care and maintenance of the church building, the churchwarden should be familiar with the [Faculty Jurisdiction Rules 2015](#) and the [Churchyard Regulations 2013](#).

The churchwarden is usually the person who arranges the Quinquennial Inspection and makes applications for permission for works to the church building and/or churchyard.

Getting to know your church building and churchyard

Your church building is a wonderful resource, but it is (probably) very different to any building you've cared for before. You can start to build an understanding of the building and its contents by looking at the following information:

- The last Quinquennial Inspection report (if you cannot find a copy, these are available on the [Online Faculty System](#), or on request from the Church Buildings Office).
- For listed churches, the listing description on the [Historic England](#) website.

- The churchyard plan/map (this should be a clearly numbered plan with names and dates). Check whether your churchyard is closed – and if so, is responsibility for maintenance with the parish or district council?
- The church terrier and inventory (sometimes called the church property register).
- The church log book.
- The insurance policy schedule.

You should ask where historic copies of various documents are filed. The importance of good record keeping cannot be overstated - the incumbent, churchwardens and PCC should all be aware of where records are filed.

Information and guidance

The Church Buildings Office website contains information and guidance on all aspects of looking after church buildings and churchyards. Links are provided by topic below.



[A guide to permissions](#)

Under the Faculty Jurisdiction Rules 2015, repairs and changes to church buildings and churchyards needs approval from the Chancellor of the Diocese. This web page gives an overview of the different types of permission, and how to make an application.



[Minor works \(including Lists A & B\)](#)

Some works of maintenance and repair don't need full Faculty permission – these are called List A & B matters. This web page provides a guide to these permissions and a link to download the full lists (anything not on the lists needs Faculty permission).



[Making changes \(Faculty permission\)](#)

Changes to the church building and large repairs need Faculty permission. This web page sets out the process for obtaining this approval. It includes links to guidance on Temporary Minor Reordering Licences; Statements of Significance and Need; the Diocesan Advisory Committee; and the Registry.



[The Diocesan Advisory Committee \(DAC\)](#)

The DAC are a group of volunteers who advise the Chancellor on the suitability of Faculty proposals, and the Archdeacons on the suitability of List B applications. They are also there to provide advice and guidance to parishes – you can request their input on early ideas for your church building through the Church Buildings Office.



[Responsibilities](#)

The incumbent, churchwardens and PCC, acting as charitable trustees, have the responsibility to look after the church building and churchyard. This web page provides information on Friends Groups and record keeping, including links to templates for a Terrier and Inventory and log book.



[Maintenance](#)

Every church building needs maintaining. Maintenance is about delaying or preventing things getting to the point of needing repair. This web page provides information on maintaining your church building, including links to a maintenance calendar, maintenance plan template and a glossary of church building terms. Information on cleaning is also provided.



[Quinquennial Inspections](#)

The church building must be inspected by a suitably qualified and experienced professional every five years. This report is hugely beneficial in helping you keep the building in good repair and will help you plan repairs over the next five year period. This web page provides information on appointing an inspecting architect, preparing for inspection, and understanding your inspection report.



[Churchyards](#)

This web page provides information on all aspects of looking after the churchyard, including new memorials, works to trees, and closed churchyards (where the responsibility for maintenance has passed to a parish or district council).



[Celebrating our church heritage](#)

The information on this web page is intended to help engender a sense of celebration around the wonderful shared heritage represented by our church buildings. It includes links to case studies on local churches who have carried out building works for worship, mission and community benefits; details of our annual awards; and guidance on welcoming visitors.



[Grants and funding](#)

This web page provides information on finding grants, applying for grants, and VAT.



[The future of your church building](#)

Information on reviewing a Mission Community's building stock, festival churches, and closing church buildings is available on this web page.



[Useful links and resources](#)

A non-exhaustive list of links and resources that may be useful to PCCs in looking after their church buildings and churchyards.

Key contacts

Your [Archdeacon](#)

The [Church Buildings Office](#)

The [Registry](#)

[Creation Care](#)

[Finance](#)

[Mission Resources](#)

[Governance](#)

Your parish or district council (for closed churchyards)