# Presbyterian Church in Ireland

## Consultation Document C

# Presbytery Consultations

INSERT NAME OF CONGREGATION AND YEAR

Review of Resources, Records and Policies



Version: October 2017

# Instructions

## Overview

The Review of Resources, Records and Policies largely concerns the work of the Congregational Committee.

The Kirk Session is responsible for it being completed correctly and returned, but it may be appropriate to have the bulk of the work carried out by the Congregational Committee or its officers.

In addition to filling in answers, the Review also asks for copies of several documents and policies to be returned. A checklist is included on page 13.

It should be returned to the Consultation Team within six weeks of being received by the Kirk

Session.

## Inspections

A number of inspections will be carried out by the Consultation Team:

•All items on the historical schedule of the congregation.

•All registers and minute books. These should be checked by someone who is independent of the congregation to ensure that they are kept up to date and in good order. This could be someone from the Consultation Team.

•All church property should have up-to-date safety certificates for electrical and gas installations.

•All church property should receive a general architectural inspection every ten years and this report should be lodged with the Consultation Team.

## Gas and electric Inspections

• It is the responsibility of the congregation to arrange and pay for all necessary inspections.

• Approved contractors in Northern Ireland are those who are NICEC approved (electrical) and Gas Safe Registered (gas).

• Approved contractors in the Republic of Ireland are those who are on the Register of Electrical Contractors of Ireland (electrical) and on the Register of Gas Installers Ireland (gas).

• Manse safety inspections should take place every ten years.

• Church gas installations should be inspected annually.

• Church electrical installations should be inspected every five years.

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# Review of Resources, **Records** and Policies

Membership Profile

**Trends in numerical strength**

With the help of published statistics the following information should be obtained:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **10 years ago** | **5 years ago** | **Last year** |
| Families claiming connection |  |  |  |
| Contributing families |  |  |  |
| Persons of all ages |  |  |  |
| In Sunday School and Bible Class |  |  |  |
| Communicants |  |  |  |
| Communicants attending at least once in the last year |  |  |  |
| Average Sunday attendance |  |  |  |

Comments:

**Present congregational age profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **<18** | **19–39** | **40–59** | **60–79** | **80+** |
|  |  |  |  |  |

Comments:

**Organisations under control of Kirk Session**

|  |  |  |
| --- | --- | --- |
| **Name** | **Total membership** | **% belonging to congregation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Comments:

## Finances

With the help of published statistics the following information should be obtained:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **5 years ago** | **Last year** | **% change** |
| **Total** | **Per contributing family** | **Total** | **Per contributing family** | **Total** | **Per contributing family** |
| Total income |  |  |  |  |  |  |
| Assessable income |  |  |  |  |  |  |
| Property |  |  |  |  |  |  |
| Mission etc. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Who audited the previous year’s accounts?

**List of Paid Staff** (Ministers and others)

|  |  |
| --- | --- |
| **Name** | **Role** |
|  |  |
|  |  |
|  |  |
|  |  |

Are there contracts in place for all non-ministerial staff?

Comments:

## Records

Current church records

|  |  |  |
| --- | --- | --- |
| **Register** | **Kept by** | **For Presbytery use****Inspected by** |
| Baptismal |  |  |
| Communion Roll |  |  |
| Marriage |  |  |
| Graveyard/Burial |  |  |
| Session Minutes |  |  |
| Committee Minutes |  |  |
| Bequests Schedule |  |  |

## Contact details

1. How is contact information for members of the congregation and of organisations stored?
2. How are these details kept up to date?
3. Have up-to-date details for church officers and congregational agents been provided to the relevant people in Assembly Buildings?

## Historical Records and Artefacts

1. Have all items on the historical schedule been inspected and when?
2. Who carried out the inspection?

3. Are the storage arrangements satisfactory?

Comments:

## Property and Insurance

**Trustees and Deeds**

Please attach confirmation from your solicitor stating the date of inspection of the items listed below and indicating whether the items are in order.

|  |  |
| --- | --- |
| **Property Trustees** | **Special responsibilities (if any)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Title deeds, leases, etc. held by the congregation** |
|  |
|  |
|  |

Comments:

**Insurance**

1. Is there adequate property and personnel insurance, including public liability and indemnity insurance?

2. When were the insurances last reviewed?

Please attach a copy of your most recent schedule of insurance.

**Maintenance of property**

|  |  |  |  |
| --- | --- | --- | --- |
| **Property** | **Work in past 5 years** | **Current condition** | **Proposed work** |
| Church |  |  |  |
| Church halls |  |  |  |
| Manse |  |  |  |
|  |  |  |  |

All property should receive regular gas and electrical inspections. Please attach a copy of the most recent gas and electrical safety certificates.

1. Have your insurers been informed of any renovation/extension work since the last insurance review?

Comments:

**Policies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Do you have one?** | **Person in charge** | **Date of last review** |
| Child Safeguarding |  |  |  |
| Adult Safeguarding |  |  |  |
| Health and Safety |  |  |  |
| Food Hygiene |  |  |  |
| Fire Safety |  |  |  |

Please attach a copy of each policy.

**Child Protection Policy**

1. Is the Kirk Session satisfied that all leaders of organisations are familiar with their safeguarding polices and where to access Taking Care information??
2. Do all leaders know what to do if they are concerned about a child or adult brought to his/

her attention?

1. Number of safeguarding concerns / incidents since the last Consultation?
2. Have all leaders and helpers been Access (NI) / GARDA checked YES / NO ?
3. Application Forms
Who stores complete application and incident forms?

Where are the forms stored?

1. When did Taking Care training last take place? Date:
2. Have you found any particular problems in complying with the Taking Care guidelines?

Comments:

**Health and Safety Policy**

1. Are risk assessments for all premises and activities regularly completed?

**Food Hygiene Policy**

1. If you don’t have a policy, why have you considered it unnecessary?

**Fire Safety Policy**

1. Are there any properties not covered by the Fire Safety Policy? If so, list them.
2. Are there sufficient fire extinguishers for all premises?
3. When were they last tested?

**Miscellaneous**

1. When were all electrical appliances in the church building and church halls last PAT tested?
2. Are there sufficient people with First Aid training in your organisations?

**Copyright Licensing**

1. Do you have an appropriate Copyright Licence?
2. What is your CCL number?
3. Please indicate what cover you have

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CCL** | **MRL** | **CLA** | **PRS** | **PPL** | **CVL** |
|  |  |  |  |  |  |

**Disability Arrangements**

1. What arrangements have been made by the Kirk Session and Congregational Committee for the more active participation of disabled people in congregational life? For example:

(a) Access by people with mobility difficulties

(b) Those who are deaf or hard of hearing

(c) Those whose sight is impaired

(d) Those who have a learning difficulty

(e) Others

**Environmental Issues**

1. When was an environmental audit last carried out?

2. Who carried out the audit?

For further information or advice, please contact the Stewardship of Creation Panel in the

Council for Global Mission.

**Charity Commission**

1. Is the registration of your Charity Trustees up to date?

Any other comments for the Consultation Team’s consideration:

# Final Checklist

Have you provided your most recent, up-to-date versions of the following documents?

|  |  |
| --- | --- |
|  | Letter from your solicitor stating the date of inspection of title deeds, leases, etc. and indicating whether the items are in order |
|  | Insurance schedule |
|  | Church gas safety certificate(s) (if applicable) |
|  | Church electrical safety certificate(s) |
|  | Manse gas safety certificate (if applicable) |
|  | Manse electrical safety certificate |
|  | Child Protection Policy |
|  | Health and Safety Policy |
|  | Food Hygiene Policy |
|  | Fire Safety Policy |
|  | Ten year general architectural report |