**Scottish Episcopal Church**

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**Church Property**

**Inventory**

**(March 2018 Edition)**

**COMPUTER VERSION**

There is a canonical requirement [Canon 35 Resolution 1] for a document of this type to be compiled and this electronic version has been prepared to assist Vestries in this task. This document has been approved by the College of Bishops and Provincial Standing Committee. It is designed to be produced on a computer. Type in the boxes (tables) provided; they will automatically expand as you type. If you need to add extra rows at the end of the tables, press Tab in the last column of the last row.

‘Hard copies' must be produced for storage as if the document had been produced manually. The paper should be of archival quality. It is also strongly recommended that an electronic copy of this document is stored at more than one location.

**CHURCH PROPERTY**

**INVENTORY**

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| CHURCH NAME &ADDRESS  |  |
| POSTCODE |  |
| DIOCESE |  |
| DATE |  |
| CHARITY NUMBER |  |
| INVENTORY PREPARED BY:Office held: |  |

**Vestry Secretary is to retain a paper and digital copy of this Inventory. A digital copy of the completed Inventory should be sent to the Dean at the Diocesan office.**

**Remember to review and revise any information on an annual basis shortly after the church AGM or when new office bearers have been elected.**

**The revised Inventory is to be sent to the Dean and clearly dated.**

INTRODUCTION

**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.**

**There will be sections that are not applicable – please note as “N/A”.**

**Generally valuations are not required.**

**If you have had a specific valuation of an item for insurance purposes, please note the value and date of the valuation alongside the item.**

**The following sources may provide useful guidance:**

**THE PREVIOUS INVENTORY**

The information given here will need to be carefully checked and updated, but will provide a useful starting point. Once you have a digital version of your inventory it should be easier to keep updated on an annual basis.

**PHOTOGRAPHS**

Please include digital photographs of any special items (fixed, moveable and particularly if in store) you have in the church and label them with an identifying name e.g. 1896 silver communion cup. It would be best to include the photograph within the digital form or as an appendix at the back. Photographs to be of reasonable quality as can be taken with a mobile phone.

As a minimum there should be photographs of the following: altar, communion silverware, font, lecterns, crosses, candlesticks, monuments, pictures, and stained-glass windows. Refer to your last Quinquennial inspection report to identify any unique items mentioned.

**THE LISTING DESCRIPTION**

Many churches are listed as being of special architectural or historic interest. The listing description (a copy of which will be available from Historic Environment Scotland at <http://portal.historicenvironment.scot> or the local authority) may provide good information about the history of the church itself, building materials, and occasionally furnishings as well. Note a Listing covers the entire building interior, exterior and its curtilage boundary structures, whether they are mentioned specifically or not in the listing description.

**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. The process is slow and has only covered some areas to date. If a church has a NADFAS record this will assist the compilation of a register.

**RCAHMS / CANMORE**

The Royal Commission on the Ancient and Historical Monuments of Scotland held the national collection on buildings and archaeology. The collection has now been brought into Historic Environment Scotland and can be found online <https://www.historicenvironment.scot/archives-and-research/archives-and-collections/canmore-database/> or alternatively they have a public search room.

**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 emphasized. This record should include all communion plate, furniture, stained glass and monuments. The dossier of photographs should be kept with one copy of the *Church Property Inventory,* in plastic wallets (which should be non-PVC). 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).***

**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)

This document uses certain terms ecclesiastical which may not be familiar to all. A helpful glossary can be found at:-

<https://scotlandschurchestrust.org.uk/maintain-your-church/>

In addition the following publication is also a useful resource:-

A Handbook for Churchwardens and Parochial Church Councillors: ISBN 9781441154743

**USEFUL ADDRESSES**

**Historic Environment Scotland**

Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Tel: 0131 668 8600
https://www.historicenvironment.scot

**NADFAS**

NADFAS House, 8 Guilford Street, London WC1N IDA

Tel: 020 7430 0730 Fax: 020 7242 0686

<http://www.nadfas.org.uk/>

Also the booklets published by the Church Buildings Council 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](http://www.chpublishing.co.uk)

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.

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Building materials (including roof and floor coverings)

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| **Exterior:** **Interior:**  |

Summarise the building history of the church, giving dates of the various parts of the structure and major restorations, name(s) of architects, etc. If your church is listed, the list description will help with this.

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

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| **? Listing, in / outside Conservation Area :** |

List any part scheduled under the Ancient Monuments Acts. (This information may be obtained from Historic Environment Scotland).

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Give the dates of any grants which have been received from Heritage Lottery Fund/ Historic Environment Scotland or its predecessors. List conditions accepted by the parish at the time.

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List any deeds relating to the church, and state where they are deposited.

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| *To be Supplied* |

PHOTOGRAPHS General views relating to the church, exterior and interior

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OTHER BUILDINGS

List any separate church halls, where applicable, with dates of appointment and state where the deeds are deposited.

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

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If any of these buildings are listed as being of special architectural and historic interest, a scheduled ancient monument, or in a conservation area, give details below.

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Note: where there are significant furnishings, fittings or other contents of these buildings, please include them in the sections that follow.

PHOTOGRAPHS Hall exterior and interior

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Describe this, stating the ownership, area and boundary walls or fences, and the party responsible for regular management e.g. grass cutting and for the repair of boundary walls and other structures; describe also the access to the church (e. g. footpath or vehicular access and car parking).

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State where a plan of burials (if applicable) is kept. Give the date of the plan.

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

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

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

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List any trees subject to Tree Preservation Orders

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If the churchyard or any structure in it is listed as being of special architectural and historic interest, a scheduled ancient monument, or in a conservation area, give details below. Also attach photograph of any Commonwealth War grave.

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

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Give details of any assistance received for maintenance or repairs from the Commonwealth War Graves Commission, Historic Scotland (or its predecessors).

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If any monuments are listed as being of special architectural and historic interest or designated as scheduled ancient monuments, give details below.

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Give details of any surveys of monumental inscriptions, with date and where they are deposited. If published, give the date and the publisher (e.g. the Scottish Genealogy Society) with ISBN reference.

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PHOTOGRAPHS OF SPECIAL MONUMENTS AND WAR GRAVES

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Note: older records may be held in remote archives. If you know of any of these, please include them below.

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| **CHURCH SERVICES** |
| DOCUMENTS  | DATES | WHERE KEPT |
| From | To |
| Registers of Baptisms |  |  |  |
| Registers of Marriages |  |  |  |
| Registers of Burials |  |  |  |
| Applications for baptisms |  |  |  |
| Service Registers |  |  |  |

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| **PARISH ADMINISTRATION** |
| DOCUMENTS | DATES | WHERE KEPT |
| From | To |
| Minute books of committees, annual meetings etc |  |  |  |
| Vestry Minutes |  |  |  |
| Papers relating to appointments, institutions and licences |  |  |  |
| Maps of parish boundaries, street lists |  |  |  |
| Parish Magazines |  |  |  |
| Hall records (e.g. licences, agreements, deeds, repair papers) |  |  |  |
| Licences for music copyright |  |  |  |

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| **CHURCH BUILDINGS AND PROPERTY** |
| DOCUMENTS | DATES | WHERE KEPT |
| From | To |
| Registers of graves and plans |  |  |  |
| Agreements for the maintenance of the churchyard, graves and memorials |  |  |  |
| Terriers and Inventories |  |  |  |
| Log Books |  |  |  |
| Quinquennial inspection reports |  |  |  |
| Plans of the church and specifications, tenders and papers relating to major repairs or alterations to the church or its furnishings |  |  |  |
| Sundry legal documents(leases, conveyances, easements, licences) |  |  |  |
| Paintings or photographs of the church |  |  |  |

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 basins and other plate, including ciboria, pyxes, wafer boxes, and cruets.

**Good photographs should be taken of all church plate from all sides, including a metric scale, and kept with this Church Property Register.**

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

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|  | Article and brief description | Material, weight (in grams) and dimensions (in inches) | Hallmarks, maker’s mark and inscription and other marks | Where kept |
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**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)**

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**ALTAR ORNAMENTS,**  e.g. crosses and candlesticks

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**REREDOS(ES)**

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**PULPIT**

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**FONT** and cover

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**SCREENS**

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**FURNISHINGS AND FITTINGS DISPLACED AND STORED ELSEWHERE**

e.g. doors, pews, altars, screens etc. Give location and note who is responsible for inspecting them

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**OTHER**

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**STAINED GLASS** starting with the east window, proceed clockwise around the church: give each window a number and describe subject, inscription, artist and date.

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| **Window** | **Subject** | **Inscription** | **Artist** | **Date** |
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**WALLPAINTINGS** to be referenced on a plan of the church for locations

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**MONUMENTS**, identify locations on a marked up plan of 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 on a separate sheet.

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| **Position** | **Name** | **Date of death** |
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**SCULPTURE** and statuary, other than funerary sculpture

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**BELL(S)**

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| **Diameter** | **Weight** | **Inscription** | **Maker** | **Date** |
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**BELL-FRAME** Give information about the bell-frame, e g of wood or metal, date, etc.

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**PAINTINGS** on wood and canvas, watercolours, engravings: include, benefaction boards, ringing records, list of incumbents

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**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

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**WOODWORK**, e.g. processional crosses, standard candlesticks, tapers, sanctuary chairs, bishop’s seat, stalls, Communion rails, nave seating (pews, chairs or benches), table(s), litany desk, almsbox, chest(s), vergers’ staves, stools, hymnboards. Include here items predominantly of wood, e.g. with metal mounts, but give details of the additional materials.

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| **ITEM** | **ADDITIONAL MATERIALS** |
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**ARCHITECTURAL FEATURES – UNIQUE OR SPECIAL FEATURES only need to be noted**

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

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**Internal: e.g.** sedilia, piscina, aumbries and tabernacles, Nativity scenes, statues, niches, decorative corbels, historic graffiti, pattered floor tiles

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**TEXTILES**

**VESTMENTS:** copes, chasubles, dalmatics, tunicles, stoles, maniples, burses and veils

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**LINEN VESTMENTS:** surplices, albs, amices, girdles owned by church (not personal ownership)

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**CASSOCKS,** gowns, scarves, headgear (not personal ownership)

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**FRONTALS,** dorsals, riddel curtains

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**FAIR LINEN**, corporals and palls, purificators and towels

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**HANGINGS**, pulpit falls, funeral palls, banners

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**CARPETS, TAPESTRIES**

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**OFFERTORY** and alms bags

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**HASSOCKS AND KNEELERS**

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**BOOKS:** service books (both in use and out of use), lectern Bibles, altar books, parish histories, sheet music, children’s books and DVDs

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**ORGAN** Give name of original builder and date, builder and date of any rebuilds, type of action; list of stops; organ case.

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Give details of other musical instruments, e.g. harmonium, electronic keyboard, drums, etc, and details of ownership.

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

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**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, safes, model of the church, catering equipment. The contents of the tower and vestry in particular should not be overlooked.

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**FOR VESTRIES – to be reviewed and revised as necessary following an AGM and election of new office bearers**

The Register will also be checked at the time of the Dean'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

Vestry Secretary Date

Examined Date

Dean

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

Vestry Secretary Date

Examined Date

Dean