

PCC Church Records

Every Parish should have the following records. A register whose oldest entry is 150 years old should be closed and deposited in the County Records Office. A register whose last entry is over 100 years old should also be so deposited.

- Service register
- Baptism register
- Confirmation register
- Banns of marriage register
- Burial register
- A terrier of all lands belonging to the church
- An inventory of all articles belonging to the church
- Photographs of valuables
- The church log book to record building work and alterations
- Copies of all faculties obtained
- Copies of any planning permissions obtained
- Local authority consents needed for work to trees
- Insurance certificates
- Quinquennial inspection report
- A gravespace plan for the churchyard
- Electoral roll
- Minute book of the PCC meetings
- Minute book of the annual parochial church meetings
- Correspondence file for the PCC
- Contracts entered into by the PCC
- Local authority licences, permits and registrations
- Church accounts
- Covenant and gift aid records
- Cash book and other normal financial records
- Insurance certificate for third party liability and accident book if there are employees to record any accidents at work
- A health and safety risk assessment if you have five or more employees
- A written health and safety statement if you have five or more employees
- Child protection policy
- If you have a children's church or any youth activities, there should be an accident book and a log book to record any unusual events such as fights or odd behaviour involving a child
- A health and safety file if you carry out any major building projects
- An annual gas safety inspection certificate if you have any gas appliances
- References taken for employees



- Job specifications and contracts of employment
- Declarations by anyone involved with children to comply with Child Protection Procedures
- Written disciplinary warnings and notices of dismissal for employees



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