

**DIOCESE OF CARLISLE
ARCHDEACONS' ARTICLES OF ENQUIRY 2015**

*Here are this year's annual articles of enquiry, which the churchwardens for the year just ending are asked to complete. Thank you very much indeed, in advance, for your help. **Please note that the articles of enquiry must be returned either before or at the Visitation attended by the churchwardens being admitted for the forthcoming year.***

The Ven Penny Driver, Archdeacon of Westmorland and Furness
The Ven Richard Pratt, Archdeacon of West Cumberland
The Ven Kevin Roberts, Archdeacon of Carlisle

1 Diocesan Website www.carlisediocese.org.uk

	Yes	No
The Diocesan website has entries for all churches in the Diocese. Is your Church's entry on the website correct and complete? <i>If not, please be in touch with Bryan Rothwell: bryanrothwell@btinternet.com 016973 31413</i>		
NB your church will also have an entry on the A Church Near You website: www.achurchnearyou.com - someone in your parish should have the password to update this.		

2 Training Days

We are planning to hold Training Days :
on Sat 13th June (particularly for new Churchwardens) : 10am - 3pm (Brathay Parish Hall);
on Sat 19th Sept : 10am-3pm at Christ Church, Penrith;

A booking form is being given out separately at the Admission Services
NB even if you have been a churchwarden for a long time, you may find these training days are helpful.

a)	Is there anything which you would like us specifically to include in the day for new Churchwardens (Sat 13 th June)?
b)	Is there anything which you would like us specifically to include in the day for all Churchwardens (Sat 19 th Sept)?

3 Internet

Entering the data from these forms is quite time-consuming, and therefore has a cost. We could transfer the form to an online survey programme like SurveyMonkey.

	Yes	No
a)	Would you in future be able to complete this form using an online survey programme?	

4 Vocations

We are all called by God – and discerning what work God has for us is an essential task for us all. More specifically, the Diocese and its churches need to find new vocations to authorised ministries (both lay and ordained)

			Date
a)	When was the last time there was a sermon or parish magazine article about vocation?		
b)	When was the last time the benefice sponsored a candidate to train as a Reader or Licensed Local Minister?		
c)	When was the last time a candidate for Stipendiary ministry emerged from the benefice?		
d)	When was the last time a Self-supporting ministry emerged from the benefice?		
			No Yes Number
e)	Are there, in your judgement, potential candidates in the benefice for ordained or other authorised ministries?		

5 Mission Communities

The Diocese has formally adopted Mission Communities as a new way of being Church in order to grow disciples. We asked these questions last year and are asking them again in order to see how things are changing.

		Yes	No
a)	Have you, in your PCC, discussed Mission Communities generally?		
b)	Have you, in your PCC, discussed a specific proposal about which Mission Community your parish might belong to?		
c)	Has your congregation had an opportunity to think about Mission Communities generally?		
d)	Has your congregation had an opportunity to discuss a specific proposal about which Mission Community your parish might belong to?		

6 Rural resources

The Rural Officer, Sarah Lunn, wants to collect some information about interest in two areas of training/resources

		Yes	No
a)	Would you be interested in a musical resources session on simple worship material for small congregations?		
b)	Would you be interested in a resources day for small congregations leading their own worship? (eg printed material including service outlines, and information about other available sources online etc)		

7 Safeguarding children and vulnerable adults

It is **ESSENTIAL** that you have Safeguarding Policies covering Children and Vulnerable Adults - even if there are no children at your church - and that they are up to date and discussed at least annually. www.carlisle-diocese.org.uk/people-and-structures/committees/safeguarding/safeguarding-policy.html

Please note that new Safeguarding policies are required if there is a change in the parish Safeguarding Coordinator(s) or significant changes in the activities for children provided by your parish. If this is the situation, you will need to send copies of the new policy to your Archdeacon and the Diocesan Safeguarding Adviser.

Your Safeguarding Policy should be publicised: eg on Church & Hall noticeboards, with booking forms for a hall etc.

You will need to consult your Safeguarding Coordinator to complete this section. The purpose of these questions is to help everyone understand whether they are compliant with National and Diocesan requirements, so that you can see what to do next.

a)	Our Safeguarding Policies were adopted / last reviewed by our PCC on			
		N/A	Yes	No
b)	If anything has changed, please confirm that fresh copies have been sent to the Archdeacon and Safeguarding Adviser			
			Yes	No
c)	Do you have a Parish Safeguarding Coordinator(s)?			
			Yes	No
d)	Has your Coordinator(s) attended the required Diocesan briefing			
			Yes	No
e)	Does your Parish provide any activities for children (eg Sunday School or After School club)?			
		N/A	Yes	No
f)	If yes, are these activities organised in accordance with the Diocesan guidelines for work with children and young people (Section 3 of the Diocesan Policy)?			
			Yes	No
g)	Do you provide any activities for vulnerable adults (eg pastoral visiting, home communions)?			
			Number	
h)	If you answered yes to [e] or [g] above, how many adults in your Parish (excluding clergy but including Readers and lay ministers) have specific responsibilities in the Parish for children or vulnerable adults?			
			Yes	No
i)	Do all of these adults have a DBS check which is less than 5 years old?			
			Yes	No
j)	Have they all been issued with a copy of the relevant code of conduct for children or vulnerable adults? (Section 3 i and ii of the Diocesan Safeguarding Policy)			

		Yes	No
k)	Have all those who have worked with children or vulnerable adults for more than six months attended the Diocesan Foundation Safeguarding module? (ie we recognise that those appointed recently may not yet have attended)		
		Yes	No
l)	Have you appointed any adults to work with children or vulnerable adults since 1 st Oct 2014		
		N/A	Yes No
m)	If the answer to [l] is yes, have all of those been appointed using the Form (2 e) signed by the Parish Safeguarding Coordinator (Section 4 i of the Diocesan Safeguarding Policy)		
		Yes	No
n)	Have all safeguarding concerns within your parish been reported to the Diocesan Safeguarding Adviser (Section 6 of the Diocesan Supporting People Policy)		

Action Plan

If the answer to any of these (except [e] or [g]) is No, you will need to work with your Safeguarding Coordinator to formulate a plan to address the shortfall. Please feel free to contact Robert Parks, the Diocesan Safeguarding Adviser, if you need help to do this: safeguarding.adviser@carlisle-diocese.org.uk 07775 290139

8 Over to you

If there is anything you want to report on or ask, we would be very glad to hear from you. We also always make it a priority to meet with churchwardens and talk matters over: just ask if you would like to do this.

a)	Do please tell us about some aspect of your church of which you are proud.
b)	Anything else you want to report on, ask, or make a comment about <i>Feel free to use an extra sheet if there is not enough room here</i>

Please complete the details below:

Parish

Wardens' names

Signed

Date

NB there is no need to include this page when you return the completed Articles of Enquiry to the Archdeacon!

Sending in your Return

Please return your completed form **direct to your Archdeacon** by the end of April:

Carlisle: The Ven Kevin Roberts, Church House, West Walls, Carlisle CA3 8UE
[archdeacon.north@carlisediocese.org.uk]

West Cumberland: The Ven Dr Richard Pratt, 50 Stainburn Road, Workington CA14 1SN
[archdeacon.west@carlisediocese.org.uk]

Westmorland & Furness: The Ven Penny Driver, The Vicarage, Windermere Road, Lindale in Cartmel,
Grange over Sands LA11 6LB [archdeacon.south@carlisediocese.org.uk]

If you would prefer to send in your response to these Articles electronically you can download this form at the diocesan website www.carlisediocese.org.uk, and return it to the e-mail addresses noted above.

If you have not returned your completed form to your Archdeacon by the Admission of Churchwardens' Service, you should bring it with you to the Service. We will not be admitting Churchwardens who have not returned completed forms.

The responses to these Articles of Enquiry are recorded in a spreadsheet. We do some analysis and the spreadsheet and the analysis are published on the Diocesan website.