

TERRIER

AND

INVENTORY



Terrier and Inventory, Carlisle Diocese

# TERRIER AND INVENTORY

**Church of:** .....

**Parish of:** .....

**Deanery of:** .....

**Archdeaconry of:** .....

**Diocese of:** .....

**Date:** .....

A separate inventory should be made for every place of worship licensed by the Bishop for public worship, unless the Archdeacon directs otherwise.

A true Note of all the lands and other property, and other Rights belonging to the Church or other place of

public worship dedicated to

or otherwise known as

in the parish of

in the County of

and Diocese of

taken, made, and renewed according to the best available information.

Together with a true Inventory of all the Furnishings, Fittings, Books, Documents, Ornaments and Utensils belonging to the said Church or Place of Worship, and Chapel (or Chapels) or Ease, certified and signed by the Incumbent, Churchwardens, and two members of the Parochial Church Council.

# THE CHURCH IN THE PARISH

## 1. Structure of the Church

- (a) Plan: list of parts of the church (e.g. chancel, side chapels, nave, aisles, tower, porch, vestry, parish room).

A ground plan accompanies this Inventory. If it does not, please state where it is kept.

- (b) Describe any extension built under faculty. Give date of the faculty.

- (c) Building materials (including roof coverings).

- (d) Give position of lightening conductor(s).

- (e) Give date and grade of listing (if applicable).

List any part scheduled as a scheduled Ancient Monument(s).

- (f) State who is liable for the repair of the nave, chancel or other parts of the church, and specify any private chapels.

If applicable, give the name and address of the Lay Rector responsible for the repair of the chancel.

- (g) Give date of any grants which have been received from English Heritage.

- (h) List any deeds or Acts of Parliament relating to the church and state where they are deposited.

## 2. Other Buildings in the Parish

*(Include in this section the names of the custodian and managing trustees, where applicable, and state where the deeds are deposited).*

List here any other buildings within the parish licensed for worship not described in separate inventories.

List any church school buildings (aided or controlled).

List any separate church halls.

List other buildings owned or leased by the parish,  
(e.g. Sunday schools, curate's house etc.)

### 3. The Churchyard

Describe this, stating the area and boundary walls or fences, and who is responsible for their repair; describe also the access to the church (e.g. footpath or vehicular access).

- (a) State where a plan of burials is located. Give the date of the plan (see 7(g)).
  
- (b) Describe any specific area set aside within the churchyard, by faculty (e.g. Garden of Rest, area for cremated remains).
  
- (c) If the churchyard is closed by Order in Council, give the date of the Order.
  
- (d) If it is closed, and the PCC has transferred its maintenance obligation to the Local Authority, give the name of the Local Authority by which it is maintained.
  
- (e) If the churchyard is still in use, give the name of any Local Authority which assists with its maintenance.
  
- (f) If there are any separate deeds relating to the churchyard, state where they are deposited.
  
- (g) Describe the lych gate (if appropriate), giving its date.





**5. Additional Churchyard or Burial Ground.**

(a) Describe any churchyard or church burial ground other than that adjacent to the church.

(b) Describe any other land acquired for additional grave spaces, but not yet consecrated.



**6. Schedule of Benefactions and/or Trusts connected with the Church - continued**

Name of Benefaction	Nature of investment and approximate annual income	Names of Custodian and Managing Trustees	State where the Deeds are deposited.
<p>(iii) Chancel Funds</p> <p>(iv) For the repairs or expenses of the church or churches or churchyard, or of tombs, or for the maintenance of the services.</p> <p>(v) Funds for repair of other parochial buildings.</p> <p>(v) For other purposes (educational charitable)</p>			

## 7. Schedule of Registers and Record Books

Please list items, giving dates where possible

Documents	Dates		Where kept
	To	From	
(a) Registers of Baptisms			
(b) Registers of Marriages			
(c) Registers of Burials			
(d) Confirmation Registers			
(e) Banns Books			

CARLISLE  
DIOCESE



7. continued

Documents	Where kept
(f) Registers of Services	
(g) PCC minute books	
(h) PCC records, other than minutes (e.g. accounts, files, electoral rolls).	
(i) Vestry minutes	
(j) Churchwardens' accounts	
(k) Terriers and Inventories	
(l) Church Log books	

## 7. continued

Documents	Where kept
(m) Faculties and Archdeacon's Certificates	
(n) Orders in Council	
(o) Insurance policies and papers	
(p) Quinquennial Inspection Reports	
(q) Plans (e.g. church, churchyard, burials)	
(r) Tithe records (e.g. maps, schedules, accounts, redemption papers)	
(s) Parish magazines	

## 7. continued

Documents	Where kept
(t) Sundry legal documents (leases, conveyances, easements, licences)	
(u) Rate books	
(v) Charity records (minutes, accounts, papers)	
(w) School records (e.g. log books, plans, inspection reports)	
(x) Overseer of the poor's records (e.g. accounts, poor law papers)	
(y) Highway papers (surveyors' accounts)	
(z) Other	

8. **Schedule of Church Plate**, including all communion vessels, alms dishes etc.

Article	Material, Weight and Dimensions	Hall Marks, Maker's Mark and Inscription	Where kept, including Cathedral Treasury and Museum etc and whether in a movable safe or a safe attached or fixed to the church fabric.



9. **Schedule of Furnishings and Fittings**, (excluding registers, records and plate).

**In every case the following information should be recorded, if known:** material (including the **type** of stone, wood, metal), the date and the designer, maker/craftsman, donor (where known) position. *For windows and monuments etc record systematically, starting from the “east” window and going clockwise.*

a) Altar(s) or Holy Table(s)

b) Altar ornaments, e.g. crosses, candlesticks, book stands

c) Reredos(s)

d) Pulpit

e) Lectern

f) Font (and cover)

9. **Schedule of Furnishings and Fittings**, (excluding registers, records and plate) – continued

g) Screens

h) Stained glass (subject, inscription etc)

i) Wall Paintings

9. **Schedule of Furnishings and Fittings** – continued

j) **Monuments:** give position and state the name and date of death of the person earliest commemorated. Then refer to floor slabs, proceeding from east to west; including 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.

9. **Schedule of Furnishings and Fittings** – continued

k) Sculpture and statuary, other than funeral sculpture.

l) Bell(s) (giving diameter, inscription, weight and maker of each bell.  
*Add any information about the bell-frame, e.g. of wood or metal, date, etc)*

m) Organ (give name of original builder and date, builder and date of any rebuilds, type of action and specification; organ case).  
*Give details of other musical instruments e.g. electric piano, keyboard, harmonium.*

## 9. **Schedule of Furnishings and Fittings** – continued

n) **Metalwork** : (e.g. processional crosses, standard candlesticks, tapers, thuribles, grilles, sanctuary lamps, chandeliers, light fittings, Communion rails, vases, font ewer, iron chest)

o) **Woodwork**, e.g. processional crosses, candle stands, candlesticks, tapers, sanctuary chairs, stalls, Communion rails, nave seating (pews, chairs or benches), table(s), prayer desk, almsbox, chest(s), wardens' and vergers' staves, stools, hymnboards.

*Give details of the additional materials, if any.*

p) **Architectural features:**

*External:* e.g. weathervane, carvings, inscriptions, consecration crosses, scratch dials, sundial, doors, door furniture (including door knockers hinges and locks)

*Internal:* e.g. sedilia, piscine, aumbries and tabernacles, statues, niches, decorative corbels, historic graffiti etc.

9. **Schedule of Furnishings and Fittings** – continued

q) Loose pieces & fragments of carved stone

r) Textiles, in the following order:

- i) Vestments: copes, chasubles, dalmatics, tunics, stoles, maniples; burses and veils
- ii) Linen vestments: surplices, albs, amices, girdles
- iii) Cassocks, gowns, headgear, preaching scarves
- iv) Frontals, dorsals, riddle curtains
- v) Fair linen, corporals and palls; purificators and towels
- vi) Pulpit falls, funeral palls, hangings, banners
- vii) Carpets, tapestries

s) Books: including libraries, service books (*both in use and out of use*), lectern Bibles, altar books and parish histories, and miscellaneous prescribed books e.g. Homilies and Foxe's *Book of Martyrs*.

9. **Schedule of Furnishings and Fittings** – continued

t) **Paintings:** on wood and canvas, watercolours; include Commandment and Creed boards, benefactions boards, hatchments, ringing records, lists of incumbents.

u) **Electrical Equipment**

*e.g. CD player, vacuum cleaner(s), sound desks and amplification systems.*

v) **Miscellaneous**

*e.g. photographs of the church and of past incumbents, other photographs, prints, turret clocks and other clocks, royal arms, armour significant keys, hour glass, kneelers, safes, model of the church, other contents of the tower and vestry not already recorded.*

**Note: The Terrier and Inventory should be checked at each change of Wardens or incumbents and at Quinquennial Inspection.**

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Terrier and Inventory have been duly checked and additions or corrections notes and initialled and are certified as correct to the best of our knowledge.

( Rector, Vicar or  
( Priest in Charge

)  
)  
) Churchwardens  
)

)  
) Two members of  
) Parochial Church  
) Council

Examined\*:

Date:

*\* By the Bishop, Archdeacon or Rural Dean*

---

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Terrier and Inventory have been duly checked and additions or corrections notes and initialled and are certified as correct to the best of our knowledge.

( Rector, Vicar or  
( Priest in Charge

)  
)  
) Churchwardens  
)

)  
) Two members of  
) Parochial Church  
) Council

Examined\*:

Date:

*\* By the Bishop, Archdeacon or Rural Dean*





**Repeat this section as often as necessary**

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Terrier and Inventory have been duly checked and additions or corrections notes and initialled and are certified as correct to the best of our knowledge.

( Rector, Vicar or  
( Priest in Charge

)

)

) Churchwardens

)

)

) Two members of

) Parochial Church

) Council

Examined\*:

Date:

*\* By the Bishop, Archdeacon or Rural Dean*

\_\_\_\_\_

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Terrier and Inventory have been duly checked and additions or corrections notes and initialled and are certified as correct to the best of our knowledge.

( Rector, Vicar or  
( Priest in Charge

)

)

) Churchwardens

)

)

) Two members of

) Parochial Church

) Council

Examined\*:

Date:

*\* By the Bishop, Archdeacon or Rural Dean*