



### ARTICLES OF ENQUIRY 2013

Parish .....

Deanery .....

The Archdeacon requests the Churchwardens for the year 2012-2013 to answer the following Articles of Enquiry. **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 questions should be fully and accurately answered. Information may be sought from your Parish Priest and others but this form should be completed by the Churchwardens. You are encouraged to make a copy of this document so that you may share the issues raised in it with your PCC or Standing Committee.

*This document can be downloaded from the Diocesan website.*

<b>QUESTION 1 – Growing and making New Disciples</b>		
a) In the last 15 months have you run an enquiry, Alpha or beginners course (other than a specific confirmation course)?	<b>YES</b>	<b>NO</b>
<b>If YES please give a brief description</b>		
b) If YES then what was the course called? (if home grown then please send a sample to Bishop Robert)		

<b>QUESTION 2 – 2013 MISSION ACTION PLANS</b>		
We would like to build up a picture of how churches are engaging with Mission Action Plans.		
a) Have you got a Mission Action Plan?	<b>YES</b>	<b>NO</b>
b) If yes have you sent a copy to your archdeacon? If no, please do so along with these Articles of Enquiry.	<b>YES</b>	<b>NO</b>
c) Please give us one example of how your Mission Action Plan has influenced the Mission and outreach of your church during the past year.		
<i>if the answer is no would you like some help from your Archdeaconry Mission Action Planning Team?</i>		

**QUESTION 3 – Mission Statistics and Finance Returns**

We are now asking you to submit your Annual Mission Statistics and Finance returns online. However, we realise that some parishes are experiencing difficulties.

a) Have you submitted your 2011 returns online?	<b>YES</b>	<b>NO</b>
b) Have you experienced any difficulties submitting your returns	<b>YES</b>	<b>NO</b>
c) If so what problems are you experiencing so we can offer you some appropriate help ?		

**QUESTION 4 – Employment of anyone by the PCC, eg Organists, Vergers, Parish Secretaries/Administrators, Children’s or Youth Family Workers, Caretakers**

a) If the PCC is an employer, are all the policies, procedures, contracts and job descriptions in place in relation to employment?  <i>Simple contracts and job descriptions for organists can be found on the RSCM web site. If you need any help with employment related matters contact Ali Ng our HR adviser on <a href="mailto:ali.ng@carlisle-diocese.org.uk">ali.ng@carlisle-diocese.org.uk</a></i>	<b>YES</b>	<b>NO</b>
b) Is the PCC aware of its legal responsibility for establishing that its employees have a right to work in the UK under the terms of the Asylum and Immigration Act? Please see <a href="http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employ">www.ukba.homeoffice.gov.uk/sitecontent/documents/employ</a>	<b>YES</b>	<b>NO</b>

**QUESTION 5 – Loving your Neighbour : Community Awareness**

What changes are happening in your community? eg. *Housing developments, schools or other community closures. Transport difficulties, new employment opportunities. Increasing numbers of free school meals, other signs of poverty, etc*

Are you seeking to engage with this, if so how?	<b>YES</b>	<b>NO</b>
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<b>QUESTION 6 – Confirmations and Network Youth Church</b>		
a) Have you had any confirmations of young people in the last 18 months	<b>YES</b>	<b>NO</b>
b) If so what preparation material have you used?		
c) Has the process involved any input or contact with the Deanery Network Youth Church Minister where your Deanery has one?	<b>YES</b>	<b>NO</b>

<b>QUESTION 7 – Diocesan Website</b>		
The Diocesan Website has entries for all the churches in the Diocese. Is your Church's entry on the website correct and complete? <i>If not, please be in touch with Canon Bryan Rothwell <a href="mailto:bryan@therothwells.co.uk">bryan@therothwells.co.uk</a></i>	<b>YES</b>	<b>NO</b>

Are there any other matters you wish to bring to the attention of your Archdeacon?

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**DECLARATION TO BE MADE BY THE CHURCHWARDENS 2012-2013**

We declare that the answers on this form are true and accurate

Signed .....

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Date .....

## **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, 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](http://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 are not able to admit Churchwardens whose parishes have not returned completed forms.*

*Please note that a summary of parish responses will be posted on the diocesan website.*