



2018 Articles of Enquiry from the Archdeacons of Sudbury and Suffolk

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Parish	

PARISH APPOINTMENTS

These can be reviewed, and amended as necessary, online by Parish Data Editors via: <https://myd.io/suffolk/> > 'Parish Appointments'.

Please tick the relevant box below (or change the relevant statement to **underlined bold** if returning this form by email):

- I have reviewed our Parish Appointments online and all details are currently correct.
- I have reviewed our Parish Appointments online and made amendments.
- I have reviewed our Parish Appointments online and provided the required changes below.

If you were not able to review your Parish Appointments online, please provide details on the form below for all parish posts that are applicable.

Please ensure you include a valid email address for each position. Once we have added your details to our database we will email each person a Data Protection Consent Form. If you do not have an email address we will be unable to do this and your details will not be included in our diocesan directory.

ELECTED CHURCHWARDENS:

Please note: Churchwardens are required by law to make the declaration on the separate sheet in the presence of the Archdeacon (or by special arrangement with the Archdeacon); they are legally incompetent to act until they have done so. Please complete and take the declaration sheet to the Archdeacon's Visitation service for this purpose.

Title:		First Name:		Surname:	
Street:					
Town:				County:	
Post Code:			Telephone No.		
Email Address					
Title:		First Name:		Surname:	
Street:					
Town:				County:	
Post Code:			Telephone No.		
Email Address					

PCC SECRETARY:

Title:		First Name:		Surname:	
Street:					
Town:				County:	
Post Code:			Telephone No:		
Email Address					

PCC TREASURER:

Title:		First Name:		Surname:	
Street:					
Town:				County:	
Post Code:			Telephone No:		
Email Address					

PARISH SAFEGUARDING OFFICER:

Title:		First Name:		Surname:	
Street:					
Town:				County:	
Post Code:			Telephone No:		
Email Address					

LOCAL GIVING ADVISER (IF APPLICABLE):

Title:		First Name:		Surname:	
Street:					
Town:				County:	
Post Code:			Telephone No:		
Email Address					

PARISH ADMINISTRATOR (IF APPLICABLE):

Title:		First Name:		Surname:	
Street:					
Town:				County:	
Post Code:			Telephone No:		
Email Address					

RETIRING CHURCHWARDENS' CERTIFICATE

The retiring Churchwardens are requested to sign the Certificate below. If for any reason you are not able to certify any of the points mentioned, please amend them as necessary, and attach an explanation on a separate piece of paper or in the 'OTHER INFORMATION' box below.

We certify that:-

We have checked the Church inventory of
and we confirm that the Church furnishings and Inventory are intact and in good repair.

**Date Inventory
Checked**

We are satisfied that all the Communion Plate, as described in the inventory, is intact and in good repair.

The Church Registers (other than those deposited at the County Record Office) are all in satisfactory condition, and all baptisms, confirmations, marriages, burials and church services have been duly entered.

We keep a Church Log Book in which all work done on the building is recorded, and we have checked that this is up-to-date.

SIGNATURE OF THE CHURCHWARDENS WHOSE YEAR OF OFFICE IS NOW ENDING

(1)

(2)

(3)

ADDITIONAL QUESTIONS:

Young people are creative, forward thinking, looking for leadership, relationship driven and energetic. All things that we need in our Church today, but the numbers would suggest we don't have many of them or that they are leaving faster than joining. The numbers we currently have available to us are not precise enough or do not divide up into the right categories for clear analysis. Please answer the following questions for those young people 11-18 years old (**school years** 7-13 or equivalent). Your help is very necessary and extremely helpful to find a way forward, even if you don't have any young people currently.

1. What groups, sessions, activities does your church run for young people, these could be CU in school, youth club, drop-in, sports/interest groups etc (please give details of day, time and description)?
2. How many **core young people** attend these groups collectively (Almost every week/session)?
3. How many **fringe young people** attend these groups collectively (Once a month or once every 3 or 4 sessions)?
4. How many **young people** regularly worship in your Church services each week?
5. How many **young people** regularly worship as part of a fresh expression of Church which has grown from or near your congregation? (<http://freshexpressions.org.uk/about/what-is-a-fresh-expression/>)

We would be grateful if you would please answer the following Safeguarding Questions :-

1. Has your PCC discussed and formally adopted the "Promoting a Safer Church" policy document?
 Yes No
2. Have you displayed in a prominent position the revised "Promoting a Safer Church" poster in each parish church (replacing 'The Parish Statement of Safeguarding')? Yes No
3. Do you have an appointed Parish / Benefice Safeguarding Officer? (Not the Parish Priest)
 Yes No
4. For all future DBS checks, do you know the name of your local ID checker and how to get hold of them? Yes No

OTHER INFORMATION:

Please use this Section as additional space to answer any of the questions, or if you have other information that you wish to draw to the attention of the Archdeacons.

If there is any matter relating to the character, conduct or details of the Services and Administration of the Sacraments or the spiritual oversight of the Parish, or any other matter that you consider your duty to bring to the notice of the appropriate Archdeacon, a separate representation needs to be made.

The Venerable Ian Morgan
Archdeacon of Suffolk
The Archdeaconry, Church Road, Marlesford,
Woodbridge, Suffolk, IP13 0AT
archdeacon.ian@cofesuffolk.org

The Venerable Dr David Jenkins
Archdeacon of Sudbury
Sudbury Lodge, Stanningfield Road,
Gt Whelnetham, Bury St Edmunds, IP30 0TL
archdeacon.david@cofesuffolk.org

Please note that we are requesting that the following information be returned:

- ✓ Articles of Enquiry Form (Parish Appointments and Additional Questions)
- ✓ Retiring Churchwardens' Certificate (to be completed by all churchwardens, even if continuing for another year)
- ✓ A copy of the PCC's Annual Report and Examined Accounts
(these can also be uploaded via <https://myd.io/suffolk/> > 'Accounts and Reports')

This form should be completed (as soon as possible after the APCM) and returned electronically to articles@cofesuffolk.org or by post to: *Mrs Diane Matthews, Archdeacons' PA, Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ*

Only the completed and signed copy of the Churchwardens' Declaration must be handed in by each Churchwarden at the visitation. These must be linked to the spoken public declaration administered at the service.

Thank you.