

**DIOCESE OF CARLISLE
ARCHDEACONS' ARTICLES OF ENQUIRY 2014**

*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

0 Training Days

We are planning to hold Training Days :
for new Churchwardens on Sat 21st June from 10am - 4pm (Bulley Barn, Rydal Hall);
for all Churchwardens on Sat 13th Sept from 10am-4pm at Allithwaite Church;

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 what we cover on the day for new Churchwardens (Sat 21 st June)?
b)	Is there anything which you would like us specifically to include in what we cover on the day for all Churchwardens (Sat 13 th Sept)?

1 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 from time to time. www.carlisediocese.org.uk/people-and-structures/committees/safeguarding/safeguarding-policy.html

Please note new 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 the Church noticeboard, with booking forms for a hall etc.

a)	Our Safeguarding Policies were adopted /last reviewed by our PCC on		
	(please insert the most recent date)	Yes	No
b)	If anything has changed, please confirm that fresh copies have been sent to the Archdeacon and Safeguarding Adviser		

2 Diocesan Website www.carlisle-diocese.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: http://www.achurchnearyou.com - someone in your parish should have the password to update this.		

3 Environment

Diocesan Synod 2012 agreed a motion asking parishes to include an action plan for improvement in environmental awareness and performance in their Mission Action Plan and to do an Environmental Audit

	Yes	No
a) Has your church done an Environmental Audit?		
b) Does your Mission Action Plan include anything about environmental awareness and performance		
c) If the answer to b) is "no", please could you include this in your next Mission Action Planning cycle.		

4 PCC Employees

PCCs are often employers (eg of an organist, cleaner, youth worker etc). Employment includes honoraria, free or subsidised housing, payment in kind etc. Sometimes PCCs need help in these matters, so knowing how many PCCs have these responsibilities and to what extent, will help the Diocese target its support.

a)	What employees does your PCC have? (titles not names)
b)	Are there contracts between them and the PCC?
c)	How are they paid? (eg salary, honorarium, free house, etc)
c)	Are there particular problems you have come across?

5 Outreach and Christian basics courses

The Diocesan Vision and Strategy hopes that every benefice or Mission Community will run a Christian basics course every year.

		Yes	No
a)	Has your church run a Christian basics or enquiry course (Start, Alpha, Pilgrim, Emmaus, home-grown etc.) in the last 12 months?		
b)	If so, what material did you use?		
c)	Please give examples of any outcomes, successes, or difficulties?		
d)	What outreach events have you had in the last twelve months ?		
e)	What outreach events is your church planning in the next twelve months ?		

6 Admission to Communion before Confirmation

Many Churches admit Children to Communion before Confirmation. The PCC needs to pass a resolution agreeing to this policy and notify the Bishop; there will be a period of preparation rather like confirmation classes, and the Incumbent needs to keep a register of those children so admitted – rather like, but separate from, the confirmation register

		Yes	No
a)	Does your PCC have a policy of admitting children to communion before confirmation?		
b)	If the answer to (a) is no, does your PCC have plans to discuss this?		

7 Mission Communities

The Diocese is asking parishes and benefices to consider Mission Communities as a new way of being Church in order to grow disciples.

		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?		

8 Fairtrade

Diocesan Synod recently heard a moving presentation about the benefits of Fairtrade for Coffee Growers.

see the Fairtrade website for details of how to become a Fairtrade Church:

www.fairtrade.org.uk/get_involved/campaigns/fairtrade_places_of_worship/fairtrade_churches/

		Yes	No
a)	Is your Church already a Fairtrade Church?		
b)	If the answer to (a) is no, would you consider bringing this proposal to your PCC?		

9 Over to you

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

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.