

DIOCESE OF EDINBURGH



Church Property Register

Terrier and Inventory

COMPUTER VERSION

There is a canonical requirement [Canon 35 Resolution 1] for a document of this type to be compiled and this electronic version has been prepared to assist Vestries in this task. This document is designed to be produced on a computer. Type in the boxes (tables) provided; they will automatically expand as you type. If you need to add extra rows at the end of the tables, press Tab in the last column of the last row.

'Hard copies' must be produced for storage as if the document had been produced manually. The paper should be of archival quality. It is also strongly recommended that an electronic copy of this document is stored at more than one location.

CHURCH PROPERTY REGISTER

TERRIER AND INVENTORY

CHURCH	
DATE	
CHARITY NUMBER	

INTRODUCTION

SOURCES FOR REFERENCE

The compilation of an accurate register inevitably involves a certain amount of research on the history of the church and its furnishings. The following sources may provide useful guidance:

THE PREVIOUS TERRIER/INVENTORY

The information given here will need to be carefully checked and updated, but will provide a useful starting point.

THE LISTING DESCRIPTION

Many churches are listed as being of special architectural or historic interest. The listing description (a copy of which will be available from the local authority or at <http://www.historic-scotland.gov.uk/index/heritage/historicandlistedbuildings.htm>) may provide good information about the history of the church itself, building materials, and occasionally furnishings as well.

NADFAS and EDFAS

The church recorder groups of the National Association of Decorative and Fine Arts Societies are dedicated amateurs who have so far compiled a full record of the furnishings of over 1,000 churches. In 1998, EDFAS (The Edinburgh Decorative and Fine Arts Society) began recording churches in Edinburgh. The final Record is given to the Minister of the Church and to appropriate Libraries/Museums suggested by NADFAS. If a church has a NADFAS record this will assist the compilation of a register.

RCAHMS

The Royal Commission on the Ancient and Historical Monuments of Scotland hold the national collection on buildings and archaeology. Many items from their collection are accessible online or alternatively they have a public search room.

BOOKS

A short bibliography is given at the end of this introduction.

The importance of instituting and maintaining a photographic record of all furnishings, particularly movable pieces, cannot be too strongly emphasized. This record should include all communion plate, furniture, stained glass and monuments. The dossier of photographs should be kept with one copy of the *Church Property Register*, in plastic wallets (which should be non-PVC). These may be purchased through most photographic dealers. For more information on photographing church furnishings see *A Guide to the Photography of Church Furnishings (CHP 1999)*.

[The *Church Property Register* is designed to complement the *Church Log Book*. This

document, which is also published in loose-leaf format, provides for the tabular presentation of work undertaken in successive quinquennial periods, and enables the filing of quinquennial survey reports and other professional reports. Both documents are printed on paper of a quality suitable for long-term preservation. To protect the documents further, they should be kept in a box of archival quality. The diocesan record officer will be able to advise on this.] – relevant to DofE?

RESOURCES

Recording a Church: an illustrated glossary

Published by the Council for British Archaeology, Bowes Morrell House, 111 Walmgate, York YO1 9WA (Tel: 01904 671417)

USEFUL ADDRESSES

NADFAS

NADFAS House, 8 Guilford Street, London WC1N 1DA
Tel: 020 7430 0730 Fax: 020 7242 0686
<http://www.nadfas.org.uk/>

EDFAS

Church recording Group
E-mail: churchrecording@edfas.co.uk
<http://www.edfas.co.uk/churchrecording.html>

Historic Scotland

Longmore House
Salisbury Place
Edinburgh
EH9 1SH
Tel: 0131 668 8600
<http://www.historic-scotland.gov.uk>

RCAHMS

John Sinclair House
16 Bernard Terrace
Edinburgh
EH8 9NX
Tel 0131 662 1456
Fax 0131 662 1477
<http://www.rcahms.gov.uk/>

Note: The merger of Historic Scotland and RCAHMS has been announced. There will be a new lead body for the Historic Environment sector in Scotland.

Also the booklets published by the Church Buildings Council provide detailed advice and

information on the care of churches and their furnishings. A complete list is available from the Council on request or from www.chpublishing.co.uk

1 BUILDINGS

THE CHURCH BUILDING

STRUCTURE OF THE CHURCH

Plan: list the component parts of the church (e.g. chancel, chapels, nave, aisles, transepts, tower, porch, vestry, parish room). A ground plan should accompany this Register.

Building materials (including roof and floor coverings)

Summarise the building history of the church, giving dates of the various parts of the structure and major restorations, name(s) of architects, etc. If your church is listed, the list description will help with this.

If the church is listed as being of special architectural and historic interest, give the Listed Building number, date and category of listing. (This information may be obtained from the local authority or Historic Scotland). State also if the church is situated in a conservation area.

List any part scheduled under the Ancient Monuments Acts. (This information may be obtained from Historic Scotland).

Give the dates of any grants which have been received from Historic Scotland or its predecessors. List conditions accepted by the parish at the time.

List any deeds relating to the church, and state where they are deposited.

1 BUILDINGS

OTHER BUILDINGS

List any separate church halls. Give the names of custodian and managing trustees, where applicable, with dates of appointment and state where the deeds are deposited.

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List other buildings owned or leased by the vestry, e.g. Sunday school, curate's house, verger's house. Give the names of the custodian and managing trustees, where applicable, with dates of appointment and state where the deeds are deposited.

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If any of these buildings are listed as being of special architectural and historic interest, a scheduled ancient monument, or in a conservation area, give details below.

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Note: where there are significant furnishings, fittings or other contents of these buildings, please include them in the sections that follow.

2 THE CHURCHYARD

Describe this, stating the ownership, area and boundary walls or fences, and who is responsible for regular management e.g. grass cutting and for the repair of boundary walls and other structures; describe also the access to the church (e. g. footpath or vehicular access and car parking).

State where a plan of burials (if applicable) is kept. Give the date of the plan.

Describe any specific area set aside within the churchyard (e.g. garden of rest, area for cremated remains).

Describe any freestanding structures in the churchyard, such as lych-gates, war memorials or ruins. If any structures are separately listed or scheduled, give details.

List any rights of way over the churchyard, and public use of footpaths.

List any trees subject to Tree Preservation Orders

If the churchyard or any structure in it is listed as being of special architectural and historic interest, a scheduled ancient monument, or in a conservation area, give details below.

3 CHURCHYARD MONUMENTS

State where any record or inventory of the monuments and memorials is kept. Give the date of the record.

Give details of any assistance received for maintenance or repairs from the Commonwealth War Graves Commission, Historic Scotland (or its predecessors).

If any monuments are listed as being of special architectural and historic interest or designated as scheduled ancient monuments, give details below.

Give details of any surveys of monumental inscriptions, with date and where they are deposited. If published, give the date and the publisher (e.g. the Scottish Genealogy Society) with ISBN reference.

4 SCHEDULE OF BENEFACCTIONS CONNECTED WITH THE CHURCH

Information on benefactions will be available from the Diocesan Board of Finance as custodian trustee.

Name of benefaction	Nature of investment and approximate annual income	Names of custodian and managing trustees	State where the deeds are deposited
Chancel funds			
For the repairs or expenses of the church(es) or churchyard, or of tombs, or for the maintenance of the services			
Funds for repair of other buildings			
For other purposes (educational, charitable, lay workers, vergers, administrative staff, etc)			

5 SCHEDULE OF REGISTERS AND RECORDS

Note: older records may be held in remote archives. If you know of any of these, please include them below.

CHURCH SERVICES			
DOCUMENTS	DATES		WHERE KEPT
	From	To	
Registers of Baptisms			
Registers of Marriages			
Registers of Burials			
Applications for baptisms			
Service Registers			

5 SCHEDULE OF REGISTERS AND RECORDS

PARISH ADMINISTRATION			
DOCUMENTS	DATES		WHERE KEPT
	From	To	
Minute books of committees, annual meetings etc			
Vestry Minutes			
Papers relating to appointments, institutions and licences			
Maps of parish boundaries, street lists			
Parish Magazines			
Hall records (e.g. licences, agreements, deeds, repair papers)			
Licences for music copyright			

5 SCHEDULE OF REGISTERS AND RECORDS

CHURCH BUILDINGS AND PROPERTY			
DOCUMENTS	DATES		WHERE KEPT
	From	To	
Registers of graves and plans			
Agreements for the maintenance of the churchyard, graves and memorials			
Terriers and Inventories			
Log Books			
Quinquennial inspection reports			
Plans of the church and specifications, tenders and papers relating to major repairs or alterations to the church or its furnishings			
Sundry legal documents (leases, conveyances, easements, licences)			

5 SCHEDULE OF REGISTERS AND RECORDS

PARISH FINANCE			
DOCUMENTS	DATES		WHERE KEPT
	From	To	
Audited accounts			
Ledgers			
Bank statements, invoices, etc			
Gift Aid details			
Insurance policies			

6 SCHEDULE OF CHURCH PLATE

Please include all Communion vessels of whatever material. First list any complete sets, and then individual items in the following categories:

Chalices, patens, flagons, alms dishes or basins and other plate, including ciboria, pyxes, wafer boxes, and cruets.

Good photographs should be taken of all church plate from all sides, including a metric scale, and kept with this Church Property Register.

Please mark clearly items deposited in a Cathedral treasury, museum or art gallery, or in a bank.

	Article and brief description	Material, weight (in grams) and dimensions (in inches)	Hallmarks, maker's mark and inscription and other marks	Where kept
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

In every case the following information should be given if known:

Material (including the **type** of stone, wood, metal), the date and the designer, maker/craftsman, donor and position.

Photographs should be taken of furnishings in this section and kept with the Church Property Register.

ALTAR(S)

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ALTAR ORNAMENTS, e.g. crosses and candlesticks

REREDOS(ES)

PULPIT

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LECTERN

--

FONT and cover

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SCREENS

FURNISHINGS AND FITTINGS DISPLACED AND STORED ELSEWHERE

e.g. doors, pews, altars, screens etc. Give location and note who is responsible for inspecting them

OTHER

7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

STAINED GLASS starting with the east window, proceed clockwise around the church: give each window a number and describe subject, inscription, artist and date.

Window	Subject	Inscription	Artist	Date

WALLPAINTINGS starting from the east end, proceed clockwise around the church

7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

MONUMENTS, starting from the east end, proceed clockwise around the church walls: give position and state the name and date of death of the person earliest commemorated. Then list floor slabs, proceeding from east to west: include 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 on a separate sheet.

Position	Name	Date of death

7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

SCULPTURE and statuary, other than funerary sculpture

BELL(S)

Diameter	Weight	Inscription	Maker	Date

BELL-FRAME Give information about the bell-frame, e g of wood or metal, date, etc.

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PAINTINGS on wood and canvas, watercolours, engravings: include, benefaction boards, ringing records, list of incumbents

METALWORK e g turret and other clocks, processional crosses, alms dishes, standard candlesticks, tapers, thuribles, grilles, sanctuary lamps, chandeliers, candle branches, light fittings, Communion rails, vases, font ewer, iron chest, armour, historic locks and keys

7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

WOODWORK, e.g. processional crosses, standard candlesticks, tapers, sanctuary chairs, bishop's seat, stalls, Communion rails, nave seating (pews, chairs or benches), table(s), litany desk, almsbox, chest(s), vergers' staves, stools, hymnboards. Include here items predominantly of wood, e.g. with metal mounts, but give details of the additional materials.

ITEM	ADDITIONAL MATERIALS

7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

ARCHITECTURAL FEATURES

External: e.g. weathervane, carvings, inscriptions, consecration crosses, scratch dials, sundial, doors, door furniture, moveable ramps.

Internal: e.g. sedilia, piscina, aumbries and tabernacles, Nativity scenes, statues, niches, decorative corbels, historic graffiti, pattered floor tiles

7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

TEXTILES

VESTMENTS: copes, chasubles, dalmatics, tunicles, stoles, maniples, burses and veils

LINEN VESTMENTS: surplices, albs, amices, girdles

CASSOCKS, gowns, scarves, headgear

FRONTALS, dorsals, riddel curtains

FAIR LINEN, corporals and palls, purificators and towels

HANGINGS, pulpit falls, funeral palls, banners

CARPETS, TAPESTRIES

OFFERTORY and alms bags

HASSOCKS AND KNEELERS

7 SCHEDULE OF FURNISHINGS AND FITTINGS
excluding registers, records and plate

7 SCHEDULE OF FURNISHINGS AND FITTINGS

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BOOKS: service books (both in use and out of use), lectern Bibles, altar books, parish histories, sheet music, children's books and DVDs

ORGAN Give name of original builder and date, builder and date of any rebuilds, type of action; list of stops; organ case.

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Give details of other musical instruments, e.g. harmonium, electronic keyboard, drums, etc, and details of ownership.

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7 SCHEDULE OF FURNISHINGS AND FITTINGS

excluding registers, records and plate

ELECTRICAL EQUIPMENT sound amplification systems, photocopiers, computers, etc

MISCELLANEA i.e. objects which may not have fallen into any of the foregoing categories:
e.g. photographs of the church and of past incumbents, other photographs, prints, hour glass,
safes, model of the church, catering equipment. The contents of the tower and vestry in
particular should not be overlooked.

FOR VESTRIES

The Register will also be checked at the time of the Dean's visitation; the same form may be used for this purpose.

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Church Property Register have been duly checked and additions or corrections noted and initialed and are certified as correct to the best of our knowledge.

Incumbent

Vestry Secretary

Date

Examined

Date

Dean

The lists of Church properties, goods and ornaments scheduled in the foregoing pages of this Church Property Register have been duly checked and additions or corrections noted and initialed and are certified as correct to the best of our knowledge.

Incumbent

Vestry Secretary

Date

Examined

Date

Dean
