

'Handover' Sheet



NAME OF PARISH.....

DEANERY.....

To be completed by the leaving Incumbent/Team Vicar/Priest in Charge in conjunction with the Churchwardens, assisted by or copied to the Archdeacon, and sent no later than a week before departure to the appointed successor.

1. Where can the following documents be found?

Map showing parish boundaries

Child Protection / Vulnerable Adults Policy

The current Electoral Roll

List of Sidespersons

Church's Insurance policy

Hall Insurance policy

Church Terrier

Church Inventory

Log Book

Last Quinquennial Inspection Report

PCC Standing Orders/Minutes

Diocesan Information booklets

Bishop's approval for lay persons
to assist in the distribution of communion

Faculties granted

Copyright disclaimer forms
(for weddings & baptisms) Blanks:

Completed:

List of documents held by library/archivist
under the Parochial Records Measure

2. Who is the Under 18's / Vulnerable adults coordinator?

Where are the job descriptions held?

Where are confidential declarations held?

3. Terms and conditions of employment for:

i. Organist/Director of Music

ii. Parish Administrator/Sec.

iii. Verger

iv. Hall Caretaker

v. Any other person employed

What are the organist's fees for:

Weddings? Funerals?

CCLI Licence details – Words/Music/Video:

Performing Rights correspondence or a Hall licence for music etc

4. Church School – who has files?

The original Foundation Deeds

5. Security.

Details of Security Alarm i. Church

ii. Hall

Parsonage security alarm

If the parsonage house is not let, who will hold the parsonage keys?

Who has the name and addresses of those who have keys to:

the Church safe

the Church

the Church Hall

6. Accounts:

Where are ledgers / documents held?

If computerised, where is the software?

Who has the details of any parish trusts
and the use to which the income can be put?

7. Pastoral:

Is the church/vicar registered for Data Protection?

If so where is the relevant correspondence?

Who has any sensitive pastoral files?

What ministry groups are there? SMT, Readers,

Pastoral or Bereavement visitors, or similar.

Where is the list of names and addresses?

Who has the list of Sick and Housebound to be
Visited including those to whom Holy Communion
is taken?

List of institutions in the parish detailing clergy
or lay involvement:
Schools, Nursing or Residential Homes etc;
Community Groups, Local Associations

.....
.....
.....
.....
.....
.....

7. Miscellaneous:

(If applicable) Where are the Churchyard regulations kept?
.....

Is there a plan, named and numbered
of the Churchyard/Garden of Remembrance

Where is it?

The name/contact person:

The Magazine Producer

The Heating Engineers

The Electrician used

The Building Contractor used

Communion wine suppliers

The Quinquennial Architect

Any other Architect / Specialist
 who has been involved recently

.....

8. List of office equipment belonging to the church normally in use in the vicarage (Fax etc)

.....

.....

.....

.....

9. List of other files left in the Parsonage or elsewhere

.....

.....

.....

DATE

COMPLETED

BY

(please indicate name(s) clearly, i.e. not signature)

OFFICE HELD