

DIOCESE OF RUPERT'S LAND

TO ASSIST WITH PARISH BUILDING(S) INSPECTION

As indicated in Canon 21, Church Wardens are required to inspect parish buildings (church, parish hall, rectory, etc) yearly. To assist the Church Wardens carry out their duties, this form has been developed as a guideline.

Canon 21 - Churchwardens

Item 7 (g) on Church Wardens provides that one of the duties of Church Wardens is:

“to keep the fabric of the Church, parish hall and rectory and appurtenances in repair and insured, subject to the direction of the Bishop or Archdeacon.”

Item 7 (h) to keep the Church and rectory grounds in good state

Item 7 (j) on Church Wardens provides that one of the duties of Church Wardens is:

“To inspect, or cause to be inspected, the church, parish hall, rectory, and other properties of the parish at least annually, and, in addition, the rectory whenever it is vacated, and in each case to report thereon in writing to the vestry and the Archdeacon. Inspections of the rectory shall be at a time mutually convenient to the incumbent and churchwardens.”

Canon 6 – Archdeaconries and Archdeacons

Item 4 (e) on Archdeaconries and Archdeacons provides that one of the duties of the Archdeacon is:

“If requested by the Church Wardens of a Parish, to endeavour to make available to assist them in any inspection of church property being made by them, a person of appropriate skills, who will act on a voluntary basis”.

Parish of _____

Type of Building: _____

Address: _____

Date of Last Inspection: _____

Insured Value*: _____ Estimated Replacement Value _____

Date of Last Appraisal: _____

***Our insurance consultant recommends that parishes do a proper appraisal and inventory of their building and all contents and upgrade their coverage if necessary to reflect inflation.**

Reminder to keep all back copies of your policies to ensure you are covered should a claim arise dating back in time (we were informed that due to storage limitations the insurance company only keeps back copies of policies for a relatively short period of time).

**DIOCESE OF RUPERT'S LAND
PARISH BUILDING INSPECTION FORM**

For the year: _____

	Excellent	Good	Fair	Poor	Details of Repairs Required
General Condition of Building					
Electrical System					
Plumbing					
Heating System					
Foundation					
Exterior (roof, paint, eaves trough work)					
Fence					
Garage					
Grounds					
Interior Rooms					

Please detail your proposals for carrying out the necessary repairs, bearing in mind that rectory repairs should be carried out in consultation with your rector and his/her spouse.

Repairs	Expected Date of Completion

_____ Warden

_____ Warden