

The Church Log Book

A key document that must be held for every church building is **the church log**. This is the responsibility of the Church Warden(s). This guidance note sets out the requirements and a way forward to assist church wardens in this task. The guidance is set out in 5 sections plus examples of log formats as appendices.

SECTIONS	PCC ACTION
1. Purpose of church log book	<ul style="list-style-type: none"> • Ensure Church Warden(s) see this Guidance
2. Contents required	
3. Format of the log book and log sheets	
4. Fabric check list	
5. Storage	<ul style="list-style-type: none"> • Church warden(s) to confirm that church log recording process is in place which provides access to the documentation listed in section 2.

1. Purpose - The main purposes are:

- To comply with the provision of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991;
- To provide a permanent record for the benefit of church wardens present and future of all works carried out on the church fabric and churchyard;
- To provide a repository for documentation relating to statutory tests and assessments;
- to keep conveniently available information for archdeacon visitations;
- to provide a useful reference point for church wardens in the compilation of the annual fabric report;
- to provide a guide for the inspecting architect prior to a quinquennial survey;
- to provide a documentary basis which will be useful in connection with applications for grant aid;
- to act as a framework and reminder for the annual maintenance tasks, statutory tests and assessments;
- to produce an archive to assist future researchers;

The record enables new church wardens and PCCs to know exactly what action has been taken and when, in order to inform decisions which they may need to take in future.

2. Contents - The log book should record all physical works to the building and churchyard including:

- building repair works;
- additions
- alterations and re orderings;
- housekeeping maintenance (e.g. gutter and gulley cleaning);
- conservation works (e.g. glazing, memorials);
- professional reports (e.g. structural engineer, bell hanger);
- test certificates and a schedule of regular testing and risk assessments
- unexpected or unusual events (e.g. water ingress, power failures).

The log should record the location of documents relevant to the above if they are not held within the log.

The Church Log Book is designed to complement the record of church property known as the Terrier and Inventory, completion of which is also required by Canon Law.

3. Format – A separate log book must be kept for each parochial church. Due to the variety of documentation required to be held it is best to set up the log book in sections. A lever arch file or series of ring binders is one approach. Alternatively a series of digital folders could be used. It is recommended that the log book be set up in 5 year blocks to match the quinquennial period.

An example of possible sections is below:

Section A	Church Log key information sheet (see page 4)	Details of church, church wardens appointed, architect appointed, quinquennial inspection dates, location of related records, location of archived parts of log. This sheet should last 5 years.
Section B	Church log sheets (see page 5)	Maintain a series of sheets for each quinquennial period (see note a. below)
Section C	Annual Maintenance Plan or Fabric check list (see example on page 6)	Mark up the plan for each year as tasks completed and retain this as a record of the work carried out (<i>see section 4 below</i>)
Section D	Last Quinquennial Inspection Report	Include any work schedule/action plan arising from the report
Section E	Faculties, permissions and grant conditions	Hold all faculty certificates, permission letters, planning correspondence, grant requirements etc.
Section F	Tests Certificates	All test certificates and risk assessments cross referenced to entry on log sheet.
Section G	Supporting information on works undertaken	Cross reference to log sheets quotes, professional reports, plans, specification photos and other supporting information to works undertaken (<i>see note b. below</i>)
Section H	Sundry Correspondence	Cross reference to log sheets all correspondence related to changes detailed in the log including gifts and disposals (<i>see note c. below</i>)

Notes:

- a. Log Sheet Format** – The log book format is laid down by the Council for the Care of Churches (ChurchCare). The log should be maintained in 5 year blocks to matching the dates of the quinquennial reviews. The basic fabric record is:

Description of works and date	Date of Faculty or Archdeacon's Certificate	Reference to Quinquennial Inspection Report	Contractor	Cost of Works including fees	Details of grant aid, from charitable trusts and other bodies	Whereabouts of specifications and drawings if not filed in the Log Book
-------------------------------	---	---	------------	------------------------------	---	---

A loose leaf printed version of the log can be obtained from Church House Bookshop for £16 (July 2017) [see here](#) .

Further detail could usefully be added such as details of date and name of professional survey prior to work, estimated and actual costs, date work started as well as finished.

An alternative is *an electronic version* utilising preformatted Word pages (see pages 6 below). The blank sheets can either be printed off as required and completed in manuscript or completed using Word to be held electronically. In the latter case it is recommended that the sheets be printed annually where changes have been made so there is no reliance on the electronic record.

- b. Technical data** - Maintain a section of the Log Book file for plans, drawings, specifications, photographs etc. and cross reference these to the items detailed on the Log Book record sheet. If archival material is too large to be stored within the file, carefully record where it is stored. This will save much time and frustration at a later date when trying to find out about previous works.

c. **Furnishings** - Photos and descriptions of furnishings should be held in the Terrier and Inventory

4. Fabric check list – the following list gives an indication of the time of year when certain jobs should be done and provides a summary of tasks which could provide the basis of a maintenance plan.

At appropriate season, depending on weather:	Check visually all gutters, downpipes, gullies and roofs, especially when rain is falling.
Winter	Clear snow.
Spring, early Summer:	Make full inspection of church for annual meeting. Check inventory. Check bird-proofing in tower. Sweep out tower. Destroy any vegetation growing up the walls or nearby. Arrange for the boiler to be serviced. Check for signs of insect infestation in roof timbers. Check ventilation system. Spring-clean the church. (Often done on Easter Eve, after church has been stripped for Good Friday, and as it is decorated for Easter Day.) Arrange for gutters, downpipes, gullies, roofs and ventilation holes to be cleared.
Summer:	Cut grass in churchyard at regular intervals. Cut ivy growth on trees. Inspect tower and other roofs, making sure lead work is watertight and gutters clear. Re-check heating installation before Autumn. If you have fan assisted radiators, clean the filters.
Autumn:	Arrange for gutters, downpipes, gullies, roofs and ventilation holes to be cleared. Inspect roofs with binoculars from ground level, looking for slipped tiles.
Annually:	Arrange for servicing of fire extinguishers.
Every five years:	Remember that the Quinquennial inspection is due. Have the lightning conductor tested.

A more detailed maintenance plan can be drawn up as illustrated on the example for Monkhopton Church on page 5 below.

5. Storage – The log would normally be kept in the vestry so that it is easily accessible. It should be shown to the architect on the quinquennial inspection. Ideally the log should be stored securely in a fire proof safe in the vestry providing this is dry. If that facility is not available it is recommended that the log is held in securely elsewhere under the control of the PCC. If this not available the records can be placed in the PCC drawer at the Team Office. Consideration should be given to archiving very old records (ie over 50 years)

END

THE CHURCH LOG BOOK – SECTION A - KEY INFORMATION

A separate book should be kept for each parochial church and chapel.

Quinquennium Period
20__ to 20__

Church of:	
Parish of:	
Deanery of:	
Archdeaconry of:	
Diocese of:	
Church Wardens (show date of any changes)	
Location of Stored Records	

- The church log comprises the following sections
- A – KEY INFORMATION
 - B - CHURCH LOG SHEETS
 - C – MAINTENANCE PLAN/FABRIC CHECKLIST
 - D – LAST QUINQUENNIAL REPORT AND WORK SCHEDULE
 - E – FACULTIES, PERMISSIONS AND GRANT CONDITIONS
 - F – TEST CERTIFICATES AND RISK ASSESSMENTS
 - G – SUPPORTING DOCUMENTATION INC PLANS AND QUOTES
 - H – SUNDRY CORRESPONDENCE-

Quinquennial inspections of the church have been carried out as follows:-

Name and address of Architect	Date of inspection

In the case of every parochial church and chapel, a record of all alterations, additions, removals or repairs duly executed shall be kept in a book to be provided for the purpose and the record shall indicate where specifications and plans may be inspected if not deposited with the book. See Canon F13 (4)

THE CHURCH LOG BOOK – SECTION B - CHURCH LOG SHEET

The log sheet should record **all** alterations, additions, removals repairs, tests etc. carried out during the Quinquennium.

Quinquennium Period
20__ to 20__ Sheet No __

Event No (eg 01/20)	Date	Description of works <i>Detail category for each event - ie Repair / replacement / addition / service / test / disposal / other</i>	Date of Faculty or A'deacon's Certificate	Reference to Quinquennial Inspection Report	Contractor	Cost of Works including fees	Value of any grant(s) received	Location of supporting docs if not filed in the Log Book
		Category						
		Category						
		Category						
		Category						
		Category.....						
		Category.....						

File all supporting documentation behind these log sheets cross referenced to the event number - separate sections for faculties and permissions (E); certificates (F); supporting documents (G); other correspondence (H).

THE CHURCH LOG BOOK – SECTION C - ANNUAL MAINTENANCE PLAN

Shown below is an example maintenance plan. This example is maintained on Excel.

The Church of St Peter, Monkhoppton																			
Ten Year Maintenance Plan																			
Revised October 2014																			
ANNUAL MAINTENANCE PLAN AND LOG (Separate tab for each year)																			
YEAR 2018																			
1)	The attached annual sheets set out maintenance requirements for the Church.																		
2)	Budget costs are shown (at current price) for activities which will not be carried out by volunteers.																		
3)	The plan should be reviewed annually and amended as necessary.																		
4)	A new ten-year plan to be drawn up in the final year of this plan.																		
5)	The total maintenance cost for the ten years is £3,50 plus VAT (at current costs). The Church are recommended to assume total budget of £5,000 (to include VAT and inflation).																		
6)	Quinquennial inspection fees paid by the Diocese.																		
St Peter's Church, Monkhoppton				Maintenance Schedule					✓ = Planned date										
Ref	Building Element	Maintenance Task	Responsible	Frequency	Annual Cost £	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes from 2017	ACTION REQD 2018
1.0	OCCASIONAL & REGU	2014 Year																	
1.1	Roofs																		
1.11	General areas	Visual inspection from ground level of the Porch, Nave, Chancel and Organ Chamber roofs for cracked, displaced or broken tiles. Report any loss or damage to the roof coverings.	Volunteer	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		