

DIOCESE OF PORTSMOUTH - DIOCESAN OPERATING PROCEDURES

DOP – PARISH SUPPORT VISITS

DIOCESE OF PORTSMOUTH



DIOCESAN OPERATING PROCEDURES FOR PARISH SUPPORT VISITS

Maidenhead – St Edmund Campion

Part 3 of 3
(Care and Maintenance of Buildings)

Issued by
The Bishop of Portsmouth and the Trustees of the Portsmouth Diocesan Trust
St Edmund House
Edinburgh Road
Portsmouth
PO1 3QA

DIOCESE OF PORTSMOUTH - DIOCESAN OPERATING PROCEDURES

DOP – PARISH SUPPORT VISITS

(Additional copies may be downloaded from www.portsmouthdiocese.org.uk)

Registered Charity No. 246871

FOREWORD

These Diocesan Operating Procedures are an important step forward in providing clarity for all those concerned with administration in all the communities that together form the Diocese of Portsmouth. We have a responsibility to ensure that people, buildings and money are treated carefully and with respect and to perform our duties “with the diligence of a good householder.” (Canon 1284§1)

As a diocese we must always ensure that the matters we deal with fulfil the requirements of both civil and canon law. It should be clear that these Diocesan Operating Procedures are not ‘guidelines’ or in any way optional. They have the status of particular law for this diocese and therefore must be adhered to in the broad areas of personnel, schools, buildings and finance. They reflect the vision of the Church contained in our diocesan Pastoral Plan.

I am grateful to those who have given so much of their time to compiling these procedures and who will ensure their regular review and updating.

Philip Egan
Bishop of Portsmouth
June 2014

DIOCESE OF PORTSMOUTH - DIOCESAN OPERATING PROCEDURES

DOP – PARISH SUPPORT VISITS

The purpose of this procedure is to help validate that Diocesan Operating Procedures (DOPs) are working as designed through the provision of a soft touch audit program using a simple question and answer based approach. The parish support program aims to help parishes provide a consistent approach to all administrative activities including accounting, gift aid, personnel and the care and maintenance of buildings etc.

The Diocesan Trustees are obliged under the provisions of the Charities Act 1993, to account for all funds connected to or under the control of the Diocesan Trust. Parish accounts are aggregated with the Diocesan central accounts to give the complete financial position of the Diocesan charity, and the overall accounts are audited by external auditor Haysmacintyre chartered accountants. There are also other external requirements including governmental bodies that may need to access Diocesan and parish accounts such as the Charity Commission, and the Inland Revenue who currently maintain a soft touch approach to this charity. It's therefore important the Diocese can demonstrate the following through an effective parish support program:

1. Reliability and integrity of financial operational information
2. Effectiveness and efficiency of operations
3. Safeguarding of assets
4. Compliance with laws, regulations and contracts.

Canon Law 1284 paragraph 2 & 3 repeats the need to observe secular laws to prevent the Church from suffering damage, arising either from the invalidity of canonical acts or because of their civil unlawfulness. Consequently, all civil, administrative, commercial, fiscal and other secular norms must be followed, since failure to do so could entail civil penalties, loss of goods or of their value, the prescription of actions, the mandatory imposition of charges, costly judicial proceeding etc.

The parish priest or co-ordinating pastor will be notified that their parish for which they are responsible has been selected for a support program review. The notification letter will identify the due date for when the questionnaire (this form) must be completed and signed by them and returned to the Diocesan Finance Office addressed to the Chief Accountant. Parishes will be given a maximum of 4 weeks to complete and return the questionnaire prior to the commencement of an on-site review. The parish priest or co-ordinating pastor or their nominated representative must be present during the period of the review. The on-site review will be limited to one day only on proviso the questionnaire has been completed and returned by the due date. An internal report will be produced identifying any observations and recommendations within two weeks on completion of the on-site review. Any recommendations will be tracked to closure.

The parish support program will be published as a Diocesan Operational Procedure and made available on the Diocesan web site.

DIOCESE OF PORTSMOUTH - DIOCESAN OPERATING PROCEDURES

DOP – PARISH SUPPORT VISITS

Scope Detail:

Care and Maintenance of Buildings: It is a requirement that all parishes should arrange for survey reports upon their buildings to be undertaken on a five-yearly basis; these are known as "quinquennial reports". Such reports may be interpreted as assisting the parish priest in the exercise of his canonical obligation to perform his duties with the diligence of a good householder (see Canon 1284)

Risk: The failure to perform quinquennial inspections or the failure to carry out the work identified within a quinquennial report could result in a failure to the integrity of our buildings caused through structural damage. Further, an avoidable accident leading to personal injury or even death may result if a quinquennial inspection is not held or the work identified within such a report is not completed. Further, any insurance policy might be considered null and void if works are not completed or inspections not held resulting in potential expense in remediating damage and possible negligence claims.

DIOCESE OF PORTSMOUTH - DIOCESAN OPERATING PROCEDURES

DOP – PARISH SUPPORT VISITS

Care and Maintenance of Buildings controls to be examined	Adequate? y, n, n/a "n" or "n/a" requires use of comment field	Comments
1. When was the last quinquennial survey conducted? <i>(DOP B2 2.1)</i>		
2. If the church is in the possession of bells and ropes has the tower captain checked the moving parts of the bells within the last 12 months and has a report been filed within the parish property and maintenance book? <i>(DOP B2 2.4)</i>		
3. Is there an inventory of all items that belong to the church, including any ancillary buildings such as church halls and is inventory revised annually? <i>(DOP B2 2.12)</i>		
4. Is there a property maintenance book recording any works of maintenance, alteration, addition, removal or repair including the tower captains report if applicable? <i>(DOP B2 2.13)</i>		
5. Has there been any work performed on the parish church and properties costing £10,000 or more in the last three years?		
6. Has any work costing more than £10,000 in the last three years been approved by the Finance and Property Committee?		
7. Is there a routine maintenance programme in place for the cleaning out of all valleys, gutters, drainpipes, gullies and drainage channels at least twice a year? <i>(DOP B2 2.23)</i>		
8. Are all gas installations and appliances maintained in a safe condition and serviced on an annual basis? <i>(DOP B2 2.28)</i>		
9. When was the last electrical inspection performed? <i>(DOP B2 3.2)</i>		
10. Have parish premises been hired out on a sessional or single basis and have the appropriate licenses (sessional or single) been signed by the parish priest (licensor) and the tenant (licensee)? <i>(DOP B52 5.5)</i>		
11. For sessional licenses the licensee must have adequate insurance		

DIOCESE OF PORTSMOUTH - DIOCESAN OPERATING PROCEDURES

DOP – PARISH SUPPORT VISITS

cover. Has this cover been evidenced and a copy of the insurance taken?		
---	--	--