



## Terrier (Property Register) Template

A Terrier is the traditional term for an inventory or register of property and other assets, fixtures and fittings that a faith community holds. Statute 3 outlines the responsibilities of various faith communities governing bodies (see clause 38 Responsibilities of Church Wardens), including taking care of buildings and fabric, with the Third schedule (Part A) outlining records that must be kept:

### Part A: Records to be kept by Parishes, Regional Deaneries and Local Churches

1. A Parish, Regional Deanery or Local Church Roll,
2. **A Terrier, being an inventory of all Church goods and land.**
3. Register book of Baptisms, Marriages and Burials.
4. Book for entering the names of all Clergy and Lay ministers officiating in the Church, and the number of Communicants at the celebrations of the Eucharist.
5. A record of all collections.
6. A cash book in the form prescribed from time to time by the Diocesan Council.
7. Annual Financial Statements as prescribed by The Finance Statute 1985.
8. Archives, comprising such Parish, Regional Deanery and Local Church records as Synod shall consider worthy of preservation.
9. A book or books for entering the minutes and resolutions of Parish, Regional Deanery Local Church, Vestry, Deanery Council and Local Church Committee meetings.

This template is a guide to what needs to be noted in a Terrier and includes reminders to record some of the above. Feel free to use it to record your information or do this in a way that suits your needs, but we do recommend using the headings to help organise that you are taking note of. We have supplied this in a Word document format where you can type into the spaces, or a .pdf version you can print out and complete. **A Terrier is valuable if a key person leaves and others are unable to locate important information.** A previous Terrier is a useful place to start in updating this record, and we recommend sharing a copy of your terrier with the Diocesan Office. If you do this, a hard (printed) copy is of the most use, including any photographic records in a printed format. Already with changes in technology we have previous Terrier information stored on floppy or compact disks that we are unable to access from our current systems.

**Please note:** This is a comprehensive list, you may not have all items listed, but it should be a prompt for you to include some items you may not have considered worth recording.





## Church Property Terrier (Register)

Church of:

Parish/Deanery/District  
of:

Date:

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# The Church Building

## Structure of the Church

Plan: list of parts of the church (e.g. chancel, side chapels, nave, aisles, tower, porch, vestry, parish room). A ground plan should accompany this register.
Building materials (including roof coverings)
Summarise the building history of the church, giving dates of the various parts of the structure and major restoration, names of architects, etc.
If the church is listed as being special architectural and historic interest, give date and grade of listing (this information may be obtained from Historic Places NZ or the Diocesan Office).
Give date(s) of any grants that may have been received toward the repair and preservation of the building (from local authorities, Lotteries grants etc.)

**Building(s) Floor Plan** – include any copy of plans if you have them, or a sketch plan:

## Other Buildings in the Parish/Deanery/District/Local Church

List any separate church halls or other buildings (noting if any are on a separate property to the church complex noted earlier).
List other buildings owned or leased by the parish, e.g., Parish Centre, Sunday School or Hall, Vicarage, Play Centre. Give the names of any tenants and state where any leases or tenancy agreements are deposited.

## The Church Yard-Grounds

Describe this, stating the area and boundary walls or fences, and who is responsible for their repair; describe also the access to the church (e.g. footpath or vehicular access).
(For any properties containing a cemetery) State where a plan of burials is located. Give the date of the plan.
Describe any specific area set aside within the churchyard, by faculty (e.g., garden of rest, columbarium area for cremated remains).
Describe any freestanding structures in the churchyard, such as lych-gates.
List any trees subject to Local Authority protection orders.
Describe any churchyard or church burial ground or Columbarium other than that adjacent to the church.
Describe any church yard monuments or memorials, and where records of these are kept.

## Schedule of any Funds held in Trust for repairs or maintenance of the Church

**Please note:** The Diocesan Office can help with details of these, the record of this in this Terrier is to provide information for present and future Vestries or Committees.

Name of Fund	Nature of Investment and approximate annual income



# Schedule of Registers and Record Books

**Please note:** if you are no longer using a register or it is over 50 years old, please contact the Diocesan Office for advice on depositing this in the Diocese of Dunedin archives. General advice on this can be found at: <https://www.calledsouth.org.nz/archives/>

Documents	Dates		Where kept
	From	To	
Church Services			
Service Registers			
Register of Baptisms			
Register of Confirmations			
Register of Burials			
Administration			
Minute books (Vestry, committees etc)			
Faculties and accompanying materials.			
Health and Safety Folder			
Rolls (details of people associated with your faith community).			
Terriers (previous-current)			
Register of graves/columbarium			
Plans of Church and specifications, papers relating to any major repairs or alterations.			
Other records or documents of interest(note below) e.g. archive copies of Parish Magazine.			

Documents	Dates		Where kept
	From	To	
Faith Community Finances			
Audited accounts			
Ledgers/databases			
Bank Statements, invoices etc.			
Insurance Policies			

## 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 basons (basin) and other plate, including ciboria (any receptacle designed to hold consecrated Eucharistic bread), pyxes (container that holds eucharistic bread), wafer boxes, and cruets (flasks that hold wine and/or water).

Good photographs should be taken of all church plate and kept with this Church Property Register. Please mark clearly items deposited in a museum or art gallery or another safe location.

Article and Brief Description	Material made of and dimensions (in cm)	Hall marks, makers mark, any inscription and other marks.	Where kept

# Schedule of Furnishings and Fittings

(excluding registers, records and plate)

There is some wonderful terminology here for features found in Anglican Churches – the internet is a great tool if you need to remind yourself of what they are. In every case of these objects and features, the following information should be recorded (if known): material (including the type of stone, wood, metal); the date and the designer, maker/craftsperson; donor (where known) and; where it is kept.

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

<b>Altar(s)</b>
<b>Altar Ornaments</b> e.g. crosses, candlesticks, book stands.
<b>Reredos(s)</b> (ornamental screen covering the wall at the back of an altar).
<b>Pulpit</b>
<b>Lectern</b>
<b>Font and cover</b>
<b>Screens</b>
<b>Stained Glass</b> (starting with the east window, proceed southwards around the church: give subject, inscription)
<b>Wall paintings or sculptures</b> (starting from the east end, proceed southwards around the church)

**(Optional)** Diagram of Locations referred to in the Schedule of Furnishings and Fittings on previous and following pages.

**Monuments**, starting from the east end, proceed southwards around the church: give position and state the name and date of death of the person earliest commemorated. Then list (any) inscribed floor slabs, proceeding from east to west; include wall monuments, brasses and effigies. Good photographs showing the monument and the inscription should be provided, or a typescript copy of the entire wording

**Bell(s)** - Give diameter, weight, inscription, maker and date of each bell, and any information about the bell-frame, e.g., made of wood or metal, date, etc. Include any hand held and sanctuary bells.

**Organ** - Give name of original builder and date, builder, and date of any rebuilds, type of action; list of stops; organ case. Give details of other musical instruments, e.g., electric piano, keyboard, harmonium etc. and details of ownership.

**Metal Work** - e.g., turret and other clocks, processional crosses, alms dishes, standard candlesticks, tapers, thuribles, incense boats, grilles, sanctuary lamps, chandeliers, light fittings, Communion rails, vases, font ewer, historic locks and keys

**Woodwork** - e.g., processional crosses, standard candlesticks, tapers, sanctuary chairs, stalls, Communion rails, nave seating (pews, chairs or benches), table(s), litany desk, alms box, chest(s), wardens' and vergers' staves, stools, hymn boards. Include here items predominantly of wood, e.g., with metal mounts, but give details of the additional materials.

[illegible]

**Architectural Features:**

**External:** e.g., weathervane, carvings, inscriptions, consecration crosses, scratch dials, sundial, doors, door furniture (including door knockers hinges and locks)

**Internal:** e.g., sedilia, piscine, aumbries and tabernacles, Easter Sepulchre, statues, niches, decorative corbels, historic features (e.g., patterned floor tiles or flagstones)

Description	Location

**Textiles**

Vestments - copes, chasubles, dalmatics, tunics, stoles, maniples, burses and veils.	Location

Linen Vestments - surplices, albs, amices, girdles.	Location

Cassocks - gowns, scarves, headgear.	Location

Frontals - dorsals, riddle curtains	Location

Fair Linen - corporals and palls; purificators and towels	Location

Hangings - pulpit falls; funeral palls, banners	Location

Carpets and Tapestries - kneelers, cushions, curtains, covers, rugs, stoles, and maniples	Location



<b>Offertory</b> and alms bags	<b>Location</b>



[illegible]

## Verification of Property Register (Terrier)

**Note:** The Terrier and Inventory should be checked at each change of Wardens or Clergy and at any Quinquennial inspection. **This page can be repeated as often as is necessary.**

The lists on the previous pages have been checked, with any additions of corrections noted/initialled: they are true and correct to the best of our knowledge.

(Signatories can include Vicars, Priest in Charge, Wardens, Vestry, Chapter or Committee Members)

Name	Signature	Date



**Anglican**  
**Diocese of Dunedin**  
[www.calledsouth.org.nz](http://www.calledsouth.org.nz)

