

Draft letter of appointment

From a new professional adviser to the secretary of the PCC

Dear

Inspection of Churches Measure 1955 (as amended)

(name of church, dedication and diocese)

Thank you for inviting me to become professional adviser to your church, an appointment which I am happy to accept. I will undertake regular quinquennial inspections in accordance with the provisions of your diocesan scheme (i.e. the scheme established by the diocesan synod of your diocese under section 1 of the Inspection of Churches Measure 1955), and advise on, prepare specifications for, and oversee subsequent repairs where invited to do so.

I shall be pleased to accept this appointment in accordance with the following terms:

1. The inspection of the church will be visual and such as can be made from ground level, ladders and any readily accessible roofs, galleries or stagings, and only selected areas will be examined in detail. Parts of the structure which are inaccessible, enclosed or covered will not normally be opened up unless specifically requested. The PCC shall provide ladders and any other necessary assistance. I shall be pleased to discuss my detailed requirements for these with you.
2. When I come to inspect, I will want to see the log book of alterations and reports and inventory of all articles. I will also need to see: -
 - a) a list of movable articles which the archdeacon has directed me to treat as of outstanding architectural, artistic, historical or archaeological value, or of significant monetary value, or at special risk of being stolen or damaged;
 - b) details of any ruins in the churchyard (open or closed) and
 - c) copies or details of any tree preservation orders affecting trees in the churchyard (open or closed).
3. The inspection will include as far as practicable all features of the building, covering all aspects of conservation and repair, and will include all articles, ruins and trees which section 1A of the Inspection of Churches Measure 1955 requires the inspection to cover.
4. The report will be prepared and presented to conform to the requirements of the diocesan scheme and set out in accordance with the Church Buildings Council's current guidance. The report will be submitted to the PCC, and a copy will be sent at the same time to the archdeacon, the incumbent and the secretary of the Diocesan Advisory Committee (DAC). Further copies will be issued in accordance with the directions contained in the scheme.
5. I shall deliver the report within twenty-eight days of carrying out the inspection.

6. My fee for the inspection and report will be [.....] [as laid down by the Diocese]
[In addition to the fee charges mentioned in paragraph 3 above I shall charge the
following out-of-pocket expenses:]

or

[My fees are inclusive of out-of-pocket expenses].

VAT at the standard rate will be charged additionally on all fees and expenses.

The conditions of appointment will be set out in [the RIBA Standard Form of
Agreement for the Appointment of an Architect / [the RICS Conditions of
Engagement for Building Surveying Services] (copy attached).

7. The general good practice and spirit of our relationship will be as described in the
guidance notes on quinquennial inspections on www.churchcare.co.uk. I suggest
you obtain a copy of these notes if you do not already have them. Where I am
required to write any subsequent specification and supervise, oversee or inspect
repair work, this will be the subject of a separate agreement which will set out the
scope of my services and the fee basis.

I understand that my appointment as a professional adviser will continue until
terminated by either of us. Please keep me informed of any proposals or factors which
may affect the care of your church, so that I may advise you to the best of my ability.

If you have any difficulty with any aspect of my work, please feel free to contact [the
senior partner of the practice] with a view to resolving the issue.

Please send me copies of previous reports or at least the most recent.

Please confirm that these terms of appointment are acceptable to you and your PCC. I
attach a duplicate copy of the letter for you to sign and return to me as a record of the
agreed appointment.

I am sending a copy of this letter to the incumbent and the Secretary of the DAC for
information.

Yours sincerely