



Parish Church at Villagetown

Parish Church at Villagetown - Terrier and Inventory

Index:

0. Update Register	3
1. Terrier	4
2. Inventory	5
2.1 Registers	5
2.2 Silverware (Altar)	6
2.3 Chancel other artefacts	7
2.4 Altar other Artefacts	8
2.5 Artefacts used for Holy Communion	9
2.6 Artefacts elsewhere	13
2.7 Furniture	13
2.8 Musical and Related Items	14
2.9 Electronic and sound systems	14
2.10 Domestic	14
2.11 Miscellaneous	15
2.12 Books	15
2.13 Robes	15
3. Other Items	
3.1 Legal Documents – in County Archive	16
4. List of Key Holders	18
Visitation signature sheet	19
5. Photo CD disc containing all images in this document plus images of all significant items of furniture and equipment	in back pocket

Parish Church at Villagetown - Terrier and Inventory

0. Update Register

Created	05-04-2008
Sections 2.6 to 2.12 added	09-06-2008
Addition of Signature Sheet and Disc of Pictures	16-07-2008
Section 4 List of Key Holders added	24-01-2009
Section 4 List of Key Holders updated	24-04-2010
Section 2.2 to 2.14 and Section 4 updated	03-07-2010
Photo disc updated	16-07-2011
Child Protection Policy Statement added	11-11-2010
Guidelines for people working in the church alone added	19-07-2011
Section 4 List of Key Holders updated	25-07-2011
Section 2.7, Section 4 and photo disc updated	20-07-2012

Parish Church at Villagetown - Terrier and Inventory

1. Terrier

There is no property owned by the Church.

Parish Church at Villagetown - Terrier and Inventory

2. Inventory

2.1 Registers.

List of Registers

Type	Start date	End date	Present Location
Baptism			
	February 4 th 1855	January 4 th 1987	Aylesbury Archive
	January 4 th 1987	date	Church Safe
Burials			
	February 1 st 1855	August 1 st 1967	Aylesbury Archive
	January 8 th 1993	date	Church Safe
Marriages			
	October 17 th 1863	November 6 th 1938	Aylesbury Archive
	January 21 st 1939	January 9 th 1982	Aylesbury Archive
	April 17 th 1982	May 16 th 1998	Aylesbury Archive
	May 23 rd 1998	date	Church Safe
	May 23 rd 1998	date	Church Safe Duplicate of above
Services			
	January 8 th 1986	September 6 th 1992	Aylesbury Archive
	September 12 th 1992	March 3 rd 2002	Aylesbury Archive
	March 10 th 2002	Date	Church Safe
Confirmation			
	May 7 th 2006	Date	Church Safe
Banns			
	January 24 th 1982	April 19 th 1998	Aylesbury Archive
	April 19 th 1998	date	Church Safe

Addendum of correspondence re Marriage Register entries added November 2009

Parish Church at Villagetown - Terrier and Inventory

2.2 Silverware (Altar)

a) Pair of Silver Candlesticks

13½ inches high



b) Silver Cross

33 inches high



Parish Church at Villagetown - Terrier and Inventory

2.3 Chancel other artefacts

- a) Staff with Cross and Orb
90 inches high



- b) Staff with Cross
81 inches high



- d) Lamps
Set of 7



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- e) Commemorative Cross

Brass - 23¾ inches high



- f) Salver

Brass 12 inches diameter



- g) Ewer

Brass engraved "Suffer the Little Children"



2.4 Altar other Artefacts

- a) Lectern

Silver and Cherry wood

7¼ inches diameter base

12½ inches high



Parish Church at Villagetown - Terrier and Inventory

b) Lectern

Brass

6 inch diameter base

11½ inches high



2.5 Artefacts used for Holy Communion

a) Large Ciborium

Silver – 5½ inches diameter, 4½ inches high



b) Small Ciborium

Silver – 4 inches diameter 2¼ inches high



c) Chalice

Silver – plain

4 inches diameter, 8¾ inches high



Parish Church at Villagetown - Terrier and Inventory

d) Chalice

Silver – jewelled

4½ inches diameter, 8¾ inches high



e) Chalice

Small Brass

3 inches diameter, 6 inches high



f) Paten

Silver plated – small plain

5 inches diameter



Parish Church at Villagetown - Terrier and Inventory

g) Paten

Silver – small decorated (Cross)

5¼ inches diameter



h) Paten

Silver – commemorative WW1

6 inches diameter



i) Cylindrical Jar

Silver 3 inches diameter 3½ inches high (Priest Wafers)



Parish Church at Villagetown - Terrier and Inventory

- j) Portable Communion Set.
Silver content boxed;



- k) Salver
Silver 10 inches diameter



- l) Salver
Silver 8½ inches diameter



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- m) Wafer Box
3½ inch sides



2.6 Artefacts elsewhere

- Lectern (in basement store)
Brass



2.7 Items of Furniture

Corner Cupboard (oak)	Wardens vestry
Two door side board (pine)	Wardens Vestry
Chest for altar linens (Oak)	Wardens Vestry
Bureau	Vicars Vestry
Carved Chair	Vicars Vestry
2 Plain Chairs	Vicars Vestry
Tall Chest	Vestry passage
2 light oak priests chairs	Chancel
2 light oak priests side tables	Chancel

Parish Church at Villagetown - Terrier and Inventory

2 oak bishops chairs	Chancel
Light oak communion table	Chancel
Light oak communion rail (3 sections)	Chancel
Oak table	Chancel
Light oak organist's screen	Chancel
Light oak music bookcase	Chancel
Carved oak faldstool	Cellar
Chest with padded top	Nave
Memorial Desk	Nave
Hymn book cupboard glass fronted three sliding doors	Nave
Cupboard for Wireless system	nave

2.8 Musical and related items

Pipe Organ	Nave
Keyboard	Wardens Vestry
3 hymn boards + numbers	Nave and chancel
Piano	Nave

2.9 Electronic and Sound Items

Sound System	Nave
2 Overhead Projectors	Wardens Vestry/Vicarage
2 tall, 1 short microphone stands	Wardens Vestry
2 Microphones	Wardens Vestry
2 Wireless Microphones	Safe

2.10 Domestic Equipment

Vacuum cleaner	Bell tower
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Two-step steps	Bell tower
Fire extinguisher (CO2)	Vestry Passage
Fire extinguisher (CO2)	Chancel
2 Fire extinguishers (water)	Nave
Fire Proof Safe - steel	Wardens Vestry

2.11 Miscellaneous

2 Wood and Brass Staves	Wardens Vestry
Portable Font (Oak)	Wardens Vestry
2 Coffin Stools	Vestries
2 small high stools	Chancel

2.12 Books

1 set Prayer Books
1 set Hymn Books
1 set Bibles

2.13 Robes

1 set Choir Gowns	Vestry Passage
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Parish Church at Villagetown - Terrier and Inventory

3. Other Items

3.1 Legal Documents in County Archive

Parish Church at Villagetown - Terrier and Inventory

Parish Church at Villagetown - Terrier and Inventory

4. List of Key Holders (July 2012)

Name	Back	Outer	Inner Vestry		Other
	Door	Vestry	Ordinary Chubb		
Revd Vicar	Yes	Yes	Yes	Yes	
Revd Associate Priest	Yes	Yes	Yes	Yes	
Churchwarden 1	Yes	Yes	Yes	Yes	
Churchwarden 2	Yes	Yes	Yes	Yes	
Verger	Yes	Yes	Yes	Yes	Front door
Flower co-ordinator	Yes	Yes	No	No	
Fred Smith	No	No	No	No	Cellar

Keys kept in church:

- Outer vestry - Front door key
- Vicar's vestry - Cellar
- Verger's hut
- Memorial book
- Sound cupboard
- Toilet supplies cabinet

Spare sets of backdoor/outer vestry/inner vestry keys + extra outer vestry key are in the Parish Office.

Spare front door key kept by Verger

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The list of Church Properties, goods and ornaments scheduled in the foregoing pages of this Terrier and Inventory is certified correct to the best of our knowledge.

Date of Visitation	Signature	Notes

Parish Church at Villagetown - Terrier and Inventory

GUIDELINES FOR PEOPLE WORKING IN THE CHURCH ALONE

Those intending working in the church, where there is a likelihood of being the only person there, should notify someone of their whereabouts prior to visiting the church and should give an estimated time of return.

Carry a mobile phone at all times, ensuring that it is turned on prior to entering the church.

If you become concerned about your safety, do not confront the person or persons you are concerned about. If possible leave the church and if you are still concerned involve other people. For instance, the public house opposite the church has staff in attendance for long periods of the day even outside of licensing hours.

If you have keys with you, an alternative is to lock yourself in the vestry part of the church, or even lock the front main door if the situation allows.

People should not work alone in the church after dark if at all possible.

The church should normally be unlocked and relocked in daylight hours.

19 July 2011