



CHURCH RECORDS MEASURE (ISLE OF MAN) 2000

PAROCHIAL REGISTERS AND RECORDS DIRECTIONS 2013

The Bishop of Sodor and Man gives these Directions under section 12(5) of the Church Records Measure (Isle of Man) 2000¹

1. Interpretation

In these Directions —

"books and records" means the register books and other records to which these Directions apply by virtue of paragraph 2;

"the Measure" means the Church Records Measure (Isle of Man) 2000;

"minister", in relation to a parish, means the incumbent of a benefice to which the parish belongs, a vicar in a team ministry for the area of that benefice, the priest in charge of the parish and any curate licensed to officiate in the parish.

2. Application

These directions apply to —

(a) the register books of —

- (i) baptisms,
- (ii) children admitted to Holy Communion under the Admission of Baptized Children to Holy Communion Regulations 2006,
- (iii) confirmations,
- (iv) banns of marriage,
- (v) marriages,
- (vi) burials, and
- (vii) services,

provided for any parish or any parish church or other place of public worship in a parish; and

(b) other parochial records, that is, materials in written or other form setting out facts or events or otherwise recording information which are in the custody of the incumbent or priest in charge or of churchwardens or of the parochial church council or in the joint custody of any of them;

¹ SD 533/00

except any register book or record authorised to be retained in parochial custody under section 12(2) of the Measure (to which the requirements of the Parochial Registers and Records Regulations 2000² apply).

3. Safe-keeping, care, etc.

- (1) When not in use by any minister of the parish concerned or by any other person authorised in that behalf by the parochial church council of that parish, the books and records shall be kept in a container which affords as much protection against theft, damp, rust and vermin as is reasonably practicable.
- (2) Unless the Bishop otherwise directs under s.12(6)(b) of the Measure, the container shall be kept in the appropriate parish church or other place of public worship.
- (3) The container shall be kept in a place —
 - (a) which is well ventilated and likely to remain dry and in which the temperature is unlikely to vary greatly during any period of 24 hours; and
 - (b) where there is least risk of damage to the books and records in the event of flood or an outbreak of fire.
- (4) The container should be opened to air the contents for at least half an hour about once a week, on a dry day.
- (5) No objects or materials other than the books and records should be kept in the container. (It is especially important that nothing can by leakage or melting leave stains on the documents.)

4. Books and records not to be removed

No person having the custody of any book or record shall allow any other person to remove it from the church or other place in which it is kept unless he is empowered or required to do so by any statutory provision and, in particular, by a provision of the Measure or an order made under it.

5. Searches

Where the person having the custody of any book or record allows another person to make a search in it, the custodian or his representative shall remain in attendance throughout the search with a view to ensuring that the book or record is not damaged or stolen.

6. Duty to seek Archdeacon's advice

- (1) Where it appears to the incumbent or priest in charge of the benefice to which a parish belongs that the books and records may be exposed to additional risk of damage or loss by reason of the fact —
 - (a) that the parish is likely to be dissolved by a pastoral scheme; or
 - (b) that it is likely that a church or other place of public worship in the parish will, by reason of a declaration of closure for regular public worship, demolition or otherwise, cease to be used as such;

² SD 638/00

he shall ask the Archdeacon to advise him as to the steps he should take in order to ensure the safe-keeping of the books and records.

(2) During a vacancy in a benefice when no priest in charge has been appointed, the duty imposed by sub-paragraph (1) on the incumbent or priest in charge shall be discharged by the churchwardens of the parish concerned.

Dated 26th February 2013

✠ *Robert Sodor as Mannin*