

Summary of the Quinquennial Inspector Appointment Process



This should be read in conjunction with the Church Building Council (CBC) Guidance on the appointment of a Quinquennial Inspector.

In order to appoint a new Quinquennial Inspector the following outlines the process.

1. PCC to write to previous inspector thanking them for their work in the past, unless you have already done this.
2. Liaise with local parishes if you have contact with them to see who they are using and gather feedback.
3. Contact at least 3 inspectors initially to find out if they have capacity at present to take on another church. (A list of active inspectors in the diocese is available on the diocesan website at the link below)
4. Obtain a CV from the inspectors which allows you to assess their suitability and experience relevant to the type of building you have.
5. Conduct a simple interview with the preferred candidate(s) in person, if possible, to ensure that they are able to undertake the role. See guidance for what you might want to ask.
6. Present proposed appointment to PCC for approval.
7. Request DAC advice at next meeting (Meeting dates at the link below)
8. PCC to send a letter of appointment to inspector. Sample letter for appointment is available from Martin Howard martin.howard@durham.anglican.org

Obviously the exact process you follow is up to your PCC but you do need DAC advice before formal appointment.

Current documents to support the process can be found at [Church Buildings Resources - Diocese of Durham](#)

If you have any questions about the process please do hesitate to get in touch.

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