

Place Audits – Frequently Asked Questions

The following Frequently Asked Questions has been put together to answer the most commonly asked questions about the Place Audits.

1. What are Place Audits and why are they important?

The Diocese is required to hold information about certain roles, and this information is held on a system called CMS. The Annual Parochial Church Meeting (APCM) provides a good opportunity for parishes to confirm their parish officers as this is when many role changes occur. Each year the Diocese uses the Place Audit, which is a function of CMS, to ask the parish to confirm whether the data we hold for parish roles is correct. The link to the Place Audit is emailed each year at Easter. This enables the auditor to view the information held by the Diocese and advise of any changes. Ensuring the data is correct is vitally important to ensure mailings are reaching the right person. It is therefore very helpful if parishes can complete their Place Audit preferably as soon as possible after their APCM.

2. Who is the Place Audit link sent to?

The link to complete the Place Audit is currently sent to PCC Secretaries and Parish/Benefice/Team Administrators. We are aware that the Place Audit may be completed by different people depending on the preference of the parish. We therefore send the link to those who are most likely to complete it. We do, however, suggest each parish decides who will complete the Place Audit to avoid confusion.

Please note – we do not send the link to churchwardens as they are unable to see the roles at parish or benefice level. Please see Question 3 for further information on this point.

3. Why can I see some posts and not others?

CMS is set up using the structures of the Church of England e.g. church, parish, benefice etc. The post you hold therefore will determine which other posts you can see. Each role sits at a certain level in the system, and the user can only see the roles at their level and the levels below. Please see below for more information.

Church Level – Churchwardens sit at this level and can only see other posts at a church level.

Parish Level – Most roles included in the Place Audit sit at this level – for example, Parish Administrators, PCC Secretaries, PCC Treasurers, Electoral Roll Officers and Deanery Synod members.

Users who hold these roles will be able to see roles at both a parish level and church level.

Benefice Level – All clergy sit at benefice level as do Benefice or Team Administrators. Postholders can see posts at church, parish and benefice level.

We therefore recommend that the Place Audit is completed by someone who sits at parish or benefice level e.g. PCC Secretary or Parish/Benefice Administrator, as they will be able to see most of the posts.

4. Why can I see so many posts?

Any user who holds a post at benefice level will see all the posts for their benefice at church, parish and benefice level. We understand this can be difficult for benefices with a large number of parishes and churches. This issue has been raised with CMS. In the meantime, we have amended the names of the churches to include the parish name which will hopefully help with navigating the site.

5. How do I add a post?

The Place Audit does not allow auditors to add posts. They are added by the Diocese to ensure they sit at the correct level. If you notice that a post is not listed, please email the Governance Team via parishsupport@salisbury.anglican.org. Please include the name of the post, the name of the church, parish or benefice, and the postholders details, including the date they started the role, and we will add it for you.

6. How do I add a new post holder?

If a new person is appointed to a parish role then the Place Audit provides the option to add them. (Please see the [Place Audit Instructions](#) for further information on how to complete the Place Audit).

When adding the new post holder, CMS will give the option to 'search for an existing contact'. Many post holders are already on CMS as they hold another role, and therefore their new role can be connected to their contact record. If they are not already on CMS, then simply add their name and email address. Once the post is moderated by the Diocese, the post holder will be sent a Contact Audit to ask them to confirm the rest of their details.

7. What if a post holder has stood down and the post is now vacant?

Sometimes a post holder steps down from a role, and the parish is unable to immediately fill the role. The Place Audit gives the option to end a post and to instead leave a vacant post. When you end the post, simply enter the date on which they stood down and tick the box which says, 'if you would like to create a vacant post in place of this post, then please check the box' and a vacant post will be added.

If the post is later filled, please advise the Governance Team via email to parishsupport@salisbury.anglican.org

8. What if I make a mistake on the Place Audit?

If you make a mistake and are unable to amend it, please contact the Governance Team via parishsupport@salisbury.anglican.org, and provide the correct details and we will amend this for you.

9. Will the system email me a confirmation to let me know the Place Audit has been completed?

CMS does not currently have this facility. If your screen shows '100% completed' then please be assured that your Place Audit has been successfully submitted.

10. What if there are role changes outside of the APCM/ Place Audit period?

If a postholder changes during the year, please notify the Diocese as soon as possible.

For PCC roles, except PCC Treasurers, and parish/benefice/team administrators please email parishsupport@salisbury.anglican.org

For PCC Treasurers – please email accounts@salisbury.anglican.org

For Safeguarding roles please email safeguarding.admin@salisbury.anglican.org.

For changes to churchwarden please email either the Ramsbury Office (ramsbury.off@salisbury.anglican.org) or the Sherborne Office (sherborne.office@salisbury.anglican.org)

11. Do you have any further questions?

Please contact the Governance Team via phone on 01722 411922 or email parishsupport@salisbury.anglican.org

The [Place Audit Instructions](#) contains information on how to complete the Place Audit.

Thank you for completing the Place Audit. It is much appreciated and helps to ensure the Diocese holds the correct data for the postholders and therefore that information will reach them.

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