

**Role Description: Church Warden**

1. **Introduction:**

The role of the Churchwarden is a vital role in the smooth running of the church and this role reflects St Michael’s mission to the parish of Waddington. “Churchwardens are charged with active participation in the Church’s mission…and use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and promote peace and unity among them.” Canon E1

**2. Overview of the role of the Churchwarden includes**:

* care for and support the parish priest, and be people to whom the incumbent can turn to for advice and support
* working with the Incumbent on administrative tasks to ensure the smooth running of the Parish, including asking others to help
* provide feedback, as a ‘critical friend’, for the Incumbent
* care for the congregation and encourage people in their Christian faith
* help to resolve disputes or disagreements amongst the congregation or with the Incumbent, or with the local community
* When any disputes and disagreements arise which cannot be dealt with in the Parish, they should consult the Area Dean and/or Archdeacon.

**3. Responsibilities/duties of the role:**

* Churchwardens should have a set of keys for the church.
* They should attend services regularly, and normally arrive in good time to support the welcome group, be present for any refreshments, and have in place arrangements for tidying up after services.
* During a vacancy in a parish, the churchwardens, along with the Area Dean, are responsible for ensuring that worship, pastoral care and mission continues in the parish, and for supporting any assistant clergy, lay ministers, staff and volunteers in the parish in their responsibilities.

### 4. Meetings / Trusteeships

* The Churchwarden is an *ex officio* member of the PCC (the trustees of the parish), and the PCC Standing Committee. Churchwardens become members of the PCC from the moment they are elected, although they might not be admitted to office by the Archdeacon until several weeks later.
* The Churchwarden may also be *ex officio* trustees of parish ecclesiastical and parochial charities. They should meet regularly with the incumbent.

### 5. Administration

With the incumbent and PCC, they should use their best endeavours to ensure that:

* there is adequate provision for and oversight of the administration of the parish, including financial administration;
* there are proper procedures in place for recruiting, and managing lay staff and volunteers;
* the PCC adopts a Safeguarding policy, and has an action plan for ensuring that the policy is implemented and reviewed annually;
* the PCC has a health and safety policy and ensures that it is implemented and reviewed annually.

### 6. Finance

In conjunction with the Treasurer, they should use their best endeavours to ensure that:

* there are proper systems in place for counting collections, recording amounts and their secure holding until they can be banked;
* adequate processes are in place for managing the finances of the PCC;
* expenses of office are paid to the clergy;
* the church is adequately insured
* all bills are paid;
* the PCC contributes to the Parish Share;
* the parish’s end of year accounts, and other returns are submitted promptly.

In the absence of a PCC Treasurer, the churchwarden/s must fulfil the role of Treasurer.

### 7. Mission

The Churchwarden should use their best endeavours, in conjunction with the Incumbent, to ensure that:

* the PCC has a Development Plan, and pays attention to implementing it;
* there is an appropriately encouraging welcome to people attending church;
* the church is open to the public as much as possible.

### 8. Pastoral Care

The Churchwarden should use their best endeavours, in conjunction with the Pastoral Care Team, to ensure that the pastoral work of the Church is being undertaken in the parish and amongst the congregation.

**9. Safeguarding/ Health and Safety/ Risk Assessment**

The Churchwarden should use their best endeavours, in conjunction with the Safeguarding Officer to

* Ensure during a vacancy or interregnum that the incumbent’s Safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, Parish Safeguarding Officer and the Rural Dean.
* Pay attention to the specific needs of children and vulnerable adults when undertaking Health and Safety and Risk Assessments.
* Ensure a Risk Assessment is carried out before new activities.
* Ensure that all Parish activities with children and vulnerable adults are adequately supervised and insured.
* Ensure St Michael’s has both Complaints and Grievance procedures.
* Answer any questions regarding safeguarding that may arise in archdeacon’s visits and respond to Safeguarding advice.

### 10. Buildings and Contents and Property

Churchwardens are responsible for ensuring that the PCC cares for and maintains the church and its contents and other buildings in the parish, and the churchyard or grounds.

They are responsible, in conjunction with the Property Group, for ensuring that:

* there is a list and description of any land or buildings belonging to the church;
* proper records of any property transactions, including licences under Faculty and tenancy agreements and leases are kept;
* a list of all ecclesiastical trusts and charities associated with the parish is maintained;
* an annually updated inventory and photographic record of all the items belonging to the church is retained;
* quinquennial repairs are carried out;
* a log book of all alterations and repairs to the church and its lands and contents exists;
* appropriate building and contents insurances are in place;
* an annual report is made on the fabric of the church and any other buildings to the Annual Parochial Church Meeting;
* all valuable items are securely kept;
* the Archdeacon is consulted about any repairs or alteration to the church, or any acquisitions or disposals of contents, and that a Faculty is obtained before any work is begun;

At the end of their period of office, churchwardens should handover their keys to their successors, and the inventory, which should then be checked and signed.

### 11. Liturgy and Worship

* In the absence of the parish priest they are responsible, with the Rural Dean, for ensuring that there is someone to conduct services and that liturgy and the life of the parish continues as far as possible as with the previous incumbent. If there is no one available they should conduct any service, as far as possible themselves. They must check that all visiting clergy hold the Bishop’s licence or Permission to Officiate.
* The Churchwarden should ensure that the service register and other registers are properly filled in.
* The Churchwarden is responsible for ensuring that people are properly welcomed to the church and to services, and that sides people are appointed.
* The Churchwarden is responsible for good order in the church and churchyard or the equivalent. In the event of a service being disrupted or a disturbance in church they should call the police, and, if necessary, may arrest a person, or escort them off the premises.

At St Michael’sthe Churchwarden is an essential part of the smooth running of the church and its mission, but are not expected to do everything themselves, but as part of the teamwork established in the church, to make sure that there are other people available to carry out the various tasks.

**12. Requirements and responsibilities**

* The Churchwarden is responsible to:

The Incumbent (or their named representative) and through them to the Parochial Church Council.

* The Churchwarden is required to undergo a DBS check and attend the necessary Safeguarding, First Aid and Health and Safety Training sessions.

Adopted by St Michael’s PCC………………………………….. (Date)

Signed………………………………………………PCC Chair