

Role: Church warden

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Local Safeguarding Leadership Course
Domestic Abuse Awareness	Conditional
Safer Recruitment	Yes
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar, PCC and Archdeacon
Date:	08 May 2024

Role Description:

To share with the vicar the administration of the parish, and the care of church buildings. The Churchwardens, together with the vicar, are the direct link between the Bishop and the parish.

(This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Church Warden and Parochial Church Council roles and responsibilities)

Person Specification:

To be a person of integrity, called by God, who serves in a gracious, kind and compassionate manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God. To be baptised and on the Electoral Roll of the parish. To be elected annually by joint consent of the vicar of the parish and a meeting of parishioners.

Role Requirements:

- To have an unofficial pastoral role for caring for those in the parish, greeting people by name and being welcoming to all
- To promote the whole missions of the church, which is pastoral, evangelical, social and ecumenical
- To have a general understanding of the running of the Church and to know what to do in case of an emergency
- To be responsible for all things financial, though normally this is delegated to the treasurer
- To be responsible for Health and Safety and Risk Assessments, or to ensure this is delegated appropriately
- To be present and 'on duty' for services and other events, as necessary; making sure everything is in order, and ensuring the church is locked and everything in good order before leaving, or to delegate this responsibility to others as appropriate
- To attend regular meetings with the vicar and other ministers, for support and supervision
- To be the legal owners of all the movable property of the Church – responsible for the maintenance, safekeeping and availability of all the consecrated and unconverted goods and ornaments, and to hold church keys
- Churchwardens are automatically members of the PCC and serve on the Standing Committee

- To carry an official wand or staff of office at special services, and be present to welcome and walk before the Bishop when they are present in church
- To be responsible for inspecting, and keeping an up to date a terrier, an inventory and logbook of alterations and repairs to the property, possessions and lands of the Church
- To have the right in law to remove from the Church and/or Churchyard anyone who is causing a disturbance or who threatens to do so.
- To delegate selected above responsibilities as appropriate
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy