Churchwarden's Checklist

What you need to do throughout the church year

CHURCHWARDEN TOOLKIT

	What	When
✓	You must be nominated and seconded each year using a form passed on to the incumbent.	Prior to ACPM
✓	Go through election process – the deadline for this will soon change to 31st May to reduce conflict with Easter and preparation of annual accounts.	Before 30th April (soon to change to 31st May)
✓	Attend visitation service	Before 31st July
✓	Check Church Property Register consisting of the Terrier (land) and Inventory (belongings). Ensure Log Book of building alterations is up-to-date.	After admission August - March of the next year
✓	Review teams and plan recruitment strategy particularly for sidesperson team as well any other team you have responsibility for. Are you meeting regularly with other churchwardens and the incumbent?	
✓	Review church security, insurance and ensure the PCC meet their obligations with regard to Diocesan Common Fund or 'quota' and meets at least 4 times a year.	
✓	Review incumbent's working style with regard to time off, prayer support, encouragement, time for prayer, study and training.	
✓	Is there an interregnum/vacancy approaching? Start to plan for the transition.	
✓	Inspect church fabric, fixtures, fittings and furniture and create a report to present to PCC.	Prior to ACPM January to March
✓	Present the fabric report.	At ACPM usually in March or April
✓	Ensure Articles of Enquiry are completed and returned to Archdeacon.	April

ST PETER'S COLLEGE
The diocesan learning community for mission & ministry
October 2018