

Churchwarden's Brief Overview of Tasks

What you need to do throughout the church year



	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 31 st May to reduce conflict with Easter and preparation of annual accounts.	Before 31 May
	Attend one of the visitation services across the Diocese where each Churchwarden must be 'sworn-in'.	These usually take place in June
	Check Church Property Register consisting of the Terrier (land) and Inventory (belongings). Ensure Log Book of building alterations is up-to-date.	
	Review teams and plan recruitment strategy particularly for sides person 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.	After admission September - April of the next 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 April
	Present the fabric report.	At ACPM usually in April or May
	Ensure Articles of Enquiry are completed and returned to Archdeacon.	Completed by end of August

