

Churchwarden Declaration Form

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| **Archdeaconry of:** |

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| **Deanery:** |

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| **Parish:** |

## DECLARATION BY CHURCHWARDEN

I declare that I will faithfully and diligently discharge the duties of the office of churchwarden for the above parish during the period of my appointment, and that I am not disqualified from holding office as a churchwarden under section 2(1), (1A), (2) or (3) of the Churchwardens Measure 2001.

**Signed Date:**

**Full Name**

**Address & Post Code**

**Telephone**

**Email:**

### Notes

(1) For further information about the duties of churchwardens, see overleaf

(2) The disqualifications are (a) disqualification as a charity trustee under S.72 of the Charities Act 1993 or s181A of the Charities Act 2011; (b) convictions within Schedule 1 to the Children and Young Persons Act 1933; (c) disqualification under section 10 (6) of the Incumbents (Vacation of Benefices) Measure 1977; and (d) inclusion on a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).  ***If you are in any doubt as to whether you are disqualified,*** please consult the diocesan registrar before signing this form.

(3) This form, when completed, will be handed to the archdeacon or other person acting for the bishop on your admission to office, and will be retained by the archdeacon. Your name and address will be included in the diocesan records. It would also be helpful for the archdeacon and other diocesan officials and office-holders to have the following contact details, which you are invited to supply:

#### Canon E1 Of churchwardens

1. The churchwardens of parishes and districts shall be chosen in accordance with the Churchwardens Measure 2001, and any other Measure, Act, or scheme affecting churchwardens.

2.(a) At a time and place to be appointed by the bishop annually, being on a date not later than 31st July\* in each year, each person chosen for the office of churchwarden shall appear before the bishop, or their substitute duly appointed, and be admitted to the office of churchwarden after:-

(i) making a declaration in the presence of the bishop or their substitute, that they will faithfully and diligently perform the duties of their office; and

(ii) subscribing a declaration to that effect and also that they are not disqualified under section 2(1), (2) or (3) of the Churchwardens Measure 2001.

2.(b) In relation to the filling of a casual vacancy the reference in paragraph (a) above to the 31st July\* shall be construed as a reference to a date three months after the person who is to fill the vacancy is chosen or the date of the next annual meeting of the parishioners to elect churchwardens, whichever is earlier.

3. Subject to any provision of any Measure, Act, or scheme relating to the resignation or vacation of their office, the churchwardens so chosen and admitted shall continue in their office until they, or others as their successors, be admitted in like manner by the bishop or their substitute duly appointed or if no person is so admitted by 31st July\* in the year in question, until that date.

4. The churchwardens when admitted are officers of the bishop. They shall discharge such duties as are by law and custom assigned to them; they shall be foremost in representing the laity and in co-operating with the incumbent; they shall use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them. They shall also maintain order and decency in the church and churchyard, especially during the time of divine service.

5. In the churchwardens is vested the property in the plate, ornaments, and other moveable goods of the church, and they shall keep an inventory thereof which they shall revise from time to time as occasion may require. On going out of office they shall duly deliver to their successors any goods of the church remaining in their hands together with the said inventory, which shall be checked by their successors.

6. In this Canon “bishop” means bishop of the diocese concerned.

**\* NB: The relevant date is now 31st August each year by virtue of section 6 of the Churchwardens Measure 2001 (as amended).**

##### SELECT BIBLIOGRAPHY

***The churchwarden’s handbook – a practical guide,*** by Ian Russell; published by Kevin Mayhew, Revised edition 2001.

***Handbook for Churchwardens and Parochial Church Councillors****,* by Macmorran and Briden, Mowbrays, 2001 edition

***Practical Church Management****,* by James Behrens, Gracewing, 1998

***So the Vicar’s leaving****,* by Alexander and Martineau, Arthur Rank Centre