

# Churchwardens' Essential Handover Guide



The purpose of this guide is to give outgoing and incoming Wardens the confidence that everything has been completed and transferred over correctly.

## Church / Parish Name:

Persons completing the Handover Guide:

Previous Warden:

New Warden:

| Key points   | Tick | Notes |
|--|------|-------|
| <b>To get started:</b>   |      |       |
| <ol style="list-style-type: none"> <li>1. Please visit the Wardens Website page. For information and a wealth of other helpful material <a href="https://sheffdio.org/churchwardens">https://sheffdio.org/churchwardens</a></li> <li>2. Locate the <b>Year-At-A-Glance</b> on the website page and use it to guide you through month by month.</li> </ol>  |      |       |
| <b>Handover:</b>   |      |       |
| <ol style="list-style-type: none"> <li>1. Incoming Warden - Work through the <b>Churchwarden Toolkit</b> as soon as you possibly can and familiarise yourself with all aspects of your role. (on the website page)</li> <li>2. Make notes and a discuss with outgoing warden when possible.</li> <li>3. Try and shadow outgoing Warden before the end of their Term of Office (Usually following the Service of Admittance in June)</li> </ol> |      |       |
| <b>Volunteers/staff</b>  |      |       |
| <ol style="list-style-type: none"> <li>1. <b>Outgoing warden:</b> Introduce key people involved in the day to day /Week by week running of the Parish.</li> <li>2. Explain your Incumbent's working style with regard to time off, prayer support, encouragement, time for prayer, study and training.</li> </ol>  |      |       |

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| <b>Meeting Schedules</b>   |  |  |
| <ol style="list-style-type: none"> <li>1. Share what is in place for planning and preparation times with relevant people for the smooth running of the parish.</li> <li>2. Pass on PCC meeting dates/standing committee dates and <b>explain</b> how these are organised, led and followed up.</li> <li>3. Share information <b>about</b> any other committees to be aware of.</li> </ol>  |  |  |
| <b>Sunday Services</b>   |  |  |
| <ol style="list-style-type: none"> <li>1. Discuss Sunday routines and responsibilities.</li> <li>2. Discuss rota information/keys for all doors/Preaching schedule etc</li> <li>3. Pass on how people are recruited for rotas and tasks around the church.</li> </ol>  |  |  |
| <b>Building information:</b>   |  |  |
| <ol style="list-style-type: none"> <li>1. Discuss the <i>Parish Inspection Checklist</i> (available under January on the website) and note where things are up to in each section.</li> <li>2. Note especially where each item referred to can be located.</li> <li>3. Use this checklist as a guide as you handover</li> <li>4. Pass on any faculty requests in progress. Arrange to handover log-in details to the Online Faculty system and bring up to speed.</li> </ol> |  |  |
| <b>Finally:</b>  |  |  |
| <ol style="list-style-type: none"> <li>1. Share a highlight from your time as Churchwarden to encourage your successor 😊</li> </ol>  |  |  |

**SIGNED AND WITNESSED BY:**

|  |  |
|--|--|
| <p><b><u>Previous Warden</u></b><br/> Name:<br/> Signature:<br/> Date:</p> | <p><b><u>Clergy / PCC Member:</u></b><br/> Name:<br/> Signature:<br/> Role:<br/> Date:</p> |
| <p><b><u>New Warden</u></b><br/> Name:<br/> Signature:<br/> Date:</p>      |  |