**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:

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| **Key points**  | **Tick** | **Notes** |
| **To get started:** |  |  |
| 1. Please visit the Wardens Website page.

For information and a wealth of other helpful material <https://sheffdio.org/churchwardens>1. Locate the ***Year-At-A-Glance*** on the website page and use it to guide you through month by month.
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| **Handover:**  |  |  |
| 1. Incoming Warden - Work through the ***Churchwarden Toolkit*** as soon as you possibly can and familiarise yourself with all aspects of your role. (on the website page)
2. Make notes and a discuss with outgoing warden when possible.
3. Try and shadow outgoing Warden before the end of their Term of Office (Usually following the Service of Admittance in June)
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| **Volunteers/staff** |  |  |
| 1. **Outgoing warden**: Introduce key people involved in the day to day /Week by week running of the Parish.
2. Explain your Incumbent’s working style with regard to time off, prayer support, encouragement, time for prayer, study and training.
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| **Meeting Schedules** |  |  |
| 1. Share what is in place for planning and preparation times with relevant people for the smooth running of the parish.
2. Pass on PCC meeting dates/standing committee dates and explain how these are organised, led and followed up.
3. Share information about any other committees to be aware of.
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| **Sunday Services**  |  |  |
| 1. Discuss Sunday routines and responsibilities.
2. Discuss rota information/keys for all doors/Preaching schedule etc
3. Pass on how people are recruited for rotas and tasks around the church.
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| **Building information:** |  |  |
| 1. Discuss the *Parish Inspection Checklist* (available under January on the website) and note where things are up to in each section.
2. Note especially where each item referred to can be located.
3. Use this checklist as a guide as you handover
4. Pass on any faculty requests in progress. Arrange to handover log-in details to the Online Faculty system and bring up to speed.
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| **Finally:** |  |  |
| 1. Share a highlight from your time as Churchwarden to encourage your successor 😊
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**SIGNED AND WITNESSED BY:**

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| **Previous Warden** Name:Signature:Date: | **Clergy / PCC Member:**Name:Signature:Role:Date: |
| **New Warden**Name:Signature:Date: |  |