

CHURCHWARDEN ROLE DESCRIPTION

PURPOSE OF ROLE:

A Churchwarden, together with their counterpart (two per parish), is responsible for the smooth running of the parish and is considered by many as a leading member of the community. A Churchwarden has oversight of the maintenance of the places of worship within the parish. They carry out certain legal and administrative duties and serve on the Parochial Church Council (PCC) as an ex-officio member. A Churchwarden is a Bishop's Officer which also carries certain responsibilities.

RESPONSIBILITIES:

Churchwardens together ensure the smooth and efficient running of the places of worship within the parish, new plants as well as established churches.

THE LEGALITIES:

The responsibilities of Churchwardens are laid down in the Churchwarden's Measure 2001 and the Canons of the Church of England E1.4 and E1.5, which state:

- 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.
- In the churchwardens is vested the property in the plate, ornaments, and other movable 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.

GENERAL:

- Take your call to be a disciple of Christ seriously.
- Take responsibility for your own health and safety.
- Comply with Diocesan safeguarding policy, including possessing an enhanced DBS check (with no barred list).
- Comply with General Data Protection Regulations.
- Undertake any training as required,. This includes basic and foundation safeguarding

training and raising awareness of domestic abuse. Churchwarden's are also strongly encouraged to complete the leadership safeguarding training and must complete this training where there is to be a vacancy, before the incumbent leaves.

- You must be legally allowed to be a trustee of a charity. (You can find details regarding being the trustee of a charity, including trustee eligibility, here: <https://parishresources.org.uk/the-pcc-as-a-charity/trusteeship-for-members-of-the-pcc/>)

SPECIFIC:

- Ensure all places of worship and other buildings are efficiently managed and maintained with respect to all statutory inspections/certificates and deanery-wide purchasing. (Note: Churchwardens do not have to have direct management responsibility of a building themselves, but they could do by choice).
- Ensure the parish's property inventory, the Log Book of repairs and the Terrier (a record of church land including gardens and graveyards, where applicable) are maintained.
- Ensure the regular inspection of the fabric of the parish buildings (including every five years by the diocesan quinquennial inspector) and be aware of church and state law regarding buildings. This includes proper management of furniture, vessels, robes and books.
- Oversee the obtaining of faculties from the Diocesan Advisory Committee (DAC) or the Archdeacon for any substantial building alterations or repairs.
- Provide reports to your PCC and APCM (Annual Parish Church Meeting) as required.
- Churchwardens have a duty to maintain order within places of worship in their parish (particularly during the absence of clergy, readers and local missional leaders) but may not interfere with the conduct of services by an authorised minister.
- A churchwarden has an important role when there is a vacancy in the parish particularly taking charge of registers and making sure fees are collected.

As Bishop's Officer, the Churchwarden is the Bishop's representative in the parish. A Churchwarden is expected to:

- Answer any enquiries from the Bishop or an Archdeacon and inform them of any situation where they may need to intervene.
- Perform ceremonial roles when the Bishop visits the parish or other similar occasions.
- Respond to the Articles of Enquiry (questions sent by the Archdeacons during the visitation process in May).
- Attend the annual visitation service where the Churchwardens and sidespeople are admitted into office.
- Inform the Bishop of any irregularity or failure of duty of which the Bishop should be informed.

COMMITMENT REQUIRED:

Churchwardens are expected to be present at PCC meetings. Churchwardens are elected yearly at the APCM and can be re-elected 5 times, after which a two-year break must be taken. However, Churchwardens are not expected to continue ad infinitum and should always feel free to talk to the incumbent to discuss continuing in the role, or seeking a more suitable alternative for current circumstances.

This role is voluntary. As a member of the PCC, Churchwardens must sign a “fit and proper persons” declaration and be subject to an enhanced DBS check.

QUALIFICATIONS:

To apply for the office of Churchwarden, each candidate must:

- be baptised and on parish’s Electoral Roll
- be an actual communicant of the Church of England (having received at least three times during the last 12 months)
- be 21 years of age or older
- not be disqualified from being a Charity Trustee
- not already be serving on the PCC of another parish

RESOURCES:

There are also a variety of resources available:

- New Churchwarden Conference – held annually in June, this covers the nuts and bolts of being a Churchwarden.
- Churchwarden Conference – held annually in November. This has a different theme every year and is an opportunity to gather with other Churchwardens, learn & share together.
- Churchwardens’ webpage – <https://www.sheffield.anglican.org/our-diocese/who-we-are/governance/churchwardens/> This webpage holds information and resources to help you carry out your role, including a handy ‘Year at a Glance’ and:
- The Churchwardens Toolkit – this is an interactive resource designed for those new to the role, existing Churchwardens and those considering the role <https://www.sheffield.anglican.org/wp-content/elearning/church-warden-toolkit/index.html#/>
- The Human Resources Toolkit – this is an interactive resources for those needing support in all things HR <https://www.sheffield.anglican.org/support/for-churches/human-resources/hr-toolkit/>
- The Archdeacons’ Office – the Archdeacon team are there to support you, answer questions and point you in the right direction to other Central teams and resources.
 - Sheffield & Rotherham: pa.archdeacon.sheff.roth@Sheffield.anglican.org
 - Doncaster: pa.archdeacon.doncaster@Sheffield.anglican.org

- The Diocesan Safeguarding team are there to support you and answer any safeguarding related questions. You can find their resources and contact them via the website: <https://www.sheffield.anglican.org/support/safeguarding/>

Please note this role is subject to an enhanced DBS check in accordance with Safer Recruitment and Safeguarding provisions.