**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. S/he carries out certain legal and administrative duties and serves 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.

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Undertake any training as required.
* Comply with General Data Protection Regulations.

**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