

Making it
Easier

to be a
Churchwarden



Diocese of
Liverpool

Welcome to your role as warden

Being a churchwarden is a key role in the life of a parish. We understand that by accepting this role as a lay volunteer you are taking on some important roles and responsibilities alongside your vicar. You are responsible for the smooth running of your church and are considered by many as the leading members of your church community. You need to make sure the church (and often its grounds) is well maintained, carry out certain legal and administrative duties and serve on your Parochial Church Council (PCC). Your role as churchwarden means that you are a Bishop's Officer which also carries certain responsibilities.

Churches are expected to have two churchwardens who are elected every year at the Annual Vestry Meeting (part of the Annual Parish Meeting). Some churches will have more churchwardens or a number of deputy wardens. Each individual will have their own strengths, weaknesses and interests so working together will help make it easier to get everything done.

There is a lot to do and it can seem daunting so this (leaflet/pack/web area) aims to make it easier for you to carry out the role of warden. It sets out your roles and responsibilities, what support you can get and gives details of extra information that can help you in your role.

Thank you for your willingness to fulfil this role. Churchwardens are one of the great gifts the church has and our prayer is that as you carry out your duties you will feel supported and enhanced in your vital ministry

The role of a churchwarden

Many people make assumptions about what a churchwarden does. Often someone who has the role will do things that are not strictly necessary for a churchwarden but because that is what has always been done in that particular church. This section sets out exactly what a churchwarden is expected to do.

Maintaining the building

The maintenance of your church's property is an important part of your local mission. A churchwarden is expected to

- Maintain your church's property inventory; your Log Book of repairs and your Terrier (a record of church land including gardens and graveyards)
- Inspect the fabric of the church and be aware of the church and state law regarding this. This includes dealing properly with any furniture, vessels, robes and books
- Obtain a faculty from the Diocesan Advisory Committee (DAC) or your Archdeacon for any substantial alterations or repairs (see making it easier – obtaining a faculty)
- Provide reports on this work to the PCC, the Annual Meeting and appropriate authorities

A Bishop's Officer

As Bishop's Officer the church warden is the bishop's representative in your parish. A churchwarden is expected to

- Answer any enquiries from him or an Archdeacon and inform him of any situation where he may need to intervene
- Perform ceremonial roles when the Bishop visits your parish or other similar occasions
- Respond to the Articles of Enquiry (questions sent by the Archdeacons during the visitation process – see making it easier – visitations)
- Attend the annual visitation service – where the churchwardens and sidespeople are admitted into office)

Governing the parish

A churchwarden has many roles that help the good, legal running of a church.

A churchwarden is expected to

- Oversee parish finances including arranging for collection money to be counted and handed to the Treasurer. A churchwarden will act as treasurer if no one else can do that role
- Serve as an ex-officio member of the PCC (and any other sub committees) taking part in effective decision making and helping to implement those decisions
- Building close links with other leaders in the local church including other clergy, lay readers, Safeguarding Officers and any employed staff (depending on the way your parish works)
- Developing good relationships with your clergy and their families

Supporting worship

As part of the smooth running of a church the churchwarden is expected to

- Make sure services run in a seemly and effective manner (particularly during the absence of clergy)

When your church has no incumbent

- A churchwarden has an important role when there is a vacancy in the church particularly taking charge of registers and being responsible for fee collection (acting as sequestrators) – but there is plenty of support – see making it easier the vacancy process

Supporting you

There is plenty of training, support and advice available for you as a churchwarden. You can find that support through

- Your Archdeacon (contact details)
- By signing up to our weekly email bulletin and checking for training courses (details)
- By checking www.liverpool.anglican.org/churchwardens
- By attending our courses on particular topics
- Through talking to colleagues in other churches

How long do you have to serve

A churchwarden is elected for a period of one year before reelection. We recommend that a warden doesn't serve for more than six years.

Other useful documents

Making it easier – the faculty process

Making it easier - visitations

Making it easier – the Parochial Church Council (PCC)

Making it easier - Annual Meetings in the Church

What the law says

There are various legal measures that set out what a churchwarden does and is legally responsible for.

The Churchwardens Measure 2001

Care of Churches and Ecclesiastical Jurisdiction Measure 1991

You can find links to these on our website www.liverpool.anglican.org/churchwardens

Useful contacts

Diocesan Advisory Committee

Faculties and alterations to buildings are key areas of concern to Churchwardens. The DAC Administrator, Chris Leggett, is always ready to help – contact details:

Chris Leggett: Tel: 0151 705 2122,
Email: chris.leggett@liverpool.anglican.org

The Diocesan Website

Look at www.liverpool.anglican.org for a whole host of other useful information, or contact St James' House, 20 St James Road, Liverpool L1 7BY Tel: 0151 709 9722 where the Receptionist, Rita Delves, can help with queries and guide you to the right department and often answer your enquiry herself.

The Archdeacons

Archdeacons Peter and Ricky have a particular role in supporting wardens. Training days, information, willingness to help by phone, letter or email are important parts of this role. They can be contacted at St James' House:

Archdeacon Peter: Tel: 01695 622936,
Email: peter.bradley@liverpool.anglican.org

Archdeacon Ricky: Tel: 0151 922 3758,
Email: ricky.panter@liverpool.anglican.org

Archdeacons' Secretary: Barbara Mackie, Tel: 0151 705 2154,
Email: barbara.mackie@liverpool.anglican.org

The Resources Department

The Resources Department have real expertise in relation to finance and to charity law (these have real implications for churches) - contact details:

Tel: 0151 705 2180,
Email:

Church Representation Rules and Elections

Ultan Russell (the Assistant Secretary to the Diocesan Synod) can help with queries about church elections and constitutional matters – contact details:

Ultan Russell Tel: 0151 705 2130,
Email: ultan.russell@liverpool.anglican.org

