

Role description for Church Wardens

Role: To share with the Incumbent the administration of the parish, and the care of church buildings.

(This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Church Warden and Parochial Church Council roles and responsibilities. See Canon E1 of the canons of the Church of England)

Role Requirements:

To be: To be a person of integrity, called by God and approved by All Saints church, who leads in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God. To be baptised and on the Electoral Roll of the parish. To be elected annually by joint consent of the Incumbent of the parish and a meeting of parishioners. To serve for a maximum of 6 successive years, and then be required to take a year's break before standing for the role of church warden again.

To do:

- To promote the whole mission of the church, which is pastoral, evangelical, social and ecumenical, including to undertake an unofficial pastoral role for caring for those in the parish. (Pastoral responsibility is delegated to the Pastoral Team at All Saints).
- To be part of the parish's 'Central Team' (Clergy/Wardens/Administrator), meeting regularly to prepare matters that will then come to PCC/Standing Committee
- To be an ex officio member of the Parochial Church Council
- To be an ex-officio member of each Vision group, and to keep abreast of discussions and decisions being made by the groups.
- To be the legal owners of all the movable property of the Church – responsible for the maintenance, safekeeping and availability of all the consecrated and unconverted goods and ornaments, and to hold church keys. (Day to day responsibility is delegated to the Premises Vision Group at All Saints).
- To ensure all parishioners are greeted by name and all are welcomed into the church. (Day to day responsibility for this may be delegated to Sides People and Welcomers at All Saints)
- To have the right in law to remove from the Church and/or Churchyard anyone who is causing a disturbance or who threatens to do so. In this regard, they are assisted by the Sides People
- To be responsible for all things financial. (Day to day responsibility for this is delegated to the Treasurer and Finance Vision Group at All Saints)
- To be responsible for inspecting, and keeping an up to date a terrier, an inventory and logbook of alterations and repairs to the property, possessions and lands of the Church. (Assistance for this will be provided by the Premises Vision Group).
- To arrange during a vacancy with the Area Dean (and assistant clergy or LLMs) for the conduct of public worship and pastoral care, and to look after the parsonage house and garden
- To have a general understanding of the running of the Church and to know what to do in case of an emergency
- To read, adhere to and promote the church's Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church. This will involve regularly meetings with the Incumbent for support and supervision
- To support and provide supervision for the deputy Church Warden/s

Reports to: The incumbent/PCC

Agreement:

I agree to being a Church Warden at All Saints Church, under the supervision of the Incumbent and the PCC. I agree to comply with all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other church policies.

Name (print and sign): _____

Incumbent: _____

Date: _____

Form approved January 2021