

Role description for deputy Church Wardens

Role: To support the Church Wardens in their responsibilities for sharing with the Incumbent the administration of the parish, and the care of church buildings.

(This role description should 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)

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 appointed annually by joint consent of the Incumbent of the parish and a meeting of parishioners.

To do:

- To support the Wardens in their responsibility to promote the whole mission of the church, which is pastoral, evangelical, social and ecumenical
- To support the Wardens in their responsibility as 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 if necessary
- To be present and 'on duty' for Sunday Services, as necessary; making sure everything is in order before a Service begins, and ensuring the church is locked and everything in good order before leaving
- To support the Wardens in removing 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 ex officio members of the Parochial Church Council, if possible; and a member of at least one Vision Group if possible
- To support the Wardens in their responsibility for all things financial, though normally this is delegated to the treasurer
- To support the Wardens in being responsible for inspecting, and keeping an up to date terrier, an inventory and logbook of alterations and repairs to the property, possessions and lands of the Church
- 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
- To attend at least 3 meetings per year with the Wardens, for support and supervision

Reports to: The Incumbent/Church Wardens

Agreement: I agree to being a deputy 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: _____