

Allocation of responsibilities between Wardens supported by deputy wardens		
Warden with Worship responsibilities	Shared responsibilities	Warden with Building responsibilities
	To promote the whole mission of the church, which is pastoral, evangelical, social and ecumenical	
<p>To be responsible for the practical aspects of Worship, both on Sundays and during the week.</p> <p>To oversee a team of committed volunteers (Sides people and Welcomers) who ensure the safety of both worshippers and the buildings during Services</p> <p>To be a member of the Worship Vision Group, reporting to the Incumbent</p> <p>To be a member of the Safeguarding Team, meeting every 6-8 weeks</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Oversight of sides people and welcomers</li> <li>• Finding 'servers' for each Service: readers, intercessors, sides people, welcomers, crucifers, chalice assistants</li> <li>• Overseeing the Intercessors, including training, resourcing and support+supervision</li> </ul>	<p>To be ex officio members of the PCC</p> <p>To be the legal owners of the moveable property of the church</p> <p>To be responsible for the church finances (delegated to the Finance VG at All Saints)</p> <p>To ensure parishioners are greeted by name and welcomed into the church</p> <p>To be members of the Central Team, meeting regularly to maintain regular communication with the Incumbent and Administrator</p> <p>To communicate regularly with deputy wardens</p> <p>To be responsible for the Terrier</p> <p>To have an overall awareness of the work of the Vision Groups</p>	<p>To Chair the Premises Vision Group, leading and delegating to a team of committed volunteers</p> <p>Have oversight of all church properties (Church, Church Hall, the field and grounds and Thorn Bank).</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• General security</li> <li>• Equipment</li> <li>• Maintenance</li> <li>• Cleanliness</li> <li>• Liaison with Quinquennial architect</li> <li>• Faculty applications</li> <li>• Locking/unlocking the church</li> </ul> <p>To be in regular communication with the Eco-church Vision Group, especially with regard to heating and church grounds</p> <p>To be welcomed as an optional member of the Safeguarding Team, meeting every 6-8 weeks</p>

<ul style="list-style-type: none"> <li>• Overseeing readers, sides people, welcomers, crucifers and chalice assistants, proving support and supervision</li> <li>• Liaising with the flower team co-ordinator regarding flowers for Services</li> <li>• Liaising with the Sacristan with regard to Services, and care of the vestry</li> <li>• Responsibility for 'new comers' – finding out names/contact details and passing them on as appropriate</li> <li>• Seeing that the 'Welcome Leaflet' is up to date, and given to new comers</li> <li>• Making sure the chairs are suitably placed for each Service</li> </ul> <p>To liaise with the Events Vision Group, with regard to large-scale events, including Fireworks, the Summer Fete</p>	<p>To be responsible, along with the Parish Safeguarding Officer, for Safeguarding including Safeguarding aspects of Risk Assessments.</p> <p>To be responsible, along with the Health and Safety Officer and Parish Administrator for Health &amp; Safety including Risk Assessments.</p> <p>To arrange, during a vacancy, with the Area Dean for the conduct of public worship and pastoral care; and to look after the parsonage house and garden</p>	
--	--	--

Updated April 2022