

# KEY CONTACTS



## Bishop of Dover :

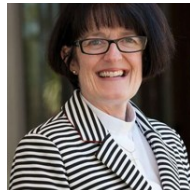
The Right Reverend Rose Hudson-Wilkin:  
Old Palace, Canterbury CT1 2EE  
(01227)459382



**Ashford Archdeacon :**The Venerable Darren Miller:  
The Archdeaconry, Pett Lane, Charing, Ashford, TN27 0DL  
01233 712649 [dmiller@archdeacashford.org](mailto:dmiller@archdeacashford.org)



**Canterbury Archdeacon :** The Venerable Jo Kelly-Moore:  
29 The Precincts, Canterbury, CT1 2EP  
01227 865238 [archdeacon@canterbury-cathedral.org](mailto:archdeacon@canterbury-cathedral.org)



**Maidstone Archdeacon :**The Venerable Andrew Sewell:  
The Archdeaconry, 4 Redcliffe Lane, Penenden Heath,  
Maidstone, ME14 2AG  
01622 200221 [asewell@archdeacmaid.org](mailto:asewell@archdeacmaid.org)



My Area Dean is.....

E mail .....

Phone.....

**Diocesan House, Lady Woottons Green,  
CANTERBURY, CT1 1NQ  
01227 459401**

**For Legal Matters** The Diocesan Registry, Minerva House,  
5 Montague Close LONDON SE19BB 020 759 35110  
[registry@wslaw.co.uk](mailto:registry@wslaw.co.uk)

## CHURCHWARDENS HELPBOOK

# Churchwardens

**A few things you might need to know and where to find them!**



### Including

- Security & Insurance
- Changes to the Building
- Record Keeping
- C/W 's checklists
- Archdeacon's Visitations
- Helpful Books and where to get them

## Churchwarden's Job Description

**The Main duties etc are set out in the separate document the Office, Duties and Legal Responsibilities.**

In short though

### Property matters

(As to the church, the churchyard and the movables)

- Keeping the **property register** (formerly called the terrier and inventory) and the **log-book** is the specific responsibility of the Wardens, who should keep them up to date and make sure they are able to hand these over to the new wardens at the time when one retires and another takes over.
- The **property register** is a list of land belonging to the church ,a list of all the items belonging to the church
- The **log book** a detailed record of all the alterations, additions and repairs carried out in relation to the church, its land and its contents.
- Wardens are required at least annually to make a sufficient inspection of buildings and contents, and the last PCC meeting before the AGM the wardens must report to the PCC and then to Annual Parochial Church Meeting on all the property matters.
- Although it rarely matters, all the moveable items of the church are the property of the churchwardens. They cannot sell them without the authority of a faculty.

Spare pages for both the log book and property register can be obtained from:-

[www.amazon.co.uk](http://www.amazon.co.uk)

[www.eden.co.uk](http://www.eden.co.uk)

[www.chbookshop.co.uk](http://www.chbookshop.co.uk)

[www.wesleyowen.com](http://www.wesleyowen.com)

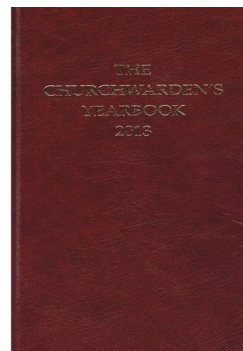
### Good order

- The Wardens must preserve decency in the church and the churchyard, which may be as simple as making sure that they do not become filthy dirty, or that they are not seen as places where larking about is appropriate. It may on occasion mean removing those who are misbehaving.

Although there is often a local arrangement for someone to do it, Churchwardens are legally responsible for provision of what is needed for communion services.

They are required to see that all is in order for services, whilst local custom varies who is responsible for various things the warden needs to be sure that

Other books you might consider

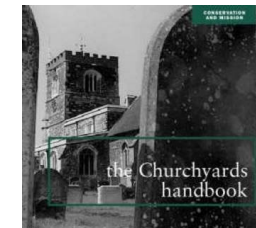


'The Churchwarden's yearbook' £12.50 at Amazon [www.Churchwardenbooks.co.uk](http://www.Churchwardenbooks.co.uk) & [Amazon.co.uk](http://Amazon.co.uk)  
Has lots of information, including altar frontal colours, the dates for every saint you've ever heard of, lectionary and helpfully runs from Advent in the previous year to January in the one following the Diary date. It also tells you which 'Common Lectionary Year' you are starting on the first Sunday of Advent very helpful when trying to find a reading!

The Churchyards Handbook . A bigger look at this subject

But if it is part of your job you might like more advice

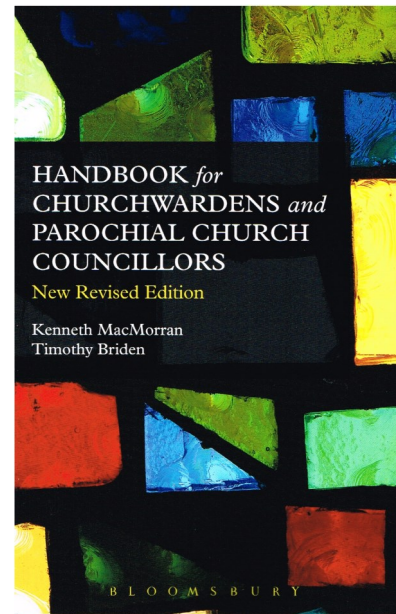
£10.84 at Amazon



All these books would be a legitimate expense to claim back from your Church Treasurer

If you have a tablet computer Church House Publishing do an App Called 'Sunday Worship' which can be very useful listing the appropriate colour for the Sunday, as well as readings and Collects and it is a very reasonable £2.29 a year.

## Helpful Books



Two books recommended by other Churchwardens. The 'Handbook' has been revised more recently, but the 'Practical' is reckoned to use less jargon, and be easier to understand.

Both are available from Amazon at a discount Practical Church Management £20, The Handbook for Churchwardens and Parochial Church Councillors £10.99

If you prefer not to use Amazon there is an online Christian Bookshop [www.eden.co.uk](http://www.eden.co.uk), or order through any local bookshop.

Many other books are available but these two get the best reviews!

### GENERAL WEBSITES

[www.churchofengland.org](http://www.churchofengland.org) lots of information and a good search engine

[www.parishresources.org.uk](http://www.parishresources.org.uk)..... lots of info downloadable forms etc all free!

[www.canterburydiocese.org](http://www.canterburydiocese.org) the diocesan website

- The altar frontal and other items is the right colour for the day
- The sidesmen, lesson readers , coffee makers etc are all present
- There are sufficient wine and wafers for a communion service
- Candles are in good order, and topped up if you are using oil ones
- The altar is 'laid up' for communion if the server or sacristan is not there to do it

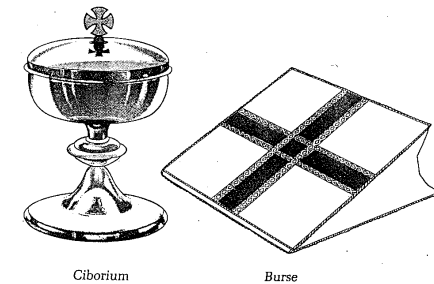
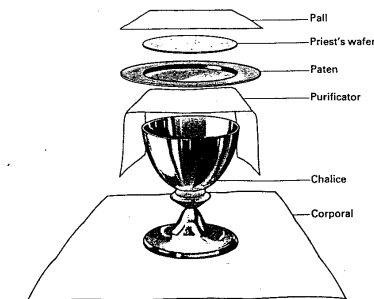


Fig B. This is covered by the veil (the coloured cloth which normally matches the altar) with the burse on top.



- That the correct service books are being given out and a set is in the priests stall. Are the readings found in the lectern lectionary or bible
- If you know it is a **visiting clergyman** who will require payment, that the treasurer is aware and provision has been made.
- That if there are **Banns** to be read that the banns book is ready in the priests stall
- You may also need to place the offertory plate in it's usual place depending on your churches custom.
- Place a glass of fresh water in the priests stall.
- Ensure priest has clearly written copies of any notices you wish given out.
- Is the sound (loop) system switched on

If you've done all this relax and help the welcomers !

## Lay Support

In case of emergency, Churchwardens are expected to read Morning and Evening Prayer, such as when no priest or licensed lay person attends. Wardens almost never have any authority (because of the Canon Law on the point) over music or liturgy, which are generally under the exclusive authority of the priest. However, as members of other parish committees and groups, Churchwardens are often able to offer advice and assistance even in these areas. Each warden will have her or his own particular areas of knowledge and interests; between them they should not only fulfil their formal duties but also deal with unexpected problems and add to the general well-being of the parish.

## Churchyards

If the church has an 'open' churchyard, that is burials are still allowed in it, the wardens should ensure that it is kept in good order, this may involve the removal of dead flowers or inappropriate items left on graves, this is a sensitive matter however so should be undertaken with care. The hazards of 'leaning' gravestones etc cannot be underestimated, they remain the property of the deceased's family and where possible they should be contacted to have them maintained. Where they cannot be traced or the suggestion is to lay stones flat the DAC should be contacted as this may require a faculty.

'Closed' churchyards are the responsibility of the local civic authority.

There should be a plan of the churchyard if possible, in any event of the area used for newer burials and ashes plots, this should be kept up to date.

If you are interested in making your churchyard wildlife friendly contact **Caroline Pinchbeck at Diocesan House**

## Reports, & Meetings

Churchwardens are usually given the job of responding to 'official' questions about the parish, and have to make various reports each year to the PCC and to the annual parochial church meeting and to the Archdeacon (*called articles of enquiry*). They may be trustees of some charitable trusts connected with the church. They are expected to attend all the meetings of the PCC and the standing committees, and should meet regularly with the parish priest.

## Records which should be preserved

- Registers of baptisms, marriages, burials, banns and confirmations
- Register of services
- Orders of service for special services held at the church
- Documents relating to property, e.g., title deeds, inventories, terriers, maps and plans
- Documents relating to the church fabric, especially major restorations and alterations, including quinquennial survey reports, church log books, faculties, specifications, plans, correspondence and photographs
- Papers concerning special parish projects
- Papers regarding benefactions
- Papers relating to legal rights and duties and disputes
- Union of benefice papers, plurality orders and pastoral schemes and orders
- Parish profiles, compiled during vacancies in benefices
- Vestry minutes
- Parochial Church Council minutes, detailed agenda, and reports
- Parochial Church Council account books and annual statements of account
- Churchwardens' accounts
- Records of the overseers of the poor (including overseers' accounts, rate books, apprenticeship indentures, bastardy papers and settlement papers)
- Records of the surveyors of the highway
- Records of the parish constables
- Records of local charities
- Records of local schools
- Parish magazines, church guides, and publicity material produced by the parish (one copy of each issue)
- Minutes, accounts, etc. of auxiliary organisations, e.g. choir, bellringers, Mothers' Union, Sunday School

## Records which can be destroyed

- Marriage and baptism certificate counterfoils
- Banns, burial and disposal certificates
- Baptism and banns applications
- Parochial Church Council cash books, paying-in books, bank statements, bills, used cheques and other subsidiary financial records
- Correspondence regarding routine parish administration and routine financial matters
- Superseded insurance policies
- Circular letters sent out by other organisations
- Files relating to former personnel

These documents can be disposed of when no longer needed for administrative purposes. **For legal reasons, all financial records should be retained for seven years.**

## Archives and Church Records

### Diocesan Record Offices

*Churches in the pre-2011 Archdeaconry of Maidstone*

(Exemptions held by Maidstone All Saints, Lenham St Mary, Wormshill St Giles, Bethersden St Margaret)

The Kent History and Library Centre, James Whatman Way, Maidstone ME14 1LQ, tel 08458-247200; email [historyandlibrarycentre@kent.gov.uk](mailto:historyandlibrarycentre@kent.gov.uk)

*Churches in the pre-2011 Archdeaconry of Canterbury*

(Exemption held by Ash St Nicholas)

Canterbury Cathedral Archives, The Precincts, Canterbury CT1 2EH tel 01227-865330, email [archives@canterbury-cathedral.org](mailto:archives@canterbury-cathedral.org)

### Legislation

Parochial Registers and Records Measure (1978, amended 1992): non-current registers and records over 100 year old, and registers whose earliest entry is 150 years old, should be deposited in a Diocesan Record Office.

Data Protection Act

Financial regulations

### Good record-keeping

Quality ink, eg Registrar's ink (obtainable from Ecclesiastical Stationery Supplies, <http://www.registrarsink.co.uk>, tel 01440-760360)

Stable, dry conditions

Secure conditions

Avoid paperclips, brown paper etc

### Further information

'Keep or Bin' for detailed information on which records need to be kept, and why:

<http://www.cofe.anglican.org/about/librariesandarchives/keeporbin/>, or by post from the Church of England Record Centre, 15 Galleywall Road, South Bermondsey, London SE16 3PB.

*A Guide to the Parochial Registers and Records Measure 1978 (as amended at 1<sup>st</sup> January 1993*, available from Church House Publishing, Great Smith Street, London SW1P 3BN.

[www.kentarchives.org.uk](http://www.kentarchives.org.uk) and <http://archives.canterbury-cathedral.org>: online catalogues for the History and Library Centre and the Cathedral Archives, with listings of parish documents held in the record offices

James Behrens, *Practical Church Management* (1998), chapter 24

'Building on history' project website: <http://www.open.ac.uk/Arts/building-on-history-project/> For guides on writing church and parish histories.

Conservation by Design, <http://www.conservation-by-design.co.uk/>, for paper conservation products, eg silica gel

## Visits and Visitations

### The Annual Visitation

Following the period of the Annual General Meeting when the churchwardens are elected, they are asked to attend at Canterbury Cathedral or at another church to be sworn in. This is also the occasion when the Archdeacon will deliver an Address and pass on information and news of developments which will be of importance to the Churchwardens during the year. Usually before the service they are asked to complete a card to show that they have attended and are duly sworn in as the Bishops Officers in the parish. Customarily Sidespersons and members of the PCC have also attended and been sworn in but it is the Churchwardens who are the 'stars of the show'.

### Area Dean's Visit

Every 3 years the Area Dean, usually accompanied by the synod lay chair, will visit the wardens to complete a visitation on behalf of the Archdeacon. They will probably wish to inspect your records, possibly your church building and may have other questions about the life of your church which will vary from Deanery to deanery.

### Church Building - Quinquennial Inspection

A quinquennial inspection is carried out on every church by an approved Architect to survey the state of the building and make recommendations. The parish bears the cost of this inspection. If you wish to change your architect they will need to be approved by the DAC.

### Parish Records—Quinquennial Inspection

#### The Diocesan Archivist

May carry out a quinquennial inspection of Parish registers, records and archives, she will check that they are in good condition and being correctly stored, also that only a fountain pen with **registrars ink\*** is being used for their completion. This ink can clog fountain pens so either wash it out with water between fills or obtain an old fashioned 'dipping pen'.

\*Ink supplies can be obtained from E.S.S Tel 01440 760 360 or

on line at [registrarsink.co.uk](http://registrarsink.co.uk) or Amazon and others 'Diamene' is the make I'd recommend

Or [theonlinepencompany.com](http://theonlinepencompany.com) Tel 01299 826744



# Our Church Building

Do those changes or repairs need a faculty? Do we need planning permission? Where can I get advice?



Advice and guidance on all aspects of the care and maintenance of church buildings is provided by the Diocesan Advisory Committee (DAC).

The Committee is appointed under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, primarily to offer advice to Parochial Church Councils (PCCs) and to the Commissary General of the Diocese about proposed works to church buildings and churchyards.

The DAC forms part of the work of the Communities and Partnerships Network and can help with:

- Faculty applications, Now completed online <https://facultyonline.churchofengland.org>
- Planning of building projects in a church,
- Advice on protecting church buildings,
- Guidance for those living in church owned housing, and general and specialist

advice on church maintenance.

The Diocesan Advisory Committee (DAC) has a number of experts who will give you free advice on subjects as diverse as Trees to Structure. In the **first** instance ALWAYS contact

Edmund Harris. Care of Churches Officer or Charles Josefson Assistant Care of Churches Officer  
The Old Palace  
The Precincts  
Canterbury  
CT1 2EE

[EHarris@diocant.org](mailto:EHarris@diocant.org) / 01227 459401

Every church should also have an inspecting architect who carries out a quinquennial(5 yearly) inspection and also give advice about your church building.

Our architect is.....

Phone.....e.mail.....

# Everything in its place.....

Churchwardens should be aware of what is contained in every cupboard in their church, many churches fail to look their best because there is a reluctance to throw anything away 'just in case'.

Look through those boxes in the cupboard.....

Items listed on the church property register of a minor nature such as worn linen or hymn books can be disposed of by listing 'beyond reasonable use'. Other items of course may need a faculty.

When it comes to papers and records the following pages carry an excellent aide memoire from the Archives department, some items may need to be sent or taken to your local archive.

Cleanliness and tidiness always creates a good impression for visitors. Try to resist 'gifts' from parishioners such as old chairs, wardrobes and the like, they also might need a faculty!

# Don't forget to delegate and share the work...

Being a churchwarden should be enjoyable. Share the work between the wardens, but make sure you know who is doing what.

Delegate to others items you don't need to do such as rotas, organising fund raising etc.

# Look after your parish priest.....

Churchwardens are chosen to be officers of the Bishop. If he or his representative, the archdeacon, visits the parish to attend a service, the wardens are expected to be present to greet, and to precede them in procession carrying their staves.

As the bishops officers, churchwardens are required to support their incumbents and their families. They should get to know them and pray for , and with, them as often as possible. Churchwardens should never publicly disagree with their clergy. If there are differences they should be ironed out in private. Sometimes PCC's have differences with their ministers; churchwardens never should. Only if ministers fail to carry out their duties, or commit immoral or criminal acts should churchwardens withdraw their support and report the matter to the Archdeacon or the Bishop.

# The Churchwarden and Money



Whilst the church monies are the property of the PCC, the Churchwardens are charged with taking care of the money collected in churches until such time as it can be passed to a responsible person such as the treasurer.

They should ensure that the collection is counted by at least two people and the amounts recorded in the **Service Register**.

Likewise gift aid envelopes should be opened and the amounts recorded, on the outside of the envelopes, and in total in the service register, before the envelopes are passed to the person responsible for the parishes Gift Aid. Registers normally have two cash columns for this purpose, one for cash and one for gift aid. Those responsible for the counting should sign or initial the register

**Under no circumstances should envelopes be passed on still containing donations.**

*Should the parish find itself without a treasurer, it falls to the churchwardens to take on the treasurers duties, until another is found.*

Churchwardens should try to keep abreast of the financial state of their parish, especially regarding the payment of Parish Share , clergy expenses etc. although these remain the responsibilities of the whole PCC.

# Health and Safety

Your parish may have a H&S sub committee, but you should be aware of any issues. Do you have the right number and type of fire extinguishers, a first aid kit, an accident book?

In most cases common sense must prevail! Again Ecclesiastical Insurance and the Church Buildings Council have copious amounts of advice on their web sites.

[www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/index.aspx](http://www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/index.aspx)

<http://www.churchcare.co.uk/churches/guidance-advice/looking-after-your-church/health-safety-security>

You should be aware of particular needs for ‘working at height’ , church events, building works , hiring your premises etc.

Why not work through Ecclesiastical’s ‘How safe is your church ‘

# Church Security



All churches should be insured, this is a PCC responsibility but Wardens should be aware. and most are covered by

Ecclesiastical Insurance Office Plc .  
Beaufort House,  
Brunswick Road,  
Gloucester, GL1 1JZ

For enquiries phone 0845 777 3322  
For claims phone 0845 603 8381  
Or e.mail churches@ecclesiastical.com

**Contrary to common belief, they believe that if any building should be kept open it is churches!**

Good advice is available at [www.ecclesiastical.com/churchmatters](http://www.ecclesiastical.com/churchmatters) where you can find downloadable comprehensive guidance notes on keeping your church open, and general security.

If the worst comes to the worst you will need:-

Insurance policy number.....

Renewal Date.....

Phone number of local police to report a crime.....

None of this is a substitute for common sense so never ‘hide’ a key in an unlocked public area that gives access to valuables.

Always put brass and other tempting items of value away when the church is open.

## Employee and Public Liability

Check you have a current certificate from the insurers displayed in the church.

Churchwardens Annual Checklist		
Month	Tasks	Completed
January	Take down Christmas decorations after Epiphany on the 6th Prepare New Rotas for Sidesmen, Readers, Cleaners etc	
February	Remove Crib after Candlemass on 2nd. Check Stock of candles bread and wine. Update Log Book and Property Register by checking church contents against them. Is a Quinquennial Inspection Due?	
March	Prepare for APCM. Complete annual report. Complete Archdeacons Articles of Enquiry	
April	Easter Services, Spring Cleaning, Maintain Church Mowers etc. Ensure date of Archdeacons Visitations next month is in your diary.	
May	Attend Visitation to be sworn in. Inspect exterior fabric of the church, roof and gutters.	
June	Check everybody's holiday arrangements to ensure duties are covered	
July	Have a rest! Or you could tidy some cupboards!	
August	Think about organising a churchyard working party next month	
September	Harvest Festival. Check the heating, and lighting systems. Fire Extinguisher annual service.	
October	Annual maintenance of boiler, electrical circuits and organ. Order poppies and wreath for next month	
November	Remembrance time. Prepare for Advent and Christmas	
December	Enjoy Christmas and a lie down after lunch!	

A list of occasional tasks

Check Registers etc, send or take any that are full to the archive.

Communicate with cleaners, flower arrangers etc if the church is to be in use when they might normally have expected to come in to clean.

Check that the parishes DATA officer has all the figures needed to fill in the annual returns

Check that you are getting copies of invoices for work done on the church and churchyard  
From the treasurer for the **log book**.

Check the church linens for cleanliness and state of repair, also the choir robes, clergy and servers robes that are kept in the church.

If you use a non 'mains' fuel for heating, do you need to order some more?

Complete the service register ahead of Sunday if the incumbent is happy for you to do it.

Are the battery powered microphones on charge or do they need replacing.

**Space for your own notes**