CHURCH
WARDEN
DUTIES

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The duties of a **churchwarden** are:

01. To keep proper records, including terrier of lands and inventory of articles belonging to the church. A terrier is a document that lists the property of the benefice and would ordinarily include a plan of the church, churchyard and any other property. An inventory lists the movable items in the church building, all that is owned by the churchwardens and which are to be handed over their successors.

02. To keep a log-book of alterations, additions and repairs.

03. To inspect the fabric and produce an annual fabric report.

04. To deliver the fabric report first to the PCC and then to the Annual Parochial Church Meeting (APCM), including an account of the inspection they have undertaken and of all the actions taken or proposed for the protection and maintenance of the church building and the implementation of the quinquennial inspection (the inspection that is carried out once every five years by the church’s appointed architect).

05. To provide answers to the Articles of Enquiry (a list of questions sent out by the archdeacons, which may be on various topics to do with the life of the parish), and complete the annual returns required by the diocese.

06. To present any matters they think ought to be brought to the bishop’s attention.

07. To recruit, train and manage the sidespeople.

08. In conjunction with the sidespeople, to care for the safety, warmth and well-being of the congregation.
09 In terms of safeguarding, in conjunction with the incumbent, the PCC and the Parish Safeguarding Officer, to ensure the requirements outlined in the Safeguarding Parish Dashboard / Safeguarding Parish Handbook are implemented and regularly reviewed.

10 In conjunction with the sidespeople, to maintain order and decency in the church and churchyard.

11 To be responsible for the cleanliness and overall appearance of the church and everything used, or worn, in it.

12 In conjunction with the sidespeople, to take, count and lock away or hand over to the treasurer collections in church.

13 To attend meetings of the PCC and of the PCC standing committee as ex officio members (members by virtue of the office they hold).

14 To act as Parish Safeguarding Officer if the PCC fails to appoint another of its members/another parishioner to this office.

15 To act as treasurer if the PCC fails to appoint another of its members to this office.

16 To ensure that the PCC meets its financial obligations.

17 To collaborate and co-operate with the incumbent in the carrying out of all the above duties, and in enabling the incumbent to carry out his or her own specific duties.

18 To have a duty of care towards the incumbent.
The duties of the PCC are:

01 To care for, maintain, preserve and take out adequate insurance cover for the fabric, goods and ornaments of the church.

02 To agree a budget and to be responsible for the income and expenditure of the parish.

03 To maintain proper financial records and accounting procedures.

04 To prepare annual financial statements and an annual report, and present them to the APCM.

05 To arrange for independent examination or audit of the financial statements.

06 To consult with the incumbent on matters of general concern and importance to the parish.

07 To co-operate with the incumbent in promoting the mission of the Church.
The duties of the minister are:

01 To celebrate the Eucharist (or cause it to be celebrated in his or her absence) and administer the other rites and sacraments of the Church.

02 To be responsible for liturgy

03 To have ultimate responsibility for music performed during the liturgy, in cooperation with the director of music, organist or choirmaster.

04 To preach (or cause to be preached) at least one sermon every Sunday

05 To instruct parishioners in the Christian faith.

06 To prepare candidates for confirmation.

07 To visit the sick.

08 To be prepared to make himself or herself available to parishioners seeking spiritual counsel and advice.

09 To be diligent in prayer and study

10 To chair the PCC, the PCC standing committee and the APCM

11 To consult with the PCC

12 To co-operate with the churchwardens.
Things a churchwarden should do in the course of a year:

If willing to stand, present valid nomination to minister  
Prior to APCM

Not later than 31st May
Election

Admission
Not later than 31 August

After, or at the same time of, admission
Attend visitation

Receive terrier and inventory from predecessors and check them  
After admission

January - March
Inspect church fabric and articles

Present fabric report to PCC  
March

March - April
Present fabric report to APCM

Complete archdeacon’s Articles of Enquiry and annual returns for diocese. If not re-elected, hand over terrier and inventory to successor  
April - May
Things churchwardens should know:

01  The contents of the Churchwardens Measure 2001.

02  Where to find information about:
    • the law relating to marriage;
    • the Church Representation Rules;
    • the Canons of the Church of England;
    • the division of parochial fees.

03  How to interpret the church accounts.

04  The whereabouts of registers of services, baptisms, confirmations, marriages and burials.

05  Whether Gift Aid envelopes are available in the church.

06  What happens to the collection during and after the service.

07  Who the inspecting architect is.
08 Whom to contact in the event of an emergency with the fabric.

09 When and how to apply for a faculty.

10 Whether the minister resides in the parsonage house or has a licence for non-residence.

11 When the minister’s day off is (i.e. when to try not to contact them)

12 How many bank accounts the PCC has

13 Whether there are any non-PCC accounts administered by the churchwardens.

14 The names of the independent examiners or auditors
### Things churchwardens should ask:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Is the incumbent taking sufficient time off?</td>
<td>Are the envelopes being divided between 'open' and 'envelopes' (Stewardship and Gift Aid)?</td>
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<tr>
<td>Are they taking adequate holidays?</td>
<td>How does the money get to the bank?</td>
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<tr>
<td>Is he or she claiming for and receiving full working expenses?</td>
<td>Who has keys to the church?</td>
</tr>
<tr>
<td>Are parish expectations of the priest’s role reasonable?</td>
<td>Who has keys to the safe?</td>
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<tr>
<td>Is the priest finding time for prayer and study?</td>
<td>Where are the parish chequebooks kept?</td>
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<td>Are they taking advantage for in-service training and continuing ministerial education?</td>
<td>Who are the account signatories?</td>
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<tr>
<td>Are the service registers kept up to date?</td>
<td>Does the PCC hold a sufficient number of meetings to enable the efficient transaction of its business?</td>
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<tr>
<td>What happens to the completed register?</td>
<td>Are the proper notices displayed?</td>
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<td>Is the collection being counted by at least two people?</td>
<td>Is an agenda set out in good time?</td>
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<tr>
<td>Are the amounts registered being entered in the service register?</td>
<td>Where are the signed copies of the PCC minutes?</td>
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