



DIOCESE OF NEWCASTLE

CHURCHWARDENS

Duties of Churchwardens

1. 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.
2. To keep a log-book of alterations, additions and repairs.
3. To inspect the fabric and produce an annual fabric report.
4. 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).
5. 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.

6. To present any matters they think ought to be brought to the bishop's attention.
7. To recruit, train and manage the sidespeople.
8. In conjunction with the sidespeople, to care for the safety, warmth and well-being of the congregation.
9. 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 (<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>) 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.

Duties of the PCC

1. To care for, maintain, preserve and take out adequate insurance cover for the fabric, goods and ornaments of the church.
2. To agree a budget and to be responsible for the income and expenditure of the parish.
3. To maintain proper financial records and accounting procedures.
4. To prepare annual financial statements and an annual report, and present them to the APCM.
5. To arrange for independent examination or audit of the financial statements.

6. To consult with the incumbent on matters of general concern and importance to the parish.
7. To co-operate with the incumbent in promoting the mission of the Church.

Duties of the minister

1. 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.
2. To be responsible for liturgy.
3. To have ultimate responsibility for music performed during the liturgy, in co-operation with the director of music, organist or choirmaster.
4. To preach (or cause to be preached) at least one sermon every Sunday.
5. To instruct parishioners in the Christian faith.
6. To prepare candidates for confirmation.
7. To visit the sick.
8. To be prepared to make himself or herself available to parishioners seeking spiritual counsel and advice.
9. 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

<i>Date</i>	<i>Responsibility</i>
Prior to APCM	If willing to stand, present valid nomination to minister
Not later than 31 st May	Election
Not later than 31 August	Admission
After, or at the same time of, admission	Attend visitation
After admission	Receive terrier and inventory from predecessors and check them
January – March	Inspect church fabric and articles
March (probably)	Present fabric report to PCC
March – April	Present fabric report to APCM
April – May	Complete archdeacon's Articles of Enquiry and annual returns for diocese. If not re-elected, hand over terrier and inventory to successor

Things churchwardens should know

1. The contents of the Churchwardens Measure 2001.
2. 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.
3. How to interpret the church accounts.
4. The whereabouts of registers of services, baptisms, confirmations, marriages and burials.
5. Whether Gift Aid envelopes are available in the church.
6. What happens to the collection during and after the service.
7. Who the inspecting architect is.
8. Whom to contact in the event of an emergency with the fabric.
9. 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 (ie when not to try to contact him/her).
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

1. Is the incumbent taking sufficient time off?
2. Is he or she taking adequate holidays?
3. Is he or she claiming for and receiving full working expenses?
4. Are parish expectations of the priest's role reasonable?
5. Is the priest finding time for prayer and for study?
6. Is he or she taking advantage of opportunities for in-service training and continuing ministerial education?
7. Are the service registers kept up to date?
8. What happens to the completed register?
9. Is the collection being counted by at least two people?
10. Are the amounts received being entered in the service register?
11. Are the amounts being divided between 'open' and 'envelopes' (stewardship and Gift Aid)?
12. How does the money get to the bank?

13. Who has keys to the church?
14. Who has keys to the safe?
15. Where are the parish chequebooks kept?
16. Who are the account signatories?
17. Does the PCC hold a sufficient number of meetings to enable the efficient transaction of its business?
18. Are the proper notices displayed?
19. Is an agenda sent out in good time?
20. Where are the signed copies of the PCC minutes?