

xxxxxx Churches Churchwarden –Parish Role Outline & Volunteer Agreement

Name of Volunteer:

Team Name: PCC Leadership Team

Workforce: adult & child by virtue of being a Trustee of the registered charity The Parochial Church Council of the ecclesiastical parish of XXXXX.

When & where group meets:
XXXXXXXXXX Churches (at various times)

Age range of children/range of vulnerabilities:

- No unaccompanied children
- No unaccompanied adults experiencing, or at risk of abuse or neglect.

Person to whom responsible: The Team Rector, the PCC, and the Bishop of Salisbury.

Training needed:
Warden training by Diocese, Health & Safety, Fire procedures and other training deemed necessary by the PCC.

Date training to take place: Within 6 months of appointment, and occasionally thereafter.

Date/month when this role Outline is to be reviewed: April 2016

General Principles:

Members of the PCC as trustees of the registered charity must have a commitment:

- To treat all individuals with respect.
- To recognise and respect their abilities & potential development
- To promote their rights to make their own decisions and choices, unless it is unsafe.
- To ensure their welfare and safety
- To the promotion of social justice, social responsibility and respect for others
- To confidentiality - never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must always be reported to the police or social services and the Diocesan Safeguarding Adviser.

It is the responsibility of the PCC to provide a supportive, inclusive and positive environment that ensures that volunteers enjoy their work and are treated with respect and courtesy and that appropriate training is provided.

Overview:

Churchwardens are “critical friends” to the Rector/Vicars, in the same way as a Chair of Governors at a school is to the Head Teacher. Besides certain statutory responsibilities set out below, the Churchwardens work closely with the Rector ,the two Team Vicars and other 5 Wardens, to move the vision and mission of God’s church forward in XXXXX both as a team, and individually as separate churches. They will take a lead in resolving any tensions between individual congregations, clergy and the Parish as a whole.

Responsibilities & Duties/see over page.

Signed: _____ Date: _____
Team Rector/Team Vicar

To be completed by the Churchwarden

- ✓ I understand and agree to the nature of the work I am to do. I am happy to undergo training as required.
- ✓ I understand that there are no specified aspects of this role that involve any responsibility for children or adults experiencing, or at risk of abuse or neglect.
- ✓ I understand that an Enhanced DBS check is a requirement of the role.

Signed: _____ Date: _____ P.T.O.

Canon Law of the Church of England states:

The Church is the Body of Christ, and through baptism every member is called to ministry and service. Churchwardens are called to special responsibilities; indeed, this is the highest position of trust and responsibility that the church gives to lay-people.

Wardens should regard this as a calling to be fulfilled to the glory of our Lord Jesus Christ, and the well-being of the Church.

The churchwardens are the officers of the Diocesan Bishop. They shall discharge such duties as are by law and custom assigned to them; they shall be foremost in representing the laity and in co-operating with the incumbent; they shall use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them. They shall also maintain order and decency in the church and churchyard, especially during the time of divine service.

In the churchwardens is vested the property in the plate, ornaments and other movable goods of the church, and they shall keep an inventory thereof which they shall revise from time to time as occasion may require.

On going out of office they shall duly deliver to their successors any goods of the church remaining in their hands together with the said inventory, which shall be checked by their successors.

In the Declaration of Office, the wardens have to make and subscribe to the Diocesan Registrar: I do solemnly and sincerely declare that I will faithfully and diligently perform the duties of my office.

Role Outline for the XXXXXXXXX Churches Localwarden

XXXXX is a Team Ministry, with the Team Rector having oversight over the three churches in the team, as well as responsibility for the Parish Church.

In XXXXX, in addition to the three churchwardens to be known as the "Parishwardens", three further Churchwardens known as "Localwardens" are appointed to each church to assist the Vicars to oversee the smooth running of the churches in the Team. Although the Parishwardens will have special Parish-wide responsibilities, they will also work with the individual church's Rector/Vicar and the Localwarden.

Parishwardens bear the primary responsibility with the Team Rector in building the unity of all the people of the parish across all three congregations, especially to achieve those goals which would be impossible for individual churches on their own.

Part of this process involves ensuring that working relationships with the diocesan officers and related agencies (such as the DAC, access to funds for mission and parish development) are excellent and mutual. This responsibility is particularly important for this parish on account of its size, its relative success in growing its congregations and what we have to offer the wider local church.

Key responsibilities

With the clergy, they share the administration of the Parish, and in the care of the church buildings. XXXXX Magna Parish Church is the only consecrated building. The Lantern and St Barnabas are designated Parish Centres of Worship.

Churchwardens

- have a responsibility for the care, maintenance, insurance, recording, safekeeping and availability of the property of the church.
- have the right in law to remove 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 Sidesmen;
- are members of the Parochial Church Council ex-officio;
- are responsible for all things financial though normally this is delegated to the treasurer;
- promote the whole mission of the church, which is pastoral, evangelistic, social and ecumenical;
- carry an official staff of office at special services.
- work with the other team churches, the Diocese and Deanery during vacancies, interregnum and extension of licenses.

Contd:

Appointment:

The election of churchwardens is subject to the Church Representation Rules: they are chosen annually by *joint consent* of the Ministers of the Parish and a meeting of parishioners. In reality, the Team Rector/Vicar of each parish will put forward two names from each church. The Team Rector would have right to veto an appointment.

Meetings:

Besides much informal contact with the Team Rector and Team Vicar (where applicable), the Localwardens will attend the following meetings:

- Archdeacon's Visitation (annually)
- PCC meetings & APCM
- Church Sub-Committee meetings
- Business Forum (by agreement, one Churchwarden from each church will attend)
- Whole Parish Core Team Meeting. (Biannually - with the Rector, the two Team Vicars and the other Wardens. This is a strategy and planning meeting which lasts for 5/6 hours.)
- Any Leadership Team meeting the individual Rector/Vicar may call

Other duties - Parishwarden:

1. Attend all Churchwardens training as specified by the diocese.
2. Ensure the completeness of the Annual Archdeacon's return document set (with the Parish Administrator).
3. To agree with the other five churchwardens who will write and present the Warden's Report at the APCM.
4. Ensure that the views of the parish laity are researched and expressed in writing (Parish / church profile) before all clergy appointments and to formally approve or reject all recommendations of clergy appointments including extensions of a license
5. Attend meetings as defined above.
6. Help form the Standing Committee when required.
7. Ensure that Capital Expenditure is properly planned to meet requirements in the Parish Mission Action Plan (or equivalent document e.g. Profile). Ensure that fundraising is organized to supply these resources and that professional procedures are followed to manage the acquisition of these resources.
8. Decide with the other Churchwarden who will attend the meetings of the Business Forum.
9. To advise the clergy on all appointments to lay offices.
10. To ensure that buildings are maintained by the building officers.
11. Be responsible for applying and duly obtaining from the diocesan offices all Faculties necessary before the undertaking of building work on the Parish Church and its churchyard.
12. Be responsible for applying and duly obtaining necessary planning permissions preceding construction of new buildings, working where appropriate with the designated church architect.
13. To manage the risk associated with use of our public buildings by arranging proper insurance, undertaking and documenting risk assessments, ensuring compliance with appropriate health and safety policies and regulations.
14. To ensure the physical security systems of all our buildings are carefully managed
15. To act as a cheque signatory, and make every effort to ensure the safety of cash and cash-handlers.
16. To approve the expenses claims of clergy and volunteers.