

Definition:

A Churchwarden is an elected lay official in a parish church of the Anglican communion; they are leading members of the congregation and the Parochial Church Council (PCC), they are the Bishops representative in the parish and serve for up to 6 years. The responsibilities of Churchwardens are laid down in Church Law (church warden's measure 2001). This is a voluntary (unpaid) position.

The role is that of an overseer, and has three chief components, oversight of the spiritual and pastoral life of the church, oversight of legal financial and practical aspects of church life and the care of the Rector and his family.

Main responsibilities

1. Oversight of Spiritual and pastoral life of the church

- *To give spiritual leadership and ensure pastoral care for the church*
 - *To be on call in the event of pastoral or other emergencies*
- The Wardens together and with the Rector and PCC ensure that
- *Sunday services run smoothly in an appropriate and ordered way*
 - *Church Leadership is shared by the clergy and lay Leadership team*
 - *Lay church members are enabled and supported to serve the church*

2. Oversight of legal financial and practical aspects of church life

- *Encourage and empower PCC and CRC to fulfil their roles*
- *Empower staff to do their jobs ensuring proper oversight & support are in place.*
- *Oversee production of annual report, and returns and that the APCM takes place*
- *Oversee systems that ensure church premises are safe, secure and maintained*
- *Oversee applications for physical alterations to the church building (faculties) and ensure any conditions imposed by the legal permission process are met.*

3. Care of Rector... with the Bishop and congregation

- *To lead in the pastoral care of Rector and his family*
- *To pray with the Rector and meet with him*
- *Be part of the Rectors annual review process, encouraging and supporting his development
So that he/she can devote their energies to leading the church to fulfil its vision*

4. General tasks

- *Sunday duties –share in Sunday oversight duties and lead a team of sidespeople*
- *Meetings – attend PCC bi-monthly and CLT monthly
Share in attendance at bi-monthly CRC with the other warden & the rector, and attend other working parties as required*
- *Attend the annual Christ Church Foundation*
- *Attend the annual archdeacons visitation*
- *Act on behalf of the rector in his absence and in his place if the position falls vacant when wardens are often involved significantly in the process of appointing a new rector*

Person Specification

- Present, available & reliable
- 1 Timothy 3 is well worth reading!
- A servant heart
- Godly and courageous
- A faithful member of the church
- A proven leader and an example
- Flexible with a sense of humour
- A preparedness to get 'stuck in' from time to time
- In full agreement with the vision and values of the church

Over 21 and on the electoral roll, a confirmed and communicant member of the Church of England

A person is excluded from holding the position under some circumstances. These are outlined in the church representation rules but broadly speaking include any convictions that would preclude CRB extended records certification or disqualify an individual from appointment as a charity trustee.

Helpful reference books

Practical Church Management J Behrens (1998)

A Handbook for Church wardens and the PCC K M Macmorran & T Briden (2006 revision)

SAMPLE