



### Churchwarden Role Description

Churchwardens are the senior lay representatives of the parish. The role of the churchwarden is extremely varied but generally involves management, maintenance and mission in accordance with the Churchwardens Measure 2001 and the Canons of the Church of England (see in particular [Canon E1](#)). They are foremost in representing the laity and in co-operating with the incumbent, and they have a duty to maintain order and decency in the church and churchyard, particularly during the times of divine service. In cooperation with the incumbent, churchwardens are generally responsible for the day-to-day functioning of the parish.

#### A churchwarden offers lay leadership in the parish:

- As Bishop's Officer, by keeping the Bishop and Archdeacon informed about the life of the parish.
- By welcoming visiting clergy.
- Working collaboratively with clergy and laity.
- Exercising pastoral care of the clergy, especially the incumbent.
- Leading and enabling others and helping others develop their gifts and offer their ministries.
- Churchwardens are automatically members of the PCC and serve on the Standing Committee.

#### Legal Responsibilities:

- To maintain the fabric and content of the church.
- To keep the inventory and terrier up to date and in a safe place.
- To attend visitations.
- To keep up to date with relevant legislation and inform others as appropriate.
- To ensure the smooth running of services.
- To ensure that the PCC meets its financial obligations.
- Act as a Treasurer if this post is unfilled.

#### Legal Responsibilities with the PCC:

- To exercise leadership in relation to the mission of the church.
- To work together with all other members in leading the church forward in prayer, worship and pastoral care.
- To ensure buildings are taken care of and legalities are met (faculties, etc.).
- To support the incumbent in the administration of the parish.
- To ensure expenses of ministry are adequately met.

#### Responsible to (named contact for support and resolution of any difficulties):

The Incumbent or in their absence the Area Dean.

#### Checks Required Prior to Appointment

Must have signed the [personal declaration](#) that they are not disqualified from standing for this office due to being included in a Barred List (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or having been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.

**Checks Required After Appointment**

- As a Trustee of a charity supporting work with children and vulnerable adults a [Church of England Confidential Declaration Form ST0ncnu.docx \(live.com\)](#) must be completed.
- Have an Enhanced DBS check with the Child and Adult workforces. (This role requires an Enhanced DBS check, with child and adult barred list information during interregnum). DBS checks will be renewed every three years, unless avoided by subscribing to the on-line DBS update service.
- At least two references must have been received indicating that they have no concerns regarding the applicant’s conduct around children or vulnerable adults. [Template volunteer reference request ErUJoiv.docx \(live.com\)](#)

**Safeguarding Responsibilities**

The Churchwardens work with the Incumbent, PCC and Parish Safeguarding Officer to:

- Ensure that in the period of a vacancy (during an interregnum), that the Incumbent’s safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, Parish Safeguarding Officer and the Area Dean.
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment.
- Ensure that risk assessments are carried out before new activities are undertaken.
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured.
- Ensure that the parish has procedures for responding to complaints and grievances.
- Answer questions regarding safeguarding as they arise in the Archdeacon’s visitations, and respond to any specific safeguarding advice, which may be given from the Archdeacon.

**Version History**

Version	Date	Detail	Author	Approved by	Date	Annual Review
1.0	240523	Church Warden Role Description	Diocese of Portsmouth/ St Barnabas PCC	St Barnabas PCC	150623	150524