

Churchwarden's Job Description

The Canon Law of the Church of England states:

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.**

Job Description for a Churchwarden

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 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.

Overview:

With the clergy, they share the administration of the Parish, and in the care of the church buildings. They:

- are the legal owners of all the movable property of the Church - they are responsible for the maintenance, safekeeping and availability of all the consecrated and unconsecrated goods and ornaments;
- 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 but normally this is delegated to the treasurer;
- promote the whole mission of the church, which is pastoral, evangelistic, social and ecumenical;
- carry an official wand or staff of office at special services.

Appointment:

The election of churchwardens is subject to the Church Representation Rules: they are chosen annually by *joint consent* of the Minister of the Parish and a meeting of parishioners.