

## Role description for Churchwardens

**Role:** To share with the Incumbent the administration of the parish, the care of church buildings and spiritual leadership of the church family.

*(This Role Description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Churchwarden and Role Description for members of the Parochial Church Council)*

### Role Requirements:

**To be:** To be a person of integrity, called by God and approved by Burpham Church, who leads in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God. To be baptised and on the Electoral Roll of the parish. To be elected annually by joint consent of the Incumbent of the parish and a meeting of parishioners. To serve for between 3 and 5 successive years, and then be disqualified from being a churchwarden for the next year.

### Church of England responsibilities - To do:

- To have an unofficial pastoral role for caring for those in the parish, greeting parishioners by name and being welcoming to all
- To be the legal owners of all the movable property of the Church – responsible for the maintenance, safekeeping and availability of all the consecrated and unconverted goods and ornaments, and to hold church keys
- To 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 service wardens and welcomers
- To be ex officio members of the Parochial Church Council
- To have a general understanding of the running of the Church and to know what to do in case of an emergency
- To read, adhere to and promote the church's Safeguarding Policy ([www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy)), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church
- To be responsible for all things financial, though normally this is delegated to the treasurer
- To promote the whole missions of the church, which is pastoral, evangelical, social and ecumenical
- To be responsible for inspecting, and keeping an up to date a terrier, an inventory and logbook of alterations and repairs to the property, possessions and lands of the Church
- To carry an official wand or staff of office at special services, and be present to welcome and walk before the Bishop when he / she is present in church
- To attend regular Diocesan training for churchwardens and to consult the guidance within the Diocesan Churchwarden's Handbook
- To attend the Annual Visitation Service for licencing by the Archdeacon

### Burpham Church leadership responsibilities – To do

- To provide spiritual leadership within the church, in support of that of the Incumbent and other clergy and to encourage the faith of all in the church
- To be part of the Leadership or Wardens Team and to attend monthly meetings with the Incumbent.
- To meet at other times as required with the Incumbent and others in key positions in the church.
- To oversee the recruitment, training and oversight of the welcomers and service wardens

**Reports to:** The Incumbent / PCC

**Agreement:**

I agree to being a Church Warden at Burpham Church, under the supervision of the Incumbent. I agree to comply with all aspects of the Diocesan Safeguarding Policy [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other church policies.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

*Diocesan Form approved October 2017, Burpham Church version approved March 2021.*