

Could I be a Churchwarden?

To know if this is the right form of ministry for you, you must look at your gifts and strengths, the qualities you have and the time you have available.

The task of a churchwarden is threefold. The Churchwarden is:-

1. The officer of the Bishop and admitted to that office each year by Archdeacon
2. The leading representative of the laity
3. Responsible for supporting the parish priest and working closely with the minister in day-to-day functioning of the parish.

MAIN ROLES

- ❖ Care for and support the parish priest, and be people to whom the incumbent can turn to for advice and support. This may involve providing feedback as a “critical friend”
- ❖ Care for the congregation and encourage people in their Christian faith
- ❖ Help to resolve disputes or disagreements amongst the congregation or with the parish priest, or with the local community
- ❖ When any concerns arise, they should consult the Rural Dean and/or Archdeacon.
- ❖ To present to the bishop any matters they think should be brought to their attention

YOU NEED TO BE

- Available for consultation
- To be willing to make decisions in collaboration with others and to follow that through
- Be ready to listen
- To be a skilled communicator
- To facilitate communication between others

MAIN DUTIES

- **Meetings/Trusteeship.**
 - To attend meetings of the PCC and PCC standing committee as ex-officio members.
 - Ex-officio trustees of parish and parochial charities
- **Administration**
 - Adequate provision for and oversight of the administration of the parish such as recruitment, safeguarding, health and safety
 - To provide responses to Articles of Enquiry and returns requested by Diocese
- **Finance**

- To act as treasurer in the absence of a treasurer
- To ensure the PCC meets its financial obligations
- **Mission**
In conjunction with Welcomers
 - care for the safety and well – being of the congregation
 - Take, count and lock away or hand over to treasurer collections in church
 - Give an appropriately encouraging welcome to people attending church
- **Pastoral Care**
Churchwardens should use their best endeavours to ensure that the pastoral work of the Church is being undertaken in the parish and amongst the congregation.

- **Buildings and Contents and Property**

At St Mary's the governors are responsible for the fabric of the church building and churchyard so churchwarden's need to work in partnership with them.

- To keep records and be responsible for articles which belong to the church

- **Liturgy and Worship**

Liturgy and services are not the responsibility of the Churchwarden's however they do need to be involved with the development of services so that laity and visitors to the church can be supported.

In the absence of a parish priest or during a vacancy in a parish, the churchwardens, along with the Rural Dean, are responsible for ensuring that worship, pastoral care and mission continues in the parish, and for supporting any assistant clergy, lay ministers, staff and volunteers in the parish in their responsibilities.

Churchwardens are not expected to do everything themselves they can delegate tasks and make sure that there are people available to carry out the various tasks.

“Being a churchwarden is delivered in a spirit of service and a great privilege” Jill