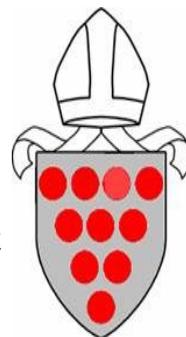


Role Outline:

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.



Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are Safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

Role	Church Warden
Responsible to	Bishop
Key Responsibilities of the Role (tasks to be undertaken)	
<p><i>Churchwardens are elected annually under the provisions of the Churchwardens Measure 2001 by the Annual Meeting of Parishioners, as the senior laypeople of the parish and congregation. Their term of office is one year, and they may serve for up to six consecutive terms of office, unless the Annual Meeting passes a resolution to set aside this rule. They are the Bishop's officers, and are admitted to office each year by the Archdeacon, on behalf of the Bishop. Their first responsibility is to the Bishop, usually via the Archdeacon. They, with the parish priest, are generally responsible for the day-to-day functioning of the parish.</i></p> <p><i>Churchwardens are vital to the health and wellbeing of our church communities. It is an important and, at times, a demanding role.</i></p> <p>As a volunteer:</p> <ul style="list-style-type: none"> • To assist the incumbent • To take overall responsibility for the fabric of the church and churchyard on behalf of the PCC with the incumbent • Compile and maintain a full terrier, inventory and log book of all the articles and note all alterations and additions pertaining to the church building • Responsibility for understanding and compliance with faculty jurisdiction • To take responsibility for the locking and unlocking of the church building • To take responsibility for the safety, warmth and well being of the congregation • To take responsibility for delegating to sidespersons the seating of the congregation and giving of service sheets and hymn books • To take responsibility for maintaining good order and decency of persons in the church and churchyard and may request a person to leave the building if causing a disturbance of a service. • A member of the standing committee and Ex officio member of the PCC • During a vacancy in a parish, the churchwardens, along with the Area 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. 	

Any arrangements for induction, training & support

- In the event of a fire, the building to be evacuated to the assembly point
- To be computer literate

Who can be a Churchwarden?

To be elected to office as churchwarden, a person must be:

- *at least 21 years of age;*
- *on the Electoral Roll of the parish;*
- *an 'actual communicant' (defined, broadly, as someone who has received Holy Communion according to the use of the Church of England, at least three times in the previous twelve months).*

But there are certain categories of people who are disqualified from serving:

- *people disqualified from acting as a charity trustee (broadly, those who have been declared bankrupt or who have a criminal conviction for dishonesty or deception);*
- *people who have a criminal conviction under the Children and Young Persons Act 1933);*
- *people who have been party to a breakdown of parochial pastoral relationships as defined in the Vacation of Benefices Measure.*

Any practical arrangements relevant to the role

(e.g. process for paying expenses, times role should be carried out, provision of equipment)

- Churchwardens should have a set of keys for the church.

Role to be reviewed *(insert date)*

Annually

The role is eligible for a criminal record (DBS) check which is renewable every five years *(insert yes / no)*

Yes

Level of criminal record (DBS) check which is required for this role

Enhanced

