

Role description for Church Wardens, All Saints Church Grayswood

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

(This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Church Warden and Parochial Church Council roles and responsibilities)

Role Requirements:

To be: To be a person of integrity, called by God and approved by All Saints 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 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 Sides People
- To be ex officio members of the Parochial Church Council
- 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 carry an official wand or staff of office at special services, and be present to welcome and walk before the Bishop when he is present in church
- 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 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, including Safer Recruitment and Training requirements; and to adhere to all other policies of the church
- To attend regular meetings with the Incumbent and other clergy, for support and supervision

Reports to: The incumbent/PCC

Agreement:

I agree to being a Church Warden at All Saints Church, under the supervision of the Incumbent. I agree to comply with all aspects of the Safeguarding Policy and all other church policies.

Name (print and sign): _____

Incumbent: _____

Date: _____

