

## **Responsibilities of a Churchwarden**

This document is designed to give an outline of what it means to be a churchwarden. If you are considering seeking nomination as a churchwarden or are approached to be nominated, then you are first asked to have a discussion with the Vicar. You may also wish to consider talking to an existing churchwarden about the duties and responsibilities.

### ***Qualification for appointment***

1. Your name should be on the electoral roll of the parish and you must be twenty-one years or older.
2. You have received communion at least three times in the last twelve months.
3. You are not disqualified. The list of disqualifications is listed on the nomination form.
4. You are nominated by two people who are entitled to attend the annual meeting of parishioners and you consent to being nominated.

### ***Term of office***

You will stand for one year, and then normally be expected to offer yourself for re-election up to a maximum of six years. After six continuous years you may not stand for re-election as a churchwarden until a period of two years has elapsed.

### ***Method of election***

If the number of nominations is not greater than the number of vacancies, then no election is required.

If there is an election, this normally takes place at the annual meeting of parishioners. Each person entitled to attend the meeting will have votes equal to the number of vacancies. The person with the most votes will be elected. In case of a tie, lots will be taken.

### ***Meeting schedule***

The Churchwardens are members of the PCC and Standing Committee (together with the Vicar, Treasurer and PCC Secretary). These meet on alternate months usually from 7:30pm to 9:30pm. A PCC Away day is held once a year on a Saturday. There are usually no meetings over the summer break. Churchwardens also meet regularly as a group at other times.

A calendar with planned dates for the coming year is available and it is expected that churchwardens will make attendance at all meetings a priority.

### ***General comments re Churchwardens***

1. Churchwardens are "bishop's officers" and are "admitted" by the bishop or his representative at a ceremony after Easter.
2. Churchwardens are ex-officio voting members of the Parochial Church Council. You will be a trustee of charity 1126698, Holy Trinity PCC (Coventry) and various other charities. Your details will be entered against each charity on the Charity Commissioners' database and your name only will be listed on their website.
3. The Churchwarden's primary role is to support the Vicar and as such they usually have one or more areas of responsibility. There are other formal duties from time to time connected with some services.
4. The main characteristics required are: commitment to the vision of the church, self-motivated, adaptable and a team player.
5. More information will be available during the discussion with the Vicar, or you could speak to an existing churchwarden.
6. You will be required to go through a Disclosure & Barring Service check. The expectation is that you will attend Safeguarding Training provided by the Diocese every 3 years.

**General functions of the PCC include:**

1. The minister and council shall have a duty to consult together on matters of general concern and importance to the parish.
2. The functions of the PCC shall include:
  - a. co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
  - b. the consideration and discussion of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
  - c. making known and putting into effect any provision made by the diocesan synod or deanery synod, but without prejudice to the powers of the council on any matter;
  - d. giving advice to the diocesan synod and the deanery synod on any matter referred to the council;
  - e. raising such matters as the council consider appropriate with the diocesan synod or deanery synod.
3. In the exercise of its functions the PCC shall take into consideration any expression of opinion by any parochial church meeting.
4. The PCC has the power to frame and annual budget of moneys required for the maintenance of the work of the Church in the parish and otherwise and to take such steps as they think necessary for the raising, collecting and allocating of such moneys.
5. Power, jointly with the minister, to determine objects to which all monies to be given or collected in church shall be allocated.
6. Power to make representation to the bishop with regard to any matter affecting the welfare of the church in the parish.
7. The PCC is involved in various stages of the process of appointing a new incumbent.
8. The PCC is entitled to object to a proposal for the sale or pulling down of a residence belonging to the benefice, or for the erection or purchase of a new residence house.
9. The PCC has an important voice in any decision as to forms of service, choice of versions of the bible and prayer book, vesture worn by ministers in divine services.