

Role Description: Churchwarden

In co-operation with the priest in charge (or, in cases of vacancy, the bishop), Churchwardens are generally responsible for the day-to-day functioning of the parish. These responsibilities include various aspects of administration, building operation, and personnel. Their work is not just the maintenance of the church building, but helping the smooth running of the Church. In this capacity, wardens are considered the leading lay member of the congregation. They are also members of the Parochial Church Council (PCC).

Duties/Responsibilities as a PCC Member

- Elect a Secretary, Treasurer and Vice-Chair and appoint a Standing Committee
- Ensure that appropriate arrangements are in place for public worship and provide an opportunity for people of all ages to meet for prayer and worship
- Develop, and maintain, a Mission Action Plan (MAP), to review the life of the church and identify mission opportunities
- Support their clergy, prayerfully and personally
- Taking the lead in demonstrating pastoral care to all who live in our communities, whether members of the church or not
- PCC members are Trustees of a charity and are responsible for managing the Church's finances. They must ensure that all funds are properly accounted for, the books properly maintained, and the PCC annual accounts inspected or audited, and formally approved by the PCC, prior to the APCM
- The care and maintenance of the fabric of the church
- The PCC is required by law to meet at least four times a year
- Read all papers before attending meetings so you are prepared

Additional Duties/Responsibilities as a Churchwarden

- Ensuring the smooth conduct of services
- Overseeing the order and maintenance of the church building(s)
- Attending all parochial church council and standing committee meetings
- Responding to official questions about the parish
- Handling the continuity of worship in the Church during a vacancy

Responsible to (named contact for support and resolution of any difficulties):

The Incumbent, Revd Tim Smith and the Bishop of Exeter and through them to the PCC.

Training & Checks Required Prior to Appointment

- As a Trustee of a charity supporting work with children and vulnerable adults, a Churchwarden must have an Enhanced DBS check (without barring information) with the Child and Adult workforces.
- At least two references must have been received indicating that they have no concerns regarding the applicant's conduct around children or vulnerable adults by completing a Volunteer Safer

Recruitment Form. A Confidential Self-Declaration Form will therefore need completing prior to starting in the role and be renewed annually.

- Must have signed the personal declaration on the nomination form that they are not disqualified from standing for this office due to being included in a Barred List (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or having been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.
- A Churchwarden is required to undertake the Diocesan Safeguarding Training at level: C0 as soon as possible and C1 & C2 when there is availability of suitable Training dates.

Safeguarding Responsibilities

In co-operation with the incumbent, the PCC and the Parish Safeguarding Representative, to:

- ensure, in the period of an incumbency vacancy, that the incumbent's safeguarding roles are fulfilled, in co-operation with the PCC and Parish Safeguarding Representative
- pay attention to the specific needs of children and adults who may be vulnerable when undertaking routine Health and Safety inspections and Risk Assessments
- ensure that risk assessments are carried out before new activities are undertaken (regular and one-off)
- ensure that all parish activities are adequately insured
- receive complaints and grievances, and ensure that the parish has procedures for responding to them
- ensure that the guidelines for activities with children and adults who may be vulnerable are followed in all parish activities
- ensure that safeguarding requirements are included in all booking arrangements with organisations and individuals
- answer questions regarding safeguarding as they arise in the Archdeacon's Articles of Enquiry and Parish Visitations, and address specific advice which may be given

SAFEGUARDING 'DOS & DON'TS' - PROTECTING OTHERS AND PROTECTING YOURSELF

| Do | Don't |
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| <ul style="list-style-type: none"> • Report all concerns about the safety or well-being of an individual to:- <ul style="list-style-type: none"> ○ the Parish Safeguarding Representative ○ the Diocesan Safeguarding Team ○ the Police (where there is an immediate risk of harm to a person) • Carry out a personal risk assessment for lone working • Keep a written record of all incidents or disclosures (signed and dated) | <ul style="list-style-type: none"> • Offer confidentiality when you have a duty to report all concerns for safety • Investigate disclosures; simply get clarification of details and report the information shared |

