

Thinking of standing for Church Warden?

Read on to find out about the role!

Role Description: Churchwarden

Legal Status: Officer of the Bishop and Charity Trustee

Term of Office: Elected annually at the Meeting of Parishioners

1. Purpose of the Role

The Churchwardens are the senior lay leaders of the parish. They are responsible for the maintenance of the church building and its contents, supporting the incumbent (Vicar) in their ministry and ensuring that all is in place so that the congregation can worship in a safe environment.

2. Legal & Statutory Responsibilities

As an Officer of the Bishop, your duties include:

- **The Church Fabric:** You are legally responsible for the "plate, ornaments, and furniture" of the church. Ensuring the building is kept in good repair and is adequately insured.
- **The Log Book and Terrier:** Maintaining an up-to-date inventory (the "Terrier") of all land and articles belonging to the church, as well as a "Log Book" of all alterations and repairs.
- **The Visitation:** You must attend the annual "Archdeacon's Visitation" to be formally admitted to office (usually takes place in June or July)

3. PCC & Trustee Responsibilities

- **Ex Officio Membership:** You are automatically a member of the PCC and its Standing Committee.
- **Charity Trustee:** You share all the legal and financial liabilities of a Charity Trustee (as detailed in the PCC Member role description).

4. Key Areas of Action

Building & Grounds

- Arranging for the **Quinquennial Inspection** (every 5 years) and ensuring any identified repairs are carried out.
- Applying for **Faculties** (legal permission) from the Diocese before any major changes or repairs are made to the building.

Safeguarding

- Working alongside the Incumbent and the Parish Safeguarding Officer to ensure that the church is a safe environment.

Service Practicalities

- Welcoming newcomers and ensuring the smooth logistical running of Sunday services (e.g. ensuring those rotated are present, the heat is on, and the building is secured)

5. Personal Requirements

- **Eligibility:** Must be on the Parish Electoral Roll, a communicant member of the Church of England, and at least 18 years old.
- **Capacity:** This is a high-commitment role. It requires time for meetings, building maintenance oversight, and Sunday duties.

A note from Sarah (Vicar)

Thank you for considering standing for Church Warden. Please do so alongside the PCC role description as you would automatically be a member of the PCC. Church Warden is a significant role, but one that can be worked out alongside your availability and other work/personal commitments so please don't let that put you off. The role means working closely with me and another warden, so if you are considering standing, I'd love to chat it through with you to answer any questions you may have and to pray together.

Know that I am praying for you in your discernment
Sarah

PCC Meeting Dates May 2026 – May 2027

18th May 2026

15th June 2026

27th June 2026 PCC Away Day

20th July 2026

10th August 2026 (social)

21st September 2026

19th October 2026

16th November 2026

No meeting in December

18th January 2027

15th February 2027

15th March 2027

19th April 2027

17th May 2027

Church Wardens also meet regularly with the Vicar.