

# Churchwarden

## *Job Description*

Our Mission: to make, mature and mobilise disciples of Jesus Christ.

What this role is all about:

The role of the churchwarden is vital in the governance of the Parish. Indeed, where in the Parish Governance Act 2013 it is provided that a parish must do an act, it is the churchwardens who must seek in good faith to ensure that the parish does that act. (§3(4)).

[The Parish Governance Act 2013](#) states that the churchwardens of a parish are responsible for (§23(1)):

- the care and maintenance of the church, the vicarage and other accommodation provided by the parish for the staff of the parish, the church grounds, and all other buildings and property of the parish;
- the care of the furniture of the worship centres and of all things necessary for the conduct of public worship, and for providing everything necessary for the conduct of public worship, including the bread and wine for the Holy Communion;
- keeping in order the worship centres and their grounds and seeing that everything in and about the worship centres is fit and in proper order for the due performance of public worship;
- keeping order in the worship centres during public worship and providing for the due seating of the congregation and the collection of their offerings;
- reporting to the parish council all repairs or alterations required in the fabric, fittings or furniture of the worship centres and the fabric and fittings of the vicarage;
- complying with any laws of the Commonwealth of Australia, the State of Victoria or any municipality in which the parish has property that impose mandatory requirements applicable to the land, buildings and operations of the parish; and
- the other functions and responsibilities imposed on them by this Act.

In addition the Act specifies that churchwardens:

- must ensure that any leave taken by the vicar is consistent with the terms of the vicar's appointment. (§23(2))
- Except where they have a duty to report the matter under section 22 of the Professional Standards Act 2009, the churchwardens of the parish have a duty to provide a written report to the Archbishop, signed by a majority of them, on any serious irregularities in the performance of public worship or any wilful neglect of duty or any serious misconduct on the part of the vicar. (§23(3))
- have responsibility for the proper keeping and management of all parish funds and must maintain adequate and accurate accounting records of the parish's financial transactions. (§34(1))
- must maintain a full and complete inventory of all registers, records, legal documents and of all furniture, service books, and vessels belonging to the parish and must provide to the Registrar a copy of the inventory as it is updated from time to time.

Churchwardens are responsible for preparing the parish accounts at the end of each financial year (§42) and must:

- show the accounts to the parish council before the annual meeting
- submit the accounts to the auditors or the independent examiner
- have the audited accounts and balance sheets printed and made available to the parishioners attending the annual meeting; and

- send to the Registrar within seven days after the annual meeting two copies of the documents printed for the annual meeting.
- inform the annual meeting of any material change, as at the date of the meeting, in the income, expenditure, assets or liabilities from that shown in the accounts and the budget presented to the meeting; and
- immediately after the annual meeting, give to their successors, all accounting records and other documents relevant to the financial administration of the parish.

What this role involves:

Task	Timing
Attending Wardens meetings once a month (usually the week prior to Parish Council)	2.5 hours / month
Attending Parish Council meetings once a month (usually 4 Tuesday of the month)	2.5 hours / month
Preparing for Parish Council by reading through all the papers provided	1.5 hours / month
Attend additional meetings, conferences, programs or workshops as appropriate	
Undertake tasks or participate in committees flowing out of the Parish Council	
Be aware of the different ministries, services, and activities across the Parish	
Pray regularly for the ministry and mission of the Parish	

The Details:

- If you are unable to attend a meeting of Parish Council you should give your apologies through the Lead Minister, who is the chair of the Parish Council.
- This is an elected position in the Parish for a period of one year, but it is hoped that people will make themselves available to serve for at least 3 years on Parish Council if elected as such
- If you are unable to continue as a Churchwarden you need to resign in writing to the Lead Minister.
- Please ensure that you arrive on time for meetings and are well prepared by having read through the papers ahead of time. This ensures that our time is best used.

What you agree to be kept accountable to:

I have prayed about and been offered a position as a member of Parish Council and I now choose to commit myself to the following:

- I agree with and support our church's [Mission, Vision and Values](#)
- I have signed the [Code of Conduct](#).
- I have signed the [Diocesan declaration for Wardens and Parish Councillors](#)
- I have read my job description and commit to following it to the best of my ability.

"...whoever wants to become great among you must be your servant..." Matthew 20:26

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_