

The Benefice of Hatfield St Lawrence

Welcoming all. Caring for our community. Nurturing faith in Christ



Oversight Minister: The Revd Chris Bishop

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Role description for Church Wardens

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. See Canon E1 of the canons of the Church of England)

Role Requirements:

To be: To be a person of integrity, called by God and approved by St Lawrence 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 serve for a maximum of 6 successive years, and then be required to take a year's break before standing for the role of church warden again.

To do:

- To promote the whole mission of the church, which is pastoral, evangelical, social and ecumenical, including to undertake an unofficial pastoral role for caring for those in the parish.
- To be an ex officio member of the Parochial Church Council

- 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 ensure all parishioners are greeted by name and all are welcomed into the church. (responsibility for this may be delegated to Welcomers)
- 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.
- To be responsible for all things financial. (Day to day responsibility for this is delegated to the Treasurer)
- To be responsible for inspecting, and keeping an up to date terrier, an inventory and logbook of alterations and repairs to the property, possessions and lands of the Church. (Assistance for this will be provided by the Buildings Officer).
- To have a general understanding of the running of the Church and to know what to do in case of an emergency
- To meet monthly at the Vicarage with the Incumbent & Assistant Wardens for support and supervision.

Responsibilities that can be delegated to Assistant Wardens & others:

- Setting up the altar before services of Holy Communion & lighting the altar Candles
- Change the Frontal & Pulpit Fall to the correct Liturgical Colour
- Putting up the correct Hymn Numbers
- Putting out fresh water out for the preacher
- Switching on main lights, Altar Spots & Coloured lights at the East End & Chancel
- Ensure all surfaces in the Nave are clear & free of clutter
- Put out the correct Service Booklets
- To be responsible for finding volunteers & creating rotas for;

Readers, Welcomers, Refreshments, Crucifer, Sound, Chime Ringer,

- To act as or to find Vergers for Weddings & Funerals.
- To check that the vestry is tidy and all surfaces are clear & clutter free
- To ensure the white linens & altar cloths are clean & in good supply
- Alert the Vicar when altar bread, wine & candles need re-ordering
- To manage all key holders & keep a register
- To keep the Fire Risk Assessment up to date.
- To ensure the service registers & Banns book are filled in & signed
- To ring the tolling bell for 5 minutes before the start of every service

Reports to: The incumbent/PCC

Agreement:

I agree to being a Church Warden at St Lawrence Church, under the supervision of the Incumbent and the PCC.

I agree to read and adhere to all aspects of the Safeguarding Policy, including recruitment and training requirements:

I agree to read and adhere to the Church of England's Parish Safeguarding Handbook:

Name _____

Signature_____

Incumbent Signature:_____

Date:_____