

## St Peter's Wellesbourne

**Role:** Churchwarden

**Role Outline:** To be, with the incumbent, joint custodians of the Church and Churchyard and legal owners of all the moveable furniture and ornaments therein.

To assist the Vicar, in particular by: ensuring their pastoral care, protecting them from being harassed by minor matters that are not their responsibility, protecting their day off, ensuring that they have regular time off for holidays.

**Appointed by/Responsible to:** Elected at the Annual Vestry Meeting of Parishioners/  
The Bishop of Coventry

**Skills/Experience needed:** Churchwardens are respected members of the congregation, who set an example of commitment to the life of the church. They need to be trusted by other church members to represent them in conversations with the priest, in responding to Diocesan requests for parish information, and at key parish events.

Churchwardens need to be willing and able to work cooperatively in support of the parish clergy and to identify, encourage and support other members of the laity to take on appropriate responsibilities.

They must also be able to delegate – their role is to ensure that certain duties and responsibilities are carried out not to undertake them all themselves.

They must be able to satisfy the qualification requirements laid down in the Church Representation Rules.

### **Main tasks:**

The Churchwarden will be responsible for:

- The maintenance of good order in the Church and Churchyard, especially during services. For this reason one of the Churchwardens (or assistant Churchwardens if appointed) should normally be present at all services.
- Ensuring that the Church is opened and then locked up as required for services and at other times as agreed by the PCC.
- Arranging that: the church is cleaned, lit and heated; candles are lit; Holy Communion is set up; hymn numbers are displayed or Data projectors are set up as required; hymn books, orders of service and pew sheets are handed out; worshippers and visitors are welcomed; the collection is taken and subsequently dealt with; the service register is completed; and, the church is tidied after the service.
- Maintain the terrier of all lands belonging to the Church, an inventory of all articles, a log book recording all work done on the fabric.
- Ensuring that an annual inspection of the church, churchyard and articles is carried out and reported to the APCM.

