

**Allocation of responsibilities between Wardens supported
by assistant wardens**
This is to be read alongside the Role Description for Wardens in this parish.
 March 2025, and in the absence of a Worship Warden

	Shared responsibilities	
	To promote the whole mission of the church, which is pastoral, evangelical, social and ecumenical	
Warden with delegated responsibility for Worship		Warden with delegated responsibility for Buildings Robin Holdsworth (RH)

<ul style="list-style-type: none"> • be included in all communications for the Premises Vision Group (including the email distribution list and whatsapp group)(overseen by Buildings Warden) N/A • To be responsible for the practical aspects of Worship, both on Sundays and during the week. BW • To oversee a team of Assistant worship warden, and Sides-People, who ensure the safety of both worshippers and the buildings during Services RH • To be responsible for finding 'Servers' for each Service: Readers, Intercessors, Sides People, Crucifers, Chalice Assistants. Also to provide appropriate support and supervision. BW. Note: BW will ask Henrietta to oversee Crucifers as part of the Sacristan role. RH to oversee finding Sides People and providing support and supervision. 	<p>To be ex officio members of the PCC</p> <p>To be the legal owners of the moveable property of the church</p> <p>To be responsible for the church finances (delegated to the Finance VG at All Saints)</p> <p>To ensure parishioners are greeted by name and welcomed into the church (oversight delegated to the Worship Warden)</p> <p>To be members of the Central Team, meeting on an occasional basis for communication with the Incumbent and Administrator (usually meeting once a month)</p> <p>To meet regularly with the Incumbent for Clergy/Wardens meetings N/A (meeting as a Central Team instead)</p>	<ul style="list-style-type: none"> • To be part of a team of Assistant Wardens and Sides-People, who ensure the safety of both worshippers and the buildings during Services (overseen by Worship Warden) • To Chair the Premises Vision Group, leading and delegating to a team of committed volunteers • Have oversight of all church properties (Church, Church Hall, the field and grounds and Thorn Bank). <p>Responsibilities include:</p> <ul style="list-style-type: none"> • General security • Equipment
--	--	---

<ul style="list-style-type: none"> • To be a member of the Worship Vision Group, reporting to the Incumbent N/A • To be a member of the Safeguarding Team, meeting every 6-8 weeks RH • Liaising with the flower team co-ordinator regarding flowers for Services, with particular attention to the Easter and Christmas seasons BW • Liaising with the Sacristan with regard to Services, and care of the vestry BW • Responsibility for 'new comers' – finding out names/contact details and passing them on as appropriate (with the support of the Sides People) RH • Seeing that the 'Welcome Leaflet' is up to date, and given to new comers BW to ask Trish if she would be willing to keep the Welcome Leaflet up to date • Making sure the chairs are suitably placed for each Service RH 	<p>To communicate regularly with Assistant Wardens N/A</p> <p>To be responsible for the Terrier RH to find support with this</p> <p>To have an overall awareness of the work of the Vision Groups (information sent to all PCC members)</p> <p>To be responsible, along with the Parish Safeguarding Officer, for Safeguarding including Safeguarding aspects of Risk Assessments.</p> <p>To be responsible, along with the Health and Safety Officer and Parish Administrator for Health & Safety including Risk Assessments.</p> <p>To arrange, during a vacancy, with the Area Dean for the conduct of public worship and pastoral care; and to look after the parsonage house and garden</p>	<ul style="list-style-type: none"> • Maintenance • Cleanliness • Liaison with Quinquennial architect • Faculty applications • Locking/unlocking the church, and managing all church key holders • Responsibility for fire risk assessments as part of the Fire Warden role • To be in regular communication with the Eco-church Vision Group, especially with regard to heating and church grounds • To be in regular contact with the 'Orchard Project' leader • To be welcomed as an optional member of the Safeguarding Team, meeting every 6-8 weeks
---	--	---