

Role description for Assistant Church Wardens

Role: To support the Church Wardens in their responsibilities for sharing with the Incumbent the administration of the parish, and the care of church buildings.

Role Requirements:

To be: To be a person of integrity, called by God and approved by All Saints 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 appointed annually by joint consent of the Incumbent of the parish and a meeting of parishioners.

To do:

- To be a PCC member
- To be a member of the Central Team at All Saints (Clergy, Parish Administrator, Wardens and Assistant Wardens), usually meeting monthly
- To support the Wardens in their responsibility to promote the whole mission of the church, which is pastoral, evangelical, social and ecumenical
- To support the Wardens in their responsibility as 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 if necessary
- To be present and 'on duty' for Sunday Services, as necessary; making sure everything is in order before a Service begins, and ensuring the church is locked and everything in good order before leaving
- To support the Wardens in removing from the Church and/or Churchyard anyone who is causing a disturbance or who threatens to do so. In this regard, they are assisted by the Sides People
- To support the Wardens in their responsibility for all things financial, though normally this is delegated to the treasurer
- To support the Wardens in being responsible for inspecting, and keeping an up to date a terrier, an inventory and logbook of alterations and repairs to the property, possessions and lands of the Church
- To have a general understanding of the running of the Church and to know what to do in case of an emergency

Agreement: I agree to being an Assistant Warden at All Saints Church, under the governance structures of the Incumbent and the PCC.

- agree to read and adhere to all aspects of the Church of England's Safeguarding Policy

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

including recruitment and training requirements; and all other Policies of All Saints Church

- To refer to and adhere to the Church of England's Parish Safeguarding e-manual:

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

Reports to: The Incumbent/Church Wardens

Name (print and sign): _____

Incumbent: _____

Date: _____

