



# The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

## Role Description – Churchwarden

### **Responsible to:**

- The Rector and through him or her to the PCC.

### **Person specification:**

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector
- To be a faithful member of the Church.

### **Key Roles and Responsibilities:**

The Churchwardens' duties are set out in Canon E1 of the Canons of the Church of England, and can be summarised as follows:

- To be foremost in representing the laity and co-operating with the Rector (including a regular meeting) in the encouragement of true religion, unity and peace
- To use a hobnob email account for church business
- To welcome ministers and (with their goodwill) to give out the notices, see that the registers (and burial plan) are completed and, in the absence of an authorised minister, arrange for a suitable lay person to lead church services
- To welcome the congregation, allocate seats, and maintain order in the church and churchyard with the help of the sidespeople
- To supervise the collection, record it in the register and pass it on to the treasurer, and see that all fees, expenses and shares are paid
- To ensure that everything is set up correctly for each service
- To bring to the attention of the Bishop or Archdeacon anything that is going particularly well or amiss in the parish and reply to the Articles of Enquiry
- To arrange during a vacancy with the Area Dean (and assistant clergy or readers) for the conduct of public worship and pastoral care, and to look after the rectory and garden
- To hold in trust the moveable furnishings, plate and registers of the church, keeping an inventory of them, which should be produced at the APCM with a signed statement of its accuracy and passed on to their successors, and to act, when required, as trustees of parochial trusts and charities
- To see that the quinquennial inspection is carried out, the logbook kept, faculties applied for, and a report presented at the Annual Parochial Church Meeting. (This can be delegated to a fabric officer)
- To attend PCC and Parish events such as Away Days and training events

Although this is not an exhaustive list, it gives a flavour of what is involved in being a churchwarden and shows that the job carries the opportunity to make a really positive contribution to church life.

*Knowing and sharing the love of Jesus in the Church and community*



The Church of England  
in Essex and East London  
Diocese of Chelmsford

**Safeguarding:**

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role
- To undertake an enhanced DBS check
- To undertake C0 and C1 online basic safeguarding training
- To undertake C2 face to face safeguarding training
- To complete a Charity Trustee Eligibility form

In relation to safeguarding in the Benefice, the churchwardens work with the incumbent, PCC and Parish Safeguarding Officer to:

- Ensure that in the period of a vacancy (during an interregnum), the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, Parish Safeguarding Officer and the Area Dean
- Pay attention to the specific needs of children and adults with additional needs when undertaking health and safety inspections and risk assessment
- Ensure that risk assessments are carried out before new activities are undertaken
- Ensure that all parish activities with children and adults with additional needs are adequately supervised and insured
- Ensure that the parish has procedures for responding to complaints and grievances
- Answer questions regarding safeguarding as they arise in the Archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the Archdeacon

Role description reviewed February 2021