



Welcome to Help I'm A (New) Churchwarden!

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Let us pray...



Schedule

- Welcome & Prayer
- Introduction & Outline
- Legal Responsibilities & Role
- Practicalities
- Interview
- Breakout Rooms
- Q&A
- Round-Up
- Closing Prayer



David White – Diocesan Secretary
Legal Responsibilities & Role of a Churchwarden!

Welcome to the
HELP I'M A NEW(ISH)
CHURCHWARDEN
Training

Introduction

The role of the Churchwarden

- Care for and support the parish priest, and be people to whom the incumbent can turn to for advice and support
 - Try to ensure that the incumbent is relieved of superfluous admin and other tasks
 - Provide feedback, as a 'critical friend', for the parish priest
 - Care for the congregation and encourage people in their Christian faith
 - Help to resolve disputes or disagreements amongst the congregation or with the parish priest, or with the local community
 - When concerns arise, consult the Rural/Area Dean and/or Archdeacon
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The legal bits

An Ancient Office

- Dates from the 13th Century
 - One of the earliest forms of recognised lay ministry
 - The primary function of the office at that time seems to have been that of taking care of the Church building and its contents
 - In the course of time other duties were added.
 - Churchwardens became regarded in some respects as the local officers of the Bishop, responsible to him for the proper carrying out of their responsibilities.
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A global role

- As the Church of England influenced church growth around the world, it exported its offices too – therefore Churchwardens in most of the provinces of the Anglican Communion
 - Typically similar responsibilities to being a Churchwarden in the Church of England.
 - Holiday challenge – when you visit an Anglican church somewhere else in the world – including Ireland, Scotland and Wales – see if you can find out anything about the wardens!
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Election and Admission

- Governed by the Churchwardens Measure 2001
- Elected annually
- For a maximum of six successive periods unless the annual meeting of parishioners decides otherwise
- Admitted by a person appointed by the Bishop – usually the Archdeacon at a Visitation

Bishop's Officers

- Churchwardens are Bishop's officers and firstly responsible to the Bishop
- Resignation, other than by expiration of office, is by two months' notice to the Bishop although an earlier date may be agreed by the Bishop

Canon E 1(4) Of churchwardens

- They shall be foremost in representing the laity and in co-operating with the incumbent.
 - They shall use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them.
 - They shall also maintain order and decency in the church and churchyard, especially during the time of divine service.
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- A thick, blue, wavy line that spans the width of the slide, positioned at the bottom.

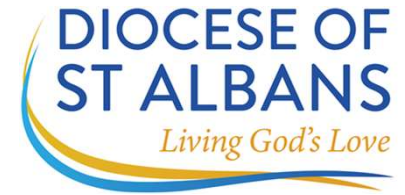
Canon E 1(5) Of churchwardens

- In the churchwardens is vested the property in the plate, ornaments, and other movable goods of the church, and they shall keep an inventory thereof which they shall revise from time to time as occasion may require.
 - On going out of office they shall duly deliver to their successors any goods of the church remaining in their hands together with the said inventory, which shall be checked by their successors.
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Canon F 7 Of seats in church

2. In parish churches and chapels it belongs to the churchwardens,, to allocate the seats amongst the parishioners and others in such manner as the service of God may be best celebrated in the church or chapel;

Canon F 13 Of the care and repair of churches



3. It shall be the duty of the minister and churchwardens, if any alterations, additions, removals, or repairs are proposed to be made in the fabric, ornaments, or furniture of the church, to obtain the faculty or licence of the Ordinary before proceeding to execute the same.

Canon F 15

Of churches not to be profaned



1. The churchwardens and their assistants shall not suffer the church or chapel to be profaned by any meeting therein for temporal objects inconsistent with the sanctity of the place, nor the bells to be rung at any time contrary to the direction of the minister.
 2. They shall not suffer any person so to behave in the church, church porch, or churchyard during the time of divine service as to create disturbance. They shall also take care that nothing be done therein contrary to the law of the Church or of the Realm.
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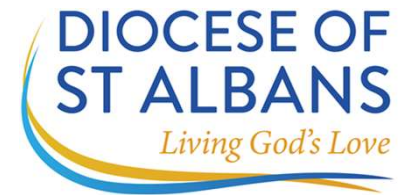
Canon F 15

Of churches not to be profaned



3. If any person be guilty of riotous, violent, or indecent behaviour in any church, chapel, or churchyard, whether in any time of divine service or not, or of disturbing, vexing, troubling, or misusing any minister officiating therein, the said churchwardens or their assistants shall take care to restrain the offender and if necessary proceed against him according to law.

Ecclesiastical Jurisdiction and Care of Churches Measure 2018



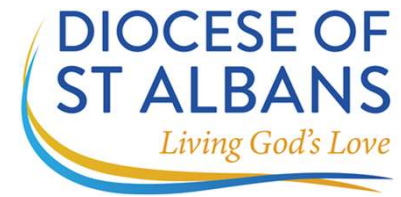
The churchwardens in each parish must maintain....

- (a) a full terrier of all land appertaining to the church, and
- (b) a full inventory of all articles appertaining to the church.

A log-book which has inserted in it a full note of—

- (a) all alterations, additions and repairs to, and other events affecting, the church and the land and articles appertaining to it, and
 - (b) the location of any other documents not kept with the log-book and which relate to those alterations, additions, repairs or events.
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Ecclesiastical Jurisdiction and Care of Churches Measure 2018



The churchwardens must:

- send a copy of the inventory to such person as the bishop of the diocese may from time to time designate.
- at least once every calendar year, inspect or cause an inspection to be made of the fabric of the church and all articles appertaining to the church.
- in every calendar year, deliver to the PCC and, on behalf of the PCC, to the annual parochial church meeting a report ("the annual fabric report") on the fabric of the church

During a vacancy

The churchwardens and Rural/Area Dean become the sequestrators of the benefice.

The churchwardens have custody of the church register books.

They ensure the services and life of the parish continue.

Often they are the parish representative involved in the appointment of a new incumbent.



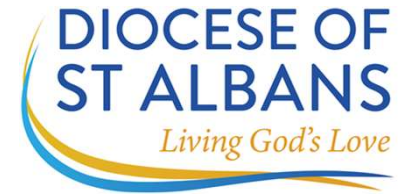
As PCC members

Members of PCCs are Charity Trustees

M15 (1) The members of the PCC are –

- (e) The churchwardens of the parish,
 - (f) Any person chosen as a churchwarden of the parish but not yet admitted to office as such
 - (g) Any deputy churchwarden who is an ex officio member under a scheme.....
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Church Representation Rules



Churchwardens are members of the PCC's Standing committee, and may also be ex officio members of other ecclesiastical or parochial charities

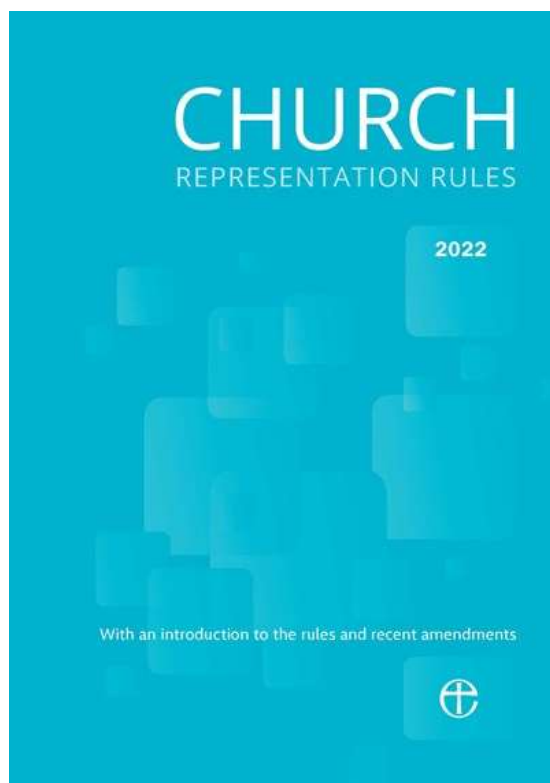


Trustee's six main duties

- Ensure your charity is carrying out its purposes for the public benefit
 - Comply with your charity's governing document and the law
 - Act in your charity's best interests
 - Manage your charity's resources responsibly
 - Act with reasonable care and skill
 - Ensure your charity is accountable
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Where to get help

Books that may be helpful



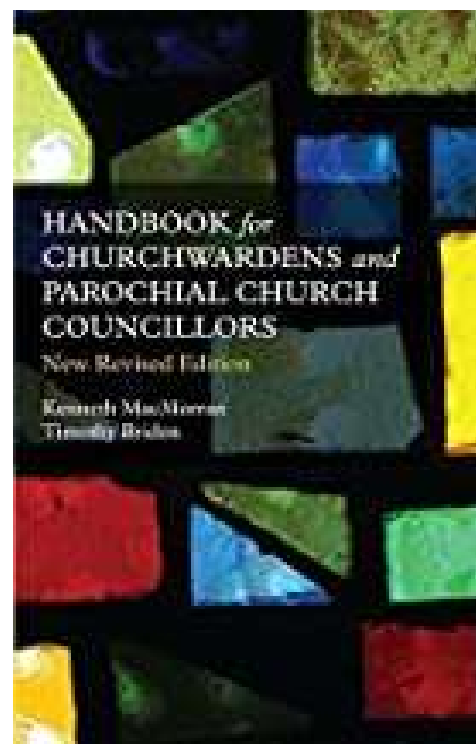
Church Representation Rules 2022
(Church House Publishing)

This 2022 edition presents the new Church representation rules introduced in 2020, and amendments approved by the General Synod since then.

Books that may be helpful

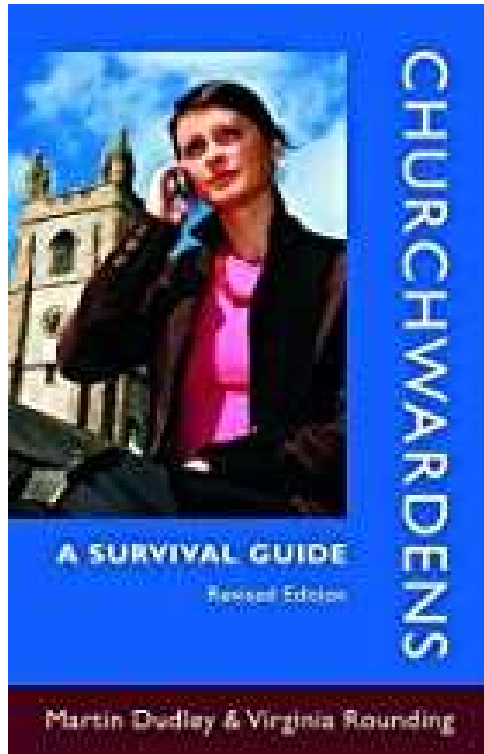


Practical Church Management: A guide for every Parish; James Behrens, 2020

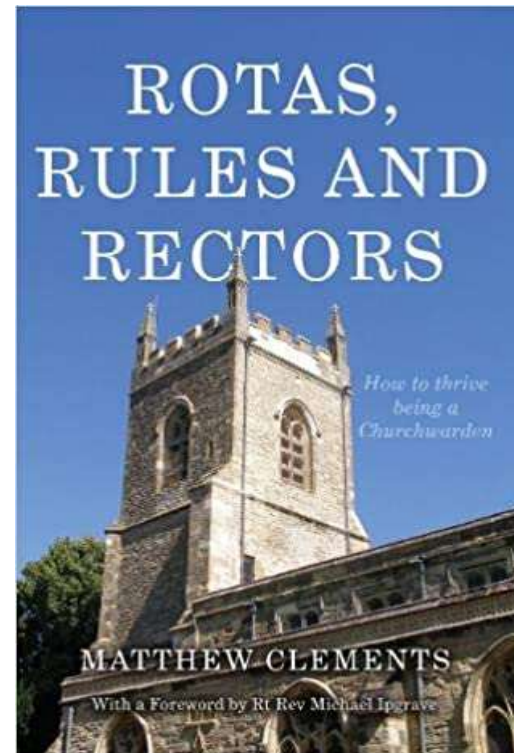


Handbook for Churchwardens and Parochial Church Councillors, Kenneth MacMorran and Timothy Briden, 2010

Books that may be helpful

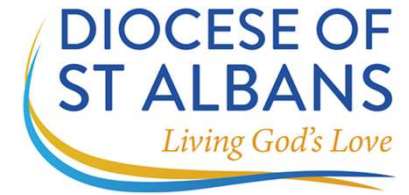


Churchwardens:
A Survival Guide,
Martin Dudley
and Virginia
Rounding, 2009



Rotas, Rules and
Rectors; How to thrive
being a
churchwarden,
Matthew Clements,
2018

Useful Websites



<https://www.stalbansdiocese.org>

<https://www.parishresources.org.uk/>

<https://www.churchofengland.org/resources/churchcare>

<https://www.ecclesiastical.com/church/>



Break out rooms

Q&A



Venerable Dave Middlebrook – Archdeacon of Bedford
Practicalities of Being a Churchwarden!

Churchwardens Role:

(Taken from the Diocese of
London)

- care for and support the parish priest, and be people to whom the incumbent can turn to for advice and support
- try to ensure that the incumbent is relieved of superfluous administrative, and other, tasks
- provide feedback, as a 'critical friend', for the parish priest
- care for the congregation and encourage people in their Christian faith
- help to resolve disputes or disagreements amongst the congregation or with the parish priest, or with the local community
- When any concerns arise, they should consult the Area Dean and/or Archdeacon.

⁵ What, after all, is Apollos? And what is Paul? Only servants, through whom you came to believe – as the Lord has assigned to each his task. ⁶ I planted the seed, Apollos watered it, but God has been making it grow. ⁷ So neither the one who plants nor the one who waters is anything, but only God, who makes things grow. ⁸ The one who plants and the one who waters have one purpose, and they will each be rewarded according to their own labour. ⁹ For we are fellow workers in God's service; you are God's field, God's building. – 1 Cor 3:5-9

Be who you are, offering the gifts God has given you

For we are God's fellow-
workers, you are God's
field, God's building.

1 Cor 3:9

Be who you are, offering the gifts God has given you

‘The master replied,
“**Well done, good and faithful servant!**
You have been **faithful** with a few things; I
will put you in charge of many things.
Come and share your master’s
happiness!”

Matt 25:21

Be who you are, offering the gifts God has given you



A Churchwarden's Juggle

PROVERBS 4:23 (NIV)

ABOVE ALL ELSE, GUARD YOUR HEART,
FOR EVERYTHING YOU DO FLOWS
FROM IT.

Why Keep the
Sabbath?
Of the Ten
Commandments,
it is the *only one* with
an explanation

- Exodus 20:8-11
 - Keep the Sabbath because the Lord made it holy.

Time to *Pray*

- Deuteronomy 5:12-15
 - Keep the Sabbath because you were slaves in Egypt.

Time to *Play*

Breakout Rooms

Q&A

Let us pray...



Thank You