**Role Description: Churchwarden**

In co-operation with the priest in charge (or, in cases of vacancy, the Bishop), Churchwardens are generally responsible for the day-to-day functioning of the parish. These responsibilities include various aspects of administration, building operation, and personnel. Their work is not just the maintenance of the church building, but helping the smooth running of the Church. In this capacity, Churchwardens are considered the leading lay member of the congregation.

**Duties/Responsibilities**

* Ensuring the smooth conduct of services
* Overseeing the order and maintenance of the church building(s)
* Attending all parochial church council and standing committee meetings
* Responding to official questions about the parish
* Handling the continuity of worship in the Church during a vacancy

**Responsible to (named contact for support and resolution of any difficulties):**

[The Incumbent] (and the Bishop of Exeter) and through them to the PCC.

**Checks Required Prior to Appointment**

* If a charity sponsors or provides work with children and/or vulnerable adults, the charity trustees (PCC members including Churchwardens) are eligible for an Enhanced DBS check against the Child and/or Adult workforces. **(Please see note 1 below).**
* As an elected member of the PCC this role is not formally subject to references although a PCC may seek references after the election if it wishes to.
* Must have signed the personal declaration that they are not disqualified from standing for this office due to being included in a Barred List (within the meaning of the Safeguarding Vulnerable Groups Act 2006)

**Safeguarding Responsibilities**

In co-operation with the incumbent, the PCC and the Parish Safeguarding Representative, to:

* ensure, in the period of an incumbency vacancy, that the incumbent’s safeguarding roles are fulfilled, in co-operation with the PCC and Parish Safeguarding Representative
* pay attention to the specific needs of children and adults who may be vulnerable when undertaking routine Health and Safety inspections and Risk Assessments
* ensure that risk assessments are carried out before new activities are undertaken (regular and one-off)
* ensure that all parish activities are adequately insured
* receive complaints and grievances, and ensure that the parish has procedures for responding to them
* ensure that the guidelines for activities with children and adults who may be vulnerable are followed in all parish activities
* ensure that safeguarding requirements are included in all booking arrangements with organisations and individuals
* answer questions regarding safeguarding as they arise in the Archdeacon’s Articles of Enquiry and Parish Visitations, and address specific advice which may be given

**Safeguarding ‘Dos & Don’ts**

*Protecting others and protecting yourself*

|  |  |
| --- | --- |
| **Do** | **Don’t** |
| * Report all concerns about the safety or well-being of an individual to:-   + the Parish Safeguarding Representative   + the Diocesan Safeguarding Team   + the Police (where there is an immediate risk of harm to a person) * Carry out a personal risk assessment for lone working * Keep a written record of all incidents or disclosures (signed and dated) | * Offer confidentiality when you have a duty to report all concerns for safety * Investigate disclosures; simply get clarification of details and report the information shared |

**Note 1:**

PCC’s must comply with the Charity Commission guidance and legislation in relation to charities. The Charity Commission recommends that trustees always obtain a DBS check when eligible to do so as this is an important tool in ensuring that the person is suitable to act as such. Therefore, if a PCC sponsors and approves, in its own name, children’s, young people or vulnerable adult’s work then PCC members (as trustees) are likely to be eligible for enhanced DBS even if they are not themselves directly involved in the delivery of activities for children and or vulnerable adults. The exact guidance on PCC members eligibility for enhanced DBS checks can be found in Section 9 of [Safer Recruitment and People Management](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance) in the ‘Toolkit’ section under ‘DBS Role Eligibility Guidance’. However, please contact the Diocesan Administrator for Safeguarding and DBS for further clarification.