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|  | **The Anglican Church of Australia**  **Diocese of Wangaratta**  PO Box 457  Wangaratta 3676  Phone 03 5721 3484  registry@wangaratta-anglican.org.au |

**Position Description**

Position Title: **Church Warden (either elected or appointed)** Member of the Centre Vestry and of Parish Council

Parish: ####

Employment Status: Volunteer

Term of Employment: 3 years

Reports to: Incumbent (Rector/Priest in Charge), Parish Council, Bishop

Appointee: #### *(to be entered once appointment is made)*

Date Commenced: ##/##/#### *(to be entered once appointment is made)*

PD Prepared by: ####

PD Approved by: #### *(name of authorising person)*

Date PD Approved: ##/##/####

Date of Revision (if applicable): ##/##/####

**Position Overview**

Church Wardens are the senior lay persons in a Parish and have a special role in the upkeep of church property, providing all things necessary and ensuring order for divine worship, reporting to the Bishop on any bad behaviour of the Parish Priest and ensuring changes in divine worship are adopted through a consultative process. They form the Vestry of each congregation (if this is extant) and are members of the Parish Council. The Parish Council shares with the Parish Priest the pastoral oversight over and ministry to the congregation (PAA 87b). It consists of the Parish Priest as Chair, elected and appointed Churchwardens and elected and appointed Councillors who meet at a regular time to ensure the Church and Parish is effectively administered. Its functions and role is set out in PAA Sections 69 to 70. The parish Council is about service to God and the Church, not power or representing “interest groups” within the Parish.

**The Diocese of Wangaratta**

The Diocese of Wangaratta is set in regional NE Victoria and extends up into the Albury border area of NSW. There are now 23 parishes or districts incorporating some 65 places of worship. The diocese is divided into two territorial archdeaconries with three rural deaneries, the Cathedral and registry are located in Wangaratta.

*Our Diocesan Vision:*

*Inspired by God’s love, through worship, prayer and scriptural reflection, we seek to live by our Christ-centred values by meeting the needs of our communities through serving and accepting others.*

**The Parish**

Parish Overview:

*insert here*

Parish Vision and Mission:

*insert here*

**Key Responsibilities and Duties**

* Church Wardens must at all times comply with National, State, Local Government and Synod legislation and Diocesan Codes of Conduct, and follow the Parish Administration Act and Professional Standards Act.
* Have the care of the Church, the other buildings, the grounds of the Church and other buildings, all articles appertaining to celebration of Divine Service and all other of the parochial property for which they will make a half yearly inspection thereof. (PAA S.119(1) & 120)
* Report half yearly to the Parish Council of the half yearly inspection detailing all repairs or alterations required in the fabric, fittings or furniture of the Church and other buildings. (PAA S.119(2))
* Ensure that everything in and about the Church and Church grounds is in fit and proper order for the performance of Divine Service. (PAA S.119(3))
* Provide all things necessary for the conduct of Divine Service including Bread and Wine for the Holy Communion. (PAA S.124(1))
* Keep order in the Church during Divine Service and provide for the due seating of the people and collection of their alms and other devotions. (PAA S.124(2))
* Report to the Bishop any grave irregularities in the performance of Divine Service, any wilful neglect of duty or any flagrant misconduct on the part of the incumbent. (PAA S.124(3))
* No change in the mode of conducting the Service, which has been customary in any Church, shall be introduced without consent of the Church wardens, ratified at a subsequent general meeting of Parishioners to be held within twenty-eight days of such consent, and in the case of disagreement the matter in dispute shall be referred to the Bishop whose decision shall be final and conclusive. Provided always that there shall be nothing contrary to The Constitution of the Anglican Church of Australia. (PAA S.125)
* Control and administer with the Treasurer all money and property of the Church. (PAA S.87)
* Ensure all account books are up to date, working with Treasurer.
* Ensure all parish obligations under Federal and State Law are met, with regard to Safe Church Policy, OH&S Work Cover, and Employment relations.
* Ensure all parish obligations are met under Synod Acts and Bishop in Council direction with regard to Safe Church Policy and Code of Conduct.

**Requirements for a Church Warden**

To be eligible for this role a person must:

* be a Parishioner in a Church in the Parish, of at least 12 months standing.
* be at least 18 years of age.
* be a communicant member of the Anglican Church of Australia (a communicant shall mean a confirmed person who shall have communicated at least three times in the year preceding the time of which at which he/she claims or is alleged to be a communicant).
* be a layperson and not in clerical orders.
* have completed and submitted the declaration for a Church Warden (PAA S.96)
* be able to work co-operatively with the Parish Priest, other Churchwardens and Parish Councillors as part of the parish leadership team.
* have an up to date Police Check and Working with Children Check.

You are not eligible for this role if you:

* are an undischarged bankrupt.

You are discouraged to serve as a Church Warden if:

* you are the spouse of an ordained person licensed to the Parish.
* You are the spouse of a Church Warden of the same church at the same time.

Note: No person shall have privileges of a Parishioner in more than one Parish or in more than one church in the same Parish, or in more than one congregation in the same Parish.

**Training**

* A Church Warden must attend endorsed Safe Church training and attend a refresher every 3 years.

**Evaluation**

* All volunteers will have an initial evaluation after two months, then an annual review thereafter.
* Evaluation will be conducted by the Incumbent.

**Time Commitment**

As required to meet the commitments of the role including:

* Monthly meeting of Parish Council. NOTE In the event of any Churchwarden being absent without Leave from the Vestry or Parish Council for three successive ordinary meetings, which shall have been duly convened, his office shall be declared vacant by the Vestry or Parish Council.
* Executive Group or other sub committees.
* Thinking time to mull over parish issues and strategies.
* Attendance at parish functions and activities.
* Property inspections and reporting.

**Terms of Appointment**

Church Wardens will be elected or appointed consistent with the 3 year Parish Council election cycle and concluding at end of the Annual Meeting when the triennial elections take place.

**Relevant Legislation**

Parish Administration Act S.67 -138, particularly S.86-104 and S.119-125, Professional Standards Act, Acts Interpretation Act.

**Declaration of Appointee**

*As a member of Parish Council this position is required to sign the declaration as pertains to Church Wardens (PAA S.96).*