**Churchwardens  
Duties, Responsibilities and Requirements**

**Summary**

The Churchwardens play an important role in the life and management of the Church and stewardship of its property. They are required to be at least 18 years old, communicant members of the Church and regular worshippers in the Parish. They are expected to be mature Christians and exemplary in their conduct and are required to sign a Diocesan Declaration that they are ‘duly qualified for the office as prescribed in the Act and that they will faithfully perform the required duties'. They are *ex officio* members of the Parish Council and are required to meet regularly and report to the meetings of the Council.

**Duties and Responsibilities**

The Parish Administration Act 2010 outlines the duties and responsibilities of the Churchwardens as follows:

1. *to act with the Incumbent in planning and developing the work of the Church both within and beyond the Parish and by their own examples to encourage all parishioners to establish an active and intelligent Christian witness;*
2. *to ensure that there is proper pastoral support for the Incumbent and the Incumbent’s immediate family;*
3. *to ensure that adequate provision is made by each congregation for the proper preservation and safe custody of the Church Registers and all Church plate and other valuables;*
4. *to ensure that an inventory is kept of all Church property whether movable or immovable;*
5. *to have the care of all Church buildings within the Parish, the Rectory and other buildings, Church grounds, furniture and all other items necessary for divine service;*
6. *to report to the Annual Parish Meeting on the condition of all Church property and of any expenditure necessary to keep the residences of the clergy of the Parish in good order and repair;*
7. *to report to the Bishop any grave irregularities in the performance of divine service or of any wilful neglect of duty or misconduct on the part of the Incumbent;*
8. *to have special responsibilities in the time of ministry transition including providing satisfactory evidence of means when the Parish is considering a new appointment;*
9. *to ensure that a current Parish Profile is maintained for the use of Parish Nominators in the event of a vacancy;*
10. *to see that the Parish is informed of the Code of Practice relating to those authorised for ministry in the Parish;*
11. *such other duties and responsibilities as may be delegated to them with their consent by the Parish Council.*

**Safe Church**

The Anglican Diocese of Bendigo is committed to minimising the risk of misconduct by ensuring our leaders and programs are safe and that all people are respected and valued.

In accepting the role of Churchwarden, you are required to:

1. Have read and understood the duties and responsibilities of a Churchwarden, as outlined in the Parish Administration Act 2010
2. Attend a Safe Church Awareness Workshop in 2018 (if not already attended in past 2 years)
3. Have read and understood the Safe Church policies of the Diocese:

* Safe Church Policy
* Privacy Policy
* Communication Policy
* Electronic Communication Guidelines

1. Be willing to obtain clearances (National Police Check and Working with Children Check) as deemed necessary by the Diocese

**More Information**

If you have any questions or concerns about any of the responsibilities or requirements of a Churchwarden, or the Safe Church material, please do not hesitate to contact the Registry Office on 5443 4711.