

The following details the tasks that you will be performing as an authorised volunteer with [Insert Organisation].

Role: Churchwarden

Volunteer Role Category: Select a category

Objectives: Oversees the temporal running of the church by working closely with the Incumbent, supporting both the issues of the incumbent as well as of the people by managing the ministry and business issues of the parish.

Location: [Insert Primary Location]

Days Required: [Insert Days Required]

Hours per day: [insert hours per day]

Supervisor: [insert name and position title]

Please contact your supervisor in the first instance if you wish to discuss any volunteer related matters or issues that may arise.

Duties and Responsibilities:

- Serves as the Executive Committee of Parish Council with such powers and duties, not including the powers and duties of any Ministry Team, as the Parish Council may determine
- Takes custody and care of furniture, books, sacred vessels, registers, records and furnishing of every church building, parish hall or other building in their parish
- Ensure the Parish Council receives an annual report on the condition of all Church Property in the parish
- Advises the Incumbent, Parish Council and Diocesan Chief Executive promptly if any Parish land, building or facilities become unsafe, or that the parish is unable to comply with all or part of the Diocesan Work Health and Safety Policies
- Report to the Bishop any irregularities in the performance of services or neglect of duty by any licensed person including concerns about their conduct or wellbeing
- Removes names from the Parish Electoral Role as required
- Administer the implementation of all policies and procedures as defined in the Diocesan Handbook
- Provides active support to the incumbent with regards to Safe Ministry including the reporting of issues, incidents and conduct, matters of compliance and adherence to Faithfulness in Service as required
- Other duties as required by the incumbent, that are within the capabilities of the volunteers skills and experience



- Ability to work in a team and under the direction of the rector/priest in charge/locum priest
- Adhere to the Parish Safety Policy and the Dioceses' commitment to the NSW child safe standards

Individual Qualities and Expectations:

- General familiarity with the community and an interest in the long-term stability, growth and development of the church
- Strong organizational and project management skills
- Financial management skills
- Initiative, flexibility, resilience, determination, patience and a good sense of humour
- Ability to support, cultivate and motivate a volunteer organization
- Strong communication and leadership skills
- Respectful to others
- Fair, kind, honest and discreet
- Acts with integrity
- Supportive of others

Churchwarden Declaration:

The Churchwarden must complete the following declaration within 21 days of election or appointment

“I, the undersigned, having been appointed a Ministry Team Member, Synod Representative, Churchwarden or Parish Councillor of the Parish ofdo declare that I am duly qualified for the office under the provisions of this (Administration of Parishes) Ordinance, that I will conform to the ordinances of the Synod of the Diocese relating thereto and that I acknowledge that the provisions of Faithfulness in Service apply to me in the conduct of this ministry.”

Name

Signature

Date