Diocese of Salisbury
Making Jesus Known

Role profile: Churchwarden

The Churchwarden is an ancient role, acting for the bishop as a bridge between community and church and serving as the custodian of the building and its contents.

Duties

The Churchwarden will:

- Ensure the provision of regular, welcoming services, making sure all are seated, hymns are chosen, the collection is taken and that wafers and wine are provided
- Work closely with the Vicar for the purposes of planning and mutual support
- Attend regular Parochial Church Council (PCC), Standing Committee and Annual Parochial Church meetings
- Report annually on the state of the church building and its inventory (both property and land), as well as providing details of attendance, finances and energy consumption
- Prepare materials required for the Archdeacon's triennial inspection
- Ensure the PCC collectively fulfils its obligations to maintain the church and churchyard by marshalling the volunteers and funds at its disposal
- Take on administration for regular services and weddings, baptisms and funerals, receiving or paying out any associated monies in the event of a clergy vacancy
- Attend an annual visitation service where they are sworn in by the Archdeacon

Skills and qualities

A Churchwarden is someone who:

- Is known and respected within their community
- Is good at delegating tasks and persuading people to help
- Is prepared to dedicate time to training, recognising they cannot be good at everything
- Can hold competing priorities without becoming overwhelmed

Churchwardens are ex officio members of their PCC, elected for a term of three years.

We are committed to safeguarding across the Diocese of Salisbury. Each volunteer will be required to go through the safer recruitment process and relevant DBS check for their role.

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