

## The Churchwarden – overall role and responsibilities

**Role in brief:** to represent the laity (congregation) and, in co-operation with the vicar, ensure the smooth, day-to-day functioning of the church.

Churchwardens are the senior lay representatives of the parish. The churchwarden role is extremely varied but involves management, maintenance and mission of the church and its grounds, including, for example, conducting an annual inspection of the church's fabric and ornaments.

In relation to safeguarding, the churchwardens, as all on the PCC, must have a DBS check. They work with the Incumbent, PCC and parish safeguarding officer (PSO) to:

- ensure that safeguarding roles and responsibilities are fulfilled
- pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment
- ensure that risk assessments are carried out before new activities are undertaken
- ensure that all parish activities with children and vulnerable adults are adequately supervised and insured
- ensure that the parish has procedures for responding to complaints and grievances
- answer questions regarding safeguarding as they arise in the Archdeacon's visitations and respond to any specific safeguarding advice which may be given by the Archdeacon.

*During a vacancy, the churchwardens, along with the Area Dean, are also responsible for ensuring that worship, pastoral care and mission continues, and for supporting any assistant clergy, lay ministers, staff and volunteers in their responsibilities. They are, in turn, directly supported by the ministry team and parochial church council (PCC).*