

## Ministry Description: Churchwarden

Position Risk Assessment: High

Term of Office: 3 year commitment, renewable  
Deputy Warden and People's Warden elected at Vestry  
Rector's Warden appointed by the Incumbent

Supervision & Support: Reports to: Incumbent, Parishioners  
Committee/Board responsible for this ministry: Administration Committee

Purpose: Churchwardens form the Corporation of the Parish. Wardens carry out the directions of the Diocesan Synod and the Church Vestry. Working closely with the Incumbent, they are in a position of primary leadership supporting both the issues of the Incumbent and of the people. They administer funds, approve any work on the property and generally handle the temporal affairs of the church.

Population(s) served: All Parishioners  
The Diocese of Ontario

### Skills & Qualifications:

- a baptized believer, active in the life of the parish and regularly attends parish worship
- must have good administrative skills as well as social ones
- must be organized
- dependable
- good communication skills are also needed
- must be familiar with the procedures of the church as well as Canon Law
- this position requires a Police Records Check
- financial management and budget training is an asset

### Spiritual Gifts Recommended:

- leadership
- organization
- service
- wisdom

### Training Provided:

- training at the Diocesan level held annually
- on-the-job training
- procedure manuals are available
- Diocesan Sexual Misconduct training every 3 years

### Meeting Date & Time:

- monthly meeting of the Corporation
- monthly Advisory Board meeting (currently the 3rd Wednesday of the month).
- meet regularly with the Treasurer regarding the finances.

Time Commitment Involved:

- varies depending on what is happening in the church
- approximately 2 - 3 hours a week plus meetings
- the time commitment increases when doing budgets and planning the annual Vestry Meeting etc.
- one Churchwarden should be on duty at Sunday Services

Description of Duties / Responsibilities:

- responsible for ensuring the weekly offering is counted and recorded - may delegate this task to the Sidespeople
- depositing the weekly offerings on the 1<sup>st</sup> business day following the services
- submitting bills to the Treasurer and signing cheques, ensuring this is done in a timely fashion
- keep the congregation updated on the financial situation, as well as the need for major building repairs
- present their budget for the new year at the annual Vestry Meeting
- submit a report for the Vestry Book
- responsible for submitting the financial portion of the Parochial Return to the Diocese annually
- responsible for the work they have delegated to others
- prepares annual contracts for those who rent the church
- distributes keys and keeping records as to who has access to the church
- arranges insurance
- is responsible for hiring paid staff e.g. Youth Pastor, custodian
- is responsible for interviewing applicants and completing the appropriate section of the Responsible Ministry: Screening in Faith Checklist for the following positions:
  - Envelope Secretary
  - Youth Pastor (in consultation with the Incumbent)
  - Custodian
  - Chairperson of the Food Bank Steering Committee
  - Church Secretary (in consultation with the Incumbent)
  - Parish Co-ordinator (in consultation with the Incumbent)
  - Auditors
  - Advisory Board Members-at-Large - elected
  - Deputy Churchwarden (in consultation with the Incumbent)
  - Deanery Representative

Limits of the Position:

- comply with all policies and practices of the Diocese of Ontario and the parish, and hold the parish in compliance
- most decisions require the agreement of both Churchwardens

- as a Corporation, Churchwardens may be sued; Deputy may not
- comply with the Screening in Faith reporting requirement when meeting one-on-one with children or vulnerable adults
- uphold the Responsible Ministry: Screening in Faith Policy
- comply with all policies and guidelines of the Diocese of Ontario regarding confidentiality and accepted communications processes

Benefits & Opportunities:

- to have a profound effect on the overall financial well-being of our church
- to have a profound effect on the tone and direction of the parish
- work with great people
- be part of an effective team
- build a close working relationship with the Incumbent
- experience the satisfaction of creating a safe, welcoming environment in which to worship and
- serve God
- explore your own spiritual gifts and deepen your commitment to Christ

*Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.*