

The Role of Warden

Eligibility for Office of Warden

- All wardens must meet the eligibility criteria for parish councillor and in addition:
- Have been a member of the Parish Council in the parish for at least twelve months prior to being appointed or elected as warden. The Bishop may vary this requirement with advice to Parish Council.
- A warden is appointed for a term of three years; and, subject to the provisions of this Statute, may be reappointed.
- A warden may not be a spouse of the Priest-in-Charge.

Responsibilities of a Warden

The wardens' responsibilities, in addition to those of parish councillor, include:

- Offering friendship and support to the clergy of the parish.
- Serving the Parish Council in the fulfilment of the council's responsibilities and duties.
- Ensuring the Parish Council provides Bread and Wine for Holy Communion and procures all things necessary for Public Worship.
- Preserving order in the church, churchyard and grounds, and ensuring the Parish Council takes all practicable steps to accommodate the worshippers in the church.
- Ensuring the preservation with all due care of the church assets, church furniture and ornaments, and all other parish buildings and reporting to Parish Council any deficiencies in these matters.
- Ensuring such property is kept sufficiently insured and reporting to the Parish Council any deficiencies in these matters and liaising with the Diocese as required.
- Administering the financial arrangements of the parish, including but not limited to:
- Arranging for the collection of the offerings in the local church, to see a record is kept of all amounts collected; and to see all special collections are applied promptly to their specified purposes. The Service Register shall record all such collections and offerings.

- Ensuring the local contributions to Stipend and Diocesan Assessment are remitted to the Diocesan Secretary by the tenth (10th) day of each month.
- Either by themselves or through a Treasurer, appointed by Parish Council as their agent, to open and maintain such bank accounts as shall be necessary for the convenient handling of Parochial Funds and other Funds in transit through Parochial Accounts.
- Ensuring such bank accounts must be in the name of the Anglican Parish of and must be managed as their responsibility as a warden.
- Ensuring all bank accounts are operated only by such person or persons as the parish council appoints.
- Ensuring all monies received by the wardens or those whom they appoint must be paid into their official bank accounts within seven (7) days of receipt.
- Ensuring all monies received by the wardens or those they appoint, disburse the same under the authority of the Parish Council, and must furnish to the Parish Council at each meeting statements of all sums received and disbursed.
- Ensuring the Parish Council remits to the Diocesan Trustees, as the only body in the Diocese authorised to hold Trust Funds for parochial or other ecclesiastical purposes and Special Funds donated for specified purposes, all such Trust or Special Purpose Funds as may be, or may come into, their possession.
- Ensuring the approval of Trustees before any monies are to be borrowed for any purpose. Such borrowings are made by the Diocesan Trustees only.
- Ensuring the accounts are made up and closed on the thirty-first (31st) day of December each year, and that a duly audited statement of accounts be laid before the next Annual Meeting of Parishioners, and forwarding promptly a copy of the audited statement of accounts to the Diocesan Secretary by a date determined by the Trustees.
- Ensuring the audited statement of accounts is provided in a format determined by the Trustees and to include all parish centres in one set of accounts.
- Attending the Bishop or Archdeacon whenever required.
- Ensuring minutes are kept of all Meetings of Parishioners and Parish Council.
- Ensuring an Inventory of all church capital equipment and other moveable properties is kept.

- Handing over to their successors, the custody of all such equipment and properties and their inventories, and all monies in hand and all other documentation pertaining to their role as warden.
- Reporting to the Diocesan Trustees if a rectory ceases to be occupied.
- Ensuring no person officiates as a priest without the Licence of the Bishop of this Diocese to do so, and consulting with the Bishop or Archdeacon if any person offers to officiate as a priest but is unable to produce the Bishop's Licence.
- Ensuring all employment contracts are signed by the Diocesan Secretary with supporting paperwork.
- The wardens are to act as Nominators when there is a clergy vacancy for the parish.