

Role Description: Churchwarden

We long to be a people who are, 'All for Jesus' because he is Lord of All and gave his All for us.

Role:

Churchwarden of All Souls, Langham Place

Accountable to:

As an elected role, you are accountable to the church family. As a PCC member, you are accountable to the Charity Commission. Churchwardens are also "officers of the Bishop", which requires them to vow, when admitted to "discharge such duties as are by law and custom assigned to them" and to represent the laity (church members).¹

Person:

To be eligible to stand for election to represent church family members ("laity"), candidates must:

- Have been baptised;
- Be 21 years old or older;
- Have been on the electoral roll of the parish of All Souls, Langham Place for at least 6 months; and
- Be a communicant at the church².

There are no legal obligations beyond that but we ask that people who stand for election are committed to:

- All Souls Church's Vision, Values and Mission;
- Working with the Rector in promoting in the parish the whole mission of the church. This includes almost everything to do with the church's work in the parish, and its relationship with the deanery and the diocese; and
- Adhering to the Code of Ethics for Those In Ministry and Senior Leadership within All Souls Church.

¹ Currently, All Souls Church is differentiating from the Church of England, and has declined to be admitted by the Archdeacon on behalf of the Bishop of London, instead making the vows to All Souls church family.

² A "communicant" is a person who has received Communion at least three times during the twelve months before the election and whose name is on the Electoral Roll. For full details see the [Church Representation Rules](#).

What do the Churchwardens do?

The role of Churchwardens is broad and splits out into a number of areas outlined below. Underpinning them all, however, is that they are to “*use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them*”.

Counsel and pastoral care:

The role of the Churchwardens is to care for and support the Rector, and be people from whom he can source advice and support, as well as serve as a ‘critical friend’. The churchwardens speak regularly to the rector and typically meet with him weekly. They will consider the Rector’s wellbeing, including workload, family care, rest and support.

Churchwardens should use their best endeavours to ensure that the pastoral work of the Church is being undertaken in the parish and among the congregation.

The churchwardens support the recruitment of staff to the senior leadership team.

In the event of disputes or disagreements arising among the congregation, with the Rector, or with the local community, the churchwardens are to help resolve them. Should any concerns arise, the churchwardens should consult the Archdeacon.

Governance:

Churchwardens are *ex officio*³ members of the PCC, and so the role description for PCC members should be read in conjunction with this role description. In All Souls, Churchwardens also serve as members of the PCC’s Standing Committee.

The Churchwardens take a lead role in ensuring that the governance structures and practices of ASC are fit for purpose, including succession planning for governance committees, supporting good representation of church family in PCC, facilitating quality information for trustees for informed decision-making and ensuring that All Souls Church policies and documentation is properly recorded and available to help trustees fulfil their duties. The Churchwardens are *ex officio* members of the Risk and Governance committee.

Churchwardens take responsibility for ensuring that new PCC members are properly inducted. They are also *ex officio* trustees of All Souls Music unless they nominate a representative.

Together with the Rector, the churchwardens design and run the PCC agendas and the annual All Souls Church trustees’ away day, with support from the PCC Secretary.

Delegated duties:

As All Souls Church is a large church with a big campus and staff team, some of the roles typically vested in churchwardens in CofE churches are delegated. This means that the churchwardens remain

³ *Ex officio* means to be a member of a body by virtue of holding another office. The term ‘*ex officio*’ is Latin, meaning literally ‘from the office’.



accountable for these functions and ensure that they are being fulfilled appropriately, but they do not fulfil them personally. These are as follows:

Requirement: To maintain order and decency in the church and churchyard, especially during the time of divine service and for ensuring that people are properly welcomed to the church and to services.

Delegated to: Front of House Managers, who run the Welcome Steward teams, oversee welcome, security and fire safety, and ensure that safeguarding obligations relevant to services are fulfilled.

Requirement: The property, in the plate, ornaments and other moveable goods of the church, is vested in them, and they should keep an up-to-date inventory of these items, and deliver them to their successors.

Delegated to: The Buildings manager and team

Requirement: Ensuring that there are proper systems in place for the church finances, including collections, banking, expenses, church insurances, Common Fund contributions, submission of accounts, etc.

Delegated to: The Finance team and the Treasurer.

Requirement: Ensuring that the PCC cares for and maintains the church and its contents and other buildings in the parish, and the churchyard or grounds.

Delegated to: The Buildings team, under the Director of Operations.

Requirement: ensure that the PCC adopts a Safeguarding policy, and has an action plan for ensuring that the policy is implemented

Delegated to: Safeguarding Governance Committee and to the Parish Safeguarding Officer.

Requirement: to organise leaving collections for departing Ministry staff.

Delegated to HR Officer under the Direction of the Head of People and Culture

While the churchwardens delegate these operational duties, they will need to approve specific actions or provide input from time to time.

Other responsibilities:

During a vacancy in a parish, the churchwardens, along with the Area Dean, are responsible for ensuring that worship, pastoral care and mission continues in the parish, and for supporting any assistant clergy, lay ministers, staff and volunteers in the parish in their responsibilities.

In the absence of a PCC Treasurer, the churchwardens must fulfil the role of Treasurer together.

A full statement of the responsibilities of churchwardens is available [here](#) from the Diocese of London.

The election of Churchwardens

Churchwardens are elected annually at the Annual Parochial Church Meeting (APCM), normally held in May and stand for up to 6 consecutive terms of one year unless the APCM passes a resolution to set aside this rule.

The information in this document is correct as of 10.05.2023.

For more information, contact pccsecretary@allsouls.org



It is also the practice of All Souls, Langham Place always to have a woman and a man serving as churchwardens.

Candidates for churchwarden must be nominated and seconded by members of the church who are on the electoral roll of All Souls, Langham Place. Nomination forms [insert hyperlink] must be submitted to [insert] by [insert details] in advance of the APCM.

Detail of the role:

1. The Churchwardens meet weekly with the rector, typically alternating between a hour-long video call and in-person evening meeting.
2. With the Rector, the churchwardens set the agendas for PCC meetings and ensure that the appropriate preparatory work is undertaken to provide PCC with the information they need to make informed governance decisions. The churchwardens work with the Rector and PCC Secretary to ensure that the agenda and papers are circulated at least a week in advance of the meeting.
3. Churchwardens are expected to attend the monthly PCC meetings which are held at All Souls Church (7pm one Monday a month).
4. Churchwardens may, as the need arises, lead or support specific projects on behalf of the PCC, and/or to drive forward key PCC objectives.⁴
5. Churchwardens are responsible for arranging the induction of new PCC members, as well as thanking outgoing members of governance committees and other non-ministry roles on behalf of the PCC.
6. Churchwardens are *ex officio* members of the Risk and Governance Committee, which meets between three and four times a year in an evening. As they are responsible for managing the governance structures and processes of ASC, they work with the chair of the committee on the agenda in advance of meetings.
7. Churchwardens are *ex officio* members of the board of trustees for Langham Arts Trust unless they nominate a representative. The Board meets around four times a year or more as necessary. If they nominate a representative, they need to maintain regular contact with the representative.
8. With the Rector and with support from the PCC secretary, the churchwardens organise the annual PCC/ASC Trustees' away day, usually in the summer term. Preparations for the away day include

⁴ Recent examples of such projects include: leading the process to discern whether to adopt Alternative Oversight; membership of the working group to review the 31:8 recommendations to Emmanuel Church, Wimbledon following the Jonathan Fletcher abuse; membership of the Housing Review Committee to redesign ASC's housing policy and practices; consultees on the Buildings Review of the ASC campus; membership of the Expenditure Review Committee.



reviewing: the Terms of Reference for the governance committees including membership and policies; the Memoranda of Understanding between ASLP and LAT/ASSTC; and the Overarching Agreement.

9. As an *ex officio* member of PCC, this role description should be read in conjunction with that for PCC members.

Safe Recruitment

All PCC members must complete the Safeguarding Basic Awareness training as well as Foundations and Domestic Abuse training which can be found on the [Church of England Safeguarding Portal](#). Instructions on completing the training will be provided during the induction process.

All Souls Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse to report it immediately.

Safe Recruitment checklist for this role:

1. Enhanced DBS Check will be performed
2. You will receive a Role Description
3. Safeguarding Online Training courses
4. Please look at the [Code of Safer Work](#) practice

Safeguarding Questionnaire/Reminder:

- **Who will you talk to if you observe or are told about child or adult safeguarding concerns?**
Name: Bryan Drummond
Contact: safeguarding.officer@allsouls.org
- **Who is your Diocesan Safeguarding Adviser?**
Name: Vicki Boxall
Contact: vicki.boxall@london.anglican.org

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