

This is a guide to assist with fulfilling the role of a Churchwarden and Parish Councillor in the Diocese of The Murray



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MURRAY OF THE ANGLICAN CHURCH OF  
AUSTRALIA INCORPORATED



***Qualification  
and Duties and  
Responsibilities  
of the Office of a  
Churchwarden  
or a Parish  
Councillor***

### **Qualifications of a Churchwarden**

Churchwardens are communicant members of the Church in a Parish in accordance with the Constitution of the Diocese and shall be not less than eighteen years of age.

"Communicant" means a member of the Church who receives Communion at the least three times in the year.

### **Duties and Responsibilities of the Office of Local & Peoples Churchwarden**

The common duties of the Local and Peoples Churchwardens are:

- a. To be an integral part of the leadership of the Faith Community co-operating with the Priest in Charge in the initiation, conduct and development of the work of God and His Church within the Faith Community and Parish.
- b. To be the executive officers of the Faith Community in respect of matters pertaining to the Faith Community to which they are appointed.
- c. To maintain order in the Church and Church grounds.\*\*
- d. To ensure that all things pertaining to the celebration of divine service are provided and to see that everything is fit and proper for the due performance thereof.

- e. To make available all documents and records for the inspection of the Vicar-General or Bishop and to supply them with any information or explanations when requested.
- f. To report to the Bishop any serious neglect or failure on the part of Clergy in the fulfilment of their pastoral duties and liturgical and canonical responsibilities
- g. To perform such duties as are prescribed by the Parochial Administration Ordinance or any other ordinance.
- h. Subject to any direction of the Parish Council to receive and bank and disburse\* moneys on behalf of the Parish.

The separate duties of Local and Peoples Churchwardens are:

- a. In the case of the Local Churchwarden:
  - i. to chair local meetings
  - ii. to deal with the Workplace Health and Safety requirements and Safe Ministry as they relate to the Faith Community in conjunction with the Parish Workplace Health and Safety Officer and Parish Safe Ministry Officer.
- b. In the case of a Peoples Churchwarden, to represent the Faith Community on Parish Council and help fulfill roles assigned to Parish Council.

\* This has to be in conjunction with Parish Treasurer.

\*\* Not applicable for Faith Communities with no Church grounds.

### **Duties and Responsibilities of the Office of a Priest Churchwarden are:**

- a. To be an integral part of the leadership of the Parish co-operating with the Priest in Charge in the initiation, conduct and development of the work of God and His Church within the Parish.
- b. To be on Parish Council and help fulfill roles assigned to Parish Council.
- c. A support person for the Priest in Charge and any other Clergy serving in the Parish.
- d. To perform such duties as are prescribed by the Parochial Administration Ordinance or any other ordinance.

### **Duties of Parish Councillors**

- a. Parish Councillors are to be an integral part of the leadership of the Parish co-operating with the Priest in Charge in the initiation, conduct and development of the work of God and His Church within the Parish.
- b. Parish Councillors represent all the Faith Communities on Parish Council and help fulfill roles assigned to Parish Council.

### **Safe Ministry Requirements**

- † DHS Working With Children Check
- † National Police Check
- † Safe Ministry Training
- † Child Safe Environments
- † Safe Ministry Check Questionnaire