

CHURCH WARDEN POSITION DESCRIPTION

The churchwardens of a parish are responsible for—

- (1)
 - (a) the care and maintenance of the church, the vicarage and other accommodation provided by the parish for the staff of the parish, the church grounds, and all other buildings and property of the parish;
 - (b) the care of the furniture of the worship centres and of all things necessary for the conduct of public worship, and for providing everything necessary for the conduct of public worship, including the bread and wine for the Holy Communion;
 - (c) keeping in order the worship centres and their grounds and seeing that everything in and about the worship centres is fit and in proper order for the due performance of public worship;
 - (d) keeping order in the worship centres during public worship and providing for the due seating of the congregation and the collection of their offerings;
 - (e) reporting to the parish council all repairs or alterations required in the fabric, fittings or furniture of the worship centres and the fabric and fittings of the vicarage;
 - (f) complying with any laws of the Commonwealth of Australia, the State of Victoria or any municipality in which the parish has property that impose mandatory requirements applicable to the land, buildings and operations of the parish; and
 - (g) the other functions and responsibilities imposed on them by this Act.
- (2) The churchwardens must ensure that any leave taken by the vicar is consistent with the terms of the vicar's appointment. s 23(2) am Act no 10/2022
- (3) Except where the churchwardens have a duty to report the matter under section 22 of the **Professional Standards Uniform Act 2016 (Diocese of Melbourne)**, the churchwardens of the parish have a duty to provide a written report to the Archbishop, signed by a majority of them, on any serious irregularities in the performance of public worship or any wilful neglect of duty or any serious misconduct on the part of the vicar.
- (4) The churchwardens have the functions and duties conferred or imposed by the laws of the Church, including canons of General Synod adopted by this Diocese and the laws of this Diocese.