

# Church Warden



## Volunteer Role Description

<b>Vision:</b> What's it about?	To enable the growth of St. Luke's in the mission of God by working in partnership with the vicar and the PCC to lead and oversee the life of the church.		
<b>Who you will be responsible to:</b>	You are technically the Bishop's officer, but will work closely with the vicar and other warden.	<b>Support you will be given:</b>	There is training available from the Diocese and the experience of current and previous church wardens to learn from.
<b>Skills and Qualities Required:</b> Can I do it?	<b>Essential:</b> <ul style="list-style-type: none"> <li>On electoral roll for 6 months+</li> <li>Agree with St. Luke's values and vision</li> <li>Good team player</li> <li>Able to join in group discussion</li> <li>Knowledge of the church</li> <li>Regular church attender</li> <li>A mature and secure Christian</li> </ul>		<b>Desired:</b> <ul style="list-style-type: none"> <li>A good knowledge of the congregation</li> <li>Understand the workings of the church and is able to contribute to vision and strategic planning</li> <li>Able to encourage leaders within the church to engage more fully</li> <li>Is willing to challenge the vicar in appropriate ways</li> </ul>
<b>How much time does it take?</b>			
<b>Preparation Time:</b>	Time to read notes 30 mins.	<b>When and where you need to be available:</b>	PCC meetings, Wednesday nights 7:30-10:00pm around 6 times a year. Also, other occasional meetings with vicar and others, including Standing Committee.
<b>Is there a Trial Period available?</b> No, you need to be elected until the next annual meeting.			
<b>What is involved:</b>	<ul style="list-style-type: none"> <li>Encouraging, supporting and challenging the vicar.</li> <li>Attending the PCC meetings engaging with the discussions and debates and where appropriate voting.</li> <li>Following what is going on at St. Luke's by reading the notes before a PCC meeting and generally being involved in the church's life.</li> <li>Listening to the wider views of church members on church life.</li> <li>Playing a key role in developing and helping to implement the vision of St. Luke's</li> <li>Working with key leadership teams, particularly the Standing Committee of the PCC</li> <li>The Warden will normally take on another specific wider responsibility, which could be managing the building maintenance or overseeing the support at Sunday Services.</li> <li>The Warden is also often involved in any safeguarding issues that arise.</li> </ul>		
<b>How does it grow you?</b>	<ul style="list-style-type: none"> <li>✓ Helps you to understand better what goes on at St. Luke's</li> <li>✓ A good experience of working with others to develop vision and strategies</li> </ul>		
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>✓ Basic Safeguarding</li> <li>✓ Foundation Safeguarding</li> <li>✓ Leadership Safeguarding</li> <li>✓ Fire Safety Training</li> </ul>		

Leadership Level / faith:		Relevant Policies / Training:		Enhanced DBS Check required:	
X	Overseer	X	Data Protection / Privacy	X	Children
	Team Leader	X	Health and Safety	X	Vulnerable Adult
	Helper	X	Financial Risk Assessment	X	Without Barring
X	Practicing Christian	X	Safeguarding		With Barring

Thank you for considering taking on a role at St. Luke's. As a church we depend on the efforts of many volunteers and are grateful to God for their talents. We want our volunteers to be:

- **Godly:** Following Biblical Christian values and promoting the overall mission of the church.
- **Reliable:** They fulfil the role they agree or take steps to ensure they can be covered.
- **Enthusiastic:** Eager to carry out their role to the best of their abilities to serve both God and others.
- **Equipped:** They have the suitable skills, encouragement, support needed for their role.
- **Team Player:** We need people who can work in co-operation with others.
- **Safe:** They do not pose any kind of risk to those who they may have responsibility for in their role.