



# Anglican Diocese of Ottawa

## Churchwarden Ministry Position Description

- Ministry Position Title: Churchwarden
- Purpose of the position: Churchwardens, together with the Incumbent, form the Corporation and act as trustees of the parish or congregation. Working closely with the Incumbent, they are in a position of primary leadership addressing both the issues of the Incumbent and of the people. They oversee the ministry, property and business issues of the congregation and are the legal representatives to Synod.
- People served: All persons in the parish or congregation and all those who are touched by their witness and ministries; the Diocese of Ottawa
- Benefits & Opportunities:
- have a profound effect on the tone and direction of the parish
  - build a close working relationship with the Incumbent and fellow parishioners
- Term of Office: Although, the term of office is technically one year, it is wise for Incumbents and parishes to organize the selection process to provide for both continuity and succession in office. It is common for Deputy Churchwardens to be appointed or elected to provide an opportunity for a person to gain experience and help share the load. Deputies may later be appointed or elected as full trustees.
- Responsibilities: The churchwarden's responsibilities are laid out in the Canons, By-Laws and Regulations of the Diocese of Ottawa and include the following:
- Governance, Leadership and Community Relations**
- Carries out the directions of the Synod, and of the Vestry of the congregation which they represent. (By-law 5.05)
  - Together with fellow trustees and members of Council, discerns, implements, monitors and adjusts the priorities and plans of the congregation for mission and ministry. Attends Corporation and Council meetings.
  - Available for consultation and support for the Incumbent, ministry staff/volunteers and parish community
  - Participates in the clergy performance review process
  - Communicates regularly with members of the congregation (sometimes acts as an official spokesperson)



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### Financial

- Oversees the finances of the congregation (in cooperation with the treasurer(s) and sometimes specific committees), has signing authority for the corporation and is available on a regular basis to sign cheques
- Oversees the collection of offerings to the parish and ensures care, accurate accounting, and secure deposit of all money given to the congregation for any purpose and from any source.
- Prepares the annual budget for presentation at the annual Vestry meeting
- Ensures that annual financial returns are filed at the appropriate time.

### Property

- Is responsible for the care and use of the land and buildings, furnishings and effects belonging to church, and for ensuring that sufficient insurance coverage is maintained (By-Law 5.05)
- Ensures that records of all deeds, mortgages, insurance policies and other important documents are kept and that title deeds and mortgages are deposited at the Synod Office
- Is available for parish building emergencies such as alarms, damages, etc.
- work closely with appropriate persons to identify problems, set priorities for repairs, determine cost of repairs and to report these findings to the Parish (or Congregational) Council
- ensure compliance with all policies and practices of the Diocese of Ottawa and the parish (or congregation)

### Skills, Experience and Qualities Needed:

- a baptized believer, active in the life of the parish, who regularly attends parish worship
- familiarity with the faith community and a heartfelt interest in the vitality, growth, development and long-term stability of the church
- good interpersonal skills
- ability to work in a team with Incumbent and others
- good communication skills
- ability to provide leadership in difficult or challenging situations
- a personal and growing theological understanding of baptismal ministry
- previous leadership experience, an asset



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- Qualifications Needed:** a member of vestry; 18 years of age or older; successful completion of parish screening process, including a police records check
- Terms of work/service:** Year round position requiring varied number of hours depending on the issues being addressed
- Position Risk Assessment:** High
- Oversight and Support:**
- Reports to: Other Churchwarden, Incumbent
  - Screened by: Parish (or Congregational) Volunteer/Screening Coordinator
  - Supported by: the Incumbent and Parish (or Congregational) Council
  - Resources: Diocesan print and online resources (eg. Managing Finances in the Parish handbook)
  - Training: Diocesan workshops offered every two years
  - Diocesan committee responsible for this ministry:  
Parish Ministry Development Committee (which oversees Baptismal Ministry Formation including lay leadership development)