2007ARCHDEACON’S VISITATION

Churchwardens Measure 2001

**CERTIFICATE and DECLARATION for 2023 – 2024**

**PLEASE COMPLETE ALL BLANKS IN BLOCK CAPITALS**

Diocese of Canterbury

Archdeaconry of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Deanery of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CERTIFICATE** to be signed by the Chair of the Meeting of Parishioners for the Choosing of Churchwardens for 2023 - 2024.

In places such as Team Ministries or United Parishes with more than one pair of Churchwardens, please state here to which Church this Certificate and Declaration applies.

*Name of Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# I CERTIFY THAT

Mr/Mrs/Miss/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name please, CAPS)

of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

)

AND

Mr/Mrs/Miss/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name please, CAPS)

of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

were duly chosen to be Churchwardens of the above parish/church at a Meeting of Parishioners pursuant to Sections 4 and 5 of the Churchwardens Measure 2001 held on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2021.

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Chair of the Meeting)**

**DECLARATION to be made by the Incoming Churchwardens for the Year 2022-2023:**

We the undersigned named above do individually declare that we will faithfully and diligently perform the duties of the office of Churchwarden for the above parish during the period of our appointment, and that we are not disqualified from holding office as a churchwarden under Section 2(1), (2) or (3), of the Churchwardens Measure 2001, which we have read (overleaf).

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **and** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If you are new to this office or you have been chosen again after a gap, please tick the box next to your name so that you can be invited to a New Churchwardens’ training event later in the year.***

Before being admitted to office and actually becoming Churchwarden, you will be asked to give this form to the Archdeacon and then make the following declaration:

“I solemnly and sincerely declare before God and his people that I will faithfully and diligently perform the duties of the office of churchwarden for the parish for which I have been chosen during the period of my appointment.”

The newly chosen Churchwardens should sign this Declaration, and hand it to the Archdeacon when they are Admitted. Churchwardens continue in office until they or their successor are admitted to office the following year, or until 31 July in that year as the case may be. Any person chosen as Churchwarden at the Annual Meeting of Parishioners causes a casual vacancy if they do not attend the Visitation and do not appear before the bishop (or deputy, e.g. the archdeacon) to be admitted to office before 31 July of the year in question, illness etc excepting. For fuller details see the Churchwardens Measure 2001

### NOTES

### The Churchwardens Measure 2001, Section 2(1), (2), (3) as amended reads:

### “General disqualifications

*2  (1) A person shall be disqualified from being chosen for the office of churchwarden if (s)he is*

*disqualified from being a charity trustee under section 178 of the Charities Act 2011 and the*

*disqualification is not for the time being subject to a general waiver by the Charity*

*Commission under section 181 or to a waiver by it under that section in respect of all*

*ecclesiastical charities established for purposes relating to the parish concerned.*

*In this subsection "ecclesiastical charity" has the same meaning as that assigned to that expression in the Local Government Act 1894 (c. 73).*

*(2)(a) A person shall be disqualified from being chosen for the office of churchwarden if (s)he has been convicted of any offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (c. 12).*

*(b) In paragraph (a) above the reference to any offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 shall include an offence which, by virtue of any enactment, is to be treated as being included in any such reference in all or any of the provisions of that Act.*

*(3) A person shall be disqualified from being chosen for the office of churchwarden if (s)he is disqualified from holding that office under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977 (No. 1).*”

**These disqualifications** are:

* Disqualification as a charity trustee under section 178 of the Charities Act 2011
* Convictions within Schedule 1 to the Children and Young Persons Act 1933; and
* Disqualification under Section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977.

**If you are in any doubt** as to whether you are disqualified, consult the diocesan registrar before signing this form.

**The Archdeacons are part of the Canterbury Diocesan Board of Finance (CDBF), which is the data controller for the data provided through the completion of this form. The Archdeacons require contact information for the Churchwardens in order to fulfil their duties and provide support. This information will also be used by Diocesan departments in the fulfilment of their legitimate activities. Thank you.**

Churchwarden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Churchwarden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Some useful books about Parish Management for churchwardens and clergy

*Practical Church Management*, by James Behrens (Gracewing; 3rd edition 2014)

*Handbook for Churchwardens and Parochial Church Councillors*, by Macmorran and Briden

(Mowbrays, 2010).

*Churchwardens: A Survival Guide,* by Martin Dudley and Virginia Rounding (SPCK, 2009)

*So the Vicar’s Leaving*, by Alexander and Martineau (Arthur Rank Centre 2012)

*The Churchwardens’ Handbook – a practical guide*, by Ian Russell (Kevin Mayhew, Revd ed 2001).

Intended mainly for Clergy:

*The Parish Survival Guide,* by Martin Dudley and Virginia Rounding (SPCK, 2004).

*Your Church and the Law –* by David Parrott, Canterbury Press 2011