

Churchwarden's Handbook



Diocese of Canterbury
CHANGED LIVES ➞ CHANGING LIVES

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Churchwarden's role and responsibilities

The main duties etc are set out in: Church of England Roles and Responsibilities document Churchwardens Measure 2001 Canons of the Church of England Canon E1. The role of Churchwarden is a ministry - not just a job! This booklet contains a summary of the key areas of the Churchwarden ministry.

Leadership

Churchwardens are a key part of the leadership of their church. As well as sharing leadership of the day-to-day life and ministry of the parish, they often know their parish's journey, people and context very well and can play a vital part in discerning the vision and future direction of mission in their church. Within this planning, it is important for Churchwardens to be aware of their deanery and diocesan contexts. The Canterbury Diocesan strategy "Towards A Flourishing and Sustainable Future" can be found at [Our Direction - Diocese of Canterbury](#)



Each deanery will have its own local, evolving strategy, which you need to know about. Liaise with your parish Deanery Synod representatives to find out about this. The life of your parish sits within the context of its deanery and diocese, and thus any planning and strategy needs to take account of this wider picture.

Social media

...can be a useful source of communication, support and advice between Churchwardens. There is a closed Churchwarden's group on Facebook.

Does your deanery have a CWs email/WhatsApp/chat group? If not, maybe you would consider setting one up. Liaise with your Deanery Lay Chair for advice.

Useful websites

- [CofE Portal](#) gives access to all C of E services
- [Home | The Church of England](#) lots of information and a good search engine
- [Home Page - Parish Resources](#) lots of information and downloadable forms etc (all free)
- [Diocese of Canterbury](#) the Diocesan website
- [Newsletters - Diocese of Canterbury](#) sign-up on this webpage for the Diocesan newsletters.

GDPR advice

Introduction

Each Parochial Church Council (PCC) must ensure that it meets its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

In the context of data protection, a Parochial Church Council (PCC) acts as a data controller, meaning it determines the purposes and means of processing personal data within the parish. Please note that incumbents and PCCs are considered to be *separate* data controllers because they are separate legal entities which will be processing personal data.

Essential resources

- Information Commissioner's Office (ICO) website - [Information Commissioner's Office](#)
- Parish Resources Website – [Data Protection: Parishes and GDPR](#) (includes templates for a Privacy Notice, Retention Policy, Audit Form and Consent Form)
- Care of Parish Records – [‘Keep or Bin’ guidance for parishes](#) (document retention).

Key terms

Data Controller	Person/organisation who determines the how and what of processing
Data Processor	Responsible for processing personal data on behalf of a controller
Processing	Anything done with/to personal data, including storing it
Data Subject	Person about whom personal data is processed
Personal Data	Information about a living individual which is capable of identifying that individual

The role and responsibilities of the PCC

- To make decisions about how personal data collected within the parish is used, stored, and shared. This could include information from electoral rolls, Gift Aid declarations, parish registers (baptisms, marriages, funerals), and other data related to church activities and members.
- To comply with data protection legislation guided by the UK GDPR data protection principles, which in summary require that personal data be:
 - Processed fairly, lawfully and in a transparent manner
 - Used only for limited, specified stated purposes and not used or disclosed in any way incompatible with those purposes
 - Adequate, relevant, and limited to what is necessary
 - Accurate and, where necessary, up to date
 - Not kept for longer than necessary
 - Kept safe and secure.

- To understand and comply with the rights of data subjects:
 - The right to be informed
 - The right of access
 - The right to rectification
 - The right to erasure
 - The right to restrict processing
 - The right to data portability
 - The right to object
 - Rights in relation to automated decision making and profiling.

Is there a summary guide available for PCC Members?

Yes, see [A Brief Guide to Data Protection for PCC Members](#) on the Parish Resources website.

How does the PCC identify and record what personal data it is using (processing)?

We suggest carrying out a [GDPR Data Audit](#) (link to Parish Resources guidance). Complete this as comprehensively as possible and update regularly to reflect your current situation.

Does the PCC need to register with the ICO?

Whilst the ICO maintains a register of Data Controllers, many charities and not-for-profit organisations are exempt – and in general, churches fall into this category. The ICO has [FAQs about registration](#) with online guidance and questionnaires to help you work out if you need to register and pay a fee.

Privacy notices

Ensure that the PCC has a Privacy Notice in place, to provide individuals with accessible, transparent information about how their personal data is collected, stored and used.

[The Parish Resources website](#) has a template for adaptation, with guidance notes.

Lawful processing

Before you hold or process data on a Data Subject, you must make sure you have a lawful basis for doing so. The UK GDPR sets out six lawful bases for processing data:

- Consent
- Legitimate interests
- Contractual necessity
- Compliance with legal obligation
- Vital interests
- Public interest.

(See the Parish Resources website [Six Lawful Bases under GDPR](#) for detailed information.)

Unless an exemption applies, at least one of these will apply in all cases – and it is possible for more than one to apply at the same time. You must set out in your Privacy Notice which lawful basis you are relying on for holding/processing data.

Can we rely on consents already in place?

UK GDPR has stricter rules under consent – it must be specific, informed and active – so it is worth reviewing any consents you have on record to check whether they comply. A general rule is that if consent was obtained using an opt-out box or is ambiguous, it is not reliable, nor is silence and/or inactivity on the part of the Data Subject sufficient to presume their consent.

What about consent in relation to children?

This is a complex area, as guidance is incredibly detailed and most age requirements for consent relate specifically to online contracts or ‘information society services’ (normally paid-for services for which data is processed and stored electronically ‘at a distance’ at the individual request of a recipient).

A core question for reflection:

Does the child have the capacity to understand the implications of the collection and processing of their personal data?

- If the answer is yes, then they are considered competent to give their own consent to the processing, unless it is evident that they are acting against their own best interests.
- Where the child is not competent then, in data protection terms, their consent is not ‘informed’ and therefore not valid.
- Do consider any imbalance of power in the relationship with the child, to ensure that if their consent is accepted, it has been freely given.
- Note that the UN Convention on the Rights of the Child defines a child as everyone under 18.

On balance, it is suggested that PCCs might:

- Collect data that is a minimal risk to the rights and freedoms of the child(ren)
- Seek consent to process personal data of children under 16 from the person who holds parental responsibility.

To show that consent has been lawfully and transparently given when collecting children's data, ensure that notices and policies are in plain language so that both children and persons holding parental responsibility can understand what they are consenting to. Be clear about what the PCC is doing with their personal data and the risks/safeguards involved and let them know what to do if they are unhappy. Make sure to keep copies of consents too.

Children have the same rights as adults over their personal data: rights of access, to request rectification, to object to processing and to have their personal data erased. If you accept consent from a holder of parental responsibility over a child, then you also need to think about how you let the child know that they have a right to withdraw that consent once they are competent to make such a decision. The PCC should provide this information as part of any privacy information directed at children and young people.

Special category data

The UK GDPR singles out some types of personal data as likely to be more sensitive, and gives them extra protection:

- Personal data revealing **racial or ethnic origin**
- Personal data revealing **political opinions**
- Personal data revealing **religious or philosophical beliefs**
- Personal data revealing **trade union membership**
- **genetic data**
- **Biometric data** (where used for identification purposes)
- Data concerning **health**
- Data concerning a person's **sex life**, and
- Data concerning a person's **sexual orientation**.

The Data Protection Act 2018 outlines the requirement for an Appropriate Policy Document to be in place when processing Special Category (SC) data under certain specified conditions.

To lawfully process SC data, you must identify both a lawful basis under Article 6 of the UK GDPR **and** a separate condition for processing SC data under Article 9. You must determine the condition for processing special category data before you begin this processing and it must be documented – [see ICO Conditions for Processing](#).

In a parish context the most relevant lawful bases for processing SC data are likely to be Condition 1, Explicit consent and Condition 4, that the processing is conducted in the course of its legitimate activities with appropriate safeguards *by a not-for-profit body with a philosophical and religious aim*.

Data/document retention

Guidance on Caring for Your Parish Records - what to keep and for how long, including Parish Registers, Electoral Rolls, Gift Aid declarations and a range of other information typically held by parishes - can be found in [‘Keep or Bin: Care of Your Parish Records’](#)

Acting on data breaches

What is a data breach?

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

Who must we notify?

Firstly, it is important that the PCC keeps a record of all data breaches, however small they are perceived to be. Review the list on a regular basis to monitor frequency and higher areas of risk that may need addressing.

The ICO website includes case studies and a self-assessment tool to determine whether a breach needs to be reported. If the data breach is considered to be serious and results in a high risk to individuals, reporting is required within **72 hours**.

You can report a breach [online with the ICO](#). It is important that those responsible adhere to the deadline – you may wish to seek the advice of the Diocesan Data Protection Officer (Iain Blythe, 01227 459401) or Diocesan Registrar (Mrs Patti Russel, 0207 593 5148) about any serious suspected breaches.

Other frequently asked questions

What is the guidance on...

Publishing a directory with names, addresses and phone numbers for use by church members?

There are several risks with church directories for the PCC to consider:

- The PCC cannot completely control how the information is used, even if the document states clearly that the information is provided solely for church purposes
- Anyone receiving the directory must be clear that data may not be shared or used to advertise non-church related activities
- How will it be updated? Remember that individuals have the right to have personal data rectified if it is incorrect or erased if they withdraw consent for its use
- What information appears – how is it circulated, who can access it and do recipients of the directory understand for what purposes they may use the information?

Sending anniversary cards and invitations to our baptismal families?

It is for the PCC to decide whether, under UK GDPR, to rely on the lawful basis of legitimate interest, or whether it would be more appropriate to gain consent for keeping in touch. Bear in mind that the former puts the onus on the PCC to balance its legitimate interests and the necessity of processing the personal data against the interests, rights and freedoms of the individual, within these specific circumstances.

If the church is already in regular contact with the family and uses details obtained prior to the event, then the PCC does not need consent to keep in touch. If contact is not regular, it may be advisable to request permission (consent); a 'light touch' approach might be to offer a 'contact' card to families during the pastoral visits/baptism preparation. Remember that this needs to be transparent and clear to parents/carers about the various activities or information that you propose to share.

Personal data gathered for Gift Aid?

Consent is established through your parish Gift Aid declaration form, which enables you to prove (if asked) to HMRC that you have the donor's permission to hold their details.

Pictures captured on security cameras?

Some churches have installed CCTV for security reasons. [The Parish Resources website](#) has a template CCTV policy and guidance for churches which have a camera surveillance system. Following this advice will help to ensure that the PCC understands the lawful basis it is relying on for gathering and using the CCTV footage, security measures that protect the data, how long the footage is kept and whether it is shared.

Also consider whether there is adequate signage notifying visitors that CCTV is in operation, its purpose and who to contact to raise any queries.

Parish IT

Why it is important for parishes to have parish IT accounts?

As a charitable organisation, your parish has a duty to responsibly manage the data of those you serve. This includes anything from email correspondence to recording contact details in attendance records.

With the increasing reliance on online platforms, the rate of cybercrimes has grown significantly. It is crucial now more than ever to ensure that your online data is stored securely.

The General Data Protection Regulation (GDPR) is a law in the European Union that governs the protection of personal data and privacy.

Changes in GDPR regulations make compliance both a legal and moral responsibility. It is crucial to uphold these standards to maintain trust and integrity within your community.

What are the potential implications of not having secure IT for your parish?

- **Data Breach Risks:** Personal email accounts are more vulnerable to hacking and phishing attacks, increasing the risk of data breaches
- **Compliance Concerns:** Retaining parish data in personal accounts poses a significant risk of breaching GDPR regulations, potentially resulting in fines and legal repercussions
- **Loss of Data Control:** Data stored in personal accounts is harder to monitor and control, making it difficult to ensure data integrity and security
- **Subject Access Requests:** Responding to Subject Access Requests is more complicated when data is spread across personal accounts, potentially leading to non-compliance
- **Accountability and Liability:** Using personal accounts can expose staff and volunteers to personal liability in case of data breaches or other compliance failures
- **Operational Disruptions:** If a personal account is inaccessible due to illness or absence, it can disrupt parish operations and access to critical information. Parish accounts allow for seamless transition of information during personnel changes and provide a secure method for data transfer
- **Reputation Damage:** Data breaches or non-compliance issues can harm the parish's reputation and erode trust within the community.

What options are available to you?

Many online providers offer services for parishes, but two main companies provide free accounts. These options are listed below. If your parish uses another provider, check if they offer free licenses for non-profits, as this is not exclusive to Microsoft or Google.

Microsoft 365

Microsoft offers free and discounted licenses for its Microsoft 365 products to eligible non-profit organisations through the Microsoft Non-profit programme. This includes up to 300 free licenses for Microsoft 365 Business Basic and up to 10 free users for Microsoft 365 Business Premium.

Google

Google provides free licenses for its Workspace to eligible nonprofit organisations through the Google for Non-profits programme. This includes access to Gmail, Docs, Calendar, Drive, and Google Meet at no cost.

Additionally, non-profits can receive discounted rates on advanced editions such as Business Standard, Business Plus, and Enterprise. To qualify, an organisation needs to have a Google for Non-profits account and meet the eligibility criteria.

How to move forward?

Managing IT internally within the parish

If your parish possesses IT expertise, you can consider addressing these needs internally. Below is a non-exhaustive list of essential areas to be mindful of when managing IT and data:

- **Utilise encryption** to safeguard sensitive information during transmission and storage
- **Implement strong password policies** and multi-factor authentication (MFA) for enhanced security
- **Ensure all software and systems are regularly updated** with the latest security patches
- **Conduct regular assessments** to identify security vulnerabilities and ensure regulatory compliance
- **Provide comprehensive training** for staff and volunteers on cyber security and data protection practices
- **Establish and adhere to clear policies** for data handling and storage in accordance with GDPR requirements
- **Maintain secure backups** to prevent data loss, preferably within the UK or EU
- **Appoint a Data Protection Officer** (DPO) if mandated by GDPR to oversee data protection measures
- **Verify that third-party providers comply** with GDPR and cyber security standards
- **Develop a response plan** to promptly address data breaches
- **Continuity of service** is a critical aspect of IT administration. By ensuring that several individuals are adequately trained in IT management and data protection, organisations can effectively handle personnel changes or unexpected absences.

Outsourcing the management of IT

Should your parish lack internal expertise, setting up and managing IT may seem challenging. Outsourcing IT management can offer a robust solution, providing access to industry-level knowledge and services.

Numerous reputable companies within the Diocese offer these services; we encourage you to explore all options to select a provider best suited to your needs.

Potential company for consideration

The Diocese has arranged a bespoke offering with its IT supplier, [The Ardent Group](#), available to parishes within the Diocese of Canterbury.

Discounted IT support agreement

The Ardent Group are offering to waive the usual £1500-£3000 set-up fee with the agreement that the parish enters into an annual support agreement. The support fee will be approximately £5 per user/account - this agreement will be renewed annually.

Services included within this agreement:

Office365 Commissioning

- Application for Charity licensing to Microsoft
- Provision of additional charity licensing to meet requirements
- Basic setup of Office365
- Same standard setup as other parishes
- Cloud configuration of users
- Adding parish domain name into Office365 Ongoing Support
- Office365 Cloud support only (remote only)
- Administration of password changes & Multi Factor Authentication reset.

Additional services available

There are additional services available via Ardent for additional costs. Please speak with [The Ardent Group](#) directly for quotes regarding this work. Below is a list of some of the services available:

- Data transfer from existing tenants (current email accounts)
- Additional licenses
- Desktop/laptop and device support
- Wi-Fi, networks and internet
- Application support
- Printer support
- Network cabling
- New equipment installations
- Installation of, and support for, Audio and Visual equipment within the church buildings.

Ensure your parish's choice suits you. Review all options, consult multiple companies, and decide as a PCC on the best way forward.

For further discussion, contact Cordelia Sain-Ley-Berry-Gray at 01227 459401.

Parish Returns portal

Introduction

The Parish Returns portal is an essential tool for the Diocese of Canterbury, enabling parishes to submit vital data on finance and mission statistics, as well as their energy footprint. This system is critical for the Diocese's mission to serve and support its community, allowing for informed decision-making, effective resource allocation, and strategic planning. Accurate and timely data collection is not merely an administrative task but the lifeblood of the Diocese's ability to address the unique needs of each parish and foster growth in mission and ministry. Through the Parish Returns portal, parishes can ensure they are providing valuable insights into their financial health, attendance trends, and environmental impact, thereby contributing to the overall sustainability and expansion of the Diocese's mission.

Why are the returns of parish finance and Statistics for Mission important?

The Diocese's mission to serve and support its community relies heavily on accurate and timely information from all parishes. Collecting mission and financial statistics is not merely an administrative task, it is the lifeblood of the Diocese of Canterbury's ability to make informed decisions, allocate resources effectively, source for resources and address the unique needs of each parish.

Accurate financial data allows the Diocese to allocate resources where they are most needed, and by understanding the financial health of each parish, the Diocese can provide targeted support to ensure that funds efficiently support mission and ministry. Missional statistics is crucial for developing new programmes and strategies that align with expanding the engagement activities and outreach efforts of parishes to boost attendance. Furthermore, understanding trends in attendance, income generation and spending patterns in parishes, the Diocese of Canterbury will be able to develop long-term plans that will sustain and grow its mission.

Collecting and reporting financial and missional statistics/data is not without its challenges. Through the analysis of parish data, the Diocese can gain insights into the difficulties parishes may face during reporting. This becomes the basis of the support the Diocese of Canterbury may be able to provide (e.g., training, workshop and mentoring) to improve reporting.

In summary, missional and financial statistics is essential for strategic planning, identifying successes and helps the Diocese of Canterbury to meet reporting obligations to the Church of England.

Why is completing your Energy Footprint Tool important?

Completing The Church of England's Energy Footprint Tool (EFT) will help each church understand its carbon footprint and take meaningful steps toward net zero carbon by 2030.

You can enter the information into the online Parish Returns portal. The process takes less than an hour, and once submitted, you will receive an instant report showing your church's carbon footprint.

By submitting your church's energy data, you will:

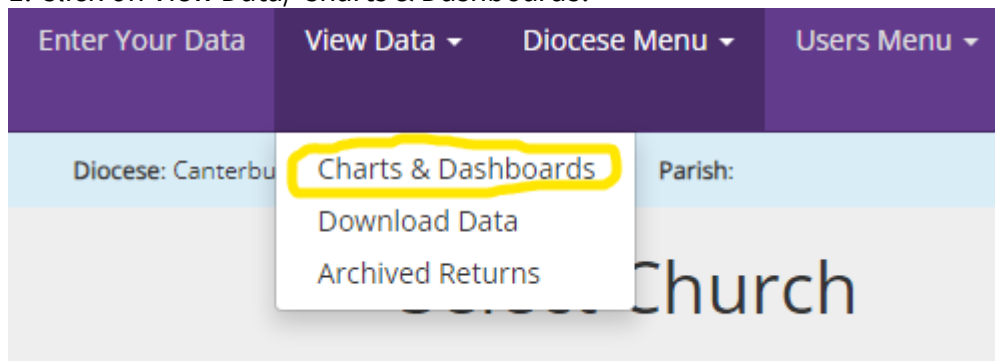
- Gain insight into your carbon footprint
- Support your net zero journey with tailored reports
- Unlock potential grants to fund eco-friendly projects
- Join a collective effort across the Church to safeguard our shared environment.

Accessing Parish Returns data

Parishes can access their Statistics for Mission and Finance Parish Dashboards at any time via [Parish Returns Online \(churchofengland.org\)](https://churchofengland.org).

To access these dashboards, and the downloadable PDF, please follow the below instructions:

1. Click on View Data/ Charts & Dashboards.



2. Select the Church/Parish you wish to view the data of.

3. Select the Statistics for Mission Dashboard or Finance Dashboard.

4. From here you will be able to see the last ten years' worth of data shown in graph and table form. This information is downloadable via the Download Report button, shown below.



How to gain access to the portal?

Parish Officers can have an account for the portal. To have an account created for you, please email Information.Services@diocant.org.

Churchwardens and schools

Trustees of school site land

Churchwardens, along with the incumbent, are often (but not always) trustees of an unregistered charity owning church school site land. This arrangement dates back to the original establishment of many church schools and is governed by educational and charity law. Usually (but not always) the ownership is shared with the local authority (LA) – the LA owning the playing fields, and the church site trustees the land on which the buildings stand and adjacent hard surfaces e.g. playgrounds and car parks. Again, this is historical – older church schools often did not come with playing fields.

This role can involve any of the following responsibilities:

1. The trustees are responsible for ensuring that the land is used in accordance with the trust's terms contained in the original conveyance which donated the land, which typically involve maintaining the school's Christian ethos and supporting its educational mission.
2. In cases where a school transfers to another site or closes, the site trustees become responsible for the land and buildings. This responsibility includes the disposal of the property, usually by sale.
3. Additionally, if any land transactions are proposed, such as leasing land to a pre-school, granting a wayleave, or a maintained school becoming an academy, only the church school trustees can grant the interest in land or a licence to occupy.
4. Management of a school house, even if occupied by and merged with the school, because the house has a different legal status.

Churchwardens should contact Andrew Collie, Schools Officer: Organisations and Estates and Zech Bates, Schools Project Officer at Diocesan House (school.estates@diocant.org) with any queries that they have in relation to the above responsibilities. For most churchwardens who are site trustees, active responsibilities only occur occasionally, and the Diocesan House team will carry out the work in collaboration with you. It is their bread and butter, the cost of which is usually covered by Parish Share.

Trust funds

There are occasions where church school site charities have cash. These must be deployed for the benefit of the school site owned by the charity. It is not available to the PCC, nor does the PCC decide on its use – that is the responsibility of the incumbent and wardens as site trustees.

Churchwardens' responsibilities for trust funds include:

1. **Oversight and Decision-Making:** Churchwardens help decide how the trust funds are invested and ensure that these investments align with the trust's objectives and donor intentions.
2. **Compliance and Governance:** They ensure that the management of the trust funds complies with legal and regulatory requirements, including guidelines from the Charity Commission.
3. **Financial Stewardship:** They are responsible for the proper administration of the trust assets, protecting them from decisions that might be inconsistent with their duties.

By fulfilling these roles, churchwardens help maintain the integrity and effectiveness of their trust funds.

Religious Education funds

Where a school site has been sold and the proceeds are not required by the Department for Education to be invested in a replacement site, the law requires that 3/14 of the sale proceeds are used to establish a new charity for religious education in the parish in which the redundant school site is based. The proceeds may be used, for example, to support a youth worker. The 'parish' is the current one after any pastoral reorganisation, not the historic one. The trustees are the incumbent and churchwardens managing a charity which is entirely separate from the PCC. The RE Fund is held by the Diocese with the trustees applying for grants from it for projects. This avoids erroneous use which has been a problem.

Changing trusteeship

It is possible for incumbent and churchwardens, due to their overall workload, to transfer their church school trusteeship to the Diocese acting as sole trustee. An explanation:

1. Each church school site and any related cash are owned by a separate charity – one school site, one charity. When the Diocese is the sole site trustee, the school site charity continues to exist as a separate charity, separate from the Diocesan Board of Finance to which Parish Share is paid.
2. The responsibilities of a charity trustee are to act in the best interests of that charity. As a result, where the DBF is the church school site trustee, it must act in the best interests of that charity, not the PCC, not the Diocese. (The same restriction applies to incumbent and churchwardens as site trustees.) A key question is "What is in the best interests of the school?"
3. When the Diocesan Board of Finance is the sole trustee, the responsibilities are fulfilled by the Diocesan Board of Education except for the signing of legal documents.

School governance in Church of England schools

In the Canterbury Diocese, school governance is recognised as a lay ministry. See [Canterbury Diet](#) document to explore this further. Ensuring there is good and strong governance in each school enables leaders to lead effectively and pupils to receive the education they deserve.

Therefore, ensuring each Church of England school has a full complement of foundation governors will ensure the Christian character, as set out in the school's historic trust deed continues for future generations, and all are given every opportunity to flourish.

A governing body – role of foundation governors

A school's governing body is made up of different representatives, such as parent, co-opted, staff, and Local Authority governors. Church of England schools, in addition to these positions, have foundation governors.

The inclusion of foundation governors on the governing bodies in Church of England schools is one of the distinguishing characteristics of church school education. Foundation governors represent the historic link with the original church establishment (the 'founding' establishment, hence the term 'foundation') of the school. As such, they are the custodians of its distinctive Anglican and Christian ethos.

Foundation Governors must bear in mind the principles of the Church of England, of the historic Trust Deed and of the distinctive Christian vision statement of the school in relation to all three core elements of governance, which are:

- Ensuring clarity of vision, ethos, and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent.

Ultimately, all governors are here to ensure that the school is able to provide the best education and school experience possible for every single one of its pupils.

Appointing foundation governors

The Diocesan Board of Education formally appoints all foundation governors. However, there are different ways someone may be nominated and then appointed to become a foundation governor.

These are:

- Appointed by the Diocesan Board of Education (DBE)
- Nominated by the PCC and appointed by the Diocesan Board of Education (DBE)
- Appointed by the DBE in consultation with the PCC.

The school's Instrument of Governance (for maintained schools) or Articles of Association (for academies) clearly set out who the nominating and appointing body is. These documents also set out the number of foundation governors required on the board.

Please see our [website page](#) for more information and flow diagrams that outline the process of appointing and reappointing foundation governors in Church of England schools and academies. [Governance in church schools - Diocese of Canterbury](#)

The role of clergy and the PCC in the nomination / appointment process

Clergy, Churchwarden's and PCC members play a vital role in recruiting and recommending people to serve as school governors. They know and understand their community can nominate someone who may have the time and appropriate skills needed for this ministry role. See Appendix 1 for criteria for foundation governors.

Where a foundation governor needs to be nominated by the PCC, it should be included as an agenda item and approved within the meeting. A copy of the minute where the nomination was approved will need to be included in the proposed governor application form.

There is an expectation that foundation governors will report back to the PCC on the strengths of the school, particularly regarding the outworking of its Christian vision and values.

Once a foundation governor has been recommended and nominated the formal process of appointing them must begin. This is done via the school governance professional, who will follow the process as outlined in the flow diagrams on our [CYPE webpage](#).

Ex-officio and Archdeacon nominee position

Parish incumbents are intitled, as part of their licensed role, to hold an ex-officio governor role on a school governing body.

However, we are aware that it is not always possible for an incumbent to take on this role alongside all their other responsibilities. This could be due to the number of Church of England and community schools within their parish or benefice. In this situation the incumbent should prayerfully consider who may be a suitable person to take on the role and represent them on the governing body. This nominated person would take on the title of Archdeacon's nominated foundation governor.

As part of their application process the area Archdeacon must be consulted. This is done through the Diocesan appointment process. An Archdeacon's nominee is often appointed during an interregnum. This position is retained until an incumbent is licensed and takes up the ex-officio role if they choose to.

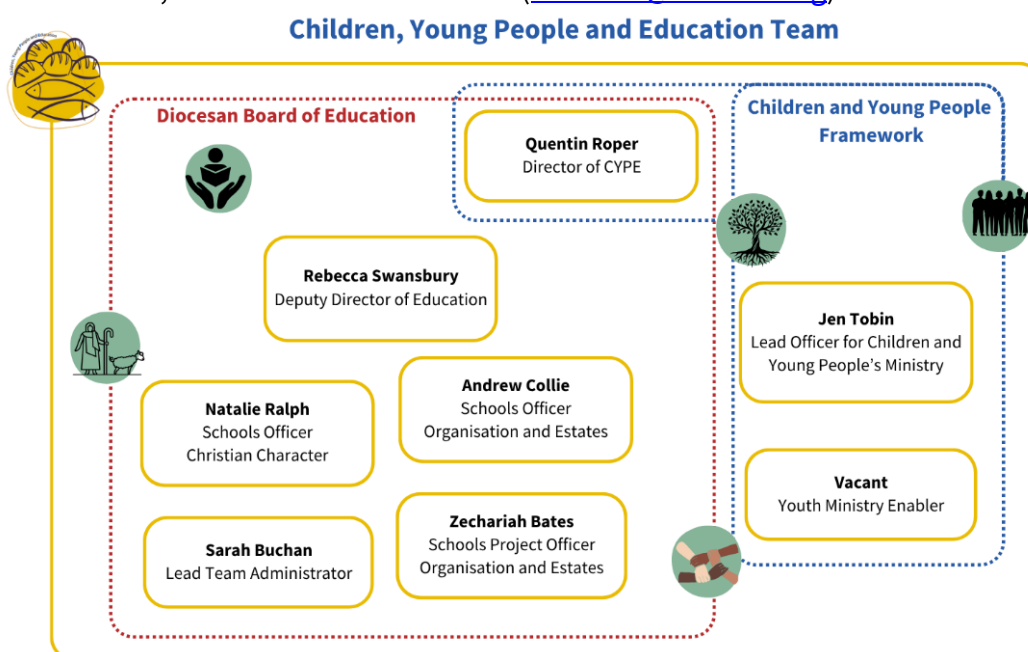
See page 22 for appointment criteria and our [CYPE Governance webpage](#) for more information on the process of appointing an Archdeacon's nominee.

Who to contact

If you have any questions or queries do contact:

Rebecca Swansbury, Deputy Director of Education (rswansbury@diocant.org)
For strategic oversight of governance, concerns or issues with foundation governors

Administration of appointments and reappointments of foundation governors:
Sarah Buchan, Lead Team Administrator (sbuchan@diocant.org)



Criteria for appointment of foundation governors

When prayerfully considering who in your church community could serve as a foundation school governor, the following criteria should be adhered to:

1. An individual who is a practising Christian and who is usually a communicant member of the Church of England or another Church in communion with the See of Canterbury
2. An individual who is a member of another Church which is itself a full member of Churches Together in England and Wales
3. A person who is not a member of any church but is sympathetic to the Church of England and can in the opinion of the Governing Body and after consulting the Diocesan Board of Education Officers
4. Demonstrate an understanding of the importance of upholding the Christian character of the school
5. Demonstrate the skills needed to understand and develop distinctive vision,
6. Monitor their effectiveness in the school's individual context

7. Know how the performance of the school's approach to its distinctiveness will be assessed by external bodies
8. Contribute actively to the Section 48 (SIAMS) inspection process.

Please note that members of staff cannot be a foundation governor at the school in which they work. They are however very welcome to support a different school as a foundation governor.

Resources

Two books recommended by other Churchwardens. Both available from eden.co.uk, Amazon and others:

Practical Church Management £30.00

The Handbook for Churchwardens and Parochial Church Councillors £14.99

Both from Church House Bookshop.

Other useful titles

The Churchwarden's Yearbook

www.churchwardenbooks.co.uk £16.95

Church House Bookshop £17.95

Lots of information, including altar frontal colours, the dates for every saint you've ever heard of, lectionary and helpfully runs from Advent in the previous year to January in the one following the Diary date. It also tells you which 'Common Lectionary Year' you are starting on the first Sunday of Advent - very helpful when trying to find a reading!

The Churchyards Handbook

A bigger look at this subject. £12.99 at Church House Publishing.

www.chpublishing.co.uk/books/9780715143018/the-churchyards-handbook

All these books would be a legitimate expense to claim back from your Church Treasurer.

Property matters

(As to the church, the churchyard and the movables)

- Keeping the property register formerly called the terrier and inventory and the logbook is the specific responsibility of the wardens, who should keep them up to date and make sure they are able to hand these over to the new wardens at the time when one retires and another takes over.

- The property register is a list of land belonging to the church and a list of all the items belonging to the church.
- The logbook is a detailed record of all the alterations, additions and repairs carried out in relation to the church, its land and its contents.
- Wardens are required at least annually to make a sufficient inspection of buildings and contents, and at the last PCC meeting before the Annual General Meeting the wardens must report to the PCC and then to Annual Parochial Church Meeting on all the property matters.
- Although it rarely matters, all the moveable items of the church are technically the property of the churchwardens. Nothing can be sold without the authority of a faculty.

Spare pages for both the logbook and property register can be obtained from:

www.amazon.co.uk

www.eden.co.uk

www.chbookshop.co.uk

www.wesleyowen.com

Good order

The Wardens must preserve decency in the church and the churchyard, ensuring that the church is kept clean and in good repair, and the graveyard well maintained.

They are required to see that all is in order for services, whilst there are usually church members responsible for various aspects, the warden needs to be sure that:

- The altar frontal and other items is the right colour for the day
- The sidesmen, lesson readers, intercessors, coffee makers etc are all present
- There are sufficient wine and wafers for a communion service
- Candles are in good order, and topped up if you are using oil ones
- The altar is 'laid up' for communion if the server or sacristan is not there to do it
- That the correct service books are being given out and a set is in the priest's stall
- The readings have been found in the lectern lectionary or bible
- If there is a visiting clergy minister who will require payment, that the treasurer is aware and provision has been made
- That if there are banns to be read that the banns book is ready
- You may also need to place the offertory plate in its usual place depending on your church's custom
- Place a glass of fresh water in the priest's stall
- Ensure priest has clearly written copies of any notices you wish given out
- Is the sound (loop) system switched on?
- Heating and lighting are as required.

In practice, many of these tasks will be delegated, but Wardens must have oversight and know that everything is in place, whether they themselves are present or not.

Records

Records which should be preserved

- Registers of baptisms, marriages, burials, banns and confirmations
- Register of services
- Orders of service for special services held at the church
- Documents relating to property, e.g., title deeds, inventories, terriers, maps and plans
- Documents relating to the church fabric, especially major restorations and alterations, including quinquennial survey reports, church logbooks, faculties, specifications, plans, correspondence and photographs
- Papers concerning special parish projects
- Papers regarding benefactions
- Papers relating to legal rights and duties and disputes
- Union of benefice papers, plurality orders and pastoral schemes and orders
- Parish profiles, compiled during vacancies in benefices
- Vestry minutes
- Parochial Church Council minutes, detailed agenda, and reports
- Parochial Church Council account books and annual statements of account
- Churchwardens' accounts
- Records of the overseers of the poor (including overseers' accounts, rate books, apprenticeship indentures, bastardy papers and settlement papers)
- Records of the surveyors of the highway
- Records of the parish constables
- Records of local charities
- Records of local schools
- Parish magazines, church guides, and publicity material produced by the parish (one copy of each issue)
- Minutes, accounts, etc. of auxiliary organisations, e.g. choir, bellringers
- Mothers' Union, Sunday School.

Records which can be destroyed

- Marriage and baptism certificate counterfoils
- Banns, burial and disposal certificates
- Baptism and banns applications

- Parochial Church Council cash books, paying-in books, bank statements, bills, used cheques and other subsidiary financial records
- Correspondence regarding routine parish administration and routine financial matters
- Superseded insurance policies
- Circular letters sent out by other organisations
- Files relating to former personnel
- These documents can be disposed of when no longer needed for administrative purposes. For legal reasons, all financial records should be retained for seven years.

Archives and church records

Diocesan Record Offices

Churches in the pre-2011 Archdeaconry of Maidstone
(Exemptions held by Maidstone All Saints, Lenham St Mary, Wormshill St Giles, Bethersden St Margaret):

The Kent History and Library Centre, James Whatman Way, Maidstone ME14 1LQ,
Tel 08458-247200; email historyandlibrarycentre@kent.gov.uk

Churches in the pre-2011 Archdeaconry of Canterbury
(Exemption held by Ash St Nicholas):

Canterbury Cathedral Archives, The Precincts, Canterbury CT1 2EH Tel 01227
865330, email archives@canterbury-cathedral.org

Legislation

- Parochial Registers and Records Measure (1978, amended 1992): non-current registers and records over 100 years old, and registers whose earliest entry is 150 years old, should be deposited in a Diocesan Record Office
- Data Protection Act
- Financial regulations.

Good record-keeping

- Quality ink, e.g. Registrar's ink (obtainable from Ecclesiastical Stationery Supplies, www.registrarsink.co.uk, Tel 01440-760360)
- Stable, dry conditions
- Secure conditions
- Avoid paperclips, brown paper etc.

Further information

- 'Keep or Bin' for detailed information on which records need to be kept, and why: www.cofe.anglican.org/about/librariesandarchives/keeporbin, or by post from the Church of England Record Centre, 15 Galleywall Road, South Bermondsey, London SE16 3PB
- A Guide to the Parochial Registers and Records Measure 1978 (as amended at 1 January 1993, available from Church House Publishing, Great Smith Street, London SW1P 3BN
- www.kentarchives.org.uk and <http://archives.canterbury-cathedral.org>: online catalogues for the History and Library Centre and the Cathedral Archives, with listings of parish documents held in the record offices
- James Behrens, Practical Church Management (1998), Chapter 24
- 'Building on history' project website: www.open.ac.uk/Arts/building-onhistory-project For guides on writing church and parish histories
- Conservation by Design, www.conservation-by-design.co.uk, for paper conservation products, e.g. silica gel.

Emergency cover

In case of emergency, if a priest or service leader is unable to attend for the main service at short notice, the Churchwardens are responsible for making sure an act of worship takes place. There may be Lay readers/ALMs/ experienced leaders available to help, but if not, it is perfectly acceptable for the Churchwarden to use the Morning Prayer service from the Book of Common Prayer or Common Worship.

Churchyards

If the church has an 'open' churchyard, that is burials are still allowed in it, the wardens should ensure that it is kept in good order. This may involve the removal of dead flowers or inappropriate items left on graves. This is a sensitive matter however so should be undertaken with care. The hazards of 'leaning' gravestones etc cannot be underestimated; they remain the property of the deceased's family and where possible they should be contacted to have them maintained. Where they cannot be traced or the suggestion is to lay stones flat, the DAC should be contacted as this may require a faculty.

Kevin Tucker is the DAC Secretary (ktucker@diocant.org).

'Closed' churchyards are the responsibility of the local civic authority.

There should be a plan of the churchyard, if possible. In any event of the area used for newer burials and ashes plots, this should be kept up to date.

If you are interested in making your churchyard wildlife friendly contact the Diocese Net Zero advisor [Net Zero & Environment - Diocese of Canterbury](#).

Reports and meetings

Churchwardens are expected to make various reports each year to the PCC and to the Annual Parochial Church Meeting. They may be trustees of some charitable trusts connected with the church. They are expected to attend all the meetings of the PCC and the standing committees and should meet regularly with the parish priest.

Formal occasions

Churchwardens are chosen to be officers of the Bishop. If he/she or their representative, the archdeacon, visits the parish to attend a service, the wardens are expected to be present to greet, and to precede them in procession carrying their staves. The level of formality will be determined by the occasion and the preferences of the Bishop and senior team.

Visits and visitations

The Annual Visitation

Following the period of the Annual General Meeting when the churchwardens are elected, they are asked to attend at Canterbury Cathedral or at another church to be sworn in. This is also the occasion when the Archdeacon will deliver an address and pass on information and news of developments which will be of importance to the churchwardens during the year. Usually before the service they are asked to complete a card to show that they have attended and are duly sworn in as the Bishops Officers in the parish. Customarily Sidespersons and members of the PCC have also attended and been sworn in, but it is the churchwardens who are legally required to do so. If unable to attend, alternative arrangements must be made with the Bishop's office.

Area Dean's visit

Every three years or so, the Area Dean, usually accompanied by the deanery Lay Chair, will visit the wardens to complete a visitation on behalf of the Archdeacon. They will probably wish to inspect your records, possibly your church building and may have other questions about the life of your church which will vary from deanery to deanery. A questionnaire is sent to you ahead of the visit.

Church building - quinquennial inspection

A quinquennial inspection is carried out on every church by an approved architect to survey the state of the building and make recommendations. The parish bears the cost of this inspection. If you wish to change your architect, they will need to be approved by the DAC.

Everything in its place

Churchwardens should be aware of where things are kept within their buildings and make sure rotas and noticeboards are up to date with key information clearly available to those who need it.

Items listed on the church property register of a minor nature such as worn linen or hymn books can be disposed of by listing 'beyond reasonable use'. Other items, of course, may need a faculty.

When it comes to papers and records the following pages carry an excellent aide memoire from the Archives department. Some items may need to be sent or taken to your local archive.

Don't forget to share and delegate the work

Being a churchwarden should be enjoyable. Many of the tasks previously listed can be delegated, but make sure you know who is doing what and that everything is running smoothly.

Parish vacancy

In the event of the parish becoming vacant, the churchwardens, alongside the PCC and the Area Dean, have responsibility for the running of the parish and the delivery of services. This can be a daunting prospect, but there is support available; Area Deans and Lay Chairs will be on hand to guide churchwardens through this time. Don't hesitate to contact them whenever you need to.

Supporting vacant clergy homes

When properties are not in use for their primary purpose as clergy housing, it is essential that we actively manage any periods of vacancy. This not only ensures we meet our Diocesan Board of Finance responsibilities of stewardship but also around security, safety, and ongoing maintenance, and also helps us remain compliant with the terms set by our insurers, who typically require properties to be regularly monitored, ideally weekly and occupied where possible. To make best use of these assets, and with Archdeacon approval, we may privately let properties with support of a managing agent, usually for a 6- 12-month period. This approach helps to generate valuable income and contribute to the overall sustainability of the property services maintenance budget.

Weekly checks

Churchwardens carrying out weekly property checks on vacant homes should conduct a visual inspection inside and out.

External checks:

- damage to walls
- damage to roofs
- tampering
- damage to windows
- check the property is secure
- check doors
- check the garden for overgrown vegetation, debris, or signs of neglect
- ensure wheelie bins are present and put away
- (where easily accessible) inspect utility meters for water, gas, and electricity for leaks, damage, or tampering.

Internal checks:

- check each room and ensure all is well
- look out for things like signs of water damage, pests, or vandalism
- junk mail should be disposed of appropriately
- addressed post should be left in the kitchen drawer for collection by staff during their next visit.

Pastoral responsibility

As the Bishop's officers, churchwardens are required to support their incumbents and their families. They should get to know them and pray for, and with, them as often as possible. Churchwardens should never publicly disagree with their clergy. If there are differences, they should be discussed in private. Only if ministers fail to carry out their duties or commit immoral or criminal acts should churchwardens withdraw their support and report the matter to the Archdeacon or the Bishop.

Looking out for the wellbeing of your incumbent is a privilege and a very crucial part of the Churchwarden's ministry.

Churchwardens are also often in a position to be aware of any situations which arise among the congregations—anyone who needs extra care, any unrest, disagreement or concern - and can act as a sensitive channel of communication between the incumbent and parishioners.

The Churchwarden and money

While the funds of the church belong to the PCC, it is the responsibility of the Churchwardens to safeguard the money collected in churches until it can be handed over to a designated individual, like the treasurer. If the parish is without a treasurer, the churchwardens must assume the treasurer's responsibilities until a new one is appointed.

For any cash collections, churchwardens should ensure that at least two people count the money and record the amounts in the Service Register.

Similarly, Gift Aid envelopes should be opened, and the amounts noted on the outside of the envelopes as well as in total in the service register before being given to the person in charge of the parish's Gift Aid.

The registers typically have two cash columns for this purpose: one for cash and another for envelopes, and those involved in the counting should sign or initial the register.

Please be aware, that under no circumstances should envelopes be forwarded while still containing donations.

The Diocese of Canterbury encourages every PCC to enrol in the Parish Giving Scheme to manage regular parish contributions. You can find out [more about PGS here](#). Alternatively, please contact the Generous Giving Team at generousgiving@diocant.org

Churchwardens should stay informed about their parish's financial situation, particularly concerning the payment of Parish Share, clergy expenses and Parochial Fees, although these are ultimately the responsibilities of the entire PCC.

The Finance team at the Canterbury Diocese are available for help or guidance regarding the treasurer's obligations, please reach out to them at finance@diocant.org and for help with Gift Aid claims and HMRC registrations, contact the Generous Giving team at generousgiving@diocant.org

Health and safety

Your parish may have a Health and Safety subcommittee, but you should be aware of any issues.

Do you have the right number and type of fire extinguishers, a first aid kit, an accident book?

In most cases common sense must prevail. Again, Ecclesiastical Insurance and the Church Buildings Council have copious amounts of advice on their websites:

- [Church Health & Safety Policy | Risk Management](#)
- [Insurance, health and safety | The Church of England](#)

You should be aware of particular needs for 'working at height', church events, building works, hiring your premises etc.

Our church building

Do those changes or repairs need a faculty? Do we need planning permission? Where can I get advice?

Advice and guidance on all aspects of the care and maintenance of church buildings is provided by the Diocesan Advisory Committee (DAC).

The Committee is appointed under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, primarily to offer advice to Parochial Church Councils (PCCs) and to the Commissary General of the Diocese about proposed works to church buildings and churchyards.

The DAC forms part of the work of the Communities and Partnerships Network and can help with:

- Faculty applications, now completed online at [Home - Online Faculty System](#)
- Planning of building projects in a church
- Advice on protecting church buildings
- Guidance for those living in church owned housing, and general and specialist advice on church maintenance.

The Diocesan Advisory Committee (DAC) has a number of experts who will give you free advice on subjects as diverse as trees to structure. In the first instance ALWAYS contact them to check.

Kevin Tucker is the DAC Secretary (ktucker@diocant.org).

Every church must also have an inspecting architect who carries out a quinquennial (5 yearly) inspection and also give advice about your church building.

Church security

All churches should be insured. This is a PCC responsibility, but wardens should be aware, and most are covered by:

Ecclesiastical Insurance Office Plc.
Beaufort House
Brunswick Road
Gloucester
GL1 1JZ

For enquiries phone: 0845 777 3322

For claims phone: 0845 603 8381

Or email churches@ecclesiastical.com

Contrary to common belief, it believes that if any building should be kept open it is churches.

Good advice is available at www.ecclesiastical.com/churchmatters where you can find downloadable comprehensive guidance notes on keeping your church open, and general security.

If the worst comes to the worst, you will need:

Insurance policy number.....

Renewal Date.....

None of this is a substitute for common sense so never 'hide' a key in an unlocked public area that gives access to valuables.

Always put brass and other tempting items of value away when the church is open.

Why not work through Ecclesiastical's 'How safe is your church'?

[Self Assessment for Churches | Risk Management](#)

Employee and public liability

Check you have a current certificate from the insurers displayed in the church.

A list of occasional tasks

- Check in with all the teams in your church: cleaners, flower arrangers, servers, welcomers, sacristan, musicians, tech team, fabric team, administrators, gardeners, caterers—anyone who contributes to the life of your parish. Are they OK? Do they need anything? Make sure they know they are valued and given due thanks for all their work
- Check Registers etc, send or take any that are full to the archive
- Check that the parishes Data Officer has all the figures needed to fill in the annual Returns
- Check that you are getting copies of invoices for work done on the church and churchyard from the treasurer for the logbook
- Check the church linens for cleanliness and state of repair, also the choir robes, clergy and servers' robes that are kept in the church
- Are all equipment orders in hand - e.g. candles, oil for candles, communion supplies, kitchen and cleaning supplies, stationery, Christmas/Easter resources
- Check that service registers are completed and up to date
- Check that sound and screen equipment is well maintained
- Check that any inspections, e.g. fire extinguishers, security alarms and servicing of church systems have been carried out as necessary.

Key contacts

Bishop of Dover

The Right Reverend Rose Hudson-Wilkin:
Old Palace, Canterbury, CT1 2EE
01227 459382
BishopofDover@bishcant.org



Archdeacon of Ashford

The Venerable Darren Miller:
The Archdeaconry, Pett Lane, Charing,
Ashford, TN27 0DL
01233 712649
darren.miller@archdeacashford.org



Archdeacon of Canterbury

The Venerable Dr Will Adam:
29 The Precincts, Canterbury, CT1 2EP
01227 473597
archdeacon-canterbury@diocant.org



Interim Archdeacon of Maidstone

The Revd Canon Sharon Copestake:
The Archdeaconry, 4 Redcliffe Lane,
Penenden Heath, Maidstone, ME14 2AG
01622 934449
Archdeacon.Maidstone@diocant.org

