

WARDENS

What is a warden and how many are there? Wardens are responsible for administering the financial and property affairs of our church. Each church usually has three wardens.

Who appoints the wardens? Two wardens are elected at the annual general meeting of the church. One is appointed by the minister at that meeting or shortly afterwards.

Who can be a warden? You can be a warden if you are

- An active member of the church, and
- At least 18 years of age; and
- A communicant member of the Anglican Church of Australia. (A communicant member is someone who partakes regularly in the Holy Communion.)

You cannot be a warden if you are

- the spouse of the minister or assistant minister, or
- an employee paid from the funds of the church or parish; or
- bankrupt; or
- a patient or protected person under the Mental Health Act or Protected Estates Act; or
- a prohibited person under the Child Protection (Prohibited Employment) Act. (Within seven days of becoming a warden you must make this declaration – *“I declare that I am a communicant member of the Anglican Church of Australia and am not a prohibited person within the meaning of the Child Protection (Prohibited Employment) Act 1998.”*)
- The spouse of another warden of the church. (Spouses cannot be wardens at the same time.)

How long are you a warden? You are a warden until your successor is elected or appointed at the following AGM, or when you resign.

What are the wardens' responsibilities? The wardens' main responsibilities include –

- convening annual and other general meetings of the church in conjunction with the minister;
- ensuring the proper management, security and financial administration of all money and property of the relevant church;
- ensuring proper procedures are followed for collecting, counting, recording and banking all offertories;
- keeping proper accounting records of all money received and expended by them;
- preparing prescribed financial statements and accounts for the church (and any church organisation), arranging for these to be audited and making copies available for inspection no later than the Sunday before the annual general meeting;
- appointing and removing, with the concurrence of the minister, paid parish workers (lay and student ministers, administrators, cleaners, etc);
- paying or providing stipends, allowances and benefits to persons authorised by the parish council to receive them;
- insuring paid parish workers to the extent required by law (e.g., workers compensation);
- ensuring proper care and availability of the things relating to the conduct of public worship services;
- keeping order in the church building and its grounds;

- ensuring proper repairs and maintenance of the church, rectory, hall and other buildings, including fixtures, fittings and furniture;
- ensuring any property of the church listed on the State Heritage register is maintained to the relevant minimum standards;
- granting licenses to permit outside persons and groups to use church property (subject to conditions); and
- reporting to the annual general meeting of parishioners about the exercise of their functions.

The wardens are also responsible for certain obligations arising from State and Federal laws. These include ensuring the parish's responsibilities are met in relation to:

- employment relations;
- occupational health and safety;
- child protection screening of paid workers; and
- taxation.

How do the wardens make decisions? Ideally, the decision-making process will include all three wardens acting unanimously. If one warden is unable to be consulted, or does not agree with the others on a particular issue, a decision may still be made by the remaining two wardens.

Can the wardens ask other people to help them? Although the wardens are responsible for various functions, they can arrange for other persons to perform some of them on their behalf. In particular, if one of the wardens is not prepared to act as treasurer, they may appoint another person to act as treasurer with the concurrence of the minister. The wardens' ability to delegate the performance of some of their responsibilities is important, particularly in larger churches.