NB: PLEASE BRING WITH YOU TO THE VISITATION

DIOCESE OF LEICESTER

**DEANERY……………………………………………………**

**PARISH ………………………………………….**

# DECLARATION BY CHURCHWARDEN

**Name: ……………………………………………………………….**

**Address: ……………………………………………………………….**

**……………………………………………………………….**

**……………………………………………………………….**

**………………………………………………………………**

**I declare** **that I will faithfully and diligently discharge the duties of the office of churchwarden for the above parish during the period of my appointment, and that I am not disqualified from holding office as a churchwarden under Section 2(1), (2) or (3) of the Churchwardens Measure 2001.**

**Signed: ……………………………………… Date: ………………………………………….**

**Notes:**

**(1) For further information about the duties of churchwardens see overleaf.**

**(2) The disqualifications are (a) disqualification as a charity trustee under s.72 of the Charities Act 1993; (b) convictions within Schedule 1 to the Children and Young Persons Act 1933; and (c)** **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,* please consult the diocesan registrar before signing this form.**

**(3) This form, when completed, will be handed to the Archdeacon or other person acting for the Bishop on your admission to office, and will be retained by the Archdeacon. PCC Secretaries will be sent an email in due course requesting contact details of all PCC Officers including Churchwardens.**

**If you have a new PCC Secretary please provide their contact details:-**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# E 1 Of Churchwardens

1. The Churchwardens of parishes and districts shall be chosen in accordance with the Churchwardens (Appointment and Resignation) Measure 1964, and any other Measure, Act, or scheme affecting Churchwardens.

2. At a time and place to be appointed by the Ordinary, as soon as may be after the thirtieth day of April in each year, each person chosen for the office of Churchwarden shall appear before the Ordinary, or his substitute duly appointed, and be admitted to the office of Churchwarden after subscribing the declaration that he will faithfully and diligently perform the duties of his office, and making the same in the presence of the Ordinary or his substitute.

3. Subject to any provision of any Measure, Act, or scheme relating to the resignation or vacation of their office, the Churchwardens so chosen and admitted shall continue in their office until they, or others as their successors, be admitted in like manner by the Ordinary.

4. The Churchwardens when admitted are officers of the Ordinary. They shall discharge such duties as are by law and custom assigned to them; they shall be foremost in representing the laity and in co-operating with the incumbent; they shall use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them. They shall also maintain order and decency in the church and churchyard, especially during the time of divine service.

5. In the Churchwardens is vested the property in the plate, ornaments, and other movable goods of the church, and they shall keep an inventory thereof which they shall revise from time to time as occasion may require. On going out of office they shall duly deliver to their successors any goods of the church remaining in their hands together with the said inventory, which shall be checked by their successors.