

Churchwarden Admission, Resignation & Vacation of Office

Admission

A person elected does not become a churchwarden until he or she has made a declaration at the Archdeacon's visitation. If a churchwarden cannot attend the visitation, he or she can make the declaration before his or her parish priest as soon after the visitation as possible.

At the visitation, the churchwarden must:-

- Make a declaration that he will faithfully and diligently perform the duties of his office; and
- Sign a declaration to that effect; and
- Sign a declaration that he is not disqualified (see 2 above) and
- Confirm that he is willing to apply to the Disclosure and Barring Service for a standard disclosure check.

A churchwarden continues in office until the appointment of a new churchwarden. If no churchwarden is appointed, then the existing churchwarden continues in office until 31st July after which a casual vacancy arises.

Resignation & Vacation of Office

A churchwarden may resign by giving written notice of intention to resign to the Bishop. The notice must be sent to the Bishop by post.

That notice becomes effective:

- Two months after the notice has been served on the Bishop; or
- Such earlier date as may be determined by the Bishop after consultation with the minister and any other churchwarden of the parish.

A churchwarden automatically vacates office if:

- The name of the churchwarden is removed from the church electoral roll
- The name of the churchwarden is not on a new church electoral roll
- The churchwarden becomes disqualified pursuant to the Churchwardens Measure 2001 [(also see the separate guidance note on qualifications and disqualifications of churchwardens)].



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