



## 2021 DECLARATION BY CHURCHWARDEN

PLEASE SIGN AFTER MAKING YOUR DECLARATION

Archdeaconry: \_\_\_\_\_

Deanery: \_\_\_\_\_

New/Returning Churchwarden (please delete as applicable):

Parish and Church: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

- (1) For further information about the duties of churchwardens, see overleaf on the duplicate form.
- (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 must be taken with you to the Visitation Court and be handed to the Registrar on your admission to office. The copy is for retention by you.

**CANONS OF THE CHURCH OF ENGLAND**  
**CANON E1 – OF CHURCHWARDENS**

1. The churchwardens of parishes and districts shall be chosen in accordance with the Churchwardens Measure 2001, and any other Measure, Act, or scheme affecting churchwardens.
- 2 (a) At a time and place to be appointed by the bishop annually, being on a date not later than 31<sup>st</sup> July in each year, each person chosen for the office of churchwarden shall appear before the bishop, or his substitute duly appointed, and be admitted to the office of churchwarden after:-
  - i) making a declaration in the presence of the bishop or his substitute, that he will faithfully and diligently perform the duties of his office; and
  - ii) subscribing a declaration to that effect and also that he is not disqualified under section 2(1), (2) or (3) of the Churchwardens Measure 2001.
- (b) In relation to a filling of a casual vacancy the reference in paragraph (a) above to the 31<sup>st</sup> July shall be construed as a reference to a date three months after the person who is to fill the vacancy is chosen or the date of the next annual meeting of the parishioners to elect churchwardens, whichever is the earlier.
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 bishop or his substitute duly appointed, or if no such person is so admitted by 31<sup>st</sup> July in the year in question, until that date.
4. The churchwardens when admitted are officers of the bishop. 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.
6. In this Canon “bishop” means the bishop of the diocese concerned.

**SELECT BIBLIOGRAPHY**

*The Churchwardens’ Handbook – a practical guide*, by Ian Russell; published by Kevin Mayhew, Revised edition 2001.

*Handbook for Churchwardens and Parochial Church Councillors*, by Macmorran and Briden, Mowbrays, 2001 edition.

*Practical Church Management*, by James Behrens, Gracewing, 1998.

*So the Vicar’s Leaving*, by Alexander and Martineau, Arthur Rank Centre  
Churchwardens Declaration  
Churchwardens Measure 2001