



Meon Bridge Benefice ~ Bishops Waltham Deanery
NOMINATION FOR CHURCHWARDEN

We the undersigned, being either

- members of the church electoral roll of this parish or
- members of the local government register of electors by virtue of residence in this parish

hereby nominate:

for election to the office of churchwarden in this parish.

Signed:

Proposer

Seconder

I, (insert full name) _____,

the above-named nominee, hereby certify that

- I am eligible for election to the office of churchwarden in this parish
- I am not disqualified from holding that office, and
- I am willing to hold that office.

Signed

Nominee

This form must be handed to the minister who is to conduct the meeting for the election of churchwardens at any time before the start of that meeting. When there is no minister, this form must be handed to the churchwarden who signed the notice convening the meeting.

No person chosen for the office of churchwarden shall become churchwarden until they shall have been admitted to the office by the bishop or his substitute duly appointed; however, all persons elected shall become ex-officio members of the parochial church council from the time of their election.

FROM THE CHURCHWARDENS MEASURE 2001:

The churchwardens of every parish shall be chosen from persons who have been baptised and —

- a) whose names are on the church electoral roll of the parish;
- b) who are actual communicants;
- c) who are twenty-one years of age or upwards; and
- d) who are not disqualified as laid out below.

No person shall be chosen as churchwarden of a parish for any period of office unless they —

- a) have signified consent to serve as such; and
- b) have not signified consent to serve as such for the same period of office in any other parish (not being a related parish) or, if such consent has been signified and the meeting of the parishioners to elect churchwardens of that other parish has been held, was not chosen as churchwarden of that other parish.

Disqualifications

A person shall be disqualified from being chosen for the office of churchwarden if:

- the person is disqualified from being a charity trustee under section 178 of the Charities Act 2011 and the disqualification is not for the time being subject to a waiver by the Charity Commissioners.
- the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006)
- the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (unless the person's disqualification under this sub-section has been waived in writing by the bishop of the diocese in question.)
- the person has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure [1977]

Without prejudice to the above, a person shall be disqualified from being chosen for the office of churchwarden when that person has served as a churchwarden of the same parish for six successive periods of office until the annual meeting of the parishioners to elect churchwardens in the next year but one following the date on which that person vacated office at the end of the last such period: Provided that a meeting of the parishioners may by resolution decide that this section shall not apply in relation to the parish concerned.

Note

A person is disqualified from being a charity trustee under the Charities Act if they have been convicted of an offence involving deception or dishonesty (unless any such conviction is legally regarded as spent), if they are an undischarged bankrupt, have made compositions or arrangements with any creditors from which they have not been discharged or have been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.

The Parishes of The Meon Bridge Benefice
(Corhampton and St Andrew, Meonstoke, St Mary and All Saints, Droxford
and St Peter and St Paul, Exton)

Personal Data Consent Form

If no changes, new applicants only

Nominees please complete all parts of this form

Your privacy is important to us, and we want to communicate with parishioners and friends in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form, you are confirming that you are consenting to the PCCs The Parishes of The Meon Bridge Benefice (Corhampton and St Andrew, Meonstoke, St Mary and All Saints, Droxford, and St Peter and St Paul, Exton) holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):

- To keep me informed about news, events, fundraising, activities and services in, or involving, the Meon Bridge Benefice;
- To including my details in a 'Church List' which is available to the clergy and electoral roll officers and provided to Members of the PCC and organisers of Church events as required;
- To share my contact details with the Anglican Diocese of Portsmouth so they can keep me informed about news, events, activities and services that will be occurring in the diocese and which are directly relevant to the role I am undertaking e.g. as a PCC Officer, Synod Member or Churchwarden.

I consent to the church contacting me by post phone or email.

Signed: _____ Dated: _____

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events) or include you on the electoral roll; except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Rector.

You can withdraw or change your consent at any time by contacting in writing at The Rectory, Rectory Lane, Meonstoke, Southampton. SO32 3NF or by email, headed 'Data Protection' please, at rector@meonbridge.onmicrosoft.com. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

The PCCs of Meon Bridge Benefice are Charities by virtue of their foundations

DISQUALIFICATION

(Church Representation Rules s46A and 46B)

A person shall be disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council or any synod under these rules if the person:

- is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a waiver by the Charity Commissioners.
- is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006)
- has been convicted of an offence mentioned in Schedule I to the Children and Young Persons Act 1933 (unless the person's disqualification under this sub-section has been waived in writing by the bishop of the diocese in question.)
- has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure [1977]

The Charity Commission

As a member of the PCC, you are a trustee as regulated by the Charity Commission and charity law.

Under the Charities Act 2011 (as amended), you are disqualified from serving as a charity trustee in the following circumstances (unless there is a relevant waiver in place):

- You have been convicted of an offence involving deception or dishonesty (unless any such conviction is legally regarded as spent).
- You are an undischarged bankrupt.
- You have made compositions or arrangements with any creditors from which you have not been discharged.
- You have been disqualified from serving as a company director.
- You have been disqualified as a charity trustee by order of the Charity Commission (unless the order is limited to specific charities or a class of charities which does not include the PCC named above, or is spent).
- You have been removed as a trustee, charity trustee, officer, agent or employee by an order of the Charity Commission.
- You have been suspended by the Charity Commission.
- You have been found in contempt under the Civil Procedure Rules for having made a false disclosure statement or for having made a false statement which was confirmed by a statement of truth (unless any such conviction is legally regarded as spent).
- You have been convicted of a relevant offence (or a related offence such as attempting to commit, or aiding and abetting or procuring the commission of, such an offence): (i) under certain antiterrorism legislation, (ii) of money laundering, (iii) under the Bribery Act 2010, (iv) of disobeying or contravening an order of the Charity Commission, (v) of misconduct in public office, (vi) of perjury or, (vii) of perverting the course of justice.
- You are subject to a notification requirement under Part II of the Sexual Offences Act 2003.
- You are a designated person for the purpose of Part I of the Terrorist Asset-Freezing etc. Act 2010 or the Al-Qaida (Asset-Freezing) Regulations 2011 or any other similar statute or regulation.

If you are in any doubt as to whether any of the above conditions applies you should seek clarification from the Diocesan Registrar.

**Declaration that Parish Officers comply with the Charities Act (2011),
the 'Fit and Proper Persons' legislation and the Church Representation Rules**
If no changes, new applicants only

(To be signed by all members of the PCC on their election or, where a member serves *ex officio* or by virtue of membership of a relevant synod, from the date on which their time in office commences).

Name of PCC EXTON: St Peter and St Paul

Full Name of individual _____

Term of Office _____ years.

Date of election, co-option or *ex-officio* appointment _____

If *ex officio*, office held _____
e.g. *General, Diocesan or Deanery Synod, Church Warden, Incumbent*

If *ex officio*, full member of PCC? YES/ NO, officer appointed by PCC*

If *co-opted*, role to be filled _____

I, the undersigned, declare that:

- As a trustee or officer of a charitable body operating in a regulated area I shall have to hold current DBS clearance and undergo safeguarding training as required.
- I am not disqualified from acting as a charity trustee. (see note overleaf)
- I have not knowingly been involved in tax fraud.
- (Those responsible for spending money:) I will at all times seek to ensure the PCC's funds, and charity tax reliefs received by the PCC, for which I am responsible are used only for charitable purposes.
- (Those responsible for claiming Gift Aid relief on behalf of the PCC:) I will seek to ensure that the PCC claims only the Gift Aid relief to which it is entitled.

Signed _____

Date _____

Home address _____

_____ Postcode _____

If moved in past 12 months
Previous address _____

_____ Postcode _____

The role you have applied for is exempted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. Applicants will also be required to complete a Disclosure & Barring Application Form at the same time.

This form is strictly confidential, and except under compulsion of law, will only be seen by those responsible in the recruitment/appointment process, and when appropriate, the Diocesan Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 2018.

If you answer 'Yes' to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering. Please note that the existence of a criminal record will not necessarily prevent an applicant from being appointed, however in all cases the appropriate guidance will be sought from the Diocese in regard to assessing the relevance and circumstances of offences.

1. **Do you have any convictions, cautions, reprimands or warnings?**

Yes No

***Note:** Please declare all convictions, cautions, warnings or reprimands, that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Convictions obtained abroad must also be declared as well as those from the UK.*

2. **Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?**

Yes No

3. **Are you at present (or have you ever been) under investigation by the police or an employer for any offence/misconduct?**

Yes No

4. **Have you or have you ever been prohibited and/or barred from work with children, young people and/or adults?**

Yes No

5. **Has a family court ever made a finding of fact in relation to you, that you have caused significant harm* to a child or adult, or has any such court made an order against you on the basis of any finding or allegation that any child or adult was at risk of significant harm* from you**

Yes No

***Note:** Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.*

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.*

6. **Has your conduct ever caused or been likely to cause significant harm to a child or adult, or put a child or adult at risk of significant harm?**

Yes No

***Note:** Make any statement you wish regarding any incident you wish to declare.*

7. **To your knowledge has it ever been alleged that your conduct has resulted in any of those things?**

Yes No

If yes, please give details including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

8. **Have you ever had any allegation made against you, which has been reported/referred to, and/or investigated by the Police/Social Services/Social Work Department (Children or Adult Social Care)?**

Yes No

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult. Any allegation or complaint investigated by the police, the Local Authority or an employer or voluntary body must be declared.

9. **Has a child in your care or for whom you have had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?**

Yes No

10. **If your church role involves working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence, or is that person at present the subject of a criminal investigation/pending prosecution?**

Yes No

If yes, please give details including the date(s) and nature of the offence, including the reasons or circumstances which led to the offence(s).

DECLARATION

I declare that, to the best of my knowledge, the above information (and that on any attached sheets) is accurate and complete. **(delete if no sheets attached)*. I accept that providing deliberately false information could result in me being withdrawn from the role or activity.

After I have been appointed I agree to inform the relevant church authorities if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Local Authority investigation.

Signed _____

Full Name _____ Date of Birth _____

Address _____

Date _____

All completed forms must be retained in the parish securely.

The Role of Churchwarden

<http://www.churchwardens.com>

In co-operation with the Rector or priest in charge (or, in cases of vacancy, the bishop), Churchwardens are generally responsible for the **day-to-day functioning of the parish**. These responsibilities include various aspects of administration, plant operations, and personnel. Their work is not just the maintenance of the church building, but helping the smooth running of the church. In this capacity, wardens are considered the leading lay member of the congregation, and, during the incumbency of a priest, may have varying duties and responsibilities according to the customs of the parish, the canons of the diocese to which the parish belongs, the desires of the priest, and the direction of the parish board and/or the congregation as a whole.

Order and Maintenance

Many of the Churchwarden's responsibilities are connected with building maintenance, such as temperature control, roof repair, seating, lighting, etc. If the parish has a Sexton, the wardens would normally consult and coordinate with him or her on these matters. Churchwardens are also responsible for carrying out (or at least organizing) an annual inspection of the church building. They hold a key to the church and are entitled to access at any time. The grounds of the church also come under the purview of the churchyard (graveyard), and depending on the size and location of the church, the grounds may include gardens, paths etc.

There are also responsibilities in connection with the Sunday services and for keeping order in the church. Churchwardens have a duty to make sure that the clergy can conduct their services and other meetings without hindrance. This requires that any visitors or newcomers are welcomed and assisted, that there is adequate seating, proper lighting and heating, and that all other facilities required are in place, including safety requirements.

Churchwardens should be on hand to welcome guest preachers, the Archdeacon or Bishop when they visit, and offer any help as needed. On the rare occasion of a major disturbance within (or immediately outside) the church, the Churchwardens take the lead in dealing with the matter; they even have the power to arrest anyone or escort them off the premises if necessary [seldom necessary!]

Reports, Meetings & Money

Churchwardens are required to respond to 'official' questions about the parish, and have to make various reports each year to the annual parochial meeting and to the Archdeacon. They may be trustees of some charitable trust connected with the church and are required to keep detailed records of all property, professional inspections, alterations and repairs. They are expected to attend all the meetings of the parish council and the standing committees, and should meet and pray regularly with the parish priest.

In some parishes, the Churchwardens are responsible for counting the Collection and recording the amount in the service Register (this can be delegated) and determining (along with the parochial church council (PCC) and Rector) how funds are to be allocated.

Lay Support

Churchwardens can be given the authority to officiate at Morning and Evening Prayer if a priest or licensed lay person is unavailable. The only areas in which wardens almost always have no authority, often proscribed by canon, is music and liturgy, which is considered to be under the exclusive authority of the priest or bishop in charge of the parish. As members of other parish committees and groups, Churchwardens are often able to offer advice and assistance. Each warden will have her or his own particular areas of knowledge and interests; between them they should not only fulfil their formal duties but also deal with unexpected problems and add to the general well-being of the parish.

Vacancies (Interregnums)

During a vacancy (the time between the departure of the current rector and the arrival of a new incumbent), Churchwardens will share the overall responsibility for the church and its worship activities with the Area Dean. They will arrange for guest preachers to take the Sunday services (and any other events) and handle their expenses. The two Churchwardens together are usually responsible for announcing the final selection and arrival of a new incumbent to the parish, by reading aloud the Bishop's official letter of appointment during the Sunday service.

See:
https://cofeportsmouth.contentfiles.net/media/documents/document/2017/03/Guide_for_Churchwardens_Treasurers_PCC_Secretaries_PCCs.pdf for further useful information