

Duties of Churchwardens

1. To keep proper records, including terrier of lands and inventory of articles belonging to the church.
2. To keep a log-book of alterations, additions and repairs
3. To inspect the fabric and produce an annual fabric report
4. To deliver the fabric report first to the PCC and then to the Annual Parochial Church Meeting (APCM), including an account of the inspection they have undertaken and of all actions taken or proposed for the protection and maintenance of the building and implementation of the quinquennial inspection.
5. To provide answers to the Articles of Enquiry, and complete the annual returns required by the diocese.
6. To present any matters they think ought to be brought to the bishop's attention.
7. To recruit, train and manage the sidesmen
8. In conjunction with the sidesmen, to care for the safety, warmth and well being of the congregation
9. In conjunction with the sidesmen, to maintain order and decency in the church and churchyard
10. To be responsible for the cleanliness and overall appearance of the church and everything used, or worn, in it.
11. In conjunction with the sidesmen, to take, count and lock away or hand over to the treasurer collections in church
12. To attend meetings of the PCC and of the PCC standing committee as *ex officio* members.
13. To act as treasurer if the PCC fails to appoint another of its members to this office
14. To ensure that the PCC meets its financial obligations
15. To collaborate and cooperate with the incumbent in the carrying out of all the above duties, and in enabling the incumbent to carry out his or her own specific duties.
16. To have a duty of care towards the incumbent.

Duties of the PCC

1. To care for, maintain, preserve and take out adequate insurance cover for the fabric, goods and ornaments of the church
2. To agree to a budget and to be responsible for the income and expenditure of the parish
3. To maintain proper financial records and accounting procedures
4. To prepare annual financial statements and an annual report, and present them to the APCM.
5. To arrange for independent examination or audit of the financial statements
6. To consult with the incumbent on matters of general concern and importance to the parish.
7. To cooperate with the incumbent in promoting the mission of the church

Duties of the Minister

1. To celebrate the Eucharist (or cause it to be celebrated in his or her absence) and administer the other rites and sacraments of the church.
2. To be responsible for liturgy
3. To have ultimate responsibility for music performed during the liturgy, in cooperation with the director of music, organist or choirmaster
4. To preach (or cause to be preached) at least one sermon every Sunday
5. To instruct parishioners in the Christian faith
6. To prepare candidates for confirmation
7. To visit the sick
8. To be prepared to make himself or herself available to parishioners seeking spiritual counsel and advice
9. To be diligent in prayer and study
10. To chair the PCC, the PCC standing committee and the APCM.
11. To consult with the PCC
12. To co-operate with the churchwardens.