

## **Roles and Responsibilities of a Warden**

*As outlined in the Parish Administration Ordinance 2019 (Tasmania)*

### **Overview**

Wardens are trusted leaders who exercise spiritual maturity, discretion, and responsibility. They play a key role in the stewardship of parish resources and in supporting the health and mission of the Church community. Every parish is required to have three Wardens:

- Two elected at the Parish Annual Meeting
- One appointed by the Incumbent

Wardens are lay leaders who assist the Incumbent in the practical oversight of the parish, helping to advance the mission of the Church and ensuring the effective management of property and resources.

### **General Responsibilities**

#### **1. Support of Church Leadership and Mission**

- Assist the Bishop and the Incumbent in advancing the mission of the Church.
- Ensure that ministry and mission are consistent with:
  - Holy Scripture
  - The Constitution and Canons of the Anglican Church of Australia
  - Ordinances and Standing Resolutions of the Synod

#### **2. Governance Participation**

- Serve as full voting members of the Parish Council.
- Participate in the collective responsibility for financial and administrative governance.
- May be included in an Executive Committee of the Council.

#### **3. Leadership During a Vacancy**

- In the event of a vacancy in the Incumbency, Wardens are responsible for discharging the Incumbent's duties, except for those that require holy orders (e.g., administering sacraments).

#### **4. Property and Facilities Management**

- Wardens have responsibility for the oversight, the upkeep and repair of all church buildings and grounds under the parish's control.
- Ensure the provision and maintenance of adequate liturgical equipment and articles (e.g., furniture, vestments, communion vessels).

#### **5. Participation in Governance Decisions**

- Contribute to major property and financial decisions, including:
  - Proposals for closure, sale, mortgage, or major alteration of parish property

- Applications for borrowing over \$10,000 (subject to Diocesan approvals)
- Review of financial reports and budgets
- Engage with electors where required (e.g., consultations before property decisions)

### **Tenure and Accountability**

- **Term of Office:**

Wardens are appointed or elected for a term of one (1) year and may be re-elected or reappointed.

- **Declaration Requirement:**

Upon election or appointment, each Warden must sign a formal declaration (Form 2) affirming:

- Eligibility for office
- Commitment to confidentiality and responsible conduct
- Compliance with Safe Church Communities requirements
- Adherence to the Faithfulness in Service Code of Behaviour
- Agreement to fulfil the ACNC Duties of Responsible People