

Guide to Elected Positions in the Parish of Hornchurch

The roles listed below are elected positions. To be elected the candidate's application must be supported by two people on the church's electoral roll who are known as the proposer and seconder. Application is made by completing a nomination form which will be available from the Parish Office once the Notice of Annual Parochial Church Meeting has been published.

Church Wardens

Church Wardens have important legal responsibilities, safeguarding the long term financial stability of the parish and careful stewarding of its resources in conjunction with the incumbent, but the office also has a vital spiritual, pastoral and mission dimension – the duty is to be foremost among the laity in the life and mission of the Church in the parish.

The Church Wardens' main duties are summarised in Canon E1 paragraphs 4 and 5. Under those paragraphs, once Wardens take up their office, they:

- are the Officers of the Bishop (*not the Incumbent or PCC*) (E1.4);
- must be the foremost in representing the laity and co-operating with the Incumbent (E1.4);
- must 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 (E1.4);
- must discharge the duties assigned to them by law and custom (E1.4). (Examples of this are their duties in relation to the offerings or collections in the church, and the duties imposed on them by section 5 of the Care of Church and Ecclesiastical Jurisdiction Measure 1991 in relation to the church building and the land and articles belonging to it);
- must maintain order and decency in the church and churchyard, especially during the time of divine service (E1.4); and
- hold the title to the movable goods of the church, must keep an inventory of those goods and keep it up to date, and must hand over the goods to their successors, who
- must check the inventory (E1.5).

Positions: Two
Elected: Annually at Vestry Meeting
Term: Maximum of six years consecutively
Qualification: Must be a current electoral roll member, joining the roll not later than six months beforehand, having been proposed and seconded by current qualifying roll members.

NB – in Church of England documentation, the Parish Warden is described as “Churchwarden”. The use of the term “Parish Warden” is within this parish only.

Assistant Wardens

Responsible for the safe and efficient operation of the church including opening the church and preparing it for services, stewarding, cash counting, key-holding, directing communicants, updating the service record books and securing the church after services. Assistant wardens are not members of the PCC by virtue of office.

Positions: Four
Elected: Annually at Vestry Meeting
Term: One year
Qualification: Must be a current electoral roll member, joining the roll not later than six months beforehand, having been proposed and seconded by current qualifying roll members.

Deanery Synod Representatives

Attend Deanery Synod meetings on behalf of the parish and report back to the PCC and express the PCC's opinions to the Deanery Synod.

Positions: Four (currently one vacancy)
Elected: Every third year at APCM (next due 2023)
Term: Three years
Qualification: Must be a current electoral roll member, joining the roll not later than six months before the APCM, having been proposed and seconded by current qualifying roll members.

Elected Members of Parochial Church Council

To be a trustee of the parish and participate in decision making affecting the life of the parish in all respects, spiritual, material and financial.

A guide to the responsibilities of charity trustees can be found here: [CC3_feb20.pdf](#)
(publishing.service.gov.uk)

Positions: 15
Elected: One third elected every year at APCM
Term: Three years
Qualification: Must be a current electoral roll member, joining the roll not later than six months before the APCM, having been proposed and seconded by current qualifying roll members.

The following roles are filled by appointment by the PCC, not by election:

Treasurer

Responsible for the effective administration of the parish's finance system and for the preparation of accurate and timely updates to the PCC, overseeing parish share payments and preparing the annual accounts.

Position: One
Appointed: At the first PCC meeting following the APCM.
Term: Until the conclusion of the next following APCM
Qualification: Must be on the electoral roll but not necessarily a PCC member (in which case non-voting)

Secretary

Responsible for compiling the PCC meetings calendar, the convening of PCC meetings, the Vestry Meeting and the APCM, ensuring correct conduct of the meetings and the minuting thereof.

Position: One
Appointed: At the first PCC meeting following the APCM
Term: Until the conclusion of the next following APCM
Qualification: Must be on the electoral roll but not necessarily a PCC member (in which case non-voting)