



**DIOCESE OF TRURO**  
 Diocesan House Kenwyn Truro Cornwall TR1 1JQ Tel: 01872 274351

**CHURCHWARDEN'S DECLARATION**

This form should be completed after the Annual Parish Meeting

Archdeaconry.....Deanery.....

Parish .....

**DECLARATION BY CHURCHWARDEN**

Name.....

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.

I am willing to apply for a Criminal Record Bureau Standard Disclosure Check.

**Signed (by churchwarden)** .....**Dated** .....

**This form, when completed, should be handed to the archdeacon or other person acting for the bishop on your admission to office at the Archdeacon's Visitation.**

It will be retained at Diocesan House. Your name and address will be included in the diocesan records. It would also be helpful for the archdeacon and other diocesan officials and office-holders to have the following contact details, which you are invited to supply:-

Telephone(home)..... Telephone(work).....

Fax ..... Email .....

The inclusion of an email address will enable you to receive the new e-bulletins that will commence after Easter. We hope this innovation will greatly improve communications.

**Notes:**

- 1) The main duties of a churchwarden are set out in Canon E1. Churchwardens:-
  - 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);

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- 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 of the moveable 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).

(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
- (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 at Michelmores LLP, Woodwater House, Pynes Hill, Exeter EX2 5WR, 01392 687415, before signing this form.

**CRIMINAL RECORD BUREAU STANDARD DISCLOSURE**

The nomination form you signed includes a sentence overleaf confirming that the person nominated is willing to undergo a Criminal Record Bureau Standard Disclosure Check. This is simply a means of verifying that the requirements of the Churchwardens Measure 2001 are met. It does not imply any slur on the nominee’s honesty or integrity but is simply a matter of good and safe practice, such as is followed by most organisations nowadays. It is the practice that is recommended by the Church of England nationally, in the House of Bishops’ Child Protection Policy.

If a Churchwarden is unable to make an oral declaration at the Archdeacon’s Visitation, with the Archdeacon’s prior permission it may be made before his or her parish priest at a Sunday service following the Visitation.

The form of the oral declaration is as follows:

**“I solemnly and sincerely declare before God and his people that I will faithfully and diligently discharge the duties of the office of churchwarden for the Parish for which I have been chosen during the period of my appointment”.**

The Churchwarden must also complete and sign the form overleaf and return it to:

*The Archdeacons’ Secretary, Diocesan House, Kenwyn, Truro TR1 1JQ*

The Parish Priest should complete the following statement:

I administered the above oath to the Churchwarden named overleaf during worship at

\_\_\_\_\_ On Sunday \_\_\_\_\_ 20\_\_\_\_

Signed \_\_\_\_\_(Parish Priest)