

## Duties of Churchwardens

In addition to those duties prescribed in the Book of Common Prayer the duties of Churchwardens shall include the following–

- (a) To co-operate with the Parish Priest in the initiation conduct and development of the work of God and His Church within the Parish;
- (b) To be the executive officers of the Vestry and of the Parish Council in respect of matters pertaining to the congregation to which they are appointed;
- (c) To maintain order in the Church and Church grounds;
- (d) To ensure that all things pertaining to the celebration of divine service are provided and to see that everything is fit and proper for the due performance thereof;
- (e) To make available all books, muniments and records for the inspection of the Archdeacon or Bishop and to supply them with any information or explanations when requested to do so;
- (f) To perform such duties as are prescribed by this or any other Ordinance;
- (g) Subject to any direction of the Parish Council or the Vestry as the case may be to receive bank and disburse moneys on behalf of the Parish or congregation as the case may be.

Other duties which fall to churchwardens from use, the Prayer Book or other sources are:

- To make sure that all necessary registers of Baptism, Marriage, Confirmation etc. are provided and properly kept and secured, together with a Vestry Record Book of services. These should be secured in such a way that persons not authorised to do so may not have access to them.
- To make sure that stipend, travelling allowance etc. are paid regularly and in an appropriate fashion.
- To advise the congregation if at any time the funds of the church cannot provide for the proper functioning of the parish.
- To be responsible for the conduct of occasional services such as burials, emergency Baptisms etc. in the absence of the Priest.
- To see that the Church, Hall and Rectory are kept in good order and repair, and to superintend their use.
- To keep an inventory of all furniture, ornaments, plate etc. belonging to the Church and report from time to time upon the state thereof, also to see that nothing be removed from the church without proper consent and nothing be placed in the church without authority.
- To be, in every way, an advisor and confidant of the Parish Priest in the carrying out of his ministry. To support him in public and to be ready to discuss with him and advise him in regard to any problems and complaints.

Pastoral District of Mannum – Mt Pleasant & Mt Torrens

## ACT OF DEDICATION

for

## Wardens

and

## Council Members



## Act of Dedication

### *Minister/Priest Call for Wardens*

We are now to take part in the Admission and Dedication of Wardens. As ..n... & .....n...come forward, will you support *him/her/them* with your prayers?

### *Silent prayer*

The Lord be with you.

**And also with you**

Our Strength is in the Lord God.

**Who has made heaven and earth**

Your way, O Lord, is always sure

**O teach me your truth and your ways**

### *Minister/Priest to each Candidate:*

Do you .....n... accept the important responsibility of a Warden within your church?

*Candidate:*           **I do**

### *Minister/Priest to Candidate/s:*

Will you try, God helping you, to carry out your duties to the best of your ability?

*Candidate:*           **I will**

*Minister/Priest:*     .....n...with this hand of fellowship, I confirm your appointment as a Warden of St .....

### *Minister/Priest Call for Parish Councillors*

Would those elected to serve on the Pastoral District Council please come forward.

Will you, with the Wardens and other members, commit yourself to service

*All:*           **With God's help, I will faithfully perform my duties to the best of my ability for my church and the extension of God's Kingdom.**

*Minister/Priest:*     I ask all present to stand and join with the Wardens and Council Members in making an act of dedication.

**Lord Jesus Christ,**

**You have called me to serve your church in our district.**

**I give myself to be led by you in all things.**

**Give me insight and vision of faith, patience and skill, perseverance and a genuine love for those for whom I will be responsible, that you may be seen in me.           AMEN**

*Minister/Priest* Eternal God and Father, by whose power we are created and by whose love we are redeemed: guide and strengthen us by your Spirit, that we may give ourselves to your service, and live each day in love to one another and to you: through Jesus Christ our Lord. **AMEN**

*Minister/Priest:* Let us all join together in the Lord's prayer

**Our Father in heaven,  
hallowed be your Name,  
your kingdom come,  
your will be done,  
on earth as in heaven.**

**Give us today our daily bread.  
Forgive us our sins  
as we forgive those who sin against us.**

**Save us from the time of trial  
and deliver us from evil.**

**For the kingdom, the power, and the glory are yours  
now and for ever. Amen**

*Minister/Priest:* Take up your work assured that you have been called to it. Serve the Lord Jesus Christ with a keen mind, love him with all your heart, so that your life may be used in winning souls for Christ, *(either)* and the blessing of God Almighty, the Father, the Son and the Holy Spirit be with you always. *(or)* and the grace of our Lord Jesus Christ, the love of God and the fellowship of the Holy Spirit be with us all, and with those whom we love wherever they may be, this day and always.

**AMEN**