

VOLUNTEER MINISTRY JOB DESCRIPTION

Position: Warden

Nature of the Position

To work closely with the Rector in a position of primary leadership, supporting both the issues of the rector as well as of the people of **PARISH NAME HERE** while overseeing the ministry and business issues of the parish

Outline of Responsibilities

- as a member of the parish corporation attend twice monthly corporation meetings
- as a member of Parish Council attend the monthly Parish Council meeting
- signing authority for the corporation and available weekly to sign cheques
- available for consult and support for Rector, Ministry Staff and parish community
- available for parish building emergencies such as alarms, damage etc.
- to act as the employer for the professional ministry staff
- to oversee the financial commitments of the parish, including the preparation of the parish budget
- to communicate to the parish formally through the newsletter or other parish letters as required
- participate in the Duty Warden rota

Skills & Experience

- the ability to provide good organizational and communication skills and problem-solving skills
- general familiarity with the community
- an interest in the stability, growth and development of the community
- the ability to work as a team along with the ministry team and other wardens
- the ability to support, cultivate and motivate a volunteer organization

Boundaries & Limitations

- all diocesan policies and practices must be adhered to, including the diocesan safe church policy
- will comply with the policies and guidelines of the Anglican Diocese of Niagara regarding confidentiality and not communicate or divulge confidential or financial information

Support, Supervision & Training

- occasional workshops for wardens and diocesan budget meetings
- under the direct supervision of the Rector

Participation Group

- the whole of the parish community

Screening Requirements

- police check
- signed declaration of understanding

Length of Term

- 1 year; renewable for three years

Benefits to the Volunteer

- the ability to build a close working relationship with the ministry team, and the members of the parish
- the ability to have a profound effect on the tone and direction of the parish

RISK ASSESSMENT REVIEW

Risk	Description	Rating
Participant	Mainly adults, but could involve working with any member of the parish	Medium
Setting	Meeting rooms, halls, worship space, etc.	Medium
Activity	Corporation activities	High
Supervision	Occasional	Medium
Nature of Relationship	Can involve one-to-one, plus high levels of intimacy and/or influence	High
Degree of Authority	High authority with large power differential	High
Physical Safety	Rare physical risks	Low
Financial	Frequent financial involvement	High
Privileged Information	Regular possession of confidential or sensitive information	High
Damaged Reputation	Significant risk of false accusations	High

RISK ASSESSMENT : HIGH

Because of the number of variables involved with this position, and even with risk management required, this position maintains a high rating.

RISK MANAGEMENT REQUIRED

- Police Records Check
- Signed affirmation of the Code of Conduct
- Training and follow-up as needed
- Reviews and Signs the Diocesan policy with regards to screening and management of staff and volunteers