



## Nomination for Churchwarden

### 01

#### Churchwarden's declaration

The following Declaration Form must be completed by all persons putting their names forward for election as a Churchwarden (Chaplaincy Warden)

If local legal requirements mean that any changes are required to the form to ensure that the Chaplaincy complies with those local legal requirements, then the form can be changed but only with the written agreement of the Archdeacon (who may need to consult with the Diocesan Secretary and/or the Diocesan registrar). In such cases:

- The Chaplaincy must maintain a copy of that written agreement.
- The modified form should include the following statement: **"By agreement of the Archdeacon, this Form has been modified, from the standard Diocesan Form, to be compliant with local legal requirements".**

### 02

#### Nomination

Please read the notes above and on the next page before completing this nomination.

Chaplaincy of

**We the undersigned, being members of the electoral roll of this chaplaincy nominate:**

Full name of nominee

**for election to the office of churchwarden in this chaplaincy.**

Signature of proposer

Print name

Date (DD/MM/YYYY)

Signature of seconder

Print name

Date (DD/MM/YYYY)

### 03

#### Declaration

**I, the above-named nominee, hereby certify that:**

- I am eligible for election to the office of churchwarden in this chaplaincy
- I am not disqualified from holding that office, and
- I am willing to hold that office.

Signature of nominee

Print name

Date (DD/MM/YYYY)

## From the Churchwardens Measure 2001

The churchwardens of every chaplaincy shall be chosen from persons who have been baptised and —

- a) whose names are on the church electoral roll of the chaplaincy
- b) who are actual communicants;
- c) who are twenty-one years of age or upwards; and
- d) who are not disqualified as laid out below.

No person shall be chosen as churchwarden of a chaplaincy for any period of office unless they —

- a) have signified consent to serve as such; and
- b) have not signified consent to serve as such for the same period of office in any other chaplaincy or chaplaincy and been elected to do so

### DISQUALIFICATIONS

A person shall be disqualified from being chosen for the office of churchwarden if:

- the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006)
- the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (unless the person's disqualification under this sub-section has been waived in writing by the Diocesan Bishop.)
- the person has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure [1977]

Without prejudice to the above, a person shall be disqualified from being chosen for the office of churchwarden when that person has served as a churchwarden of the same chaplaincy for six successive periods of office until the annual meeting of the chaplaincy to elect churchwardens in the next year but one following the date on which that person vacated office at the end of the last such period: Provided that a general meeting of the chaplaincy may by resolution decide that this section shall not apply in relation to the chaplaincy concerned.

### NOTE

The legal requirements for criminal record checks for churchwardens are slightly different in the Diocese in Europe to those in parishes in England where the churchwardens are also charity trustees. However, the Diocesan Bishop and the Diocesan Safeguarding Advisory Committee have issued the following request:

- All newly elected Church Wardens are asked to present the **Safeguarding Confidential Declaration Form** and also to present the relevant Criminal Record (DBS) checks with which the Diocesan Safeguarding Team will assist.
- **Safeguarding Checks** – Checks are to be conducted for any country where the candidate has lived when over the age of 18 in the previous ten years. Further details are available here including the exemptions process which may be required. The checks are an essential requirement for any church officer who may be working with Children or Vulnerable Adults. In the Diocese in Europe this is considered likely for all churchwardens and that given the extra responsibility of churchwardens at the time of a vacancy.
- **Called to be a Churchwarden** - A guide to being a churchwarden in the Diocese in Europe including links to the legal structures.