



DIOCESE OF NATAL
Anglican Church of Southern Africa (ACSA)

ACCEPTANCE OF OFFICE AS CHURCHWARDEN OR CHAPELWARDEN

To be completed, signed and submitted annually even where Churchwardens are elected for a term lasting more than one year.

Please **PRINT**

1. I, _____

Identity No. _____

hereby accept appointment as Churchwarden/Chapelwarden of the following Parish:

_____ (in the Chapelry of _____)

2. In fulfilling my duties as Churchwarden/Chapelwarden, I solemnly and faithfully undertake:

2.1 To be mindful of the fact that I am the Bishop's officer and representative in the Parish and at all times to carry out Diocesan policy and apprise the Bishop of any matter, which should be brought to her/his attention.

2.2 To make myself familiar with and abide by the Constitution and Canons of the ACSA, the Acts of the Diocese of Natal and the Bylaws made thereunder, the Parish Manual issued by the Diocese of Natal and the Code of Pastoral Conduct (*Shepherds of the Flock of God*) issued by the Metropolitan of the ACSA.

2.3 In carrying out my duties in terms of the aforementioned prescripts, to give particular attention to those provisions relating to the duties of Churchwardens, with regard to -

(a) the care and welfare of the Incumbent;

(b) the management of parish finances, acknowledging that although I may be assisted by a parish treasurer, sidespersons, recorders/counters and other functionaries, I remain accountable for the collection, receipt and banking of parish funds and, subject to the role reserved in the Canons and Acts to the Parish Council, for the spending/disbursement of parish funds;

(c) the securing and maintenance of church plant and property;

(d) the timeous rendering of payments, returns and accounts to the Diocese of Natal and to such other persons or authorities as may be lawful.

2.4 In the event of my not fulfilling any or all of the conditions of the above undertaking, I undertake to resign the office of Churchwarden/ Chapelwarden, of my own volition, otherwise if requested in writing by the Bishop to do so and not to again accept nomination as a Churchwarden/Chapelwarden, without the written consent of the Bishop."

Signed at _____ this _____ day of _____ 20__.

Churchwarden/Chapelwarden

Witness

Rector/Priest-in-Charge

**PLEASE COMPLETE AND RETURN THIS FORM TO: THE BISHOP OF NATAL,
P O BOX 47439, GREYVILLE, 4023 – Kindly retain a copy for your Parish records**

"ARISE AND WALK – SUKUMA UHAMBE"

Acts 3 : 6

Updated September 2014