



## Role description for PCC members

**Role:** To consult with the Priest-in-Charge and PCC on matters of general concern and importance to the parish; and promoting in the parish the whole mission of the church, including its spiritual, legal, financial, pastoral and missionary functions

(This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Parochial Church Council roles and responsibilities)

### Role Requirements:

**To be:** To be a person of integrity, called by God and approved by St Francis of Assisi Church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

### *To do, along with other PCC members:*

- To share the privileges and responsibility of decision making with the Priest-in-Charge
- To take responsibility for the right administration of the church and its properties
- To make financial provision for staff salaries, parish share, and the general running costs of the parish; and to attend to charitable needs in compliance with Charity Law.
- To respond to Diocesan and Deanery Synods and communicate matters of concern to them.
- To be responsible for maintaining and repairing all Church buildings, contents and surrounding grounds, walls, fencing and hedging. To be responsible for the payment, but also to ensure the work is completed to the required standards. To be responsible for carrying out the recommendations of the quinquennial report.
- To be consulted on the appointment of a new Priest-in-Charge
- To be responsible, along with the Priest-in-Charge for deciding which forms of services are used within the parish.
- To attend meetings regularly and to read minutes, financial statements and papers before each meeting. There are ten meetings a year (we don't meet in August or December).
- To pray over agenda items and listen to others with an open mind.
- To serve on at least one sub-committee, if possible.
- To participate in discussions and maintain the confidentiality of the Council as appropriate.
- To be available as a conduit of views from the congregation to the PCC.
- To be a trustee of the St Francis of Assisi Church Charity.
- To read, adhere to and promote the church's Safeguarding Policy, including Safer Recruitment and Training requirements; and to adhere to all other policies of the church. This requires you to complete three online training courses: C0, C1 and Domestic Abuse Training.
- To attend a PCC Day Away when diarised, for support and supervision by the Priest-in-Charge

### Reports to: The Priest-in-Charge

**Agreement:** I agree to being a PCC member at St Francis of Assisi Church, under the supervision of the Priest-in-Charge. I agree to comply with all aspects of the Diocesan Safeguarding Policy, including recruitment and training requirements; and all other church policies.

Name (print and sign): \_\_\_\_\_

Priest-in-Charge: \_\_\_\_\_

Date: \_\_\_\_\_



**Criteria for becoming a PCC member:** To be considered for membership of the PCC, a person must:

1. Have been on the church electoral roll for at least six months before the election.
2. Be over 16 (18 for Deanery Synod).
3. Consent to being appointed.
4. Be nominated by 2 people from within the congregation.
6. Be a regular attender (at least twice a month) to worship.
7. Be legally allowed to be a Charity Trustee (see Charity Commission website - <http://www.charity-commission.gov.uk/> )
8. Be willing to stand down after having served two consecutive 3 years terms, and not seek re-election for one year after that.

**Parochial Church Council Membership Licensed members:**

The incumbent/Priest-in-Charge.

Other ordained staff licensed to the parish.

Deacons and other lay workers (Licenced Lay Ministers by invitation of the Annual Parish Meeting).

**Elected members:**

Up to fifteen (9 in the case of St Francis of Assisi, with its current electoral roll of 50-100) lay members – each serving for a maximum period of six years (maximum of two consecutive 3yr terms). Roughly one third of the PCC is elected each year at the APCM.

**Ex-Officio Members:**

The two churchwardens appointed on an annual basis by the APM.

Two Deanery Synod members – elected to serve for a three year period and any members of the House of Laity of the General or Diocesan Synod. As well as attending PCC meetings, they attend Deanery Synod meetings.

**Co-opted members:**

The Chair together with the PCC may co-opt persons to serve until the next APCM – eg the Treasurer and Administrator (if no elected member is fulfilling these roles).

**Working committees of the PCC:** Standing Committee/Finance/Fabric/Pastoral/Social

Each Working committee has a specific remit, and carries out particular tasks. The Groups are led by a 'Chair' who is either a PCC member, or who has a good working knowledge of the PCC. Each group should include at least one PCC member, along with other church members who have enthusiasm and/or relevant expertise. The Groups are responsible to the PCC, reporting regularly, and making proposals for the PCC to approve.

NB the incumbent and churchwardens are ex officio members of every Vision Group

**Standing Committee:**

This is a statutory PCC Committee. It carries out the work of the PCC between meetings (if an urgent matter arises). It reports to the PCC. The Priest-in-Charge and churchwardens are ex-officio members and the PCC must appoint at least two of its members to serve on the Standing Committee; usually at St Francis of Assisi. the council has appointed the treasurer, the secretary and one other.

**Voting Procedures:**

- Each recommendation is required to be both proposed and seconded.
- Each member of the PCC is entitled to one vote. The Chair may exercise their right to a casting vote in the event of a tied decision.
- Issues may only be decided by a majority vote.
- The PCC is quorate if a third of its current membership is present.