



## Role description for the PCC Secretary

**Role:** To have charge of all documents relating to the current business of the council; and to be responsible for keeping the minutes, recording all resolutions, and keeping the secretary of the diocesan synod and deanery synod informed as to his/her name and address

### Role Requirements:

**To be:** To be a person of integrity, called by God and approved by All Saints 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:

- Read and adhere to the church's Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church
- Attend an annual PCC Day Away, for support and supervision by the Incumbent

### Straight after APCM

- Put up list of new PCC members and Postholders on noticeboard and as people are elected to Standing Committee and the Vision Groups, update that information too. Provide all such information to Parish magazine editor, so that the magazine can be kept up to date.
- Notify Diocese of name and contact details (address, email and telephone numbers) of all recently elected officers and PCC members. (The Parish Administrator may do this).
- Notify the Diocesan Comms team (tel: 01483 790355) of your appointment, so that they can start sending you, as new PCC Secretary, emails of the Diocesan publication for parishes, called Grapevine. (email Mary Peters, Information Officer and Web Manager, at [mary.peters@cofeguildford.org.uk](mailto:mary.peters@cofeguildford.org.uk), with your name, address and tel. no.)
- Obtain from the previous Secretary the login and password to our Charity Commission account, so that you can file details of the current PCC members, all of whom are technically charity trustees. As such, each of them needs to fill out a form and those forms need to be filed using the Charity Commission's online filing system.
- Obtain from the previous Secretary the draft minutes of the APCM and Vestry Meeting (held immediately before the APCM) plus any other outstanding draft PCC minutes that need approval at the next PCC meeting.
- Give the church website manager a new list of PCC and SC members, so she can update the church website.

### On an ongoing basis

- Vision Group and Diocesan Synod meeting notes:
  - Print out and put on the PCC file in the office

- Email to website manager to put up on the church website, but make sure you delete from the version emailed to website manager any Part 2 (Confidential) parts of the meeting notes
  - Extract from the Vision Group meeting notes any items which have been flagged or starred for the attention of the PCC – usually such issues will become agenda items at the next PCC or Standing Committee meeting.
- Keep the PCC noticeboard up-to-date (the first board on the right, as you enter the main door of the church lobby). The board should have on it:
    - Latest approved PCC minutes
    - At least 10 days before each PCC meeting, the agenda for that meeting should go up onto the board (a legal requirement!)
    - A table listing the VG groups and their Chairs, together with upcoming PCC/SC/Vision Group meeting dates (needs refreshing from time to time, as the VGs often only tend to set the date for their next meeting at the one before)
    - The latest copy of a governance document explaining how the PCC and the Vision Groups work and who are the current members of the various groups.
- Read through Grapevine and extract and pass on any relevant info to the PCC and/or members of the congregation. (Any queries - discuss with the Incumbent.)
- Bring correspondence addressed to the PCC to the attention of the Incumbent and the SC/PCC and respond as the PCC (or SC on behalf of the PCC) decides.

#### For each PCC meeting

- Put together a draft agenda, send to the Incumbent (or if a Lay Chair has been appointed to lead the meeting, to the Lay Chair) and the Wardens for approval and then, **at least 10 days before each PCC meeting:**
  - send it out to all PCC members by email, together with supporting documents\*
  - print out a copy (without supporting docs) to pin up on the PCC notice board

\*Supporting documents are likely to include all or any of these items:

- draft minutes from previous PCC meeting(s)
  - any resolutions passed by the last Standing Committee meeting (SC meetings are held between PCC meetings)
  - copies of key items of correspondence (make sure, as Secretary, that you have the correspondence file with you in PCC meetings)
  - any outline proposals from Vision Groups
  - VG meeting notes, if they raise anything to be discussed at PCC level
  - Finance reports from the Treasurer
  - Safeguarding reports and documentation
- Remove draft mark from minutes of previous PCC meetings and print out for the Incumbent to sign and date (if approved in the PCC meeting). Then the signed minutes need to go up on the notice board. Periodically, you need to remove the signed minutes from the notice board and file in the PCC file in the office.
- After the PCC, prepare draft minutes to be sent initially to the Incumbent (or if a Lay Chair was appointed to lead the meeting, to the Lay Chair) and the Wardens for approval. Then to be circulated to the rest of the PCC, soon after the meeting was held, while things are fresh in people's minds. (Re-send draft minutes later with the agenda for the next PCC, so PCC members have all the docs they need for the meeting together in one email. (They will need to be approving the minutes of the last PCC meeting as one of the first agenda items in the PCC meeting).

For each Standing Committee meeting

- Similar procedure to the one for PCC meetings, except that the 10-day notice period is not required for the agenda to be sent out and no minutes are taken of SC meetings. Put in writing any resolutions passed. These need to be approved by email by SC and then posted up on the noticeboard. (After they have been up for a while – e.g. until the next PCC meeting, take them down and put them in the PCC office file.)

Before October each year

- Liaise with Parish Administrator and Incumbent to make sure TAR and Annual Report are submitted – deadline for this is 30<sup>th</sup> October for the preceding year's accounts (e.g. the TAR for 1/1/15 - 31/12/15 is due to be submitted before 30<sup>th</sup> October 2016).

For each APCM

- Work in advance with the Incumbent to ensure that upcoming vacancies are correctly identified and that there are candidates for each vacancy.
- Put up the statutory notices for the meetings.
- See <http://www.cofeguildford.org.uk/about/explore/meetings> for more details of what is required.

**Reports to:** The incumbent

**Agreement:** I agree to being the PCC Secretary at All Saints Church, under the supervision of the incumbent. I agree to comply with all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including recruitment and training requirements; and all other church policies.

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

Incumbent: \_\_\_\_\_

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

Form approved October 2017