

A Code of Conduct for PCC Meetings

Introduction

The Parochial Church Council (PCC) recognises that as an organisation utilising Church funds, it is essential that the conduct of its members is to the highest standards of integrity in order to maintain trust and confidence.

This Code of Conduct sets out the standards of behaviour PCC Members would expect of themselves and their colleagues in carrying out their role as a PCC Member.

Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others. In your relationships with one another, have the same mindset as Christ Jesus.

Philippians 2:3-5

All Saints' Church expects that their PCC members:

1. Try to attend all meetings, sending apologies to the PCC Secretary for any necessary absences and any views they would like conveyed to the meeting.
2. Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
3. Talk to the Chair before the meeting if clarification of any matter is needed.
4. Arrive on time and stay to the end whenever possible.
5. Draw attention to any potential conflicts of interest that may arise in the meeting.
6. Participate fully in the meeting;
 - i. Listen to what others have to say and keep an open mind.
 - ii. Contribute positively to the discussions.
 - iii. Try to be concise and avoid speeches and frequent repetition.
 - iv. Listen quietly to the views and comments of others.
 - v. Do not interrupt or talk over others.
 - vi. Add to the discussion only in a way relevant to the matter under discussion. Do not pursue tangential or irrelevant points.
7. Help others concentrate on the meeting by avoiding side conversations.
8. Treat everyone with courtesy and respect.
9. Observe the authority of the Chair of the meeting.
10. Challenge ideas, not individuals.
11. Always have the best interests of the PCC in mind.
12. Agree that any decision reached by a majority of PCC members, once made, must be accepted
13. Fulfil any responsibilities assigned at the meeting and be prepared to report back on progress at the next meeting.

Anybody who causes a meeting to be interrupted by reason of unacceptable behaviour can be asked to leave the meeting by the Chair if the behaviour continues after a fair warning.

Repeated failure to follow this Code of Conduct may result in a vote of no confidence in the person's participation at the meeting or future meetings and an invitation to consider their position on the PCC.