



St Buryan Church

Parochial Church Council (PCC)

Secretary Required (Volunteer role)

A **parochial church council (PCC)** is the executive committee of a Church of England Parish and consists of clergy and churchwardens of the parish, together with other representatives. It is a corporate charitable body.

The PCC is responsible for the financial affairs of the church, the care and maintenance of the church building and its contents. These responsibilities are carried out by the churchwardens, a secretary, a treasurer and other volunteers. The PCC also has a voice in the forms of services provided by the church.

The PCC meets 6-8 times per year to discuss and agree on any matters regarding the fabric of the church, the financial position, the church services, general mission and ministry, including the pastoral care of all those living in the Parish and all events to support the life and work of the church.

The secretary provides:

- the agenda for the meetings, in consultation with the Chair. They take the notes at the meetings, type them up and distribute via email the subsequent minutes.
- General written communication with organisations and others when required.
- Distribution of newsletters and information received from the Diocese.
- Understands the importance of confidentiality for the work.

Would you be able to help?

More detailed information and support being offered by the outgoing Secretary.

If you are interested in helping to keep St Buryan Church running, please contact any of the following PCC Members:

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| Caroline Amos (Lay Chair) | amos.caroline.trev@gmail.com |
| Linda La Roche (Churchwarden) | lindalaroche@btinternet.com |
| Fiona Vinnicombe (Churchwarden) | fiona.vinnicombe@btinternet.com |