



The role of a PCC Secretary

The role of a PCC Secretary is very important. It can vary widely from parish to parish and is not just about taking minutes. The Secretary plays a vital role in overseeing mission by being effective and efficient. The Secretary also acts as the key link between the diocese and the parish for correspondence and sharing of information.

Appointment & Term of Office of PCC Secretaries

The PCC Secretary is appointed by the PCC at the first meeting after the Annual Parochial Church Meeting. The PCC Secretary is appointed at the same time as other officers of the PCC such as the Treasurer.

The PCC Secretary need not be a member of the PCC, in which case he/she can be co-opted on to the Council. If the PCC Secretary is co-opted, he/she is a full member of the Council with voting rights. If co-option does not take place, he/she is not a member and therefore has no voting rights. The term of office is one year.

The PCC Secretary's Key Tasks

These are set out in the Church Representation Rules and include:

- To liaise with the parish clergy to decide the agenda for parish meetings
- Arranging room bookings for PCC meetings
- Preparing and distributing agendas for PCC meetings
- Keeping in contact and receiving notes and minutes of any sub groups that the PCC establish
- Taking minutes at PCC meetings and distributing them
- Keeping a record of all decisions made at PCC meetings
- To keep a copy of PCC meeting minutes available for public inspection
- To organise and publicise the Annual Parochial Church meeting
- To report to the APCM on the work of the PCC over the preceding year through the Annual Report produced in cooperation with the treasurer
- To keep Diocesan staff informed of any changes of Parish Officers
- To handle correspondence for the parish.

Where the PCC Secretary is also the secretary for the Standing Committee the following additional duties may be attributed to the role.

- Preparing and distributing agendas for Standing Committee meetings
- Taking minutes at Standing Committee meetings and distributing them



The work of PCC Secretaries is governed by:

- Synodical Government Measure 1969
- Church Representation Rules 2011

The Church Representation Rules

The rules lay down:

- The composition of the PCC
- The business which they must carry out and
- The way it should be executed
- The rules about the electoral roll
- The business of the APCM (Annual Parochial Church Meeting)
- The method of elections to the various bodies
- The eligibility for election

The sections about PCCs & the Parish are an essential reference guide for every PCC Secretary. The Church Representation Rules 2011 are available online here:

<https://www.churchofengland.org/church-representation-rules>