

PCC SECRETARIES

USEFUL RESOURCES

BOOKS AND BOOKLETS

Church Representation Rules (2011) (Church House Publishing)

A Handbook for Churchwardens and Parochial Church Councillors (New Revised Edition – April 2017): Kenneth MacMorran & Timothy J Briden (Mowbray)

An ABC for the PCC 5th Edition: A Handbook for Church Council Members: John Pitchford (Mowbray)

Practical Church Management - A Guide for Every Parish: James Behrens (Gracewing)

Trusteeship – An Introduction for PCC Members (Church of England/Charity Commission – downloadable from Parish Resources website – see below)

PCC Accountability: The Charities Act 2011 and the PCC (5th edition): one free copy per parish from the Diocesan Finance Department (Church House Publishing – downloadable from the C of E website – see below)

A Guide to the Registration of PCCs with the Charity Commission (August 2017) (Church of England/Charity Commission – downloadable from Parish Resources website – see below)

A brief outline of what every PCC member needs to know about church finances. (Archbishop's Council – downloadable from Parish Resources website – see below)

Caring for your Church Building: James Halsall (Kevin Mayhew)

Keep or Bin – The Care of your Parish Records – downloadable from the C of E website: <http://tinyurl.com/qczdxdv>

WEBSITES

Manchester Diocese: www.manchester.anglican.org

The Church of England: www.cofe.anglican.org

Parish Resources: [**www.parishresources.org.uk**](http://www.parishresources.org.uk)

This website has all the downloadable forms necessary for Annual Meetings and many other useful resources for PCC members and secretaries.

Churchcare: www.churchcare.co.uk
Caring for you church building

Ecclesiastical Insurance: www.ecclesiastical.com

ALSO.... APCM date calculator: MS Excel tool available from the Archdeacon of Bolton's PA: pa.archbolton@manchester.anglican.org