

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, Grayswood, 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.

Straight after APCM

- Put up list of new PCC members and Postholders on noticeboard and as people are elected to Standing Committee and the teams for Ministry and Mission, update that information too. Provide all such information to the church administrator for inclusion in 'The Runner'
- Notify Diocese of name and contact details (address, email and telephone numbers) of all recently elected officers and PCC members.
- Notify the Diocesan Communications team of your appointment, so that they can start sending you, as new PCC Secretary, emails of the Diocesan publication for parishes, called Grapevine.
- 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 charity trustees. As such, each of them needs to fill out a declaration 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 pre-APCM meetings, plus any other outstanding draft PCC minutes that need approval at the next PCC meeting.
- Give the church administrator a new list of PCC and SC members, so she can update the church website.

On an ongoing basis

- Action items from PCC minutes
- Liaise with church administrator to ensure the website and noticeboards are up to date
- Bring correspondence/emails 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 to be discussed at the Standing committee meeting, send to the Incumbent (or if a Lay Chair has been appointed to lead the meeting, to the Lay Chair) for approval and then, **at least 7 days before each PCC meeting:**
 - send it out to all PCC members by email, together with supporting documents*

*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 one week before PCC meetings)

- copies of key items of correspondence (make sure, as Secretary, that you have the correspondence file with you in PCC meetings)
- Finance reports from the Treasurer
- Safeguarding reports and documentation
- Print minutes of previous PCC meetings for the Incumbent to sign and date (if approved in the PCC meeting). Then a copy of the signed minutes are kept in the PCC file and one in a file in the back of the church. An electronic copy is posted on the church website.
- 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) for approval. Then to be circulated to the rest of the PCC, soon after the meeting was held. (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).

For each Standing Committee meeting

- Similar procedure to the one for PCC meetings, except that an agenda is not circulated prior to the meeting and no minutes are taken of SC meetings. Put in writing any resolutions passed. These need to be approved by email by SC

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 Safeguarding Policy, including recruitment and training requirements; and all other church policies.

Name (print and sign): _____

Incumbent: _____

Date: _____

