



The Diocese of  
**Southwark**

# **PCC Secretaries' Handbook**

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# Welcome

Welcome to the office of Parochial Church Council (PCC) Secretary. Every year a number of enquiries are received at the Diocesan Office for information about the responsibilities of a PCC Secretary, particularly from new holders of the office.

This booklet attempts to set out the main responsibilities of the PCC Secretary and offer useful guidance on best practice. However, it is in no way a definitive reference tool and should always be read in conjunction with the Church Representation Rules, which can be obtained from Church House Westminster.

Please do let us know if you have any suggestions for additional information you would like included or areas where further clarification would be helpful. We will try to keep this handbook updated regularly.

We hope that this will further enable us all to work together in supporting the work of the Church.

Finally, please ensure that your successor is made aware of this publication when there is a change of PCC Secretary.

## Communications and Resources

Southwark Diocese

June 2011

*This Handbook has been adapted with kind permission and grateful thanks from the Handbook developed by Winchester Diocese*

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## Functions of the PCC and Main Tasks of the PCC Secretary

### *Functions of the Parochial Church Council (PCC)*

The history of PCCs begins with the Parochial Church Council (Powers) Measure 1956 which summarised the general functions of PCCs as follows:

1. It shall be the duty of the Minister and the Parochial Church Council to consult together on matters of general concern and importance to the parish.
2. The functions of the PCC shall include:
  - a. Co-operation with the Minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
  - b. the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
  - c. making known and putting into effect any provision made by the Diocesan Synod, but without prejudice to the powers of the Council on any particular matter;
  - d. giving advice to the Diocesan Synod on any matter referred to the Council;
  - e. raising such matters as the Council consider appropriate with the Diocesan Synod.
3. In the exercise of its functions, the PCC shall take into consideration any expression of opinion by any Parochial Church Meeting.

### *Body Corporate*

The PCC is known as a body corporate. This means that the Council has a legal identity quite separate from the individual members of which it is composed. However, the Council body is accountable for the decisions that it makes and therefore decisions need to be taken carefully showing fairness, respect for the law and be in line with the regulations of the Charity Commission. For this reason, the details of any far-reaching decision must always be prepared carefully in writing for every member of the PCC to have a

chance to read and consider before it is finalised at the PCC meeting.

## Role

The primary responsibilities of a PCC Secretary are to support the PCC Chair in the preparation and organisation of meetings and to handle all correspondence on behalf of the PCC. The Diocesan Office will also need to contact you from time to time to request specific information. Every effort is made to keep this to a minimum so we should be grateful if you would respond to all communications as soon as possible.

## Key Tasks

- To inform the Diocesan Office of his/her name and that of the other officers elected at the Annual Parochial Church Meeting (APCM) by returning the form sent with the Articles of Enquiry from the Diocesan Office.
- To liaise with the Parish Priest, who is the Chair of the PCC, over the preparation of the Agenda and supporting papers for meetings of the PCC (or to liaise with the Vice Chair, during a vacancy).
- To advise PCC members, at least ten days in advance of the next meeting, and to prepare, produce and issue the Agenda and supporting papers to every member in good time, at least seven days before the meeting.
- To attend PCC meetings and take accurate notes from which to prepare the Minutes.
- To produce and distribute the Minutes of each meeting.
- To ensure that a copy of the Minutes and any supporting papers (but excluding any confidential items) are available for public inspection.
- To keep an accurate record of attendance at meetings.
- To ensure that the PCC fixes the dates of future meetings.
- To record all resolutions passed by the Council, together with the names of the proposer and seconder and voting figures.
- To handle correspondence on behalf of the Parish.
- To respond to requests from the Diocesan Office from time to time, e.g. to convene a

Section Eleven meeting which must be held within four weeks of receiving notice of a forthcoming vacancy in the benefice from the Designated Officer (jointly with fellow PCC Secretaries in a multi-parish benefice).

- To organise the APCM; post the appropriate notices and commission, collect, duplicate and issue written reports, agendas and minutes.
- To prepare, or have prepared, an Annual Report to the APCM on the work of the PCC and send, or arrange to have sent, a copy to the Diocesan Secretary together with a copy of the Annual Accounts.
- To ensure that there is an up to date copy of the *Church Representation Rules* available at the meeting and to particularly understand the rules relating to voting procedures and the eligibility of persons to vote.
- To notify the Diocesan Office of any change in parish officers, or their contact details as soon as possible, e.g. PCC Secretary, Treasurer, Electoral Roll Officer, Church Warden etc.
- To notify the Diocesan Office and Deanery Synod Secretary of changes in Parish Representatives on Deanery Synod.

In addition Secretaries may be asked:

- To post the appropriate notice and certificate for the Electoral Roll (in the absence of an Electoral Roll Officer).
- To service meetings of other groups in the Parish.
- To seek information from the Diocesan Advisory Committee (DAC) and/or to handle applications for Faculties.

## Correspondence

The PCC Secretary will respond to correspondence on behalf of the parish after consultation with the Chair.

## Key Rules Governing PCCs

*(See Church Representation Rules)*

### Number of meetings

PCCs must hold at least four meetings a year (as well as the Annual Meeting), spread evenly throughout the year.

### Membership

A PCC is made up of all Licensed Clergy, Readers<sup>1</sup> and Lay Workers in the Parish, Benefice or Team; the Churchwardens; any lay representatives on Deanery Synod, Diocesan Synod or General Synod who are on the electoral roll of the Parish; and a number of elected lay representatives whose names must appear on the electoral roll. The number of elected representatives a PCC can have is dependent on the size of the Electoral Roll.

The PCC can also decide to co-opt at least two additional members on to the PCC as long as this is not higher in number than one-fifth of the elected lay representatives on the Council. All co-opted members have to be either ordained or be lay communicants over sixteen years old.

The number of elected lay members a parish can have on their PCC is dependant on the size of their electoral roll. For a roll of:

Number on the Electoral Roll	Number of Elected Representatives
50 or under	6
51-100	9
101-200	12
201-300	15

If a parish wishes to have more than 15 elected representatives this must be agreed at an APCM and a special resolution passed.

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<sup>1</sup> Readers are not automatically ex-officio members of the PCC but are only members of the PCC if the APCM so determines, and it can decide which and how many of the Readers if there are several. The determination of the APCM continues until it is changed at another APCM, and does not have to be addressed every year. Readers will also be eligible for election to the PCC as representatives of the Laity if they are on the Electoral Roll of the parish.

## **Quorum**

A PCC is quorate, i.e. can conduct business, if a third of its current membership is present.

## **Business**

Three quarters of the members present at a meeting must consent to the transaction of any non-Agenda item of business.

## **Voting**

This is decided by a simple majority of those members present and voting (the Chair has a second, or casting, vote if necessary).

## **Postponed Meeting**

If a meeting has to be postponed, PCC members must be given written notice of the date of the reconvened meeting within fourteen days of the postponed meeting.

## **Emergency Meetings**

- Can be convened by the Chair with at least three clear days' notice in writing.
- The quorum for such a meeting is a majority of PCC members.
- Only business specified in the notice convening the meeting may be transacted.

## **Committees**

The PCC must appoint a Standing Committee of at least five people (the Parish Priest (Curate) and Churchwardens are members ex-officio; the PCC must appoint at least another two PCC members).

### **The Standing Committee**

PCC Secretaries are usually expected to serve on the Standing Committee of the parish. The Standing Committee normally meets two weeks or so before the full body of the PCC to help set the Agenda and review what business needs to be covered and decided by the full PCC. The standing committee may also be called for small ad hoc occasions when an urgent decision is required and when the PCC has given this smaller group their authority to act in a particular matter.

The PCC may appoint other committees (e.g. for Mission and Evangelism, Fabric, Worship, Stewardship, etc).

Two of the main regular duties of a PCC Secretary are the production of agendas and the recording of minutes. Advice on this is set out overleaf.

The arrangement of the room, refreshments and tidying up afterwards should not be left to the PCC Secretary alone. He/she should enlist help with this. However, it is the PCC Secretary's responsibility to ensure that any loose or spare papers and belongings are gathered up after the meeting and not left behind in the room.

## **Keeping the Parish Diary/Communication/Liaison with Community**

A calendar or diary with the main church events listed is a useful resource to bring to the PCC meeting. It should also be possible to use it to make a plan for the year to ensure that collection of information for PCC meetings, posting of notices and preparation of agendas, duplication, and distribution will be co-ordinated effectively.

Prompt production and distribution of draft minutes for the Chair to check will help draw together an Action List and ensure that decisions made at PCC meetings do not lose momentum.

Attention to correspondence, thank you letters and contact with other organisations and individuals in the community should be tackled promptly as this is an important form of communication with your locality contributing to the church's mission.

## **Parish Papers, keeping file records**

New PCC Secretaries are often given a large box of ancient dusty papers completely unsorted, a fraction of which are really helpful. Very old papers may be sent to the local Archives Office. More recent papers need to be sorted through carefully; Minute Books should be looked after safely and old volumes kept in the Church Safe; unimportant correspondence may be discarded and relevant correspondence carefully sorted and filed safely within the church or office. Our advice is that you discuss this process with the parish priest and/or churchwardens before disposing of papers to check for confidentiality.

The Church of England Record Centre has produced a very helpful leaflet entitled "Save or Delete?" in 2008 which includes answers to questions such as:

- For how long do we need to keep bank statements?
- Should we keep copies of our service sheets or weekly pew sheets?
- How can we store paper documents to preserve them?

- How should we go about backing up the computer system?

It is possible to download a copy of this leaflet from the Church of England website free of charge at [www.churchofengland.org/media/51610/careofdiocesanrecords.pdf](http://www.churchofengland.org/media/51610/careofdiocesanrecords.pdf)

### Websites, Reference Books and other sources of information

If your PCC elects you as their Secretary, there are several books which will be of great help to you and your church generally. Your parish priest/ministry team may already have some of these books, but if not, the PCC may allow you to order one or two from the list in Appendix III. The Woolwich Area Office Resource Library at the Diocesan Office may also have some helpful information. Tel. 020 7939 9413

The Church of England website ([www.churchofengland.org](http://www.churchofengland.org)) has downloadable versions of the Parochial Church Councils Powers Measure 1956 and the Church Representation Rules - see 'Clergy & Office Holders' - 'PCC Information'.

In addition, the Southwark Diocesan Website has many forms and notices relevant to the APCM which have been made available to download: Click on Resources and look for 'APCM forms for download'.

The Archbishops' Council have also set up a very helpful website "Parish Resources" with items on PCCs, stewardship, finance and other issues. See: [www.parishresources.org.uk](http://www.parishresources.org.uk)

### Parochial Fees

A current list can be found at the C of E website at 'Weddings, Baptisms & Funerals' - 'Fees'

### Data Protection

If your church keeps personal information about people on its computers, you are subject to the Data Protection Act. Detailed information and guidance can be located on the website of the Information Commissioner's Office: [http://www.ico.gov.uk/for\\_organisations/data\\_protection.aspx](http://www.ico.gov.uk/for_organisations/data_protection.aspx)

The Legal Department of the Archbishop's Council have produced some information about the application of the Licensing Act 2003 to churches etc in respect of "regulated entertainment".

[http://www.culture.gov.uk/what\\_we\\_do/alcohol\\_and\\_entertainment/default.aspx](http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/default.aspx)

A Link to the Act on the HMSO website can be accessed:

<http://www.opsi.gov.uk/ACTS/acts2003/20030017.htm>

See Appendix III for Booklist.

### Agendas

Agendas should be prepared in consultation with the Chair and finalised by the Standing Committee. Agendas should be circulated seven days prior to the meeting. Remember that any member of the PCC is entitled to ask for an item to be included (however, it does not have to be accepted). Any additional papers should be attached and a copy should be available in the church for inspection by the public, with the exception of confidential matters.

Regular agenda items will be:

- Apologies for absence
- Conflicts of interest
- Confirming the minutes of the last meeting
- Matters arising from the minutes
- Receiving minutes of sub-committees and working parties (if these have been established by the PCC)
- Matters arising from these minutes
- Correspondence
- Any items requested by the Deanery or Diocese
- Confidentiality

Each agenda item should be worded in a way that makes its purpose clear. It may even be helpful to indicate how much time is expected to be spent on each item.

Ten clear days before the meeting a notice announcing the meeting and signed by the Parish Priest should be posted in the church porch.

## Template—Agenda

### DRAFT AGENDA FOR PCC MEETINGS (GENERAL GUIDE ONLY)

#### PCC FOR THE PARISH OF ST AGATHA'S, ANYTOWN

A meeting of the PCC for the parish of St Agatha's Anytown will be held on  
**Wednesday 09 February 2011 at 7.00 pm** in the church hall.

PCC Secretary [Your Name], [Date of Circulation]

#### AGENDA

1	<b>Welcome &amp; Prayers</b>	
2	<b>Apologies</b>	
3	<b>Declarations of Interest</b>	
4	<b>Minutes (previously circulated)</b> To approve the minutes of the last meeting held on the 12 January 2011 as an accurate record.	
5	<b>Matters Arising from the Minutes</b> i. Fabric Committee report, Minutes PCC 09/03 To note that three quotes have been received for the works to the roof. See Fabric Report attached.	<i>Decision required</i>
6	<b>Quinquennial Inspection Report</b> The Church Architect will be attending the meeting to present his latest inspection report to the PCC.	<i>Item for information</i>
7	<b>Deanery Synod Report</b> To receive a report from our Deanery Synod representatives following their last meeting, paper PCC 09/01, re a proposal to appoint a part-time youth worker for the Deanery.	<i>Decision required</i>
8	<b>Correspondence</b>	
9	<b>Any Other Urgent Business</b> Items to be notified to the Chairman in advance.	
10	<b>Date of Next Meeting: 09 March 2011 at 7.00 pm</b> Including a review of the Annual Accounts and Report.	
11	<b>Confidentiality</b> To agree any items which should not be contained in the public record.	

#### Notes

If a guest is attending for one or a limited number of items it is helpful to place the item(s) near the beginning of the agenda so that the guest need not remain for items for which he/she is not required. Any other urgent business - any item requiring an answer should be notified to the Chair or Parish Priest at least forty-eight hours before the meeting. Major items of business should NOT be raised under this heading, except in an emergency. They should be included as separate items on the next agenda.

## Minutes

The Secretary must keep a record of the proceedings of meetings of the PCC. The purpose of taking minutes is to provide a record of a meeting that is:

- Accurate
- Brief
- Clear

The minutes must include:

- the title, date, time and location of the meeting.
- a complete list of everyone present at the meeting.
- apologies for absence.
- minutes of the last meeting.
- record of any corrections.
- note that minutes were approved.
- matters arising from the minutes - normally this reports action taken as a result of decisions at the last meeting.
- a record of all papers that were viewed by the Committee during the meeting.
- the precise wording of motions, resolutions and amendments together with the names of the proposer and seconder. The results of any votes must also be recorded.
- only the main points of discussions held. A full transcript of everything that is said is not required.
- a record of what actions are to be taken and by whom.
- confidentiality, ie deciding whether any items should not be discussed outside the meeting, and whether any items should be recorded separately in a confidential section.
- the date of the next meeting.

All minutes should be signed at the next meeting by the Chair to confirm that they are an accurate record. Any amendments should be added before the minutes are signed.

## Circulating the minutes

You should circulate the minutes as soon as possible after the meeting (preferably within two weeks) to prompt those responsible for taking action. At the latest, the minutes must be circulated with the agenda for the next meeting. You must establish with the PCC which arrangements they prefer (if this has not been agreed already). Copies of the minutes should be sent to each member of the PCC, and a copy of the minutes (but not the confidential part) must be available for public inspection.

It is helpful to keep a file with the agenda and minutes (in date order) and you should take the file to each meeting and ensure that the Chair signs the file copy of the minutes.

## Maintaining records

It is important that a complete record of minutes is maintained. An incoming PCC Secretary should check the dates of the earliest minutes taken over and then ask the Records Office for the latest dates of minutes which have been deposited there.

Should there be a gap between the two, a search should be instituted in the parish for the missing ones.

Records can be harmed by being stored in the wrong conditions. **All records other than current minutes and accounting records in the custody of the PCC Secretary and Treasurer should be kept in the church safe.** Records, i.e. parish registers, minute books, deeds, etc, which no longer need to be consulted should be deposited in the appropriate Records Office (see page 13).

The local Records Office will usually also be pleased to answer queries relating to the storage and disposal of records.

## Minutes—Ten Points for Success!

1. Listen to the discussion and note the points on which the meeting reaches general agreement. If there is a clear split in opinion summarise both sides. Record the decision, but don't try to write a transcript.
2. If you are unsure of the decisions taken on a particular item you must ask the Chair to summarise the discussion. A good Chair will do this anyway, for the benefit of the meeting as a whole, especially if the discussion has been a long one.
3. Make notes during the meeting and write up the minutes afterwards. Do this as soon as possible while the proceedings are still fresh in your mind.
4. Minutes are effectively a history of the PCC and as such should normally be written in the past tense. They should be written so as to give someone who was not at the meeting a clear summary of what took place.
5. Sections and paragraphs within the minutes should be numbered for easy reference and should have clear headings. It will help to start with the year, e.g. 11/03.
6. Matters discussed in different parts of the meeting can be brought together in the minutes if this makes the record of the meeting more understandable.
7. When the PCC decides on action to be taken, make sure that both the action and the person taking it are clearly shown in the minutes. You may find it helpful to include an 'Action Column' which lists the person responsible against each item. Alternatively you could underline, or show in capital letters both the action and the person taking it.
8. The PCC as a whole is responsible for the decisions taken at its meetings. However, any member can ask to have his/her dissent formally recorded in the minutes.
9. Where the PCC decides that part of the meeting is confidential, you should minute those items separately (preferably on coloured paper and marked 'Confidential').
10. When you have written the draft minutes show them to the Chairman for approval. Then get them typed, photocopied (keep some spares) and circulated. It is best if the minutes are circulated as soon as possible after the meeting. They will not, of course, be **formally** agreed until the next full meeting of the PCC so retain your original notes.

# Template—Minutes

## PCC FOR THE PARISH OF ST AGATHA'S, ANYTOWN

Minutes of the meeting held at 7.00 pm on Wednesday 09 February 2011 in the church hall.

<b>Present:</b>	The Revd J Smith (Chair)	Mrs J Doe (Churchwarden)
	Mr A Darling (Treasurer)	Mr A Robinson (Secretary)
	Mrs P Green	Mr C Grant
	Miss C Jones (Deanery Synod Rep)	
<b>In Attendance:</b>	Mr C Wren	
<b>Apologies:</b>	Mr A Hopkins (Reader)	

11/09	<b>WELCOME &amp; PRAYERS</b> The Vicar welcomed the members and opened the meeting with prayer.	
11/10	There were no declarations of interest.	
11/11	<b>MINUTES OF THE MEETING HELD 22 NOVEMBER 2008</b> The Minutes were signed as an accurate record.	
11/12	<b>MATTERS ARISING FROM THE MINUTES</b> i. Fabric Committee report, Minutes PCC 09/03 Mr Grant, as Chairman of the Fabric Committee, reported that three quotes had now been received for the repairs to the roof and that he would be asking the PCC for approval to apply for a Faculty at their next meeting.	Action: CG
11/13	<b>QUINQUENNIAL INSPECTION REPORT</b> The Chairmen welcomed Mr Wren, the church architect to the meeting. Mr Wren went through his report in detail with the Council and specifically asked them to be aware of the urgent need to repair the gutters on the church porch. The Council thanked Mr Wren for his presentation and all his work on this matter and asked Mr Grant to ensure the necessary work was carried out as soon as possible. Mr Wren left the meeting at this point.	Action: CG
11/14	<b>REPORT FROM DEANERY SYNOD</b> Miss Jones introduced her report (paper PCC 09/01) of the last meeting of the Deanery Synod. Amongst the items discussed had been a proposal to appoint a part-time youth worker for the Deanery. The Council thanked Miss Jones for her report and asked that she inform the Deanery Synod of their support for the principle of the youth worker and would welcome further details.	Action: CJ
11/15	<b>CORRESPONDENCE</b> The Secretary reported that a letter had been received from the District Council concerning the War Memorial repairs.	
	<b>NEXT MEETING - 27 MARCH 2009 at 7pm</b> in the Church Hall.	
	<b>CONFIDENTIALITY</b> It was agreed that item # from the Deanery Synod Report would not be included in the public record.	
	There being no other business the meeting closed with the Grace at <i>[time]</i> .	

## APCM

The PCC Secretary will organise the Annual Parochial Church Meeting (APCM), posting the appropriate notices, collating the Annual Report of the parish, including the reports required by the Church Representation Rules and Church Accounting Regulations, and writing the APCM minutes. Two meetings must be held each year before 30 April. The first is the **Annual Meeting of Parishioners** at which Churchwardens are elected; the second is the **Annual Parochial Church Meeting** (APCM). They are usually held one after the other on the same day and at the same venue.

### Notices to be published

These must be on the correct forms as shown in the Appendices to the Church Representation Rules and are available on the Diocesan website:

#### a) In Connection with the Electoral Roll

Many parishes will now have an Electoral Roll Officer who carries out these responsibilities. The Electoral Roll is **revised** annually before the APCM and **renewed** every six years. The next renewal will be in 2013.

- i. **Church Electoral Roll Certificates** (see Church Representation Rules). Certificates are sent to all parishes by the Diocesan Office for completion and return by **1 June**.
- ii. **Annual Revision** (see Church Representation Rules). Four to six weeks before the APCM, display the notice of intended revision (fifteen days' notice must be given and revision must be completed between fifteen and twenty eight days of the APCM). At least fifteen days before the APCM, display the revised roll.
- iii. **Renewal of Roll**. The Diocesan Office will advise on the procedure and timetable.

#### b) In Connection with the Meeting

- i. Election of Churchwardens
- ii. Notice of APCM  
Must be posted for a period to include the two Sundays immediately preceding the meeting
- iii. Results of the elections must be posted as soon as possible after the meeting for a period of fourteen days

## Annual Meeting of Parishioners (Business) (see Church Representation Rules)

- **Purpose:** to elect the Churchwardens
- **Who may attend and vote:** all members of the Church Electoral Roll and those resident in the parish and on the Civil Voters List.

## Annual Parochial Church Meeting (Business) (see Church Representation Rules)

- **Who may attend:** only members of the Church Electoral Roll may speak and vote.
- **Essential business:** The APCM shall receive from the PCC and shall be free to discuss:
  - a) A copy of the electoral roll.
  - b) An annual report on the proceedings of the PCC and the activities of the parish generally.
  - c) The financial statements of the PCC for the year preceding 31 December, independently examined or audited (see Rules).
  - d) Audited statements of funds or property if any, remaining in the hands of the PCC at the preceding 31 December.
  - e) A report on the fabric, goods and ornaments of the church or churches in the parish.
  - f) A report on the proceedings of the Deanery Synod.

### Elections

Please ensure that before the APCM you and/or the Chair have studied the relevant Church Representation Rules relating to the conduct of such meetings, particularly the rules relating to voting procedures and the eligibility of persons to vote. If you have any queries please contact the Diocesan Office.

## The Annual Report

The Charities Act 1993 specifies that 'an Annual Report on the proceedings of the PCC and the activities of the parish generally' should be presented at the APCM.

The Annual Report should also include details of the PCC's finances for the year. The Diocesan Finance Department gives PCC Treasurers advice on preparing this.

Please liaise with your Treasurer when putting together the Report.

For more information on the Annual Report please contact the Diocesan Office.

## Forms

Forms for use in connection with APCM and election of churchwardens are listed below, and are available to download from the Diocesan website:

<http://www.southwark.anglican.org/resources/annual-parochial-church-meetings>

- SG1 Application for enrolment on church electoral roll
- SG2 Revision of church electoral roll
- Electoral Roll Certificate
- SG4 Notice of APCM
- SG5 Election of churchwardens
- SG6 Nomination of churchwardens

## Frequently Asked Questions

**1. Do the PCC Secretary and Treasurer need to be an elected member of the PCC?**

No, they can simply serve as part of the support staff.

**2. Can ex-officio and co-opted members of the PCC vote at meetings?**

Yes. Ex-officio members, such as the Parish Priest and Churchwardens, can vote on all agenda items, as can any co-opted members.

**3. How long can someone stay on the PCC?**

Elected members of the PCC can serve for a term of three years, with a third of all elected members retiring each year. All members are entitled to stand for another term after they have stood down unless the PCC votes to limit the number of years members can serve. *Further details are available under sections 16 and 17 of the Church Representation Rules.*

**4. Do we need to tell the Diocesan Office who is on the PCC?**

No. The Diocesan Office needs to know details of the Churchwardens, PCC Secretary and PCC Treasurer, but we do not need to know the details of your PCC members, sidesmen, etc. Additionally, we also need to know the details of your Electoral Roll Officer (if you have one) and your Deanery Synod Representatives. This information is collected as part of the annual return process.

**5. How often should our PCC meet?**

PCCs are required to meet at least four times a year but may meet more frequently if required. *Further details are available under section 2 of Appendix II of the Church Representation Rules.*

**6. How many people need to attend a meeting for it to be quorate (i.e., legitimately able to proceed with the business of the agenda)?**

For a meeting to be quorate at least a third of the members must be present. If this number (the quorum) is not achieved, the meeting can not make any binding decisions or vote on any agenda issues. The meeting must be rearranged until a quorum is achieved. *Further details are available under section 6 of Appendix II of the Church Representation Rules.*

**7. Are we allowed to add extra items to an agenda at the start of the meeting?**

If an urgent matter arises for the PCC to discuss after an agenda has been circulated then it is possible for this to be discussed at the meeting under Any Other Business. However, no additional agenda items can be discussed unless three quarters of the members present agree. *Further details are available under section 6 of Appendix II of the Church Representation Rules.*

**8. Do we need to have sub-committees?**

PCCs are required to have a Standing Committee consisting of the Parish Priest, the Churchwardens and at least two other members of the PCC. The PCC can choose to create sub-committees for specific areas of work, such as church fabric, but there is no requirement to do so. *Further details are available under sections 14 and 15 of Appendix II of the Church Representation Rules.*

**9. Can a Fabric Committee apply for Faculties without consulting the PCC?**

Although a Fabric Committee can start the Faculty application process no permission can be given for the work to proceed until it has been discussed and approved by the PCC. A copy of the relevant minute will need to be submitted to the Diocesan Office.

**10. What steps should the PCC take if it is worried it will not be able to pay its Parish Share in full?**

If the PCC is worried about its finances there is support and guidance available. In the first instance it is a good idea to contact your Archdeacon and advise him/her of your situation, followed by your Area Dean and Diocesan Secretary. The Communications & Resources Department at the Diocesan Office is always available to provide help and guidance on running stewardship programmes and general fundraising.

**11. When does the Electoral Roll have to be renewed?**

The Electoral Roll should be revised annually and renewed every six years. This was last done in 2007.

**12. When are the next Deanery Synod elections?**

Deanery Synod elections are held every three years. This was last done in 2011.

**13. How many representatives can each parish have on the Deanery Synod?**

The number of representatives a parish can elect on to their Deanery Synod is dependent on the size of their electoral roll. This is calculated as follows:

Electoral Roll Size	Number of Deanery Synod Representatives
25 and below	1
26-75	2
76-125	3
126-200	4
201-300	5
301-400	6
401-600	7
601 upwards	8

**14 What should be done with old Church Records and Minute books?**

Once a minute book or other parish register is full it should be deposited at the appropriate Records Office. *For further information see page 11 of this handbook.*

**15 When will we receive the forms to be returned after the APCM?**

The Returns of Parochial Officers (PCC Secretary and PCC Treasurer), of Deanery Synod Representatives and the Electoral Roll Certificate are sent out each year in March/April. Churchwardens are sent their returns separately by the 3 Area Offices of Woolwich, Kingston and Croydon.

**16 What if we do not have a PCC Secretary?**

If the PCC Secretary's post is vacant, the Diocesan Office will send correspondence to the Parish Priest - or the Churchwardens if there is no Parish Priest. However, these people have many other important responsibilities and should not be expected to take on the extra role of PCC Secretary. The PCC should make every effort to find someone willing to serve in this way.

## Support & Helpline

As well as the production of papers for the meetings it is advisable for a PCC Secretary to be familiar with the rules governing PCCs. The Diocesan Office will make every effort to keep you updated as to any changes in the Rules but please feel free to contact us directly if you have any queries.

## Data Protection

From time to time you may receive requests or queries regarding Data Protection. If you have any concerns in this area please contact the Diocesan Office.

## Records

Please note that very few records are stored at the Diocesan Office. All major records are kept in the Records Offices below.

### London Metropolitan Archives

*(Former LCC area excluding the former Metropolitan Boroughs of Greenwich and Lewisham)*

40 Northampton Road

London EC1R 0HB

Tel: 020-7332 3820

E-mail (enquiries): [ask.lma@corpoflondon.gov.uk](mailto:ask.lma@corpoflondon.gov.uk)

See also Access to Archives (A2A) website

[www.a2a.org.uk](http://www.a2a.org.uk)

[www.cityoflondon.gov.uk/lma](http://www.cityoflondon.gov.uk/lma)

### Greenwich Heritage Centre

*Former Metropolitan Borough of Greenwich*

Artillery Square

Royal Arsenal

Woolwich

London SE18 4DX

Phone: 020 8854 2452

e-mail: [heritage.centre@greenwich.gov.uk](mailto:heritage.centre@greenwich.gov.uk)

[www.greenwich.gov.uk/Greenwich/LeisureCulture/HistoryAndHeritage/HeritageCentre/](http://www.greenwich.gov.uk/Greenwich/LeisureCulture/HistoryAndHeritage/HeritageCentre/)

### Lewisham Local Studies and Archives Centre

*Former Metropolitan Borough of Lewisham*

Lewisham Library

199-201 Lewisham High Street

London SE13 6LG

Tel: 020-8297 0682

E-mail: [local.studies@lewisham.gov.uk](mailto:local.studies@lewisham.gov.uk)

[www.lewisham.gov.uk/LeisureAndCulture/LocalHistoryAndHeritage/](http://www.lewisham.gov.uk/LeisureAndCulture/LocalHistoryAndHeritage/)

### Bexley Local Studies & Archive Centre

Parishes in the London Borough of Bexley

Central Library,

Townley Road,

Bexleyheath,

Kent

DA6 7HJ

Telephone 020 8301 1545

E-mail: [archives@bexley.gov.uk](mailto:archives@bexley.gov.uk)

[www.bexley.gov.uk/index.aspx?articleid=2563](http://www.bexley.gov.uk/index.aspx?articleid=2563)

### Bromley Local Studies Library and Archives

Parishes in the London Borough of Bexley

Bromley Central Library

High Street

Bromley

Kent

BR1 1EX

Telephone: 020 8461 7170

E-mail: [localstudies.library@bromley.gov.uk](mailto:localstudies.library@bromley.gov.uk)

[www.bromley.gov.uk/info/200111/records\\_and\\_archives/377/local\\_studies\\_library\\_and\\_archives](http://www.bromley.gov.uk/info/200111/records_and_archives/377/local_studies_library_and_archives)

### Surrey History Centre

County of Surrey and Surrey London Boroughs

130 Goldsworth Road

Woking

Surrey GU21 6ND

Tel: 01483-518737

E-mail: [shs@surreycc.gov.uk](mailto:shs@surreycc.gov.uk)

[www.surreycc.gov.uk/surreyhistoryservice](http://www.surreycc.gov.uk/surreyhistoryservice)

### London Borough of Sutton Local Studies Centre

London Borough of Sutton

Central Library

St Nicholas Way

Sutton

Surrey SM1 1EA

Tel: 020-8770 4747

E-mail: [local.studies@sutton.gov.uk](mailto:local.studies@sutton.gov.uk)

[www.sutton.gov.uk/index.aspx?articleid=1883](http://www.sutton.gov.uk/index.aspx?articleid=1883)

## Other Useful Addresses

### Southwark Local Studies Library

211 Borough High Street

London SE1 1JA

Tel: 020-7403 3507

E-mail: [local.studies.library@southwark.gov.uk](mailto:local.studies.library@southwark.gov.uk)

[www.southwark.gov.uk/discover-southwark/local-studies-library/](http://www.southwark.gov.uk/discover-southwark/local-studies-library/)

### Lambeth Archives Department

Minet Library

52 Knatchbull Road

London SE5 9QY

Tel: 020-7926 6076

E-mail: [archives@lambeth.gov.uk](mailto:archives@lambeth.gov.uk)

## Wandsworth Local History Service

Battersea Library

265 Lavender Hill

London SW11 1JB

Tel: 020 8871 7753

E-mail: [jgregson@wandsworth.gov.uk](mailto:jgregson@wandsworth.gov.uk)

[www.wandsworth.gov.uk/info/200064/local\\_history\\_and\\_heritage/888/wandsworth\\_heritage\\_service](http://www.wandsworth.gov.uk/info/200064/local_history_and_heritage/888/wandsworth_heritage_service)

## The National Archives

Kew

Surrey TW9 4DU

Tel: 020-8876 3444

Contact via website

[www.nationalarchives.gov.uk/default.htm](http://www.nationalarchives.gov.uk/default.htm)

## Society of Genealogists

14 Charterhouse Buildings

Goswell Road

London EC1M 7BA

Tel: 020-7251 8799

E-mail: [info@sog.org.uk](mailto:info@sog.org.uk)

[www.sog.org.uk/](http://www.sog.org.uk/)

## Publications

Below is a list of some publications that provide some useful information relating to the regulations and daily running of PCCs. Copies of these and further publications are available to consult *in the Resource Centre at the Diocesan Office, which is open Tuesday to Friday.*

### Church Representation Rules

2006 edition

Church House Publishing ISBN 0 7151 1012 8

### An ABC for the PCC

5th edition 2008

John Pitchford

Mowbray ISBN 978 1 906286 01 1

### A Handbook for Churchwardens and Parochial Church Councillors

Revised 2006

Kenneth M Macmorran & Timothy T Briden

Mowbray ISBN 0 826 4 8153 1

### Practical Church Management

2nd edition 2005

James Behrens

Gracewing ISBN 0 852 44 602 0

### The Diocesan Handbook & Resources Guide

Copies have already been issued to your church and the Parish Priest.

## Contact Details

Trinity House, 4 Chapel Court

Borough High Street

London

SE1 1HW

Tel: 020 7939 9400

Fax: 020 7939 9468

Email:

[christianname.surname@southwark.anglican.org](mailto:christianname.surname@southwark.anglican.org)

e.g. [john.smith@southwark.anglican.org](mailto:john.smith@southwark.anglican.org)

Website: [www.southwark.anglican.org](http://www.southwark.anglican.org)

Large print versions of this publication are available on request.

## Appendices

### Appendix 1 - Persons not qualified to serve on the Parochial Church Council or as a Churchwarden

A person shall be disqualified from being nominated, chosen or elected from serving as a churchwarden, a member of a parochial church council, a district church council or any synod under these rules if he is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a general waiver by the Charity Commissioners under subsection (4) of that section or to a waiver by them under that subsection in respect of all ecclesiastical charities established for purposes relating to the parish concerned. In this paragraph "ecclesiastical charity" has the same meaning as that assigned to that expression in the Local Government Act 1894;

A person shall also be disqualified from being nominated, chosen or elected from serving as a churchwarden or member of a parochial church council if he has been so disqualified from holding office under section 10(6) of the [Incumbent (Vacation of Benefice) Measure 1997].

#### Persons disqualified from being trustees of a charity under section 72(1) of the Charities Act 1993

(1) Subject to the following provisions of this section, a person shall be disqualified for being a charity trustee or trustee for a charity if-

- (a) he has been convicted of any offence involving dishonesty or deception;
- (b) he has been adjudged bankrupt or sequestration of his estate has been awarded and (in either case) he has not been discharged;
- (c) he has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
- (d) he has been removed from the office of charity trustee or trustee for a charity by an order made-
  - (i) by the Commissioners under section 18(2)(i) above, or
  - (ii) by the Commissioners under section 20(1A)(i) of the [1960 c. 58.1 Charities Act 1960 (power to act for protection of charities) or under section 20(l)(i) of that Act (as in force before the commencement of section 8 of the [1992 c. 41 .] Charities Act 1992), or
  - (iii) by the High Court,

on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated;

(e) he has been removed, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body;

(f) he is subject to a disqualification order under the 11986 c. 46.1 Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the [1986 c. 45.1 Insolvency Act 1986 (failure to pay under county court administration order).

### Appendix II - Standing Orders for the PCC

Some may feel that giving a firm structure to meetings could be a bit daunting, especially when many discussions are about pastoral issues, spiritual matters or mission. However, having a clear format for the make-up and conduct of PCC meetings can make things run smoothly and inject interest and effectiveness into the committee process - it also ensures that important points do not get overlooked. Drawing up standing orders for your PCC could be time well spent in making the best use of all the abilities and gifts that church members have to bring with them when they serve on the PCC.

A set of PCC standing orders could include such things as:

- Election of specified Officers at first meeting of every new Council Meeting i.e. a Vice Chairman, Secretary, Treasurer and the Electoral Roll Officer
- What proportion of members represent the Quorum for decisions?
- Frequency of Meetings and start and finish times (say - 4 times per year, 8pm start - finishing at 10pm; extending this time only by a request to members at a meeting for completion of a particular issue)
- Election of Working Committees/Task Group membership
- Committee Dates for the year to be agreed at the first meeting.
- Giving notice of meetings. i.e. 10 days - 2 weeks before the date.
- Circulating Agendas. i.e. send 7 days before the meeting

- Delegation of particular tasks to Working Committees and specifying who is responsible for final agreement and decision.
- Receiving regular reports from the Deanery Synod
- Receiving regular reports from Church organisations
- Treasurer's budget and report arrangements, arrangements for annual accounts and Auditor
- Arrangements re Chair's approval and circulation of minutes
- Arrangements about adopting, amending or suspending standing orders - it would need at least 2/3rds of the PCC to agree to this.

### Appendix III - Booklist

Parochial Church Councils (Powers) Measure 1956

Synodical Government Measure 1969 - Church

Representation Rules 2006 - Church House Publishing, Church House, Great Smith Street, London SW1P 3NZ. ISBN 0 7151 1012 8 47.99

Charities Act and the PCC ISBN 0 7151 8123 8 (£4.50) from Church House Publishing.

Practical Church Management by James Behrens published by Gracewing, 2005 ISBN 0 85244 602 0 (current price £20.00)

An ABC for the PCC by John Pitchford published by Continuum (£12.99) ISBN 0 8264 599 4

Guidelines for Vacancies - Southwark Diocese - from the Diocesan Office, Trinity House, 4 Chapel Court, Borough High St, London SE1 1HW (free).

Save or Delete - Church of England Record Centre, 15 Galleywall Road, South Bermondsey, London SE16 3PB or download from the Church of England website (free).

Your Diocesan Directory

The Church of England Yearbook - Church House Publishing (information correct as at 2009)

### Appendix IV - Summary Information about the structure of the Church Of England

The Church of England is organised as two provinces; each led by an archbishop (Canterbury for the Southern Province and York for the Northern). Each province comprises dioceses of which there are 43 in England.

Each diocese in England is divided into parishes. Each parish is overseen by a parish priest (usually called a vicar or rector). From ancient times through to today, they and their bishop are responsible for the 'cure of souls' in their parish.

Her Majesty the Queen, who is the Supreme Governor of the Church of England, appoints arch bishops, bishops and deans of cathedrals on the advice of the Prime Minister. The two archbishops and 24 senior bishops sit in the House of Lords.

The Church of England is episcopally led (there are 108 bishops (including Diocesan Bishops and Assistant and Suffragan Bishops). It is governed by General Synod as its legislative and deliberative body at national level, making decisions on matters of doctrine, the holding of church services and relations with other churches. General Synod passes measures which, if accepted by Parliament, have the effect of acts of Parliament. It is made up of three groups or houses of members: the Houses of Bishops, of Clergy and of Laity, and meets in London or York at least twice annually to consider legislation for the broader good of the Church.

#### The three National Church Institutions

The Archbishops' Council, the Church Commissioners and the Church of England Pensions Board are sometimes referred to as the three National Church Institutions.

The Archbishops' Council was established in 1999 to co-ordinate, promote, aid and further the mission of the Church of England. Its task is to give a clear sense of direction to the Church nationally and support the Church locally by acting as a policy discussion forum.

The Church Commissioners manage the historic assets of the Church of England, spending most of their income on pensions for the clergy. The costs of Episcopal administration through the diocesan and suffragan bishops are met by the Church Commissioners.

The Church of England Pensions Board was established by the Church Assembly in 1926 as the Church of England's pension's authority and to administer the pension scheme for the clergy. Subsequently it has been given wider powers, in respect of discretionary benefits and accommodation both for those retired from

stipendiary ministry and for widow(er)s of those who have served in that ministry, and to administer pension schemes for lay employees of Church organisations.

The Board, which reports to the General Synod, is trustee of a number of pension funds and charitable funds. Whilst the Church has drawn together under the Board its central responsibilities for retirement welfare, the Board works in close cooperation both with the Archbishops' Council and with the Church Commissioners.

### **The Cathedral**

The cathedral is the mother church of the diocese and legally is constituted as a separate charity currently exempt from Charity Commission registration.

### **The Diocese - Diocesan Synod**

The diocesan synod is elected with representation across the diocese with broadly equal numbers of clergy and lay people meeting together in Diocesan Synod with the diocesan bishops and archdeacons. Its role is to:

- consider matters affecting the Church of England in the diocese;
- act as a forum for debate of Christian opinion on matters of religious or public interest;
- advise the bishop where requested;
- deal with matters referred by General Synod;
- consider, through the Bishop's Council, the strategic budget for the Diocese, including the overall level of parish Fairer Share contributions.

### **Deanery Synod**

Deanery Synod has two houses, laity and clergy, and its role is to:

- respond to requests from General Synod;
- give effect to the decisions made by the Diocesan Synod;
- consider matters affecting the Church of England by drawing together the views of the parishes within the deanery;
- act as a channel of communication to express the views of parishes to Diocesan Synod and thence to General Synod;
- raise with Diocesan Synod such matters as it considers appropriate; and

- elect a lay member of the Diocesan Board of Finance.

### **The Bishop's Council**

The Bishop's Council has the following functions:

- To initiate proposals for action by the Synod; and
- To carry out such functions as the Synod may delegate to it.

### **Parochial Church Council (PCC)**

The PCC is the elected governing body of an individual parish which broadly is the smallest pastoral area in the Church of England. Typically each parish has one parish church. The PCC is made up of the incumbent as chair, the churchwardens and a number of elected and ex officio members. Each PCC is a charity, and only parishes with an income of less than £100,000 p.a. are excepted from registration with the Charity Commission. Following the passing of the Charities Act 2006 and the start of the registration process in 2008, PCCs with this level of income need to be registered with the Charity Commission.

### **Parishes**

A benefice is a parish or group of parishes served by an incumbent who typically receives a stipend and the benefit of free occupation and use of a parsonage house from the diocese for carrying out spiritual duties. A deanery is a group of parishes over which an area dean has oversight and an archdeaconry is a group of deaneries for which an archdeacon is responsible.

The diocese is then the principal pastoral and in turn financial and administrative resource of the Church of England, encompassing the various archdeaconries under the spiritual leadership of the Diocesan Bishop.

## **Appendix V - Work of other Councils and Committees in the Diocese of Southwark**

### **The Bishop's Council**

As the standing committee of the Diocesan Synod, the Bishop's Council members are elected every three years after the November Diocesan Synod of their first year. Representation is by Archdeaconry from the members of the Diocesan Synod. The Council plans the business of Diocesan Synod and the Diocesan Bishop may refer matters to the Council for their advice. It steers policy and the

responsibility for the growth of the Church's work in the Diocese.

### **Area Forums**

Each Episcopal Area in the Diocese has an Area Forum consisting of the following members: Area Bishop, the two Archdeacons, the Area Deans and the Lay Chairs. The Area Forum can co-opt members to fill skill gaps and to ensure multi-ethnic/gender participation. It is very important to get feedback from these Forums.

### **Board of Finance**

The Board of Finance is the legal and financial body of the diocese. The Board of Finance has lay and clergy representatives serving on a three year cycle, who are elected according to a rolling programme linked to the two Archdeaconries per year having Fairer Shares Assessments. The elections take place in the year prior to members taking up office. They serve from January 1<sup>st</sup> following their election until 31st December three years later. Each deanery elects one lay representative, who need not be a member of the Deanery Synod but ought at least to be co-opted on. Clergy representatives are elected by archdeaconry - no action required. Elected members are Trustees of the Board and Directors of the charitable company and training will be given and is open to all interested parties to promote transparency.

The Diocesan Secretary is available to speak to deaneries to explain diocesan finances.

### **Board of Education**

The Board of Education is a separately incorporated charity to the Board of Finance and has a membership representing a wide range of interest and experience drawn from across the Diocese. The Board serves 91 primary and 15 secondary Church of England schools, of which 4 are Church of England academies, and also supports chaplaincy in Further and Higher education. Deaneries will be advised by the Director of Education when nominations are due and the arrangements to send nominations to their Episcopal Area Forum for appointment to the Board. Currently 3 members (1 member of Diocesan Synod, 1 clergy and 1 lay member) are appointed for each Archdeaconry to serve for a period of 3 years. Further information about the work of the Board of Education may be found on the website.

### **Groups**

Three groups have now replaced the Board which work on Mission & Evangelism, Children & Youth and Public Policy. No direct elections are made from the Deanery Synod as representatives are elected by Area Forums but nominations will be sought from Deaneries for representatives with the necessary skills and experience.

### **Diocesan Mission & Pastoral Committee (DMPC)**

The DMPC is a statutory committee made up of ex-officio and elected members. At least half the members must be elected; no more than one-third may be ex-officio and the number of clergy and lay members should be as nearly as possible equal. The DMPC reviews the arrangements for pastoral supervision and care in the diocese and makes recommendations to the Bishop about suspension of presentations to a benefice, pastoral reorganisation, changes in parish boundaries, redundancy of churches, major schemes for redevelopment etc. Its members are elected from the Archdeaconry Pastoral Committees every 5 years.

### **Archdeaconry Mission & Pastoral Committees (AMPCs)**

The AMPCs are primarily sub-committees of the Diocesan Mission & Pastoral Committee (DMPC) in order to give consideration to matters of pastoral reorganisation, suspensions of livings etc, in greater depth than is possible at DMPC meetings. 1 clergy and 1 lay representative are elected to serve from each Deanery every six years.

### **Diocesan Advisory Committee (DAC)**

The DAC is a statutory committee of the diocese which considers applications by churches for work to be carried under the 'faculty jurisdiction'. The committee consists of the archdeacons and appoints people with expertise from a number of professions, including architects, surveyors, organists, lighting specialists etc. Its primary role is to advise the Chancellor of the diocese on the merits of the applications but will engage with parishes to ensure all issues have been considered.