

St Peter's Wellesbourne

Role: PCC Secretary

Role Outline: To be responsible for PCC correspondence to and from the Parish

Appointed by/Responsible to: PCC

Skills/Experience needed: This should be a lay person, preferably with some professional skill in typing/word processing and administration. The person must be able to work logically and systematically in support of PCC.

Main tasks:

The PCC Secretary will be responsible for:

- Preparing the agenda, for PCC meetings following a Standing Committee Meeting, in consultation with the incumbent or vice-chairman and circulating agenda/minutes/reports to PCC members at least 7 days before the meeting
- Attending PCC meetings and arranging for minutes to be taken
- Ensuring that the PCC fixes the dates of future meetings
- Commissioning, collecting, copying and circulating annual reports
- Organising and arranging for minutes to be taken at the Annual Parochial Church Meeting (APCM)
- Reminding committee chairman, officers and others of actions agreed by PCC and reports required
- Acting as Charity Commission Correspondent including submitting the annual return and changes in trustees
- Making sure groups/committees aware of the process time line for Grant requests – Parish Council – (usually submitted by 1st November)
- Advising on Church Representation Rules
- Providing the Diocesan Secretary and Deanery Synod Secretary with up-to-date information about contact details, the names and contact details of parish officers and the names and contact details of current Deanery Synod representatives
- Responding to requests from the Diocesan or Deanery as necessary
- Acting as Clerk to the PCC:
 - At PCC meetings reporting on apologies received, correspondence received and sent and changes to the electoral roll.
 - Recording votes cast
 - Maintaining the minute books
- Acting as Clerk to Standing Committee:
 - Recording and reporting discussions held and decisions made to PCC;
 - Producing the agenda agreed by Standing Committee for PCC meetings;
- Receiving and recording correspondence received by the PCC, replying to routine matters on behalf of PCC and drafting responses for agreement as required;
- Collating and preparing the written report to the APCM.

Time Commitment:

The PCC Secretary will need to:

- Attend PCC (which normally meets between 6 and 8 times each year for up to 2 ½ hours);
- Attend Standing Committee (which normally meets a fortnight before each PCC meeting for up to 2 hours)
- Attend Annual Parochial Church Meeting (APCM) approx. 1 ½ hours (usually a Sunday)
- Monthly commitment other than above meetings approx. 10 hours

Additional Info:

The PCC Secretary will be elected at the first PCC meeting after the APCM. If no elected member of PCC is willing to serve as PCC Secretary then the PCC may co-opt someone to serve in that role and to attend PCC.

Review Date : January 2020