

St Peter's Wellesbourne

Role: Vice Chairman of PCC

Role Outline: To be responsible for assisting the Priest in Charge and Churchwardens in administering the PCC and sub committees.

Appointed by/Responsible to: PCC

Skills/Experience needed: This should be a lay person, preferably with some professional skill in administration and management. They will need to be able to work logically and systematically in support of PCC.

Main tasks:

The Vice Chairman of PCC will be responsible for:

- Chairing PCC and/or Standing Committee (if an elected lay member) in the absence of the Priest in Charge or on request;
- Assisting the PCC Secretary in drawing up an agenda for each PCC meeting;
- Assisting the PCC Minute Secretary in drawing up the minutes for each meeting;
- Drafting an annual programme of PCC meetings for consideration by Standing Committee and endorsement by PCC.

Time Commitment:

The Vice Chairman of PCC will need to:

- Attend PCC (which normally meets between 6 and 8 times each year for up to 2 ½ hours);
- If elected attend Standing Committee (which normally meets a fortnight before each PCC meeting for up to 2 hours)
- 4 Hours per month carrying out main tasks

Additional Info:

The Vice Chairman of PCC will be elected at the first PCC meeting after the APCM. If no elected member of PCC is willing to serve as Vice Chairman of PCC then the Churchwardens will be required to serve in that role.

The Vice Chairman may normally expect to be elected to Standing Committee as one of the two elected PCC members

Review Date: January 2020