

Role description for PCC members of Burpham Church (6th April 2021)

The Parochial Church Council (PCC) is the governing body of a parish church. The PCC is a team made up of members of clergy and lay members of the church. Together they are responsible for the overall wellbeing, practical as well as spiritual, of their church, the church members, and the church buildings. The PCC also has a duty to promote the mission of the church within the wider community. Some of the responsibilities are devolved to the Incumbent and Churchwardens but, to quote from the Parochial Church Council (Powers) Measure 1956 section 2, 'It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish'. Members of the PCC have the right to be consulted, to know what is proposed, and to have the opportunity to express an opinion on it. (Appendix Two explains how Burpham Church PCC currently operates.)

To be considered for membership of the PCC, a person must:

1. Have been on the church electoral roll for at least three months before the election.
2. Be over 16 (18 for Deanery Synod).
3. Consent to being appointed.
4. Be nominated by 2 people from within the congregation.
5. Have received communion at least three times in the past year.
6. Be legally allowed to be a Charity Trustee (see Charity Commission website- <http://www.charity-commission.gov.uk/>)
7. Be willing to stand down after having served a 2 x a 3 year term, and not seek re-election for one year after that.

Duties/Responsibilities of the PCC as a Group

1. Elect a Secretary, Treasurer and Vice-Chair and appoint a Standing Committee
2. Ensure that appropriate arrangements are in place for public worship and provide an opportunity for people of all ages to meet for prayer and worship
3. Develop, and maintain, a Mission Action Plan (MAP), to review the life of the church and identify mission opportunities
4. Support their clergy, prayerfully and personally
5. Taking the lead in demonstrating pastoral care to all who live in our communities, whether members of the church or not
6. PCC members are Trustees of a charity and are responsible for managing the Church's finances. They must ensure that all funds are properly accounted for, the books properly maintained, and the PCC annual accounts inspected or audited, and formally approved by the PCC, prior to the APCM
7. Take responsibility for the care and maintenance of the fabric of the church and other church buildings including ensuring that the quinquennial report is carried out and taking account of the findings. Church of the Holy Spirit, The church centre attached to the Church of the Holy Spirit, St Luke's Church and St Luke's Churchyard.
8. Take responsibility for the care and maintenance of the contents of the church and other church buildings
9. The PCC is required by law to meet at least four times a year. Burpham Church meetings are normally held on the third Tuesday of the month except for August and December. There may be additional meetings if needed.
10. To attend an annual PCC Away "Day" (this is likely to be a Friday evening and Saturday morning), for an extended opportunity to focus on Vision and/or Discipleship, as led by the Incumbent.
11. To serve on at least one Action Group, if possible.
12. Read all papers before attending meetings.
13. To participate in discussions and maintain the confidentiality of the PCC at all times.
14. To complete any required training within six months.

Responsible to: [The Incumbent]/[The Chair] or in their absence, the Vice Chair.

Checks Required Prior to Confirmation of Appointment

1. To follow national recommended good practice for safer recruitment as a volunteer in Church of England. This may involve the completion of a volunteer form, references, a full confidential declaration for safeguarding purposes and an enhanced DBS check for adults and children’s workforce. Any appropriate checks that are still in date for other Burpham Church roles may be used and will not need repeating.
2. Must have completed the Church of England Confidential Declaration Form that they are not disqualified from standing for this office due to being included in a Barred List (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or having been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.
3. As a Trustee of a charity supporting work with children and vulnerable adults, a PCC member is required to have an Enhanced DBS check with the Child and Adult workforces, which will be organised by the Church.
4. Registration as a trustee of the Parochial Church Council of the Ecclesiastical Parish of Burpham, Charity Number 1128817 see charity commission website re duties of a trustee. The church will organise registration for you.

Appendix One Safeguarding Responsibilities - a simple guide to safeguarding.

The Incumbent and PCC have a duty of care to ensure the well-being of the vulnerable in the church community.

1. The PCC as trustees must adopt and implement the House of Bishops’ policies on Safeguarding and a Parish Policy and Procedures on safeguarding children and adults who may be vulnerable.
2. To read, adhere to and promote the church’s Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy)
3. The PCC appoints a Parish Safeguarding Officer(PSO) (the ‘designated person’ with special responsibility for safeguarding children and adults), to work with the incumbent to implement policy and procedures. The PSO has day to day responsibility for the safeguarding policies and procedures.
4. To ensure that the Parish Safeguarding Officer and anyone having regular contact with children or vulnerable adults is appointed according to Safer Recruitment guidelines, is trained and supported, provided with a copy of the parish safeguarding policy and codes of practice for church workers/volunteers.
5. To deal promptly with allegations or suspicions of abuse in accordance with the Disclosures and Allegations policy in consultation with the Diocesan Safeguarding Team.
6. To display the Diocesan and Parish Safeguarding Policy and Procedures, and the contact details of the Parish Safeguarding Officer on church premises and wherever possible on the church website
7. To ensure that known offenders or others who may pose a threat to children, young people and vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Team.
8. During a vacancy, to ensure that information about all safeguarding matters is securely stored before passing on to the new incumbent. The departing incumbent should give the information to the Parish Safeguarding Officer who will inform the new incumbent when they take up the post.
9. Ensure that there is appropriate insurance cover for all activities involving children or vulnerable adults undertaken in the name of the parish;
10. To review the implementation of the safeguarding children and adults policy, procedures and good practice, at least annually.

Appendix One Safeguarding ‘Dos & Don’ts’ *Protecting others and protecting yourself*

Do	Don’t
<ul style="list-style-type: none"> • Report all concerns about the safety or well-being of an individual to:- <ul style="list-style-type: none"> ○ the Parish Safeguarding Representative ○ the Diocesan Safeguarding Team ○ the Police (where there is an immediate risk of harm to a person) • Carry out a personal risk assessment for lone working • Keep a written record of all incidents or disclosures (signed and dated) 	<ul style="list-style-type: none"> • Offer confidentiality when you have a duty to report all concerns for safety • Investigate disclosures; simply get clarification of details and report the information shared

Appendix Two

Burpham Church PCC April 2021

Licensed members:

The incumbent. Rev James Levasier and Rev Jo Levasier

Other ordained staff licensed to the parish. Rev Jasmine Runnacles Rev Darlene McCarley

Deacons and other lay employees Invited to attend for specific agenda items. Nicky Geraghty - Youth and Children's Minister, Lisa Scott – Church Manager, Marcelle Falconer – Parish Administrator

Elected members:

Currently up to 12 lay members – each serving for a period of 3 years. Roughly one third of the PCC is elected each year at the APCM. (The number of members of the PCC goes up to 15 if a church has more than 200 on the Electoral Role)

Ex-Officio Members:

1. The 2 churchwardens appointed on an annual basis by the vestry meeting held immediately before the APCM.
2. Burpham Church also has an Assistant Churchwarden co-opted at the APCM.
3. Up to 3 Deanery Synod members – elected to serve for a 3 year period. As well as attending PCC meetings, they attend Deanery Synod meetings.
4. Any members of the House of Laity of the General or Diocesan Synod. Currently Burpham Church have no one in these diocesan or national roles. Elections to these roles which are outside the parish are run by the diocese.

Co-opted members:

The Chair together with the PCC may co-opt 2 people to serve until the next APCM – eg the Treasurer, Secretary and PSO (if no elected member is fulfilling these roles).

Action Teams of the PCC: currently include:

- FAST (financial administration & support Team)
- FIT (financial initiatives team)
- MAT (mission action team)
- YAT (youth and children action team)
- CAT (care action team)

These teams have specific remits and carry out particular tasks. The Teams are led by a 'Chair' who is either a PCC member, or who has a good working knowledge of the PCC. Each group includes at least 1 PCC member, along with other church members who have enthusiasm and/or relevant expertise. The Groups are responsible to the PCC, reporting regularly, and making proposals for the PCC to approve. NB the incumbent and churchwardens are ex officio members of every Action Team.

Note the Action Teams need Terms of Reference, which would be included in this guidance for PCC members.

Standing Committee:

This is a statutory PCC Committee usually comprising of Incumbent, church wardens and 2 members appointed by and from the PCC. It carries out the work of the PCC between meetings (if an urgent matter arises), reporting to the PCC.

Currently Rev James Levasier, Rev Jo Levasier, Paul Mitchell, Jennie Sullivan, Mike Pocock, Martin Jones and Rex Thorpe.

However, in the light of the ability to communicate and agree urgent matters via email, this committee is not currently used at Burpham Church.

Leadership Team

This is a consultative support group supporting the vicar / associate minister currently comprising of the Vicar, Associate Minister, Church Wardens, Assistant Church Warden and Treasurer. This group meets once a month and deals with much of the practical details of running the parish and does preliminary work on matters before they come to the attention of the PCC.

Trustee Role:

PCC members are automatically trustees of the Parochial Church Council of the Ecclesiastical Parish of Burpham, Charity Number 1128817. The charity commission website <https://www.gov.uk/government/organisations/charity-commission> has useful information about the duties of a trustee, including an introductory video [here](#).

Voting Procedures for the PCC:

- Each recommendation is required to be both proposed and seconded.
- Each member of the PCC is entitled to one vote. The Chair may exercise their right to a casting vote in the event of a tied decision.
- Issues may only be decided by a majority vote.
- The PCC is quorate if a third of its current membership is present.

Buildings: Burpham Church PCC are responsible for:

- The Church of the Holy Spirit
- The church centre attached to the Church of the Holy Spirit
- St Luke's Church
- St Luke's Churchyard this is closed for burials but open for the burial of ashes

Note the diocese is responsible for the vicarage

This is a summary of the key information as of 6 April 2021.

Burpham Church are currently developing a handbook for PCC members.