



PCC Secretaries and Churchwardens

This talk focuses on the legal and some of the practicalities of these offices.

PCC Secretaries governed by:

- Synodical Government Measure 1969
- Church Representation Rules 2006

Churchwardens governed by:

- Churchwardens Measure 2001

PCC Secretaries

- Appointment & Term of Office
- Duties and Responsibilities
- PCCs and Annual Meetings

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Appointment & Term of Office of PCC Secretaries

- PCC Secretary is appointed by the PCC
- The term of office is one year

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The PCC Secretary is appointed by the PCC at the first meeting after the Annual Parochial Church Meeting. The PCC Secretary is appointed at the same time as other officers of the PCC such as the Treasurer.

The PCC Secretary need not be a member of the PCC, in which case he/she can be co-opted on to the Council. If the PCC Secretary is co-opted, he/she is a full member of the Council with voting rights. If co-option does not take place, he/she is not a member and therefore has no voting rights.

Duties and Responsibilities of PCC Secretaries

- Before the PCC Meeting
 - Dates of Meetings
 - Agenda
 - Agenda follow-up / Meeting Preparation
 - Notice to the Church Community
 - Notice and Agenda to the PCC
 - What to take to the Meeting

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BEFORE THE PCC MEETING

Dates of Meetings PCCs must meet at least four times per year. The Secretary should see that dates of meetings are fixed well in advance, and circulate them. Avoid clashes with Deanery and Diocesan synods.

Agenda Standing items: Prayers / Apologies / Minutes of the last meeting for agreement as a true record of the meeting / Matters Arising from the Minutes (i.e reporting back on 'follow – up' items from the previous meeting)

'Brought forward' items: items specifically referred to this meeting

Recurring items: Any committee, working group or other reports/items normally presented to this meeting

New Items: Matters for the PCC to forward the life and work of the church such as Mission Action Planning; the London Challenge /items received from PCC members / Diocesan or Deanery Synod items

Agenda Follow up / Meeting Preparation: 'Chase' those from whom you need reports and updates for the meeting, and to circulate with the Agenda.

Check anyone presenting an item has all they need to do so effectively.

Notice to Church Community A notice is displayed on or near the church door at least 10 days prior to the meeting giving the date, time, place of the meeting. (This gives church members knowledge that the meeting is taking place and the opportunity to raise matters with PCC members).

Notice and Agenda to PCC members At least seven days before the meeting, a notice of the meeting including the Agenda containing is sent to PCC members. This contains motions and business to be dealt with.

What to take to the meeting: Notes of Apologies, Minute Book, spare Agendas and any supporting papers; items of correspondence (if relevant).

Duties and Responsibilities of PCC Secretaries

- During the meeting
 - Listen carefully
 - What is vital for the minutes
 - What is not vital for the minutes
 - Ensure that all Agenda items are covered
 - Procedure

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DURING THE MEETING

Listen carefully to what is said.

It is vital to make a note of the following: those present; of decisions made (including, where necessary, the wording of resolutions passed and the results of any votes taken); of the outcome of discussions; and of important facts brought up at the meeting.

The minutes when written should not attempt to be a verbatim record: Notes of discussion are not vital, but if they are included should be concise, giving a flavour of the discussion and of any significant points leading to the decision made or final outcome of discussion.

Sit near to the Chairman to give guidance where necessary, for instance, to ensure that all items on the Agenda are covered, or to assist with any aspect of the procedure of the meeting. (See Church Representation Rules – Appendix II).

Duties and Responsibilities of PCC Secretaries

- After the Meeting
 - Write minutes ideally within 2 days
 - Chair to agree the draft minutes
 - Send minutes to those carrying out 'Actions'
 - Send minutes to the rest of the PCC

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AFTER THE MEETING

Write up the minutes ideally within two days of the meeting, i.e. whilst the meeting is 'fresh'. They should then be passed to the chair for comment and agreement.

Actions should be noted in the minutes, and those needing to carry them out sent the minutes as soon as they have been agreed by the chair, to enable them to proceed with their 'Actions' without delay. The secretary might have specific items of action to progress, e.g sending a letter of thanks

Other members of the PCC should also be sent the minutes once they have been agreed by the chair.

Parochial Church Councils & Annual Meetings

- The Role of the PCC
- PCC Membership
- Standing Committee
- Annual Parochial Church Meetings

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Role of the PCC

- The PCC
 - works with the minister in promoting the mission of the church. This includes taking forward 'Mission Action Planning' and 'The London Challenge'.
 - is responsible for the maintenance and repair of the church, churchyard and moveable objects
 - has overall charge of all expenditure
- Members are Trustees

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The minister in charge of the parish and the PCC have a duty to consult together on matters of general concern and importance to the parish, and to co-operate in promoting in the parish the whole mission of the church: pastoral, evangelistic, social and ecumenical. This includes almost everything to do with the church's work in the parish, and its relationship with the deanery and the diocese.

As well as being responsible for the care and upkeep of the church, churchyard and moveable items, the PCC may also be the beneficial owner of the church hall and or curate's house.

Theresa will speak about the PCC's responsibilities in relation to parish finance.

The PCC is a body corporate, which means that it is a separate body from the people who serve on it. PCC members are also trustees, which entails various responsibilities under charity law.

PCC Membership

- All clerks in Holy Orders beneficed in or licensed to the parish
- Deaconesses or lay workers licensed to the parish
- Readers licensed to the parish, and on the electoral roll of the parish, as determined by the APCM
- Churchwardens
- Lay members of the Deanery, Diocesan or General Synod, who are on the electoral roll of the parish
- Lay representatives of the parish elected at the APCM
- Co-opted members, clerical or lay (optional)

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PCC membership has a variety of components:

Churchwardens become members of the PCC as soon as they are elected at the Annual Meeting, rather than having to wait until the date that they are instituted.

With reference to lay members of the Deanery, Diocesan or General Synod who are on the electoral roll of the parish. These persons are also members of the PCC in an ex-officio capacity (i.e. by virtue of their other office). The rules allow a person to have their name on more than one electoral roll. If this is the case, then that person must choose one PCC of which to be member.

Lay representatives elected at the APCM – In 2004 a rule was brought in setting down numbers to be elected to the PCC which were dependent on the size of the parish's electoral roll. (Up to 50: 6, 51-100: 9, 101-200: 12, over 200: 15). However the parish can set a different number, by resolution passed at the APCM, which would take effect the following year.

In 2004, a rule was also brought in to extend the term of office of elected representatives from one year to three. This works on the basis whereby a third of the PCC retire and are elected to the PCC each year. However, the APCM can pass a resolution to retain the old method of the whole PCC being elected each year. This resolution takes effect in the year that it is passed, and must be reviewed every six years.

A parish, by resolution at an APCM, can set a limit on the number of years that elected representatives can serve continuously on the PCC.

A PCC can appoint co-opted members who can be clerical or lay. If this happens, the total number co-opted must either be less than one-fifth of the elected members on the Council, or two, whichever ever is the greater.

Standing Committee

- What is the role of the Standing Committee?
- Who may serve on it?

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What is the role of the Standing Committee, particularly in relation to the PCC?

Well, The Church Representation Rules state as follows: The standing committee shall have power to transact the business of the Council between PCC meetings, subject to any directions given by the Council. The Standing Committee's role is therefore subservient to the PCC.

Who may serve on it? - There should be at least five people on the Standing Committee. The minister and churchwardens are automatically members. The Council by resolution appoints at least two of its own members, whom it also has power to remove. Members serve until the conclusion of the annual meeting.

It is important that the Secretary is a member to be involved and keep abreast of what is happening at the heart of the church's management; to assist with forward planning.

Annual Parochial Church Meeting

- Must be held not later than 30 April
- Notice must be given
- The Business of the Meeting
 - To receive and be free to discuss various PCC reports and the financial statements of the PCC
 - Conduct elections
 - Of deanery synod representatives (every third year)
 - Of PCC representatives
 - Make appointments
 - Of sidemen and women
 - Of an independent examiner or auditor

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I receive a number of questions from clergy and others about annual meetings. These are a few of the main points.

APCMs must be held every year in every parish, and not later than 30 April, and a notice of the meeting must be displayed for a period including the last two Sundays before the meeting. The minister of the parish chairs the meeting, or if he is not present, the vice-chair of the PCC.

The annual meeting receives from the PCC and is free to discuss the report on changes in the electoral roll since the last meeting, an annual report on the proceedings of the PCC and the activities of the parish generally, the audited or independently examined financial statement of the PCC for the previous year, a report on the fabric, goods and ornaments of the church, and a report on the proceedings of the deanery synod.

Regarding the conduct of Elections

The norm for PCC elections is now for one third of the PCC to be elected each year, although some APCMs have voted to retain whole PCCs being annually elected.

The numbers to be elected to the deanery synods by parishes are calculated on the basis of electoral roll numbers and other factors, every third year, and are agreed by the Diocesan Synod. The number of representatives for each parish remain for same for the three year term. If someone resigns, for instance and a vacancy occurs, this should be filled by a casual vacancy election, using the PCC if an APCM is not due to be held within two months.

It is strongly advised to obtain a copy of 'Church Representation Rules 2006'.

Churchwardens

- The Role and Numbers
- Appointment
- Term of Office
- Duties and Responsibilities

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The Role and Numbers

- Officers of the Bishop
- Representatives of the Laity
- Two in every parish

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The Office of churchwarden is an ancient one. Churchwardens are officers of the bishop who are charged with co-operating with the incumbent and PCC in the promotion of mission and ministry in the parish.

They are representatives of the laity and have a duty to inform the bishop or archdeacon if there are serious problems in the parish.

Two churchwardens are required in every parish. However, and exception to this is for any parish where there are two or more places of worship which are designated as parish churches. In these cases two churchwardens are appointed for each church, and they are churchwardens for the whole parish.

Appointment

- Elected at an 'Annual Meeting of Parishioners'
- Must be nominated and seconded
- Must sign to indicate willingness to serve and no disqualification
- Must be an actual communicant, at least 21, on the electoral roll, and not disqualified

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Churchwardens are elected or appointed at the Annual Meeting of Parishioners (prior to 1964, known as the 'Easter Vestry'). This is a separate meeting to the APCM, and differs from it in that all persons resident in the parish, and on the local government electoral register can attend, as well as those on the church electoral roll. This meeting is normally held immediately before the APCM.

Each candidate must be nominated and seconded in writing before the meeting starts, and candidates must confirm in writing their willingness to serve, and that they are not disqualified from doing so.

If the minister feels that the election of a person nominated might give rise to serious difficulties in his or her relationship with the churchwarden, then the minister may make a statement that the meeting will elect one warden and that he or she will appoint the other.

Term of Office

- One year term
- Membership of the PCC is immediate
- Must be admitted to office by 31 July
- Must step down after six successive years in office, unless a resolution is passed.

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Churchwardens become members of the PCC from the moment they are elected, although they might not be admitted to office by the archdeacon, until several weeks later. You have all heard or know of instances where churchwardens have been in post for umpteen years. Well, the new Churchwardens Measure of 2001 has addressed this. After six successive years in office a person cannot be re-appointed unless the meeting of parishioners passes a resolution to allow this to happen. Anyone who has served for six successive years must have a break of at least two years before being re-appointed, unless a resolution has been passed allowing them to continue. The resolution applies to the whole parish. Such a resolution has to be passed again after the next six year period, and can be revoked at any time. This provision took effect in 2002, and so the first year in which six successive year periods will come to an end will be 2008.

Duties and Responsibilities

- To encourage practice of the faith, promote unity and maintain good order during services
- Legal owners of the plate, ornaments, furniture and furnishings
- To arrange inspection of church fabric every year
- To compile and maintain inventory, terrier and logbook
- To encourage the PCC to carry out its responsibility of care and maintenance of the church, its contents and premises, and meet its financial commitments, including payment of the Common Fund
- To see that faculties are obtained when necessary
- Respond to 'articles of enquiry' at a visitation
- To try to ensure the incumbent is relieved of superfluous administration and other tasks
- During a vacancy to be the 'sequestrators', together with the Area Dean

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This is a summary of the main duties and responsibilities. It is not a comprehensive list.

To enlarge on the first point above, the churchwarden's role here is about:

- Being a respected member of the worshipping community
- Someone who is in touch with the churchgoers and leaders within the church community, and
- The person, above all others who must co-operate with the incumbent in furthering the life and work of the church.

As well as being the 'sequestrators' together with the Area Dean, and anyone else the bishop may appoint, when there is a vacancy, churchwardens are also responsible for ensuring that the church services run smoothly if the incumbent is absent.

For more information see the Diocesan website:

www.london.anglican.org/Regulations/churchwardens.html

Sources of Reference

- A Handbook for Churchwardens and Parochial Church Councillors:
Kenneth M Macmorran, E Garth Moore, Timothy Briden.
- An ABC for the PCC – A Handbook for Church Council Members
John Pitchford.
- A Basic Church Dictionary and Compendium
Compiled by Tony Meakin.
- Practical Church Management
James Behrens.
- Church Representation Rules as at 1 January 2006
(the latest edition)

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These notes are summary in nature. For full details and for reference purposes, the Church Representation Rules 2006, and other reference documents such as those quoted above should be consulted.

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