



## A GUIDE FOR PAROCHIAL CHURCH COUNCIL MEMBERS

Buckshaw Village Church is a young, dynamic church with the vision to be Loving Jesus, Loving People, Loving Life, and we want our PCC to reflect this vision. It is God's Church, and God has given us the task of managing it well.

### WHAT IS THE PCC?

The Parochial Church Council is the governing body of a parish church. It is also a charity registered with the Charity Commissioners. The PCC has legal status and the Church Representation Rules apply.

### WHAT DOES THE PCC DO?

Our PCC is responsible for making valuable decisions about the life of our Church. We support the incumbent (Vicar/Minister) in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also legally entrusted with the Church finances.

Our PCC is a team made up of the incumbent and lay members of the church. Together we are responsible for the overall wellbeing, practical as well as spiritual, of our church. We also have a duty to promote the mission of the church within the wider community. Some of the responsibilities are devolved to the Vicar 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. The current incumbent is Chair of the PCC, though they may on occasion ask another member to chair a particular meeting. At its first meeting after each Annual Parochial Church Meeting (APCM), each new PCC will elect its officers (Vice-Chair, Secretary, Treasurer, Health & Safety and Electoral Roll Officer).

A Standing Committee with a minimum membership of five PCC members is also appointed at the first meeting of each new PCC. It is the duty of the Standing Committee to conduct any essential business that may arise between PCC meetings. Our Standing Committee includes the Incumbent and Churchwardens, Vice Chair, Treasurer and Secretary. From time to time the PCC will appoint additional committees or working groups, and non-members of the PCC can be appointed to these. As part of our commitment to the Church, PCC members are expected to serve on at least one committee.

The APCM must be held by April 30 each year and is usually held during April. This allows the Treasurer time to prepare the accounts for the previous year ended 31 December, have them audited and then adopted by the PCC for presentation to the APCM. PCC members are expected to attend the APCM in order to discuss matters of Church interest with the congregation as a whole. Paragraph 14(g) of the Church Representation Rules 2004, details the number of representatives to be appointed to the PCC, based on the numbers on the electoral roll. If your name hasn't been entered on the Church Electoral Roll for six months prior to the APCM you cannot stand for election. Places for election shall be determined each year.

## **WORSHIP AND PRAYER**

Worship and prayer are at the heart of the work of the PCC. As a PCC we must ensure that appropriate arrangements are in place for public worship and provide an opportunity for people of all ages to meet for worship and prayer. One practical way this can be expressed is through small group activity across the church, for example growth groups. PCC members are encouraged to be part of a growth group.

## **MISSION AND OUTREACH**

The PCC has an important part to play in promoting the mission of our church amongst the congregation and in the wider community. Members of the PCC are expected to demonstrate their commitment to the Christian ethos, through leadership, by example and by witness, in the parish. The PCC is encouraged to review the life of the church and identify mission opportunities. Every member is expected to be involved at each stage of this process –development of the plan, implementation and a regular review process.

## **PASTORAL CARE**

As a PCC we have a duty to support our clergy, prayerfully and personally. We have a duty to support members of the congregation and to extend a welcome to all who visit our church. The church has a duty of pastoral care to all who live in our community, whether members of the church or not, and PCC members are expected to take the lead in demonstrating that care.

## **FINANCE**

The PCC appoints a Treasurer to manage the day to day finances of the parish. The Treasurer keeps the PCC informed on the financial position of the Church and presents a report to each PCC meeting. As PCC members we are Trustees of a charity. We are responsible for managing the Church's finances, ensuring all funds are properly accounted for, the accounts are properly maintained and the PCC annual accounts inspected or audited and formally approved by the PCC, prior to the APCM.

As trustees we have certain responsibilities under the Charities Act, and PCC members should familiarise themselves with "Trusteeship, an introduction for PCC members" which provides more detailed guidance.

The Treasurer is responsible for preparing and presenting to the PCC each year a budget for the calendar year's expenditure for comment and approval, prior to the APCM at which it is also discussed. Individual budget holders are authorised to spend up to £150.00 without reference to the Standing Committee and the Standing Committee is authorised to spend up to £500.00, with PCC approval required above this figure.

## **ANNUAL REPORT & REVISION OF CHURCH ELECTORAL ROLL**

Annual reports are prepared for the APCM by the Treasurer (on the proceedings of the PCC and the activities of the parish) and by the Churchwardens. The incumbent also gives a report to the APCM. The Church Electoral Roll is revised annually and a totally new Roll (with everyone applying for membership afresh) is drawn up every six years, with the next new role being in 2025. Both the annual and the six yearly procedures are controlled by statute. In the period between the Revision of the Roll and the APCM no further names may be added to the Roll.



## THE PCC MEETING

By law the PCC must meet at least four times a year (one meeting follows on from the APCM). On occasions additional meetings may be required. Our aim is that meetings last for a maximum of two hours. The PCC takes time at these meetings to consider and discuss, and if appropriate vote upon, matters concerning the Church. The meeting is a forum for open discussion, with every member able to ask a question or voice an opinion.

The Secretary posts the agenda and supporting documentation to Dropbox at least 7 days before the meeting. PCC members are responsible for accessing the agenda and any additional documentation, reviewing them prior to the meeting and ensuring they have a copy available at the meeting. The agenda shall contain any motion or other business proposed by any member of the PCC of which sufficient notice has been received by the Secretary.

Draft minutes are agreed with the Chair and added to Dropbox by the Secretary as soon as possible after each meeting. PCC members are responsible for accessing the minutes and ensuring they progress any identified actions. They are also responsible for ensuring they have a copy available at PCC meetings. A copy of the non-confidential minutes is included in a file at the back of church and is uploaded to the church website. The PCC authorises the Chair and Secretary to make its proceedings public in this way, but reserves the right to declare a particular minute confidential. Such minutes will not be displayed in church.

PCC members are asked to arrive in sufficient time for a prompt meeting start. One third of members must be present at all times to constitute a quorum; any meeting at which a quorum is lacking shall be closed. It is therefore imperative that PCC members attend meetings.

The lay representative on Deanery Synod and all committees or working groups will submit a written report to each PCC meeting, specifying any recommendations or conclusions. In exceptional circumstances the Chair may agree to accept a verbal report.

## WHO CAN BE A MEMBER OF THE PCC?

If you are 16 years old or over, have been on Buckshaw Village Church's electoral roll for at least 6 months and are an actual communicant (you receive Holy Communion), you can stand for election to your PCC.

## WHO IS ON A PCC?

The incumbent is **Chair** and leads and facilitates the smooth running of the meeting.

The **Vice Chair** is responsible for leading the meeting in the absence of the chair.

The **Treasurer** is responsible for looking after the money, reporting on the financial situation and advising on the financial implications of decisions.

The **Secretary** is responsible for organising PCC meetings, including agreeing the agenda, taking and sending out minutes and other papers, and other admin duties.

**Church Wardens** have various responsibilities in Church life, including assisting the incumbent in the mission of the Church.

**Ex Officio Members** of the PCC are elected to the General, Diocesan or Deanery Synod. They act as our representatives at these meetings and have the same role as PCC members in our local Church life.

All people elected by our congregation to the PCC are **Members**. Members serve for 3 years.

The number of elected members on a PCC is governed by the Church Representation Rules and is based on the number of people on our electoral roll, but the APCM can determine (to take effect in a year's time) how many elected members a PCC shall have.

## **WHAT IS REQUIRED OF A PCC MEMBER?**

Being a PCC member is a truly significant role given to us by God. God uses different gifts, insights and perspectives of God's people and we are seeking, with our discussion and decisions, to serve Jesus rather than our own interests.

Each PCC member is expected to:

1. accept the responsibilities of the PCC, including legal responsibilities
2. prepare ahead of meetings, reading documentation in advance of the meeting
3. attend **all** PCC meetings, making sure these meetings have priority over your time
4. actively take part in PCC discussions, asking "What does God want us to do?" and voting accordingly
5. be willing to take forward action, or support action you may have voted against
6. co-operate. Our congregation will only grow if there is genuine desire and commitment to work together for the good of the Church
7. speak the truth, but with love
8. show love, both for God and your neighbour in its widest meaning
9. take your spiritual life seriously, including a priority for prayer, regular worship and communion
10. make yourself known and be 'visible' to members of the congregation
11. attend the Sunday morning service at Buckshaw Village Church at least twice a month
12. arrive early on Sunday mornings to assist with set-up and talk to members of the congregation, and to remain after the service to help with set-down and talk with the congregation
13. regularly volunteer on the kitchen rota
14. attend and take an active part in church events, for example Easter and Christmas
15. be jointly responsible (with the incumbent) for expenditure of PCC funds.
16. maintain confidentiality

### **Someone may ask - What skills do I need to be a member of the PCC? It's not about skills, but about being:**

- A committed member of the church family here at Buckshaw Village Church
- Interested in and involved with the life of the church and the local community
- Willing to learn and to share ideas, experience and gifts
- Caring
- Able to listen to another's point of view
- A disciple and follower of Jesus Christ

- an example of faithfulness in worship. This together with knowing the congregation well and listening to people, may be one of the most valuable aspects of an individual's membership.

### **Some golden rules of PCC membership**

#### Do

- Attend meetings (and on time)
- Read the papers before the meeting; be prepared
- Ask if in doubt
- Listen to all the arguments being put forward before making up your mind
- Enjoy being a member of the PCC!

#### Do not

- Volunteer for a task unless you are sure that you have the time to complete it