

The Role of All Saints Wokingham PCC Secretary

“A PCC secretary has a vital role in helping both the parish priest and the PCC. Leading a PCC meeting is the parish priest’s job. a good PCC Secretary is one of the best helps any parish priest can have. The PCC Secretary helps the parish priest before the meeting, during the meeting and after the meeting.” ¹

In All Saints Church the PCC Secretary along with the PCC Treasurer is normally also a member of the PCC, and is appointed to the Standing Committee which prepares PCC meetings and conducts emergency business in between PCC meetings.

Your tasks are:

1. To organise the key meetings of the church

By providing agendas, minutes and reports, and ensuring dates and times are agreed and rooms booked. The meetings and key tasks are:

PCC meetings

- Ensure notice is given of the next PCC meeting at least 10 days beforehand
- Prepare the agenda for PCC meetings, with the PCC Standing Committee
- Ensure reports and papers are prepared for the meetings
- Circulate agenda and papers to members at least seven days before the meeting (if possible!)
- Attend the meetings and ensure the preparation and distribution of the minutes of each meeting.

PCC Standing Committee meetings

- Organise papers and agendas
- Take notes of the meeting (but ensure someone else is reporting to PCC!)

Annual meetings.

- Organise the Annual Vestry Meeting (at which church wardens are elected)
- Organise the Annual Parochial Church Meeting (APCM) posting the appropriate notices and collating the annual report of the parish, including the reports required by Church Representation Rules and Church Accounting Regulations.
- Write the minutes of Vestry Meeting and APCM.

2. To undertake Deanery and Diocesan liaison

- In relation to the governance of the Parish, you are the key link with both the Deanery and Diocese, informing them of changes to the parish officers and their addresses and changes in deanery synod representatives from your parish
- Respond to requests from the diocese as necessary

¹ Practical Church Management by James Behrens

- Seek information from the diocesan office on faculty applications and other matters.

3. To keep records of policies and procedures

All Saints has several formal policies and procedures which are documented and reviewed from time to time. Few are authored by the Secretary, but the Secretary keeps a record of the latest policies and publishes the key ones in our "PCC Handbook".

Similarly, the PCC Secretary keeps a record of all office holders and volunteer role holders in the Parish.

4. To handle correspondence

- Handle correspondence on behalf of the Parochial Church Council, generally by bringing the matter to the attention of the PCC

You may additionally find that you are asked to do some of the following:

- post the appropriate electoral roll notice and certificate (only if there is no electoral roll officer in post)

Person description

The PCC secretary should be

- a good organiser who cares about proper procedure
- calm and clear-headed, tactful and friendly
- able to use a PC for word processing, email and the internet
- happy to learn the key rules about running a charity, and how the church works as part of the Deanery and Diocese

All Saints Wokingham also often appoints meeting minutes assistants to whom the Secretary may delegate taking the minutes at the meeting. Currently we have three PCC members willing to undertake this task. The Secretary's role is a formal appointment and they are responsible for ensuring that all the necessary work is done.

Currently the PCC Secretary role is a voluntary unpaid role undertaken by a person who is a member of the PCC. This arrangement could be varied if required.

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The Reverend Canon David Hodgson, Rector. Updated May 2018