

Role: PCC Member

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar
Date:	08 May 2024

* In a parish where there is any children's work or work with vulnerable adults, the entire PCC must all have an Enhanced (without barring) check, even if they are not working with children/vulnerable adults themselves. This is because the PCC is a charity and its members are the trustees, so these people are classed as trustees of a children's / vulnerable adults' charity.

Role Description:

To consult with the Vicar and PCC on matters of general concern and importance to the parish; and promoting in the parish the whole mission of the church, including its spiritual, legal, financial, pastoral and missionary functions

(This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Parochial Church Council roles and responsibilities)

Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

Role Requirements:

To do, along with other PCC members:

- To share the privileges and responsibility of decision making with the vicar
- To take responsibility for the right administration of the church and its properties
- To make financial provision for staff salaries, parish share, and the general running costs of the parish; and to attend to charitable needs in compliance with Charity Law.
- To respond to Diocesan and Deanery Synods, and communicate matters of concern to them.
- To be responsible for maintaining and repairing all Church buildings, contents and surrounding grounds, walls, fencing and hedging. To be responsible for the payment, but also to ensure the work is completed to the required standards. To be responsible for carrying out the recommendations of the quinquennial report.
- To be consulted on the appointment of a new vicar.
- To be responsible, along with the vicar, for deciding which forms of services are used within the parish.
- To attend meetings regularly and to read minutes, financial statements and papers before each meeting. (There are usually around 5-6 meetings a year, usually on a Wednesday evening).
- To pray over agenda items, and listen to others with an open mind.
- To help and serve in the church practically or in other ways, if possible.

- To participate in discussions and maintain the confidentiality of the Council as appropriate.
- To be available as a conduit of views from the congregation to the PCC.
- To be a trustee of the charity.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To review all church policies on a regular basis (as part of the PCC), and ensure that policies and guidelines are followed
- To attend training as appropriate.