

## Role: PCC Secretary

DBS	Not usually*
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	Yes
Safer Recruitment	
Lone Working	
Food Hygiene	
Reports to:	Vicar and PCC
Date:	08 May 2024

\*Secretary needs DBS if member of PCC, if not, then not needed.

### Role Description:

To be responsible for the administrative aspects of the PCC and PCC meetings.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

The PCC Secretary is usually a PCC member and usually also serves on the Standing Committee. In addition to being a member of the PCC, they also have the responsibility:

- To attend and be responsible for taking the minutes, and recording all resolutions at PCC meetings
- To keep a secure record of all documents relating to the current business of the PCC
- To communicate with the vicar and other members of the PCC in a timely manner, on matters such as dates of meetings, distribution of minutes by email etc
- To ensure that all policies and procedures are brought to PCC at the appropriate time for their approval (once a year for Safeguarding, once every three years for most other policies)
- To liaise with the diocesan synod and deanery synod as required
- To attend and take minutes of Standing Committee meetings
- Liaise with Church Administrator, Treasurer and vicar to make sure Annual Reports are submitted (to the Diocese and to the Charity Commission)
- To co-ordinate dates for the APCM, and to work in advance with the vicar to ensure that upcoming vacancies are identified, and to prepare and put up the statutory notices for the APCM meetings
- To distribute paperwork before the APCM (or delegate as appropriate) and afterwards to collate details of new appointments to the PCC and to communicate these (to Charity Commission) as appropriate.
- To maintain confidentiality and act with discretion
- To demonstrate a high level of respect for and loyalty to the vicar, in their role as the spiritual leader; and to the PCC, as the appointed governing body.

- To receive appropriate support and supervision by the vicar.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy