



PCC Member Role Description

The PCC is the main decision maker of a parish. Its members are clergy, churchwardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish. Its powers and duties are defined by legislation and can principally be found in [the Parochial Church Councils \(Powers\) Measure 1956](#). It has the responsibility, along with the incumbent to promote the mission of God in its parish.

Duties/Responsibilities

All PCCs are charities and all PCC members are trustees (irrespective of whether your PCC is registered with the Charity Commission).

As such PCC members have duties as Trustees to: -

- Ensure the PCC complies with charity law and church (ecclesiastical) law, which includes: -
- Ensuring that all funds are properly accounted for, and the books properly maintained.
- Ensuring the PCC annual accounts inspected or audited, and formally approved by the PCC, prior to the APCM. Thereafter these documents need to be sent to the Stewardship Adviser who is acting on behalf of the Diocesan Secretary in receiving these.
- Fulfil their duty of prudence by ensuring that the PCC is and will remain solvent and uses restricted funds appropriately.
- Fulfil their duty of care which means exercising reasonable care and skill when conducting the business of the PCC and seeking advice then they do not have the necessary level of expertise on particular issues.
- The possibility of personal liability would only arise in the event of a failure to act in accordance with their legal duties. PCC members should check that their insurance policy provides a good degree of cover for public liability, PCC and trustee indemnity, pastoral care indemnity and legal expenses.

Other Duties:

- Elect a Secretary, Treasurer and Vice-Chair and appoint a Standing Committee.
- Ensure that appropriate arrangements are in place for public worship and provide an opportunity for people of all ages to meet for prayer and worship.
- Develop, and maintain, a Mission Action Plan (MAP), to review the life of the church and identify mission opportunities.
- Support their clergy, prayerfully and personally.
- Taking the lead in demonstrating pastoral care to all who live in our communities, whether members of the church or not.
- The care and maintenance of the fabric of the church.
- Each year, the PCC must hold a sufficient number of meetings to enable the efficient transaction of its business.
- Read all papers before attending meetings so you are prepared.

Responsible to (named contact for support and resolution of any difficulties):

The Incumbent or in their absence Churchwardens.

Checks Required Prior to Appointment

Must have signed the [personal declaration](#) that they are not disqualified from standing for this office due to being included in a Barred List (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or having been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.

Checks Required After Appointment

- As a Trustee of a charity supporting work with children and vulnerable adults, a PCC member should complete a confidential declaration form [Church of England Confidential Declaration Form ST0ncnu.docx \(live.com\)](#) and have an Enhanced DBS check with the Child and Adult workforces. This check will be renewed every three years, unless avoided by subscribing to the on-line DBS update service.
- At least two references must have been received indicating that they have no concerns regarding the applicant's conduct around children or vulnerable adults.
[Template volunteer reference request ErUJoiv.docx \(live.com\)](#)

Safeguarding Responsibilities

The PCC, Incumbent or Churchwardens during interregnum have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, with the Incumbent or Churchwardens during interregnum the PCC will:

Promote:

Promote a safer church for all in the church community and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community.

Adopt:

Adopt and implement [The House of Bishops' 'Promoting a Safer Church, safeguarding policy statement](#) and The [House of Bishops'](#) and diocesan safeguarding policies and practice guidance, while being responsive to local parish requirements.

Appoint:

- Appoint at least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC to implement policy and procedures. This Parish Safeguarding Officer should be a lay person. It cannot be the incumbent. The Parish Safeguarding Officer may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual.

Safer Recruit, Support and Train:

- Ensure that the Parish Safeguarding Officer and anyone having regular contact with children or vulnerable adults is appointed according to [House of Bishops' Safer Recruitment practice guidance](#), and that they are aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance).
- Ensure all those who work with children, young people and/or vulnerable adults attend diocesan safeguarding training. The highest module(s) level should be refreshed every three years.
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults.

Display:

- Display a formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC and contain contact details of the Parish Safeguarding Officer, Churchwarden and any other local leaders.
- Display information about where to get help with child and adult safeguarding issues e.g. local authority contact details, domestic abuse and key helplines e.g. ChildLine.
- Provide access to the Parish Safeguarding Handbook.

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the diocesan safeguarding adviser.
- Report all safeguarding concerns or allegations against church officers to the diocesan safeguarding adviser.
- Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the diocesan safeguarding adviser.
- Comply with all GDPR legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records.
- Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress

- The Parish Safeguarding Officer should regularly report on safeguarding in the parish. The [Parish Safeguarding Dashboard](#) can produce a Safeguarding Action Plan which can be presented to the PCC for discussion at each meeting.
- Safeguarding should be a standing agenda item at each PCC meeting.
- At the APCM the PCC should provide via the Parish Safeguarding Officer an annual report in relation to safeguarding.
- The PCC should review the implementation of the safeguarding children and adult's policy, procedures and good practice, at least annually.

During a Clergy Vacancy

During a vacancy, the PCC must ensure that information about all safeguarding matters is securely stored before passing on to the new incumbent or church wardens in vacancy. The departing incumbent should give the information to the Diocesan Safeguarding Adviser who will inform the new incumbent when they take up the post.

Serious Incident Reporting

All PCCs are charities and so are required to report all Serious Incidents (safeguarding and otherwise) to the Charity Commission. You can find information and guidance about this by clicking <https://www.portsmouth.anglican.org/safeguarding/policy%20&%20guidance/> and scrolling down to Serious Incidence Reporting: Guidance for PCC's.

Version History

Version	Date	Detail	Author	Approved by	Date	Annual Review
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