

Volunteer Role Description for PCC SECRETARY	
<p>The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.</p>	
Name of church/body	St Barnabas Church, Swanmore
Role title	<p style="text-align: center;">PCC Secretary</p> <p>The primary responsibilities of a PCC Secretary are to support the PCC Chair in the preparation and organisation of meetings and to handle all correspondence on behalf of the PCC PCC Secretaries are governed by:</p> <ul style="list-style-type: none"> • Synodical Government Measure 1969 • Church Representation Rules 2020
Main purpose of the role	<ul style="list-style-type: none"> • The PCC Secretary acts as the key link between the diocese and the parish for correspondence and sharing of information • The PCC Secretary plays a vital role in overseeing mission by being effective and efficient • The PCC Secretary need not be a member of the PCC, in which case he/she can be co-opted on to the Council • If the PCC Secretary is co-opted, he/she is a full member of the Council with voting rights • If co-option does not take place he/she is not a member and therefore has no voting rights • The term of office is ideally 3 years but negotiable
What you will be doing	<p>Meetings:</p> <ul style="list-style-type: none"> • Ensuring a sufficient number of meetings are held to enable the efficient transaction of PCC business (See Rule M23(1)) • Ensure that dates of meetings are fixed well in advance and circulate them ensuring they do not clash with Deanery & Diocesan Synods • Agenda: Agenda Standing items: • Prayers / Apologies / Minutes of the last meeting for agreement as a true record of the meeting / Matters arising from the Minutes 'Brought forward' items: items specifically referred to this meeting • Recurring items: Safeguarding, Any committee, working group or other reports/items normally presented to this meeting • New Items: Matters for the PCC to forward the life and work of the church such as Mission Action Planning; Capital Vision/items received from PCC members or Deanery Synod items <p>Agenda follow-up / Meeting Preparation:</p> <ul style="list-style-type: none"> • 'Chase' those from whom you need reports, updates and action responses for the meeting, and to circulate with the Agenda • Check anyone presenting an item has all they need to do so effectively <p>Notice to Church Community:</p>

- A notice is displayed on or near the church door at least 10 days prior to the meeting giving the date, time, place of the meeting. This gives church members knowledge that the meeting is taking place and the opportunity to raise matters with PCC members

Notice and Agenda to the PCC:

- At least seven days before the meeting, a notice of the meeting including the Agenda is sent to PCC members. This contains motions and business to be dealt with

What to take to the meeting:

- What to take to the meeting: Notes of Apologies, Minute Book, spare Agendas and any supporting papers; items of correspondence (if relevant)

During the meeting

- Listen carefully to what is said
- It is vital to make a note of the following: those present; of decisions being made (including, where necessary, the wording of resolutions passed and the results of any votes taken); of the outcome of discussions; and of important facts brought up at the meeting
- The minutes when written should not attempt to be a verbatim record: Notes of discussion are not vital, but if they are included should be concise, giving a flavour of the discussion and of any significant points leading to the decision made or final outcome of discussion
- Sit near to the Chair to give guidance where necessary, for instance, to ensure that all items on the Agenda are covered, or to assist with any aspect of the procedure of the meeting. (See Church Representation Rules)

After the meeting

- Actions should be noted in the minutes, and those needing to carry them out sent the minutes as soon as they have been agreed by the chair, to enable them to proceed with their 'Actions' without delay. The secretary might have specific items of action to progress, e.g. sending a letter of thanks
- Other members of the PCC should also be sent the minutes once they have been agreed by the chair
- Ensure a paper copy of the minutes are signed by the Chair once approved and store that copy and any supporting papers (but excluding any confidential items).
- In compliance with GDPR ensure an electronic pdf version is stored in the church's data storage system and as such is available for public inspection

Other:

- To organise and publicise the Annual Parochial Church meeting
- To report to the APCM on the work of the PCC over the preceding year through the Annual Report produced in cooperation with the treasurer
- Maintain these records in accordance with GDPR
- To keep Diocesan staff informed of any changes of Parish Officers
- Where the PCC Secretary is also the secretary for the Standing Committee the following additional duties may be attributed to

	the role; a) Preparing and distributing agendas for the Standing Committee b) Taking minutes at Standing Committee meetings and distributing them
When and where you will be doing it	<ul style="list-style-type: none"> • <u>Time commitment:</u> As and when needed • <u>Place of work:</u> Home address, church office or elsewhere by agreement • <u>Report to:</u> Incumbent/Chair of PCC
Disclosure & Barring Service (DBS) Requirements	The post of PCC Secretary is not eligible for a criminal record check unless combined with the duties of a PCC Trustee (This DBS check needs to be renewed every 3 years unless avoided by subscribing to the on-line DBS update service)
Who you will be responsible to	<ul style="list-style-type: none"> • Incumbent or Church Warden during an interregnum
Training requirements	<ul style="list-style-type: none"> • The Church of England training requirements for this post can be found at: https://www.portsmouth.anglican.org/safeguarding/training/ • The highest level training, needs to be refreshed every three years
Support you will be given	The Chair and PCC provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with support, supervision and training
General information	<ul style="list-style-type: none"> • This role is voluntary • The successful candidate would be appointed by the PCC after meeting the Church of England and St Barnabas Church Safer Recruitment requirements • Comply with Portsmouth Diocese & St Barnabas Church Safeguarding Policy & Procedure • Comply with General Data Protection Regulations • The post holder should always feel free to talk to the PCC Chair at any point to discuss adjusting or continuing in this role • PCC will agree that the post holder can delegate certain responsibilities, such as minute taking, communications etc., if required. The person delegated to should simply be approved by the PCC • This post is subject to a satisfactory probationary period of 3 months • This Role Description is binding in honour only, and is does not create a legally binding contract

Created by: Emma Sajo (PCC SEC) Caroline Vost (PSO)	Date PCC approved: 200723	Review Date: 20 th July 2024
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