

INFORMATION FOR NEW OR PROSPECTIVE PCC MEMBERS

1. Audience and Introduction
2. St Mary's PCC – Vision
3. Governing documents and reference material
4. Responsibilities of trustees
5. Digest of Church Representation Rules for PCC members
6. Committees reporting to PCC
7. Rules for St Mary's Committees
8. Further reading and resources

1 Audience and Introduction

This document is mainly intended for new members of St Mary's PCC, or people considering joining the PCC.

If you have just joined, welcome to the PCC, and we hope that you enjoy your term of office.

St Mary's PCC is the governing body of St Mary's and a registered charity. As such, there are a number of rules and legal matters that PCC members need to be aware of and this document attempts to summarise them.

2 St Mary's PCC – Vision

The statement below forms a summary of the ideas from a PCC offsite meeting in September 2010.

St Mary's Church, Charlton Kings, exists to proclaim the Good News of God and to witness to the Christian faith¹. We provide a central focus for the Anglican Church within Charlton Kings. We strive to teach, nurture and guide both existing and new believers in the Christian faith and outreach into the wider community.

Through the leadership of the PCC, by the end of 2013 we will have shown real progress in proclaiming the Good News of God and in our witness. We will do this by maintaining our traditional style of worship, mixed with more informal and contemporary activities. Through our church life our local community will see us as tolerant, accepting and inclusive. We will make best use of the resources at our disposal.

This will only happen if the PCC leads and is accountable for its actions; setting goals, balancing the need for change with maintaining tradition and by demonstrating its relevance and effectiveness. Within the PCC and the wider congregation, we are blessed with a wide range of skills and talents which if harnessed and used wisely gives us confidence that we can achieve our vision for 2013.

For 2011, the PCC should empower its committees to be the means of achieving the vision. Each committee should identify the work to be done and, recognising that its members cannot do this alone, should co-opt individuals with expertise and enthusiasm as required. Co-ordination is vital and will be achieved through the committee chairs acting in constructive cooperation with each other through the re-vamped Standing Committee. In its leadership role, the PCC will support the decisions made by its committees and will provide strategic guidance as required.

¹ These words are taken from transcripts of the PCC offsite held in September 2010 which worked on the PCC's vision for St Mary's in 2013. We used our understanding of the strengths and traditions of St Mary's to understand how we need to move forward.

In coming up with their plans for 2011, the committees may wish to draw on some key principles that emerged during the offsite, namely:

- Be prepared to move forward out of our comfort zone
- Achieve through doing
- Take more risk
- Create openness to faith and the gospel
- Be more effective in all that we do
- Have a community focus and be outward looking
- Maintain our inclusive and variety of worship styles
- Match our spiritual presence with the physical presence of the church
- Enable the clergy to focus on spiritual and pastoral care
- Improve our administration and communications.
- Take the congregation and community with us

3 Governing documents

The governing documents for the PCC are the current version of the Church Representation Rules and the Parochial Church Council Powers Measure (1956), as amended.

4 Responsibilities of trustees

This summary is not exhaustive and is taken from an overview given by David Jackman at the meeting of the PCC in May 2011.

General

PCC members form the governing body of St Mary's Church and as such are trustees (the term used in relevant legislation). Registered charities are regulated by the Charity Commission. A Trustee Act was passed in 2006 which governs how funds should be invested. Trustees are expected to take an active role and to have full responsibility for decisions taken. Three principles are prudence, care and compliance. The PCC should take external professional advice as needed. The PCC needs to comply with general law, in particular health and safety law and employment law.

PCC members should be aware of the contents of "The Essential Trustee", "Trusteeship – An Introduction for PCC Members" and "A brief outline of what every PCC member needs to know about church finances". Details of these documents are in the Further Reading section.

Delegating work

Work can be delegated to subcommittees or agents, but the PCC's trustees remain responsible for that work. When work is delegated, it should be done under strict terms of reference, and with defined reporting, e.g. monthly written reports. Investment advice could be sought outside the PCC, but with fully defined terms of reference. Example criteria would be that the investments have to be ethical, appropriately taxed, and appropriately available.

Liability

If something goes wrong, and the PCC has acted prudently and within the law, the body corporate would be liable, meaning that the PCC's funds might be subject to paying compensation. If an individual trustee acts wrongly, they might be personally liable, but if they have made no personal gain by their action this is unlikely. Some protection is offered by charity law. Organisations at risk, e.g. youth clubs, should be sufficiently insured. The PCC has employer's liability insurance and public liability insurance. Any special events should have a checklist to ensure the PCC has covered its responsibilities (e.g. insurance).

Documents to be aware of

St Mary's has a Health and Safety policy and a Child Protection policy. At the time of writing (January 2012), an employee handbook with policies is being written and the Vulnerable Adults policy is being developed.

5 Digest of important Church Representation Rules for PCC members

Please refer to the full Church Representation Rules if required as this summary is not comprehensive. The chair of each committee holds a copy of the Church Representation Rules.

General provisions - PCC

Rule	Subject	Summary of rule
Appendix II, 2	Number of PCC meetings	Minimum of 4 PCC meetings per year
Appendix II, 3	Calling meetings	The chair may convene a meeting at any time. There is also a provision for council members to call meetings.
Appendix II, 4a	Notices of meetings	A signed notice of the meeting must be in place in church at least 10 clear days before the meeting
Appendix II, 4b	Agenda	The agenda shall be emailed or posted to PCC members at least 7 clear days before the meeting
Appendix II, 4c	Postponement of meetings	If a PCC meeting has to be postponed, at least 14 clear days notice must be given
Appendix II, 5b	Chairing of meetings	This should be done by the chair, or vice chair, with some exceptions detailed in the rules
Appendix II, 6	Quorum	One third of the PCC members must be present at the meeting for any business to proceed
Appendix II, 6	Agenda	If an item of business is not on the PCC agenda, it may not be transacted except by consent of three quarters of members present.
Appendix II, 8	Emergency meetings	The chairman may convene an emergency meeting but at least 3 clear days notice is needed, in writing, and the meeting may only cover the emergency item.
Appendix II, 10	Voting	Voting is done by majority. If there is a tie, the chair has a second, casting vote.

Standing committee

Appendix II, 14b	Standing committee	The standing committee shall have power to transact the business of the PCC between meetings
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APCM

Rule 9 (3)(b)	Financial statements	These are to be considered (and should be approved) by the PCC before the APCM
Rule 9 (3)(c)	Financial statements	These are to be displayed in church for 7 clear days before the APCM

Elections

Rule 10 (1)(a)	Eligibility for election	Deanery synod members and PCC lay members need to have been on the electoral roll for the 6 months preceding the APCM, to be eligible for election.
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PCC membership and re-election requirements have been summarised in a separate document (approved by the PCC on 26th May 2011).

6 Committees reporting to the PCC

Committee	Broad description	Ex Officio Members
Estates	The management of our properties. Matters relating to the fabric of the church, the hall and their grounds; also the use of the hall.	Hall Letting Agent Hall Maintenance Mgr Parish Secretary
Finance	To advise the Treasurer on financial matters – e.g. budgeting, monitoring income and expenditure. Also to promote stewardship (planned giving, Gift Aid).	Assistant Treasurer Envelope Recorder Gift Aid Officer PCC Secretary
Liturgy	To advise members of the ministry team, as requested, on any aspects of worship and services.	Ministry team Organist Sacristan
Outreach and Parish Life	Fostering our relations with the world beyond the church family. To include as areas of major interest: <ul style="list-style-type: none"> the recipients of our Outward Giving links with, e.g., Karnataka Central magazine, notice boards, advertising, press releases, web site representation from the Church Neighbours and the Ecumenical Working Group. Fostering and developing the social and spiritual life of the church family. To arrange courses, pilgrimages, retreats, outings, parties, etc.	Magazine editor Webmaster Ch. N'brs Co-ord. EWG representatives Noticeboard Co-ord Home visit Co-ord Catering advisor Parish Secretary Webmaster
Standing	Overall co-ordination of the work of the PCC and its committees.	
Youth	General strategy for all youth and children's work.	Representatives from: Junior Church Little Fishes Brownies Guides Choir Servers

7 Rules for St Mary's committees

1. The chair is responsible for calling the first meeting of the committee.
2. Committees are encouraged to co-opt any necessary additional members, who may serve unlimited consecutive terms. Committee secretaries should notify the PCC Secretary of the details of any co-options.
3. The Vicar and Churchwardens are ex-officio members of every committee.
4. Please could committee secretaries ensure that all ex-officio members are on the distribution list for all committee papers. The attendance of an ex-officio member at a committee meeting may depend upon the agenda.
5. Minutes of committee meetings should be provided to the PCC Secretary and to the webmaster and put in the relevant section of the committee file on the filing cabinet in the North Transept.

6. The chair of each committee must be fully accountable to the PCC and therefore may be an elected member (e.g. churchwarden, lay PCC member or deanery synod member), the Vicar, or the Curate (if the Vicar is also present at meetings).
7. Each committee shall have a minimum of two elected members of the PCC (e.g. churchwarden, lay PCC member or deanery synod member).
8. The chair of each committee shall have power of veto over any committee action and may choose to use that power of veto and bring that business back to the full PCC
9. Because of the responsibilities of the churchwardens for the fabric of the church, a churchwarden shall be chair or vice chair of the Estates committee.
10. A chair must have had previous experience of serving on the committee (whether ex officio, elected PCC member or co-opted).
11. Agendas for meetings shall be given to the PCC Secretary to forward to PCC members in case they have a special interest in a topic.
12. Committee spending or commitment to spending shall be in accordance with the resolution of the PCC on 14th July 2011.

8 Further reading and resources

The Essential Trustee, The Charity Commission,
<http://www.charitycommission.gov.uk/publications/cc3.aspx>

Trusteeship – An Introduction for PCC Members, The Charity Commission and The Archbishops' Council,
<http://www.parishresources.org.uk/charity/Trusteeship%20leaflet%208pp.pdf>

A brief outline of what every PCC member needs to know about church finances, The Church of England, <http://www.parishresources.org.uk/treasurers/PCCFinance.pdf>

TrusteeHome is a website which has been created specifically for trustees of charities to share knowledge, experience, advice and opinions with other Trustees all over the country.

The contributors to TrusteeHome are a range of Trustees and other volunteers, many of whom also have professional careers in the charity sector, some of whom are associated with The Trust Partnership.

To visit Trustee Home, go to <http://www.trusteehome.org/> or follow them on Twitter @TrusteeHome

Please refer to St Mary's website at www.stmarysck.org.uk/ for information on St Mary's activities, events and international links.

Anna Tonge, PCC Secretary, January 2012.