



# Information for prospective PCC members

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February 2019

## STANDING FOR ELECTION TO PCC

We are delighted that you are considering joining the PCC. People join the PCC for all sorts of reasons. To help with your decision on whether or not to stand, our aim in this brief leaflet is to clarify why the PCC exists, what it does, how we work and our expectations of PCC members. If you have any questions that aren't answered here, don't hesitate to get in touch.

Simon Kirby – Vicar  
Harvey Leach – PCC Lay Chair

## WHAT IS THE PCC?

The Parochial Church Council (PCC) is the key decision-making body of a Church of England parish. It consists of clergy, churchwardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish.

### a. It is the executive body of a Church of England parish

The PCC is an ecclesiastical entity, defined as the executive body of a Church of England parish. An executive body exists to ensure a parish carries out its duties, and the PCC Measure lists what those duties are. So the PCC is responsible for sharing the leadership, management and administration of a parish with the vicar. Technically it is what is called in law a 'body corporate'. This is good news, because it means it is a separate body from the people who serve on it, so no one on the PCC can be made liable for any of its debts, although it does have certain legal responsibilities (see below).

### b. It is a body of Trustees for a charity

The PCC is also a legal entity, a charity, and the PCC members are trustees of that charity. As trustees there are certain legal responsibilities, and also guidelines for best practice in terms of governance.

### c. It is a parochial church 'council'

A council is a body of people elected to manage the affairs of a group of people. This is a body which is formally constituted and has an elected membership. These two things mean it is not self-determining (it doesn't decide what it does but has a formal constitution that directs its activities) or self-selecting (people are elected, not selected, onto the council).

### d. What is the PCC responsible for?

Its powers and duties are defined by certain Acts of Parliament and other legislation, principally the Parochial Church Councils (Powers) Measure 1956. It states: 'It shall be the duty of the vicar and the Parochial Church Council to consult together on matters of general concern and importance in the parish.' The PCC has the following functions:

- Co-operation with the vicar in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.
- The consideration and discussion of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question.
- Making known and putting into effect any provisions made by the diocesan synod or the deanery synod, but without prejudice to the powers of the council on any particular matter.
- Giving advice to the diocesan synod and the deanery synod on any matter referred to the council.
- Raising such matters as the council consider appropriate with the diocesan synod or deanery synod.

Given what it is and its responsibilities, the function of the PCC can be summarised as follows.

### It exists to enable the church to play its part in God's mission to his world

This often surprises people. They think the PCC is about looking after the fabric of the church, or keeping the books. But the first stated purpose is about mission, and suggests a model of co-operation between the vicar and the PCC. This is about helping a church fulfil its purpose, to keep before a church why it exists. Just as PCCs can easily lose their sense of purpose, so too can churches. On behalf of the church a PCC constantly grapples with the questions of 'Why does this church exist?' and 'Where is God leading us at this time as we seek to fulfil Christ's mission and ministry in this area?' Such mission planning involves an up-to-date and active parish mission plan, which asks and answers the following questions: (i) What is the mission of God in our parish? (ii) What ministries do we need for this mission? (iii) What resources do we need for these ministries?

### It exists to co-operate with the vicar in sharing leadership

Again, this often surprises people. Sometimes people's experience of a PCC has led them to think they exist to frustrate everything the vicar wants to do. Others' experience suggests it exists to rubber-stamp whatever the vicar wants to do. But it exists to co-operate with the vicar, to work alongside in sharing responsibility for discerning how it will enable the church to be about God's mission and ministry in that place. The vicar isn't the head of the church, nor any other member of the PCC. Jesus is the head of his church, and the vicar and PCC together are called to take their lead from Jesus. Jesus sets the agenda for his people, and the PCC and vicar are tasked with the process of discerning what this might be at this time in the life of a church, and how it might be lived out. However, the vicar also has some unique responsibilities in the life of the church, including the 'cure of souls in this parish', which mean there is a 'buck stops here' element to the vicar's role.

### It exists to ensure legal compliance with charity law and ecclesiastical law, in particular in the areas of safeguarding, finance, employment and appointments

PCC members are trustees of a charity and therefore under obligation to fulfil charity law with due care to governance guidelines. Whilst this should not be seen as overly burdensome, it is important that PCC members understand their duty of care. Key areas here are safeguarding, financial oversight (including receiving regular financial updates; ensuring procedures exist to appropriately approve payments and that all cheques are signed by two authorised PCC members (or persons authorised by the PCC); ensuring that the service offertories and other monies are appropriately supervised; generating the Annual Report and Accounts and submitting these documents to the APCM for approval), health and safety, disability, insurance, risk assessment, data protection, and acting as a good employer of any paid workers.

### It exists to care for the buildings and churchyard so that they may be best suited for the purpose of the church's ministry and mission

The PCC is responsible for maintenance and repair of the church building, inside and out, especially work recommended by the inspecting architect in the

Quinquennial (five-yearly) Report. The PCC looks after 'movable goods' e.g. chairs, rails, candlesticks, lectern, communion plate, vestments, and the upkeep of the churchyard and any buildings, trees or paths in it, and walls, fences or hedges around the churchyard. It is involved in any application to the Diocesan Advisory Committee (DAC) for a faculty (permission to effect a change to the church, or its contents, or the churchyard).

### It exists to be a channel of consultation within the wider Church through its synodical structures on matters that affect the Church locally and nationally

These structures were put in place to ensure a means by which the Church of England could 'talk' about important matters, enabling local churches to have a voice in wider Church issues, and decisions of the wider Church to be permeated down through the life of local churches.

## WHAT IS THE ROLE OF A PCC MEMBER?

We recognise that life is challenging for us all and that we have competing demands on our time. However, membership of the PCC is an important role so there is rightly an expectation that PCC members will serve diligently and prayerfully.

The following are the expectations of those serving on the PCC, some of which are more particular to the PCC and some of which are expectations we have of anyone serving in a leadership role at St. Mary's, Cogges:

- **Prayer:** Members are encouraged to pray for the meetings, other members and the life of the parish.
- **Attendance and preparation:** PCC members should aim to attend meetings and to read minutes, financial statements and papers before each meeting, considering how best to contribute to the items to be discussed.
- **Contribution:** Each member of the PCC is valued for what they bring: their gifts, skills, experience and knowledge. We expect people to offer these in service of the aims of the PCC, both in the meetings and outside the meetings in the wider life of the church. Inevitably new members can feel somewhat daunted at the outset of their time on the PCC, but be assured we will do everything we can to make you feel at home and quickly able to offer your unique contribution.

- **Values:** PCC members are part of the leadership of the church, therefore they are expected to model the core values at the heart of church life in their own spiritual journey and the practical outworking of that in their daily lives. Whilst none of us will do this perfectly, part of our way of working will be to help each other live as disciples of Jesus.
- **Communication:** help two-way communication between PCC/Vicar and congregation – share news and developments, represent views and concerns.
- **Connection:** It also helps if PCC members attend major activities not just in the parish but in the diocese and deanery, so that they feel part of the wider church family and are aware of what is going on.

## HOW DOES THE PCC OPERATE?

We meet 4-5 times a year as a full PCC, normally from 7:30 – 9:30 in the Church Centre, plus an annual Awayday shortly after the APCM (this year on Saturday 6<sup>th</sup> April).

The meeting is chaired by the vicar or lay chair and each member receives an agenda for the meeting along with accompanying documents, ideally at least seven days in advance of the meeting.

In addition to attending full PCC meetings, each member is expected to join a PCC sub-group. Sub-groups take strategic responsibility for specific areas in the church's life. We are planning five sub-groups in the new PCC:

- Buildings – Maintenance
- Buildings – Development
- Finance – Accounts Management
- Vision Communication and Resourcing
- Staff Welfare and Development

We have developed some guidelines on how we operate that will be shared with you at the first

meeting. They cover everything from the use of mobile phones during meetings to how we handle conflict, from refreshments to creative decision-making.

Our aim in all of this is to try and make the PCC meeting one of the best meetings you attend, and we hope you will join us with an intention to do all you can to make this true for others.

We have a big job to do, which is often complex and difficult. But through the years we have seen God at work, and we know he has called us to serve his purposes in the world. It will be great to have you as part of the PCC to shape the next chapter of St.Mary's, Cogges' story.

## NEXT STEPS

If you wish to stand for election to PCC, please complete the enclosed application form and return to the Church Office or PCC Secretary, Malcolm Harper.

If you have further questions before making a decision to stand, please contact:

- Vicar: Simon Kirby ([simon@coggesparish.com](mailto:simon@coggesparish.com))

- Lay Chair: Harvey Leach ([harvey@coggesparish.com](mailto:harvey@coggesparish.com))

## FOR FURTHER INFORMATION

We have prepared a Governance Handbook to explain how PCC and the other Leadership structures work at St. Mary's, Cogges. This is available from Simon, Harvey or the PCC Secretary, Malcolm Harper.

Adapted from "PCC TONIGHT" ©CPAS

# ST MARY'S CHURCH, COGGES

**Annual Parochial Church Meeting  
Tuesday 21<sup>st</sup> March 2019 at 7:30pm in St Mary's Church**

Elections to take place for  
4 Parochial Church Council Members to serve for three years

## NOMINATION FORM

*Candidates for election as parochial representatives of the laity on the parochial church council ('PCC') must be nominated and seconded by persons whose names are on the church electoral roll of the parish. Candidates may be nominated and seconded either before the meeting in writing or at the meeting. Notes on qualifications for election follow overleaf.*

We the undersigned, being persons whose names are on the electoral roll of St Mary's Church, Cogges, hereby nominate

Full name .....

Address .....

as a candidate for election to the **PCC**

Signed Proposer .....

Signed Secunder .....

Print Name .....

Print Name .....

**(Nominee, Proposer and Secunder must be on the new Electoral Roll)**

### FORM OF DECLARATION AND CONSENT

I declare that I am qualified to stand for election (see notes overleaf) and, if elected, I consent to serve.

Signed ..... Date ..... 2019

***Please hand completed form to Malcolm Harper  
(or leave it in the "H" pigeon-hole in church)***

## NOTES FROM THE CHURCH REPRESENTATION RULES

### Qualifications of persons to be elected by annual meetings

1. Candidates must be persons whose names are on the electoral roll
2. Candidates for the PCC must be at least sixteen years of age
3. The names of candidates over the age of eighteen must have been on the electoral roll for at least six months before the election
4. Candidates must be "actual communicants" who have received Communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times during the twelve months preceding the date of the election
5. Candidates must have signified consent to serve (or there must, in the opinion of the annual meeting, be sufficient evidence of willingness to serve).
6. A candidate may not serve on the PCC if disqualified from being a charity trustee under the Charities Act 2011 or if included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or if convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 or if disqualified by the bishop under section 10(6) of the Incumbents (Vacation of Benefices) Measures 1977 and 1993.

A person is disqualified from being a charity trustee under the Charities Act if they have been convicted of an offence involving deception or dishonesty (unless any such conviction is legally regarded as spent), if they are an undischarged bankrupt, have made compositions or arrangements with any creditors from which they have not been discharged or have been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.

### Current make up of Cogges PCC

#### *Ex Officio*

Clergy — Simon Kirby, Rich White, Nick Pike  
Churchwardens — 2 to be elected for one year term  
Deanery Synod Representatives — Barbara Eaton, Jane Harper,  
Elizabeth Knowles, Kirsty Morgan, Ben Osman

#### *Elected members – 4 to be elected for three year term*

Stuart Allen, Stuart Harrison, Harvey Leach and Laura Lewis are due to retire in 2020. Andy Bailey, Alison Laithwaite, Eddie Lyle, Heather McCulloch and Alasdair Wild are due to retire in 2021.

### **Record Keeping**

After the APCM this form should be kept by the parish for one year, and destroyed before the next APCM. It does not need to be sent to anyone else.