**Purpose of role:**

To manage the communication and record keeping of the Parish’s Parochial Church Council (PCC).

**Responsibilities:**

To ensure that PCC members receive relevant communications relating to their roles as Council members and Trustees. Liaise as necessary with the Deanery Synod Secretary. Take, distribute and store accurate minutes.

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Comply with General Data Protection Regulations.
* Undertake any training as required.

**Specific**

* Liaise with the PCC Chair to define the agenda of each PCC meeting.
* Distribute the agenda, relevant documents and minutes of previous meeting in good time (around one week prior) by email.
* Keep in contact with and receive notes/minutes of any sub groups that the PCC might establish.
* Liaise with PCC members and others (e.g. Deanery Synod Secretary) to receive reports that need to be included in the agenda.
* Produce and distribute accurate minutes (Chair to proof read before distribution) of both monthly and any ad-hoc/extraordinary PCC meetings. Include an accurate record of attendance at meetings and a record of all formal resolutions passed by the Council and voting figures.
* 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). Ensure an electronic pdf version is stored in the church’s data storage system and as such is available for public inspection.
* Liaise with the Chair to ensure that the decisions of the PCC are followed up/ implemented.
* Book venues. Communicate dates and venues of meetings.
* Organise the Annual Parochial Church Meeting (APCM), post the appropriate notices, commission and issue written reports, agendas and minutes. Report briefly to the APCM on the work of the PCC if required by the Chair.
* Collate and store election documents regarding each PCC member, monitor terms of office.
* Notify the Deanery Synod Secretary of changes in Parish Representatives on Deanery Synod.
* Inform Chair and Trustees regarding training requirements/opportunities for PCC members.
* Ensure each PCC member signs a “fit and proper persons” declaration and is subject to an enhanced DBS check. Maintain these records.
* Report to the PCC Chair.

**In addition, the post holder may be asked to:**

* Handle correspondence on behalf of the Parish.
* Seek information from the Diocesan Advisory Committee (DAC) and/or to handle applications for Faculties.

Note: 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.

**Commitment required:**

The PCC Secretary should aim to attend all PCC meetings. The Secretary will be appointed yearly at the first meeting of the year; ideally, they will stay in post for a three-year term. However, the post holder should always feel free to talk to the PCC Chair at any point to discuss continuing in the role, or seeking a more suitable alternative for current circumstances.

This role is voluntary. As a member of the PCC, the Secretary must sign a “fit and proper persons” declaration and be subject to an enhanced DBS check.