



Parochial Church Council

A Guide to St James PCC

Here is a brief guide to our Parochial Church Council (PCC). It aims to show how the PCC works, together with its role and responsibilities within the life of the Church. It is hoped that this guide will help you to see what it means to be part of the PCC. This is not designed to be a definitive guide, but rather as an introduction to membership or source of guidance.

If you would like more information please speak to a Heather or a member of the PCC or see some suggestions for further reading at the end of this document.

What is the PCC?

The PCC is the governing body of a parish church. It is also a charity. The PCC has legal status and the Church Representation Rules apply.

What does the PCC do?

The PCC is a team made up of members of the clergy and lay members of the church. A lay member is anyone who is on the electoral roll but is not a member of the clergy. They work together to develop the vision of the church and work out how this can be put to action. They are responsible for the overall wellbeing, practical as well as spiritual, of the church, the church members and the church buildings.

Who can be a member of the PCC?

Anyone who is over 16 years old and has been on the electoral roll for over 6 months can stand for election. The PCC member profile gives more information on some other things to consider.

Membership of the PCC

The PCC is composed of the following people:

- The Vicar (and other people licensed for ministry);
- The Churchwardens;
- Deanery Synod (and General Synod) representatives;
- Elected representatives from the church electoral roll;
- Members co-opted by the PCC.

Deanery Synod Representatives

The number of Deanery representatives depends upon the Electoral roll size. Deanery Synod meets four times a year, providing a link through our representatives between Church and Deanery.

Elected Representatives

Members are elected for a three-year period, with one third elected each year. At the end of your three years you are able to stand for re-election if you choose to do so.

Co-opted Members

The PCC may co-opt one fifth (rounded) of the number of elected members.

The First PCC Meeting each year

There are a few things we need to do at the first meeting each year:

- a. elect certain officers which include:
 - Chair, Vice-chair
 - Treasurer (may be co-opted)
 - Secretary (need not be a PCC member)
 - Electoral Roll Officer (need not be a PCC member);
- b. Agree the dates of the year's PCC meetings;
- c. Form a Standing Committee to handle matters which arise between PCC meetings.

Normal PCC Meetings

- a. Chaired by either the Minister or elected member of the PCC;
- b. We usually meet 6 times a year.

- c. We need one third (rounded) of the PCC present to conduct business;
- d. Each meeting will have an agenda prepared and circulated in good time (at least a week) before;
- e. All meetings start with an opportunity to pray and worship together;
- f. Minutes will be circulated to PCC members after each meeting. A summary of the minutes will be given to the congregation with, for example, confidential matters omitted from the summary.
- g. Short notice for emergency meetings. The chair may give not less than 3 clear days notice in writing.
- h. Voting. The business shall be decided upon by a majority of the members present voting. The chair has a casting vote.

Responsibilities of the PCC

General matters

Any matters in the life of the Church may be discussed. Apart from the obvious matters such as finance and buildings, it will be important to consider the Church's mission and involvement in the community, support of missionary work, the social life and activities of the Church, the spiritual development of the congregation and our worship.

The PCC may form working parties and committees according to the needs that arise.

Currently these are:

Pastoral Team, Phoenix Committee, Hymn Choosing committee.

Specific Matters

The PCC is required, among other things, each year to:

- Approve each year's financial budget;
- Approve Mission Support for the coming year;
- Report on each year's financial activity;
- Report on the PCC's work of the past year;
- Present these to the annual parochial church meeting.

PCC Member Profile

- A committed Christian
- Active member of the family of St James
- In full agreement with St James' Vision and Values
- Willing to learn and to share ideas, experience and gifts

- Able to listen to another's point of view
- Willing to commit time in order to regularly attend PCC and other meetings/events and to serve where needed.

Roles and responsibilities of PCC Members

- To have a voice in the affairs of the Parish
- To provide a debating ground for proposals presented to it for consideration
- To manage the church finances in line with biblical principles of Christian stewardship / responsibility.
- To co-operate with the incumbent in promoting the mission of the church both within and outside the immediate parish
- To raise appropriate matters for debate at Diocesan or Deanery Synod level
- To make representation to the Bishop concerning the welfare of the parish
- In joining the PCC members take on the role of Trustee of the charity of THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HIGH WYCOMBE ST JAMES.

Being a trustee

PCC members are Trustees of a charity and are responsible for managing the Church's finances. In law, the PCC is a body corporate, which means that it is a separate body from the people who serve on it so PCC members are not liable for any debts incurred by the PCC. However, trustees do have certain responsibilities under the Charity Act and members should acquaint themselves with Trusteeship, introduction for PCC members which provides more detailed guidance.

Further reading:

Trusteeship – an introduction for PCC members

<http://www.parishresources.org.uk/wp-content/uploads/Trustee-booklet-v2.pdf>

The Essential Trustee

http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/The_essential_trustee.aspx

Church Representation Rules

<http://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx>

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