

## PCC Governance Officer Job Description

### **Volunteer Role**

#### **Overview**

This is a volunteer role to help the Rector plan, run and minute 5-6 PCC and 5 Standing Committee meetings as well as the Annual Parochial General Meeting (APCM). Time required varies from week to week dependent upon dates of meetings, but over the course of the year it would be equivalent to about 5-6 hours per week.

#### **Skills and attributes:**

Good writing and communication skills.

Ability to accurately record meeting discussions

Good eye for detail.

Strong organisation and interpersonal skills

Persistence in following up with people as needed.

Proactive in setting dates for future meetings and taking the initiative in setting future agendas.

Good computer skills, particularly Word doc formatting and use of Google Drive templates.

#### **Main responsibilities:**

- Liaise closely with Rector, Treasurer and Church Office Manager and over time, obtain a good understanding of the current issues requiring discussion and approval.
- In consultation with the Rector and Churchwardens, plan, prepare and manage the PCC and Standing Committee meetings, and take accurate, concise and appropriate minutes.
- Note all actions, add to the action log and ensure all actions are followed up
- In consultation with the Rector, Churchwardens and Administrator, plan, prepare and co-ordinate the APCM, and take appropriate minutes.
- Liaise with the Diocese as needed, and stay up to date and communicate necessary changes in PCC governance rules for the Rector and PCC.
- Be familiar with the Church Representation Rules and any other appropriate guidelines to ensure our meetings and processes are compliant with requirements and good practice.
- Responsibility for ensuring various church policies etc are up to date and scheduled to review at PCC on rotation. This should also include central storage, version control, and publishing on the website so the church family can also know what our policies are and what they can expect.

- ensuring new PCC members are allocated a Chanctonbury email address and introduced to how we work as a PCC and how we use Google

## **Detailed Responsibilities:**

### **a) Standing Committee and PCC meetings**

- Prepare and circulate a forward calendar for the year ahead of dates for Standing Committee and PCC meeting dates
- Initiate agenda formulation and documentation requirements three weeks prior to each meeting
- Ensure an appropriate venue is available
- At the meetings, take appropriate minutes, typing these up promptly (within 7 working days), circulating to Rector and Chair for any amends, and circulating back to attendees.
- Prepare a PCC summary (aim for one-page A4) promptly after the full minutes have been agreed, for communication to the wider Church membership.
- Remind and follow up with Rector and Churchwardens, and other people as necessary, in order to make sure reports are ready in time before the meetings
- Remind people of actions to complete by use of an appropriate Action Log. Specifically, manage and update the ongoing Action Log (Action points from each meeting).
- Store PCC and SC Minutes safely, together with all papers that form part of the meetings. Ensure we have a central, accessible, online filing process for all minutes and documents, so they can be accessed when needed.
- Be familiar with the Church Representation Rules, and any other guidance produced by the Diocese and/or other Church Resources, to ensure we carry out these meetings in line with the requirements and guidelines.

### **APCM (Annual Parochial Church Meeting)**

- In consultation with the Rector, agree and circulate the APCM date and venue.
- Organise the APCM, posting the appropriate notices in all churches by the required time in advance of the APCM.
- Collate the reports required by Church Representation Rules and Church Accounting Regulations.
- Collate the annual reports from ministry leaders in the parish and liaise with the Church Office in order to communicate them to the whole Church before the APCM. Contact ministry leaders approximately 2 months before the APCM to allow them time to write up their reports.

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- Write the minutes of APCM and circulate to the PCC.
- Prepare a summary of the APCM for communication to the wider Church membership.
- Be aware of the rules and guidelines for the APCM, as set out in the Church Representation rules, in order to ensure our APCM is conducted properly.

## **Liaison with the Diocese**

- Complete relevant returns informing the Diocese of information about church officers (PCC members etc).

The current PCC Governance Office, Gail Kinrade, is in post until the end of April. We would like to move quickly so that there is some time for briefing and shadowing of the role.

**Interviews:** 19<sup>th</sup> March

**Apply:** [jim.waddell@chanctonbury.org.uk](mailto:jim.waddell@chanctonbury.org.uk)

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