



# **St Mary's Church, Thorpe**

## **Church Approach, Egham, Surrey, TW20 8TQ**

Vicar: The Revd. Damian Stewart Miles, BTh

[www.stmaryschurchthorpe.co.uk](http://www.stmaryschurchthorpe.co.uk)



### **ROLE DESCRIPTION - PCC Secretary**

#### **The role of a PCC Secretary**

The PCC Secretary is an important role in the life of St Mary's Church, providing communication between PCC members and the wider Parish of Thorpe – it is not just about taking minutes. The Secretary also acts as the key link between the Diocese of Guildford and the PCC for correspondence and sharing of information.

#### **Appointment & Term of Office of PCC Secretaries**

The PCC Secretary is formally appointed by the PCC at the first meeting after the Annual Parochial Church Meeting. The PCC Secretary is appointed at the same time as other officers of the PCC such as the Treasurer. Technically, the PCC Secretary need not be an elected member of the PCC, in which case he/she can be co-opted on to the Council. If the PCC Secretary is co-opted, he/she is a full member of the Council with voting rights. If co-option does not take place, he/she is not a member and therefore has no voting rights. The term of office is one year and should be reviewed annually. At St Mary's the PCC Secretary is also secretary of the Standing Committee.

#### **The PCC Secretary's Key Tasks**

These are set out in the Church Representation Rules and include:

- ❖ To liaise with the Incumbent to decide the agenda for parish, PCC and Standing Committee meetings
- ❖ Arranging room bookings for all meetings
- ❖ Preparing and distributing agendas for PCC and standing committee meetings
- ❖ Keeping in contact and receiving notes and minutes of any sub groups that the PCC establish and circulating these to all PCC members
- ❖ Taking minutes at PCC, standing committee and parish meetings and distributing them
- ❖ Keeping a record of all decisions made at PCC meetings
- ❖ To keep a copy of PCC meeting minutes available for public inspection (placed onto the notice board in the Rutherwyke Room)
- ❖ To organise and publicise the Annual Parochial Church Meeting (In conjunction with the Incumbent and the Electoral Roll Officer)
- ❖ To prepare a written report to the APCM on the work of the PCC over the preceding year through the Annual Report produced in cooperation with the Incumbent and Treasurer
- ❖ To keep Diocesan staff informed of any changes of Parish Officers
- ❖ To handle correspondence for the PCC

#### **The work of PCC Secretaries is governed by:**

- ❖ Synodical Government Measure 1969
- ❖ Church Representation Rules 2011 The Church Representation Rules lay down the composition of the PCC, the business which they must carry out and the way it should be executed, the rules about the electoral roll, the business of the APCM (Annual Parochial Church Meeting). Along with the method of elections to the various bodies and the eligibility for elections considering Charity legislation.

The sections about PCCs & the Parish are an essential reference guide for every PCC Secretary. The Church Representation Rules 2011 are available online:

<https://www.churchofengland.org/church-representation-rules>

*Revised January 2018*