

**Role Description: PCC Member**

The Parochial Church Council (PCC) is the governing body of a parish church. The PCC is a team made up of members of clergy and lay members of the church. Together they are responsible for the overall wellbeing, practical as well as spiritual, of their church, the church members, and the church buildings. The PCC also has a duty to promote the mission of the church within the wider community. Some of the responsibilities are devolved to the Minister and Churchwardens but, to quote from the Parochial Church Council (Powers) Measure 1956 section 2, ‘It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish’. Members of the PCC have the right to be consulted, to know what is proposed, and to have the opportunity to express an opinion on it.

1. **Duties/Responsibilities:**

* Elect a Secretary, Treasurer and Vice-Chair and appoint a Standing Committee and Safeguarding Officer.
* Ensure that appropriate arrangements are in place for public worship and provide an opportunity for people of all ages to meet for prayer and worship
* Develop, and maintain, a Discipleship Development Plan (DDP), to review the life of the church and identify mission opportunities
* Support their clergy, prayerfully and personally
* Taking the lead in demonstrating pastoral care to all who live in our communities, whether members of the church or not
* PCC members are Trustees of a charity and are responsible for managing the Church’s finances. They must ensure that all funds are properly accounted for, the books properly maintained, and set a date for the PCC annual accounts are audited, and formally approved by the PCC, prior to the Annual Parish Church Meeting
* The care and maintenance of the fabric of the church
* The PCC is required by law to meet at least four times a year
* Read all papers before attending meetings
* To abide by and enforce St Michael’s policies including Safeguarding, Health and Safety, Recruitment and any other relevant legal requirement.

1. **Responsible to (named contact for support and resolution of any difficulties):**

The Incumbent [The Chair], or in their absence, the Vice Chair.

1. **Checks Required Prior to Appointment**

* As a Trustee of a charity supporting work with children and vulnerable adults, a PCC member should have an Enhanced DBS check with the Child and Adult workforces.
* At least two nominations at APCM ,who will have signed a form stating that they have no concerns regarding the applicant’s conduct around children or vulnerable adults.
* Read and sign the personal declaration that they are not disqualified from standing for this office due to being included in a Barred List (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or having been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.

1. **Responsible to:**

The Incumbent (or her named representative) and through them to the Parochial Church Council.

Adopted by St Michael’s PCC ……………………………….. (Date)

Signed ………………………………………………PCC Chair