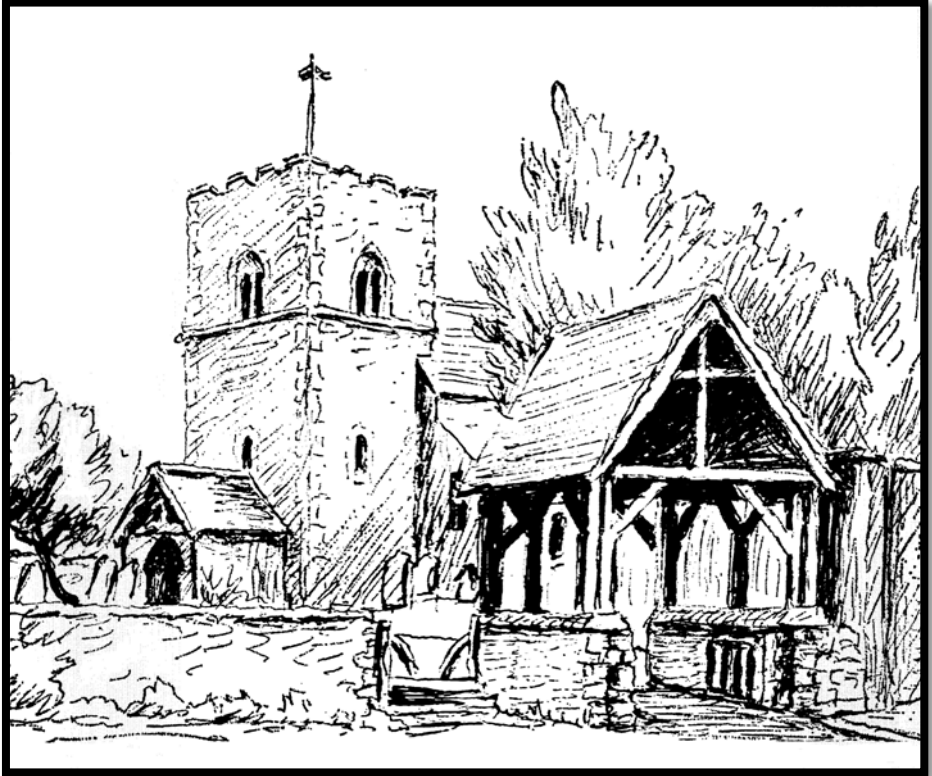


The Parish Church of St Peter and St Paul
Rustington



Being a PCC Member

Registered Charity No. 1133812

*Are you a newly appointed member of a PCC, or someone who is considering standing for election and would like to know more about the roles and responsibilities of membership? If the answer to either question is **yes**, then we hope that this booklet will answer any questions or concerns you might have and help you to enjoy your time as a member. This booklet is not intended to be a definitive guide to the PCC, rather, it should be seen as an introduction to membership, and a source of guidance.*

WHAT IS THE PCC?

The Parochial Church Council has legal status and is the governing body of the parish church. Our PCC is also a charity, of which the PCC members are trustees this is because as a PCC with an annual income of more than £100,000 we must be registered with the Charity Commissioners.

WHAT DOES THE PCC DO?

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, spiritual as well as practical, 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 areas of activity are devolved to the Minister and Churchwardens but to quote from the Parochial Church Council (Powers) Measure 1956 '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. The Minister is Chair of the PCC though she may on occasion ask another member to chair a particular meeting. A treasurer, a secretary and vice-chair will usually be elected to office at its first meeting after the Annual Parochial Church Meeting (APCM).

PRAYER AND WORSHIP

Prayer and Worship are at the heart of the work of the PCC. The PCC should 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. In practice this might mean agreeing on the format

and timings of services that will meet the needs of the church members, providing facilities for younger members and families, setting up Bible study or Prayer groups etc.

MISSION AND OUTREACH

The PCC has an important part to play in promoting the mission of their church, amongst the congregation and in the wider community, and members of the PCC should demonstrate their commitment to the Christian ethos, through leadership, by example and by witness, in the parish.

PASTORAL CARE

The PCC and its members have a duty to support their clergy, prayerfully and personally. They have a duty to support the members of the congregation and to extend a welcome to all who visit the church, to members of the church community and to those visiting the church at other times. The church has a duty of pastoral care to all who live in our communities, whether members of the church or not, and PCC members are expected to take the lead in demonstrating that care.

FINANCE

The PCC will appoint a treasurer, and sometimes an assistant treasurer, to manage the day to day finances of the parish. The treasurer will keep members informed of the financial situation and present a full report to each PCC meeting. 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 the PCC annual accounts inspected or audited, and formally approved by the PCC, prior to the APCM. In law, the PCC is *a body corporate*. This 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, the trustees do have certain responsibilities under the Charities Act and members should acquaint themselves with them. Please see:

<https://www.parishresources.org.uk/pccs/trusteeship/> which provides more detailed guidance.

BUILDINGS

The PCC is responsible for the care and maintenance of the fabric of the church, and any other buildings owned by the church. In practice the PCC may appoint a Fabric subcommittee to assist them, but the PCC members should be aware of any issues relating to the buildings and they have the responsibility of deciding on them and voting on items of expenditure.

THE PCC MEETING

Our PCC meets approximately 8 times a year. We aim to keep meetings to a maximum of two hours. The PCC should take time at these meetings to consider and discuss, and if appropriate vote upon, matters concerning the Church of England arising at a higher synod or referred down to the PCC by the Bishop or by the Deanery, Diocesan or General Synod. The PCC may also on occasion decide to send information, an opinion or a motion up to the Deanery Synod. The PCC meeting should be a forum for open discussion with every member feeling able to ask a question or voice an opinion.

WHO CAN BE A MEMBER OF THE PCC?

If you are 16 years old or over, have been on the electoral roll of your parish for at least 6 months and are a communicant, *you* can stand for election to your PCC.

MEMBERSHIP OF THE PCC

Members of the PCC are drawn from two sources, those elected at the Annual Parish Church Meeting, and those who are ex officio members. The following are ex officio members

- All Priests and Deacons licensed to the parish
- Licensed Lay Workers licensed to the parish
- The Churchwardens
- Any person on the Electoral Roll who is a member of Deanery, Diocesan or General Synod.

Additional members may be co-opted onto the council by the PCC during the course of the year. The number of elected members on a PCC is governed by the Church Representation Rules and is based on the number of people on the Electoral Roll. However, the APCM can determine (to take effect in a year's time) how many elected members a PCC shall have.

SOME PRINCIPLES OF PCC MEMBERSHIP:

- The PCC needs thinkers and doers, questioners and listeners.
- Attend meetings regularly.
- Prepare by reading papers before the meeting.
- Listen to, and consider, all the arguments being put forward before making up your mind.
- Be confident to ask questions.
- Respect your fellow members.
- Volunteer for a task if you are sure you have the time and capacity to undertake it.
- Enjoy being a member of the PCC!

You do not have to be:

- A Saint
- A Theologian
- An Expert

Though nobody will mind if you are!

You might like to consider St Paul's guidance

'I give this piece of advice to each one of you. Don't cherish exaggerated ideas of yourself or your importance but try to have a sane estimate of your capabilities by the light of the faith that God has given to you all. We, though many in number compose one body in Christ and are all members of one another. Through the grace of God, we have different gifts'.

St Paul, writing to the Romans 12 v 3 – 6

O God, as those who seek to be your witnesses in a minority situation, where your claims are so largely ignored or denied, we pray that we may bear our Christian witness by what we are and not simply by what we profess or preach.

Give us holiness of character, a deeper understanding of people and their needs, and a love that is humble, outgoing and open.

So may our lives reflect something of your grace made known to us in Jesus Christ our Lord.



NOMINATION FOR ELECTION TO THE PAROCHIAL CHURCH COUNCIL

	<i>Proposer</i>	<i>Secunder</i>
We (<i>insert names</i>)		
of (<i>insert addresses</i>)		
being members of the electoral roll of this parish, hereby nominate		
of (<i>insert address</i>)		
as a candidate for election to the parochial church council at the annual meeting on __26 th April 2022_____		
	<i>Proposer</i>	<i>Secunder</i>
Signed		
I declare that I am communicant of 16 years or over and not disqualified, and that if elected, I consent to serve.		
Signed: <i>Nominee</i>		

Nominees must be:

- at least sixteen years of age;
- actual communicants;
- on the Electoral Roll of this Parish

Proposers and seconds must be:

- on the Electoral Roll of this Parish

No person shall be nominated unless he has signified his consent to serve, or there is in the opinion of the meeting sufficient evidence thereof. No person shall be nominated if he is disqualified from serving by the bishop under section 10(6) of the Incumbents (Vacation of Benefices) Measures 1977 and 1993, or if he is disqualified from being a charity trustee under the Charities Act 1993.

What skills do I need to be a member of the PCC?

'Skills' may be too prescriptive. Perhaps it would be better to say that someone interested in becoming a member of the PCC will be:

- A committed member of the congregation
- Interested in, and involved with the life of the church and the local community
- Willing to learn and to share ideas, experience and gifts
- Caring and prayerful
- Able to listen to another's point of view

You are invited to make a short statement (in no more than 100 words) to outline why you wish to become a member of PCC and what you think you could bring to the role. It might be helpful if you were to refer to some of the areas of PCC responsibility mentioned within this booklet.

The statement will be available to members of the church family before the Annual Parochial Church Meeting (APCM).

Statement: