

## SOURCES OF HELP FOR PAROCHIAL CHURCH COUNCILS

### The Resources Team

The Resources Team have expertise in relation to parish finances, stewardship, mission planning and charity law (these have real implications for churches):

- Tel: 0151 705 2180,  
Email: resources.team@liverpool.anglican.org

### The Archdeacons

Archdeacons Peter and Ricky have a particular role in supporting parishes notably churchwardens. They can be contacted either at home or at St James' House, they also have a secretary:

- Archdeacon Peter: peter.bradley@liverpool.anglican.org
- Archdeacon Ricky: ricky.panter@liverpool.anglican.org
- Archdeacons' Secretary:  
Barbara Mackie, Tel: 0151 705 2154,  
Email: barbara.mackie@liverpool.anglican.org

### Church Representation Rules, PCCs and Elections

Ultan Russell (the Assistant Secretary to the Diocesan Synod) can help with queries about PCCs, church elections and constitutional matters:

- Ultan Russell Tel: 0151 705 2130,  
Email: ultan.russell@liverpool.anglican.org

### Human Resources

Our Diocese has a Human Resources Adviser, who is a joint appointment with the Diocese of Manchester. He is available to help with issues relating to employment:

- Alan Brown Tel: 0151 709 9722  
Email: alan.brown@liverpool.anglican.org

### Other Support – Website and Reception

The [www.liverpool.anglican.org](http://www.liverpool.anglican.org) website contains a wealth of useful information, including training courses of value to PCC members on issues as varied as fund-raising, church halls, safeguarding, treasurer training, churchwardens' days, etc.

Alternatively contact St James' House, 20 St James Road, Liverpool, L1 7BY. Rita Delves, our Receptionist (Tel: 0151 709 9722), can also help guide you to the right place, or person.

Diocese of Liverpool  
St James' House, 20 St James Road, L1 7BY  
0151 709 9722

## Serving on the PCC or DCC

### *Working with the Clergy in the Mission of the Church where you live*

The Parochial Church Council (PCC) is the key decision making body of a Church of England parish. It consists of clergy, churchwardens and others elected by the *Annual Parochial Church Meeting* (APCM) of the parish.

Its powers and duties are defined by certain Acts of Parliament and other legislation, principally the *Parochial Church Councils (Powers) Measure 1956*. It has the responsibility, along with the incumbent (rector, vicar, or priest-in-charge), to promote the mission of God in its parish.

Legally, the PCC is responsible for the finances of the parish. It also has ultimate responsibility for the care and maintenance of all church buildings and their contents. Although these responsibilities are executed by the churchwardens, all PCC members must share in the oversight. It has a voice in the forms of Service used by the church and may make representations to the bishop on matters that affect the welfare of the parish. However, buildings and money must not obscure the PCC's fundamental role in wider areas of mission.

A District Church Council (DCC) exists where there is a Team ministry; special information is available from St James' House.

Everyone on a PCC is also a *Charity Trustee*. Initially this may sound daunting as there are legal responsibilities involved, as well as a need for a passion for the mission of the church and its role in your local community. But do not be turned off as enthusiasm, common sense and commitment should see you through. Plus, the Diocese is here to help.

***If you are or have been a member of a PCC or DCC, thank you for your part in the mission of the Diocese - and if you are considering joining a PCC or DCC, then be assured of welcome and support.***



## CORE ROLE DESCRIPTION

**Attendance and Preparation:** PCC Members should aim to attend most meetings and to read minutes, financial statements and papers before each meeting. PCC members should also attend major activities not just in the parish but in the Diocese & Deanery, so that they feel part of the wider church family.

**Financial Strategy:** The PCC decides corporately how the church's money is to be raised and spent. This is a key mission decision as well as a financial one.

**Financial Oversight:** Each PCC member is responsible for ensuring that the PCC complies with requirements of both charity law and current church accounting regulations. This should include receiving regular financial updates; ensuring procedures exist to appropriately approve payments and that all cheques are signed by two authorised PCC members; ensuring that the service offertories and other monies are appropriately supervised; generating the Annual Report & Accounts and submitting these documents to the APCM for approval, then sending them on to the Diocese (and Charity Commission if required).

**Mission Planning:** The PCC, with the incumbent, should ensure that there is an up-to-date and active parish mission plan, which asks and answers the following questions: (i) what is the mission of God in our parish; (ii) what ministries do we need for this mission; (iii) what resources do we need for these ministries?

**Outreach:** The PCC needs to work with the incumbent to promote within the parish the whole mission of the Church – pastoral, evangelistic, social, and ecumenical and to enable every member of the church to play a full part. Many parishes have church schools which are central to the mission of the parish.

Key areas here are awareness of the Diocesan strategy *Responding to the Call and Protection for All* issues (to ensure that the necessary checks have been made on those members who work with children and vulnerable adults). Crucially, you must have a vision and passion for mission where you are!

**Buildings:** The PCC is responsible for the church, ancillary buildings (e.g. Hall) and churchyard/graveyard. This will include Health & Safety, fulfilling the heritage requirements on buildings, insurance and maintenance work. Churchwardens should take the lead, but the whole PCC share the responsibility.

**Employer:** The PCC acts as the employer of the local church's paid workers, for example cleaners, youth workers, organist or parish administrator.

**Consultative Role:** The PCC will be consulted about major changes to the forms of worship used in the parish, the appointment of a new incumbent and any proposed pastoral re-organisation. It can also raise issues with the Bishop.

## CATEGORIES OF PCC MEMBERSHIP

There are 3 categories: *ex-officio* (clergy, licensed workers, readers, churchwardens, General, Diocesan & Deanery Synod members), *elected* and *co-opted*. The number of elected and co-opted members is directly set by the size of the church's electoral roll.

## LENGTH OF OFFICE

Candidates are elected to the PCC at the APCM that takes place before 30th April each year. To be elected to the PCC, a person needs to have been on the electoral roll for at least 6 months, over 16, consent to being appointed and should also have received communion at least three times in the previous year. They must also be legally allowed to be a Charity Trustee.

The normal term of office is three years. Standard practice is for one third of the elected members to be elected each year. The appointment of any co-opted members terminates at each APCM.

## COMMITTEES OF THE PCC

**General:** PCCs can create sub-committees to carry out specific jobs. Each sub-committee should have at least one PCC member along with other church members who have enthusiasm and/or relevant expertise. These sub-committees are responsible to the PCC, should report back regularly and seek approval before making major changes or incurring significant costs. The PCC is ultimately responsible and should give clear direction to all its sub-committees.

**The Standing Committee** is a statutory PCC committee. It carries out the work of the PCC between meetings (e.g. if an urgent matter arises for which a full PCC Meeting cannot be called). The Standing Committee reports to the PCC. The incumbent & churchwardens are *ex-officio* members and the PCC would normally appoint the treasurer and PCC secretary to serve as well. The PCC may also appoint the vice-chair, if it wishes to.

## CONFLICTS OF INTEREST

PCC members must ensure that neither they, nor their family members, benefit from their membership of the PCC. Thus PCC members and their families should not be employed by the church without the prior written consent of the Charity Commission. The payment of PCC members and their families is a complex issue and advice should always be sought from St James' House.

## PROFESSIONALISM

In all that is done PCC members need to ensure that the highest standards are maintained – breaches of Health & Safety, or not having someone CRB checked because they are a long serving member of the church, etc. is not acceptable. Our Christian faith demands that we are good stewards.