

Guide for a New PCC Secretaries

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The PCC Secretary

APPOINTMENT

The PCC may appoint one of its members to act as Secretary. Failing such appointment some other fit person may act as Secretary but shall not thereby become a member of the PCC (unless co-opted)

Where a person other than a PCC member is appointed that person may be paid providing that person does not become a member of the PCC.

DUTIES

The exact duties of a PCC Secretary may vary from Church to Church but there are a number of duties and responsibilities that are set out in the Church Representation Rules 2006 [ISBN 0-7151-1012-8] a copy of which may be obtained from the SPCK Bookshop in Hereford or from Church House Publishing, Church House, Great Smith Street, London, SW1P 3NZ [www.chpublishing.co.uk] price £7.99.

Some of these key duties and responsibilities are set out below:

General Provisions relating to PCC Secretaries

CRR Appendix II 1(d)(iii) The PCC Secretary shall have charge of all documents relating to the current business of the PCC except that, unless the Secretary is also for Electoral Roll Officer, he/she shall not have charge of the electoral roll.

CRR Appendix II 1(d)(iii) The PCC Secretary shall be responsible for keeping the minutes, recording all resolutions passed by the PCC and shall keep the secretary of the Diocesan Synod and the secretary of the Deanery Synod informed as to their name and address.

Certification of Number on Electoral Roll

CRR4. Not later than the 1st June the chairman, vice-chairman, **secretary** or church electoral roll officer of the parochial church council shall notify in writing the secretary of the diocesan synod of the number of names on the roll of each parish as at the date of the annual meeting and a copy of such notification shall be affixed at or near to the principal door of every church in the parish and every building licensed for public worship in the parish when notification is sent to the secretary of the diocesan synod, and shall remain so affixed for a period of not less than fourteen days.

Convening Annual Meeting During a Vacancy

CRR7(3) During the vacancy of the benefice or curacy or when the minister is absent or incapacitated by illness or any other cause, the vice-chairman of the parochial church council, or if there is no vice-chairman, or if he is unable or unwilling to act, the **secretary** or some other person appointed by that council shall have all the powers vested in the minister under this rule.

Sending Annual Report to the DBF

CRR9(4) The annual report referred to in paragraph (1)(b) above and the said financial statements shall be prepared in such form as shall be prescribed in accordance with rule 54(8)2 hereof for consideration by the annual meeting. Following such meeting the council shall cause copies of the annual report and statements to be sent within twenty-eight days of the annual meeting to the secretary of the diocesan board of finance for retention by the board.

Clerk to the Annual Meeting

CRR9(9) The **secretary** of the parochial church council (or another person appointed by the meeting in his place) shall act as a clerk of the annual meeting, and shall record the minutes thereof.

Elections at Annual Meetings

CRR11(9) The result of any election by an annual meeting shall be announced as soon as practicable by the person presiding over the election, and a notice of the result shall in every case be affixed on or near the principal door of every church in the parish and every building licensed for public worship in the parish, and shall bear the date on which the result is declared. The notice shall remain affixed for not less than fourteen days. Thereafter the **secretary** of the parochial church council shall hold a list of the names and addresses of the members of the council which shall be available for inspection on reasonable notice being given by any person who either is resident in the parish or has his name on the electoral roll, but the secretary shall not be bound to provide a copy of such list.

Parochial Representatives on the Deanery Synod

CRR11(10) Names and addresses of parochial representatives of the laity elected to the deanery synod shall be sent by the **secretary** of the parochial church council to the diocesan electoral registration officer appointed in accordance with rule 29 and to the secretary of the deanery synod

Casual Vacancies on the PCC or Deanery Synod

CRR48. (1) Casual vacancies among the parochial representatives elected to the parochial church council or deanery synod shall be filled as soon as practicable after the vacancy has occurred. Where the annual parochial church meeting is not due to be held within the next two months following the occurrence of the vacancy, a vacancy among the parochial representatives elected to the parochial church council may be filled, and a vacancy among the parochial representatives elected to the deanery synod shall be filled, by the election by the parochial church council of a person qualified to be so elected.

Returns of parochial representatives of the laity elected to fill one or more casual vacancies on the deanery synod shall be sent by the **secretary** of the parochial church council to the diocesan electoral registration officer and to the secretary of the deanery synod.

Resignations

CRR49. Any person holding any office under these rules or being a member of any body constituted by or under these rules may resign his office or 59 Supplementary and Interpretation membership by notice in writing signed by him and sent or given to the **secretary** of the body of which he is an officer or member, as the case may be; and his resignation shall take effect on the date specified in the notice or, if no date is so specified, on the receipt of the notice by the secretary of that body.

Notices Relating to PCC Meetings

Appendix II 4(b) Not less than seven days before the meeting a notice thereof specifying the time and place of the meeting signed by or on behalf of the **secretary** shall be posted or delivered to every member of the council or, if the member has authorized the use of an electronic mail address, to that address. Such notice shall contain the agenda of the meeting including any motion or other business proposed by any member of the council of which notice has been received by the secretary. The notice required by this subparagraph shall not be required for a council meeting immediately following the annual parochial church meeting being

Appendix II 4 (c) If for some good and sufficient reason the chairman, vice-chairman and **secretary**, or any two of them, consider that a convened meeting should be postponed, notice shall be given to every member of the council specifying a reconvened time and place within fourteen days of the postponed meeting.

Elections to the Deanery Synod

CRR25(3) Not later than the 31st December in the year preceding any such elections, the secretary of the diocesan synod shall certify to the **secretary** of each parochial church council the number of such representatives to be elected at the annual meeting of the parish . . . and shall send to the secretary of each deanery synod copies of the certificates and information relating to the parishes of the deanery.

ADVICE

Becoming the PCC Secretary can be daunting especially if you have been a member of your local church for many years but have never really understood what the PCC Secretary does or what is expected of you and perhaps now do not wish to ask other members of the PCC about your new role.

The Diocesan Secretary is ready to answer any question about the PCC, your duties as Secretary or indeed on any other church matter and may be contacted at:

**The Diocesan Office, The Palace, Hereford, HR4 9BL
Tel: 01432 373300 email: diooffice@hereford.anglican.org**