



BEING A PCC MEMBER

A GUIDE TO THE PAROCHIAL CHURCH COUNCIL AT ST. JOHN'S



St. John's Wimborne
New Life, Full Life

THE PAROCHIAL CHURCH COUNCIL

Are you a newly appointed member of a PCC, or someone who is considering standing for election but 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. Our Vicar, Peter Breckwoldt, will be able to provide further guidance or, if you are looking for more detail on the workings of the PCC, you will find some suggestions for further reading at the end of the booklet.



WHAT IS THE PCC?

The Parochial Church Council is the governing body of a parish church. It is also a charity. A PCC with an annual income of more than £100,000 (like St. John's) must be registered with the Charity Commissioners; those with an income below this threshold, whilst not currently required to register, must comply with all other charity laws. The PCC has legal status and the Church Representation Rules apply [see appendix a].

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, 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 Vicar 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. Peter, as Vicar is Chairman of the PCC though he may on occasion ask another member to chair a particular meeting. A treasurer, a secretary and vice-chairman will usually be elected to office at its first meeting after the Annual Parochial Church Meeting (APCM). The PCC will also appoint a standing committee, typically the Vicar as chair, the churchwardens, the treasurer and two elected members.

WORSHIP AND PRAYER

The chief end of God's people is to enjoy God and worship him forever. Therefore, worship and prayer 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 worship and prayer. One practical way this can be expressed is through small group activity across the church.

MISSION AND OUTREACH

The PCC has an important part to play in promoting the mission of our 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. The PCC is encouraged to develop and maintain the Parish Profile - to review the life of the church and identify mission opportunities.

Every member should be involved at each stage of this process – the development of the plan, its Implementation, and a regular review process.

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 appoints a treasurer and an assistant treasurer to manage the day to day finances of the parish. The treasurer does not need to be a qualified accountant



(though a very large parish might consider it appropriate to appoint a qualified accountant). He/She must understand how to maintain books, must have a good knowledge of the parish and the work of the church, and importantly must have the full confidence of the PCC membership.

The treasurer will keep members informed on 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 *Trusteeship, an introduction for PCC members* [appendix b] 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. The PCC appoints the Building Management sub-committee 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

The PCC is required by law to meet at least four times a year (one meeting may follow on from the APCM) though at St. John's this is more frequently, usually no less than 6 times per year. Our aim is that meetings last for 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 St. John's electoral roll for at least 6 months and are an actual 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
- Deaconesses and 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. [see appendix a] but the APCM can determine (to take effect in a year's time) how many elected members a PCC shall have.

Someone may ask - **What skills do I need to be a member of the PCC?** Skills may be too prescriptive, it is better perhaps to say that someone interested in becoming a member of the PCC will be:

- A committed member of the church family here at St. John's

- 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
- Able to listen to another's point of view
- A disciple and follower of Jesus Christ

Some golden rules of PCC membership

Do

- Attend meetings (and on time)
- Read the papers before the meeting, be prepared
- Ask if in doubt (especially important for new members)
- Try not to fall out with your fellow members
- Listen to all the arguments being put forward before making up your mind
- Enjoy being a member of the PCC!



Do not

- Volunteer for a task unless you are sure that you have the time to complete it

The PCC needs thinkers and doers, questioners and listeners

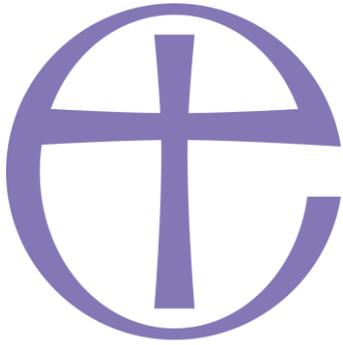


but YOU DO NOT HAVE TO BE

- A SAINT
- A THEOLOGIAN
- AN EXPERT

THOUGH NOBODY WILL MIND IF YOU ARE!

THE PLACE OF THE PCC IN THE WIDER CHURCH



THE CHURCH
OF ENGLAND

The Church of England is organised into two provinces; each led by an archbishop (Canterbury for the Southern Province and York for the Northern). These two provinces cover England, the Isle of Man, the Channel Islands, the Isles of Scilly and even a small part of Wales; not to mention continental Europe.

Each province is built from dioceses. There are 43 in England and the Diocese in Europe has clergy and congregations in the rest of Europe, Morocco, Turkey and the Asian countries of the former Soviet Union.

Each diocese (except Europe) is divided into parishes. The parish is the heart of the Church of England. Each parish is overseen by a parish priest (usually called a vicar or rector). From ancient times through to today, they, and their bishop, are responsible for the 'cure of souls' in their parish. That includes everyone. And this explains why parish priests are so involved with the key issues and problems affecting the whole community.

Her Majesty the Queen is the Supreme Governor of the Church of England, and she also has a unique and special relationship with the Church of Scotland, which is a Free Church.



In the Church of England she appoints archbishops, bishops and deans of cathedrals on the advice of the Prime Minister. The two archbishops and 24 senior bishops sit in the House of Lords, making a major contribution to Parliament's work.

The Church of England is episcopally led (there are 108 bishops) and synodically governed. The General Synod is elected from the laity and clergy of each diocese and meets in London or York at least twice annually to consider legislation for the good of the Church.

The Archbishops' Council was established in 1999 *to co-ordinate, promote, aid and further the mission of the Church of England*. It is composed of 19 members and 7 directors whose task is to give a clear sense of direction to the Church nationally and support the Church locally.



- Seventh largest in England in area (2046 square miles)
- 891 000 people
- 95% of Dorset
- 75% of Wiltshire
- Poole
- 40% of Bournemouth
- Parts of west Hampshire
- ...and Hawkchurch (Devon)



THE DIOCESE HAS (*as at January 2012*)

- 3 Bishops – Salisbury, Sherborne, Ramsbury
- 1 Cathedral
- 4 Archdeaconries – Sarum, Sherborne, Dorset, Wilts (Wilts has been vacant from Dec 2011)
- 19 Deaneries
- 454 Parishes
- 198 Church schools teaching 40,000 children and young people
- 574 Places of Worship (87% are Grade 1 or 2* listed)

APPENDICES

a) You may purchase a copy of **Church Representation Rules** at the Church Times Bookshop www.chbookshop.co.uk

b) A booklet, **Trusteeship, an introduction for PCC members** can be downloaded from:

www.parishresources.org.uk/charity/Trusteeship%20leaflet%2008pp.pdf

FURTHER READING

‘Practical Church Management’ [James Behrens, published by Gracewing]

‘A Churchwarden’s Handbook’ [MacMorran and Briden, published by Continuum] - This book can be purchased from the Church Times Bookshop (link above)

Finally, some guidance from St Paul, writing to the Romans (JB Phillips – The New Testament in Modern English)

DOES THIS APPLY TO US, AND TO OUR PCC?

‘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. If our gift is preaching, let us preach to the limit of our vision. If it is serving others let us concentrate on our service; If it is teaching let us give all that we have to our teaching; and if our gift be the stimulating of the faith of others let us set ourselves to it. Let those who are called to give, give freely; let the person who wields authority think of his responsibility; and let the person who feels sympathy for his fellows act cheerfully’



Church Office
71 Leigh Road, Wimborne BH21 1AE
01202 842255 office@stjohnswimborne.org.uk
www.stjohnswimborne.org.uk