

# The role of the PCC Secretary

The Secretary is an officer of the PCC and usually serves on the Standing Committee.

## The PCC Secretary is responsible for ensuring that:

- Notice of a PCC meeting is posted on the notice board 10 days before a PCC meeting giving date, time and place.
- The agenda for the PCC meeting is distributed 7 days before the meeting to PCC members.

## PCC Minutes:

- The Draft Minutes of meeting should be drawn up as soon as possible after the meeting and then circulated to every PCC member. It is helpful if the chairperson can check these in advance.
- The minutes are draft until approved and signed at the next PCC meeting.
- The Minutes need to be informative, recording the names of those present; any business transacted, and actions to be taken, but need not give full details of discussions.
- Approved minutes are records of public meetings and therefore once approved can be displayed in church, and should be available to the Bishop and Archdeacon if requested. Confidential matters should be noted and recorded in a special minute book.

## The Agenda should include:

- Apologies.
- Draft Minutes of the last meeting, to be approved and signed.
- Any Matters arising from the Minutes.
- Correspondence received.
- Fabric Reports such as the receiving of a Quinquennial Report.
- Financial update.
- A report by the parish's Safeguarding Officer should be received regularly.
- Any other reports eg Deanery Synod.
- Any motion or business for discussion proposed by any member of the PCC of which advance notice has been received by the Secretary.

## Any Other Business at PCC Minutes:

No business not on the agenda should be transacted at the PCC meeting unless three-quarters of those presents agree. Even if agreement is given, the Chairperson can rule that matter is adjourned if it requires more time or further consideration.

## Annual Meetings:

- The Secretary needs to prepare the notices, agenda and reports for the Annual meeting of Parishioners (to elect Churchwardens) and the Annual Parochial Church Meeting. There are timetables for the publication of notices which need to be followed, as well as procedures for nominating and appointing officers.
- Draft minutes of the annual meeting should be prepared for the Chairperson to approve. After the annual meeting a list of those elected (churchwardens, PCC members, Deanery Synod members) should be put on the notice board.
- Rules governing the PCC and Annual Meetings need to be understood and followed (see An ABC for the PCC; Church Representation Rules).