



# Parochial Church Council Handbook 2024

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WELCOME TO THE PCC!

THE PARISH OF ST MICHAEL & ALL ANGELS, BISHOP'S HATFIELD



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# 1. Introduction

Thank you for agreeing to be a member of the PCC!

The aim of this handbook is to clarify why the PCC exists, what it does, and how we work together as PCC members. The detail in this handbook has been distilled from a number of sources, including those listed at Annex A. It is not intended to cover absolutely everything about a PCC, but to be an introduction to what it means to be a PCC member at St Michael's.

If you have any questions that aren't answered here, please get in touch with Revd Kathryn Alford (Vicar), Dawn Bennett (PCC Secretary,) or Nikki Shilton and Kim Banham (Churchwardens).

# 2. The Role of the PCC

## History

In the long history of the Church of England, the Parochial Church Council is a relatively recent invention. Until the early years of the 20th century the administration and finances of a parish were the legal responsibility of the incumbent and the churchwardens. The members of congregations had little say in the running of the church except in electing the churchwardens. Parochial Church Councils were first given legal status in 1919. Since then, a number of Acts have defined and refined the composition, functions and rights and responsibilities of the PCC.

Currently the rules governing the PCC are set out in the Church Representation Rules, which form part of the Synodical Government Measure 1969. A link to these rules can be found at **Annex A**.

## Status of the PCC

The PCC is the **key decision-making body** of a Church of England Parish. Specifically, it is:

### The Executive Body of a Church of England Parish.

The PCC is an ecclesiastical entity, defined as the 'executive body of a CofE parish', which is responsible for ensuring a parish carries out its duties (see below). This



means that the PCC is responsible for sharing the leadership, management and administration of a parish with the incumbent.

Technically the PCC is what is called in law a 'body corporate'. This is good news, because it means it is a separate body from the people who serve on it, so no one on the PCC can be made liable for any of its debts. It also means that changes in membership of the PCC, should not result in any changes to contracts etc entered into by previous members because it is the PCC, as a legal entity in its own right, which has entered into contracts.

### A body of trustees for a charity.

The PCC is also a legal entity: a charity. PCCs with an annual income of more than £100,000 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. All PCC member are charity trustees.

## What a PCC is responsible for

The PCCs responsibilities and functions are set out with the Charities Act 1993, the Church Representation Rules and the PCC Measure (see Annex A for links). These can be summarised as:

### Mission & Vision

*Ensuring the church plays its part in God's mission through the development and pursuit of a vision for the parish*

As disciples of Jesus, our calling is always to seek first the kingdom of God – everything else mentioned in this handbook follows on from there. Even legally, the primary objective of the PCC is to co-operate with the incumbent in 'promoting in the parish the whole mission of the church, pastoral evangelistic, social and ecumenical.' St Michael's PCC seeks to fulfil this responsibility by:

- Seeking, establishing and developing God's Kingdom vision for St Michael's.
- Determining how this vision is expressed in practical terms.
- Assessing (on a regular basis) the church's priorities in order to direct the life of St Michael's towards our vision.
- Identifying and directing the means we have that will help address our priorities (people, spiritual gifts, skills, finance, and resources).
- Recognising the gaps in our means, and discerning how best to address these.
- Appropriately sharing, delegating and equipping those people, committees and groups that will enable the vision to be worked towards and lived as a Church.



- Providing support and guidance to a) those in leadership, b) those with responsibilities and c) the congregation as a whole in seeking to live out our vision.

## Trustees

### *Fulfilling the responsibilities of charity trustees*

As noted above, PCCs are charities and all PCC members are Trustees. This means that PCCs must conform to the requirements and regulations set out by the Charities Commission. In particular, the PCC needs to ensure that it keeps within its declared purpose, and takes care of the finances and other resources entrusted to it. The Charity Commission regulations also specify such things as who can become a trustee (e.g. they must not be an undischarged bankrupt), the way accounts are presented, and some of the content that should be in the Annual Report.

As trustees, PCC members have the control and management of the charity, and are required to ensure it is solvent, well-run, and delivering its charitable outcomes.

## Stewarding Resources

### *Stewarding resources of buildings and equipment*

It is the PCC's responsibility to ensure the maintenance and development of the buildings, grounds and other physical resources in its care, in order to support and resource the mission and ministry of the church.

## Finance

### *Being responsible for the finances of the church, including setting budgets, agreeing expenditure and releasing financial resources*

The PCC agrees budgets to support the ministry and mission of the church, seeking and releasing the necessary financial resources. It also approves the church Annual Accounts and sets financial policies.

## Staffing

### *Fulfilling staffing responsibilities*

The PCC fulfils the legal responsibilities of an employer, and strives to co-ordinate, support, equip and release all church members in their ministries, whether as volunteers or paid staff.



## Risk Management

*Ensuring all employees, volunteers and visitors are kept safe through risk management*

PCCs have a legal responsibility to ensure that all employees, volunteers and visitors to the church's buildings are kept safe and that the church fulfils its duties under health and safety legislation.

## Safeguarding

*Safeguarding children, young people and vulnerable adults*

PCCs must give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. They also have a responsibility to prevent harm to children and adults wherever possible.

## Policy

*Agreeing policy*

In order to ensure the smooth running and management of the ministry and mission of the church, there are key matters of policy which need the PCC's acceptance and agreement (eg safeguarding, health and safety, environmental, equality and diversity policies). Further details can be found at **Section 7**.

## Consultation mechanism

*Linking into the wider structures of the church*

The PCC provides a channel of consultation on national Church matters. PCCs are encouraged to discuss important matters emerging from the national church, and feed in their voice on wider Church issues through Synodical structures (see below). PCCs also enable national church decisions to be permeated down through the life of local churches.

## 3. PCC Membership

Membership of the PCC is governed by Church Representation Rules. A PCC is made up of all clergy licenced to the parish, elected churchwardens, our Reader, those on the electoral roll of the parish who are lay members of deanery, diocesan or general synod and 9 elected lay members. The PCC may also co-opt up to two members during the year.



Lay representatives are currently elected each year at the Annual Parish Meeting. To stand as a lay representative, PCC members must be at least 16 years old, be communicants (regularly receive Holy Communion) and have been on the electoral roll for at least 6 months prior to being elected. Lay representatives should also be people who are:

- Committed members of the congregation.
- Keen to promote the life of the church in the parish and the local community.
- Respectful of other people's views and position.
- Willing to listen, learn and to share ideas, experiences and skills.
- Willing to commit time to regularly attend PCC and other meetings/events and serve where needed.
- Able to debate proposals in an open, frank and courteous manner.
- Caring and good humoured.

People cannot be a member of the PCC if:

- They have been disqualified from being a charity trustee under section 71(1) of the Charities Act 1993.
- Included in a Safeguarding & Vulnerable Group Act 2006 barred list or if you have been convicted of an offence mentioned in Schedule 1 of the Children & Young People Act 1933.
- Disqualified from holding office under section 10(6) of the Incumbent (Vacation of Benefice) Measure 1997.

## 4. How the PCC is organised

As the executive body of the parish, a key area of the PCC's focus is the development and delivery of vision and strategy (the 'Big Picture'). In order to deliver this vision and strategy, operational decisions frequently need to be made on finance, buildings, mission, evangelism, discipleship, pastoral care, patterns of worship and fellowship activities.

Currently, all of these areas are considered by the PCC itself. In order to ensure that the PCC is able to dedicate sufficient time to focussing on vision and strategy, whilst also allowing enough space for full and open discussion on more operational matters, consideration is being given at St Michael's to particular areas of work being delegated to smaller groups. These smaller groups can be enduring or lified, and may contain people who are not on the PCC.

This form of structure is widely regarded as best practice for churches that are seeking to flourish and grow, as it prevents PCC meetings being taken up wholly by discussions on day-to-day matters, rather than on strategic, forward-looking decision making.





## Standing Committee

This is the only smaller group (sub-committee) of the PCC required by church law. It has 'the power to transact the business of the council between meetings thereof subject to any directions given by the council.' Membership of the Standing Committee is determined by church law, and must include the vicar, church wardens, and at least two other additional lay members. At St Michael's, lay members include the PCC Treasurer and Secretary and one or two other members chosen at the first meeting after the APCM to serve for a term of one year.

Terms of reference for St Michael's Standing Committee will be developed, but common tasks include:

- Shaping PCC Agendas
- Implementing detail of PCC decisions
- Taking urgent and/or emergency action between PCC meetings, including authorising unplanned expenditure up to an agreed amount.
- Dealing with confidential matters.

## PCC Sub-Groups

Sub-groups (committees or teams) can be established to help the PCC with some of the more detailed and technical aspects of its work. Their remit, terms and conditions and reporting mechanisms are agreed by the PCC. Sub-groups can be enduring or established for a set period of time.

If it is agreed that sub-groups should be established at St Michael's, all PCC members will be asked to consider joining one, alongside other members of the church family with expertise in a particular area. The more people the church has involved with church life, the more likely the church is to flourish and grow.

*Potential* sub-groups could include:

### a. Finance Committee (enduring)

This team would have delegated responsibility for providing advice, support and practical guidance to the Standing Committee and PCC in relation to budgets, spending, stewardship and the financial position of St Michael's. The Finance Committee would work in close co-operation with the Treasurer.

### b. Buildings Committee (enduring)

This team would have delegated responsibility for the day-to-day care of the Church building and other buildings owed by the PCC, their fitments and fittings, and



surrounding property; together with building cleaning and any caretaking service. The Buildings Committee would work in close co-operation with the Church Wardens.

#### c. Redevelopment Project Team (established for set period)

This team would have delegated responsibility for any future redevelopment project in the church and the church hall.

#### d. Church Flourishing Team (established for set period)

This team would have delegated responsibility for leading the development and implementation of St Michael's Mission Action Plan (MAP).

#### e. Fellowship Committee (enduring)

This team would have delegated responsibility for organising St Michael's fellowship events, including those with an element of outreach.

#### f. Pastoral Committee (enduring)

This team would have delegated responsibility for organising St Michael's pastoral care, including pastoral visiting.

## 5. How our PCC operates

### Efficient and Effective working

Our PCC meets every 6-8 weeks, normally from 7.15 – 9pm on a Monday evening. The meeting always begins with worship.

The meeting is normally chaired by the Vicar. If she is absent, the elected lay chair will chair the meeting.

Members should expect to receive the agenda at least a week before the meeting, and any associated **papers** at least five days before the meeting.

Any significant matters of **disagreement, concern or clarification** should be raised with the chair of the relevant group/committee *before* the meeting in order that necessary discussions are constructive and productive. Essentially a 'no surprises' rule. This does not mean that disagreements are not to be aired – but that there is space and time to prepare for proper discussion.

**Recommendations from sub-groups and working groups** should be considered by the PCC. Where agreement of the whole Council is required, recommendations should usually be either: agreed; agreed with small amendments; or returned to the group for further work with the comments of the full PCC following discussion.



## Minutes and notes of meetings

The **minutes of PCC meetings** are not designed to be a complete transcript of the meeting. They are there to record what was decided, what actions are necessary as a result, and to give a brief indication of the discussion leading up to the decision. Minutes are written to help those who will be reading them in the future to briefly understand what was decided and why.

Names of those making comments or voting in a particular way at PCC meetings will not normally be included in minutes, unless specifically requested by the individual.

Draft PCC minutes are circulated to members as soon as possible after the meeting. Members are requested to suggest amendments to minutes direct to the Secretary and Chair seven days after receipt, so any changes can be taken into account before the next meeting. If no such submissions have been made before the next meeting, it is our custom that the minutes be declared adopted.

Minutes of PCC meetings can be made available to church members on request, subject to any confidential notes being removed. Where confidential notes have been removed, this will be indicated in the published minutes. Summary information of important decisions made by the PCC will be passed to the whole church, as part of the weekly newsletter.

If the number of actions grows, consideration will be given to logging the actions from PCC minutes in a regularly updated PCC Action Tracker, which will be circulated with the minutes and before each meeting with the agenda. This shows progress on agreed actions and ensures no actions are forgotten.

Minutes will be kept of any **Standing Committee** meetings.

**PCC sub-groups** are not required to keep formal minutes, but will be asked to report regularly in writing to the PCC in accordance with an annual PCC Agenda Planner (to be developed). Time will be provided on the PCC Agenda for this, and non-PCC members of the sub-group may be invited to PCC to give input.

## 6. Ways of working

The ways we work as a PCC make a fundamental contribution to the effectiveness of the Council, as well as to the flourishing of St Michael's church. PCC members are therefore asked to commit to:

### Undertaking DBS Checks and Safeguarding Training

As Trustees and senior representatives of the parish, PCC members are required to have a **DBS check**. DBS refers to the Disclosure and Barring Service, which helps



organisations make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. All PCC members are also required to complete **safeguarding training**, to ensure that they are able to contribute to keeping people safe at St Michael's, as well be aware of proper procedures should a safeguarding incident occur.

## Keeping in mind the PCC's role and responsibilities

See Section 2.

## Attendance and preparation

PCC members should aim to attend meetings and to read minutes, financial statements and papers before each meeting, considering prayerfully how best to contribute to the items discussed.

## Contributing

Each member of the PCC is valued for what they bring: their gifts, skills, experience and knowledge. We ask people to offer these in service of the PCC, both inside meetings and in the wider life of the church.

## Connecting

It is helpful for members to attend major activities, not just in the parish but in the diocese and deanery, so that they feel part of the wider church.

## Working to the following high-level principles

- The PCC - and therefore each of us - are there for God, the church, and the parish, rather than our own agendas.
- The most important thing is to keep God at the centre of all our work.
- Loyalty, commitment and support for a shared vision and leadership are essential.
- A healthy PCC is not inward focussed, backward looking, or cynical. It strives to be constructive and forward facing, looking up to God, looking out to the world and looking after others around us.
- We seek to work together as followers of Jesus – with prayer, love, honesty, patience, encouragement, commitment, and generosity.



## Working together in meetings in 10 key ways

These principles manifest themselves in 10 key ways of working together in meetings.

### a. Being prayerful

Prayer is a key part of the whole meeting. Christ is present when we meet.

### b. Being honest

Everyone's opinion is important. We are entitled and encouraged to speak our opinion, to disagree respectfully with each other, and to change our minds.

### c. Listening and speaking well

We listen fully and in order to understand; we listen compassionately; and we allow people to finish speaking before responding. We speak concisely, when we have something relevant and constructive to say. Once we have spoken, we give others space to speak.

### d. Disagreeing well

We think about whether what we are about to say (or how we will say it) may cause hurt, offence or pain to others and we find another way to state our point respectfully if necessary.

We never raise our voices to each other, and take space to calm down if we find it difficult to express our views constructively and calmly.

We resist the temptation to judge, accuse, or 'make it personal' when someone shares a different view to ours.

We debate in the meeting itself – off line discussion and email debates in-between meetings are discouraged, as they tend to generate 'factions' and more 'heat' than 'light'.

We try not to take offence when someone states a different view to our own.

### e. Discussion and questions going through the Chair

We avoid side conversations, as they distract and disrupt the flow of the meeting.

### f. Aiming to reach consensus

We aim to reach consensus in our discussions. We vote on legal matters, matters of significance, and where consensus hasn't been possible.

### g. Being supportive and loyal

We strive to support PCC decisions regardless of how we voted.



### h. Working as a team

We take time to get to know one other, enjoy each other's company and have fun!

### i. Respecting confidentiality

We don't speak about 'who said what' in meetings or about confidential items with those who are not members of the PCC.

### j. Pursuing growth for God's Kingdom

We aim for ongoing growth – spiritually and numerically.

## 7. PCC policies

It is important to develop and agree policies as a PCC, to help ensure we have processes in place to manage potential issues. St Michael's currently has a Safeguarding policy, which can be found on the church noticeboard and our website.

A list of additional best practice policies will be collated in due course. The PCC will be asked to regularly review this list and the contents of any policies developed.

## 8. Role of Churchwardens

Churchwardens play a vital role in the running of the church and are key members of the PCC. They represent all laity in the Parish, not just the congregation or those on the electoral roll.

Following the election at the annual meeting of parishioners, churchwardens must be appointed by the Archdeacon, on behalf of the Bishop. Churchwardens hold office for one year at a time, up to a maximum normally of six years.

The churchwarden's duties set out in law can be summarised as:

- Forming a link between the Bishop, Archdeacon and the parish.
- Representing the parish laity and co-operating with the incumbent (i.e. rector, vicar or priest in charge).
- Encouraging the parishioners in their faith and promoting unity and peace among them.
- Maintaining order and decency in the church and churchyard especially during worship
- Being the legal owners of the church's property – i.e. the plate, ornaments and other moveable goods – and are responsible for keeping an inventory of it.
- Ensuring that all the property is stored safely when not in use.



- Holding a set of keys for the church.
- Carrying out a range of duties which may be specific to the customs of the local church.

A fuller explanation of the role of churchwarden is set out at **Annex C**.



## 9. The place of the PCC in the wider Church

PCCs sit within the Church of England's wider structure and governance arrangements.

### Church of England Structure

#### a. Parish

The parish is the smallest pastoral area within the Church of England. A parish usually has one main church building, the parish church, but may also include [chapels of ease](#) or [daughter churches](#). Bishop's Hatfield, St Michael's is one of 336 parishes in the Diocese of St Albans.

#### b. Benefice and Team

A Benefice is a single parish or group of parishes, normally under the care of a single incumbent, although a number of other arrangements are possible. The incumbent can be supported by team vicars, who may be given responsibility for specific churches. St Michael's is part of the Bishop's Hatfield Team (Benefice), which is made up of five parishes and six churches: St Etheldreda's and St Luke's (Hatfield); St John's (South Hatfield); St Michael's and All Angels (Birchwood); St John the Evangelist (Lemsford); and St Mary's (North Mymms). The Team Rector is based at St Etheldreda's and St Luke's.

#### c. Deanery

A Deanery is a group of neighbouring parishes or benefices forming an administrative area. Each Deanery is overseen by a Rural Dean (an ordained minister) and a Lay Chair (not ordained).

The Diocese of St Albans has 20 Deaneries. St Michael's sits within the Welwyn Hatfield Deanery.

#### d. Archdeaconry

Each Deanery comes under an archdeaconry, which is overseen by an Archdeacon. The Diocese of St Albans' three archdeacons have responsibility for helping clergy and parishes in a variety of ways, including providing pastoral, administrative and legal direction. St Michael's sits within the Hertford Archdeaconry.





## e. Diocese

Parishes, deaneries, and archdeaconries all form part of a Diocese, which is overseen by a Diocesan Bishop.

The Diocese of St Albans covers Hertfordshire and Bedfordshire, Luton and Barnet and has 400 churches. The Diocesan Bishop, the Bishop of St Albans, is supported by two suffragan bishops, the Bishop of Hertford and the Bishop of Bedford. St Michael's comes under the care of the Bishop of Hertford. The Diocesan office is based on Holywell Hill, in St Albans.

## Church of England Governance

### a. Deanery Synod

Each Deanery has a Deanery Synod made up of clergy and elected lay parish representatives. This synod provides a forum for parishes to exchange views on issues affecting the Deanery, and gives the opportunity for initiating shared projects and greater collaboration. The ordained clergy of the Deanery form the Chapter and provide peer support for each other.

### b. Diocesan Synod

The Deanery Synod elects representatives to the Diocesan Synod, the statutory governing body of a Diocese. It comprises three houses: Bishops, Clergy and Laity. The Diocesan Synod is the democratically elected decision-making body of the Diocese.

Diocesan Synod is also a forum for sharing ideas and resourcing parishes in their mission. Furthermore, it considers matters concerning the Church of England and makes provisions for such matters in relation to the Diocese. It can also consider and express its opinion on any other matters of religious or public interest and advise the Bishop on any matters on which they might consult the Synod.

### c. General Synod

General Synod is the national assembly, legislative and deliberative body of the Church of England. Elected representatives from all dioceses gather to debate and decide the direction of the Church.



#### d. Electoral Roll

In every parish, a roll of lay members of the church is created every six years. A lay person is entitled to have their name on the roll if: baptised, aged 16 or over, and declares membership of the Church of England or a church in communion with it. Residence in the parish is not a requirement, with habitually attending worship in the parish can be an alternative qualification. Members on the Electoral Roll meet annually at the Annual Vestry Parochial Church Meetings (AVPCM) to elect Churchwardens and members of the Parochial Church Council (PCC).



## Annex A: Where to go for further information

### Websites:

The Parish Resources website has a useful section on PCCs:

<http://www.pariahresources.org.uk/pccs/>

The laws, rules and regulations about governing churches can be found on this webpage:

<https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide>

More information on being a Trustee can be found here:

<https://www.pariahresources.org.uk/wp-content/uploads/Trustee-booklet-v2.pdf>

### Helpful books:

John Pitchford - *The ABC of the PCC.*

Kenneth MacMorran and Timothy Briden - *A Handbook for Churchwardens and Parochial Church Councillors.*

James Behrens - *Practical Church Management*

MacMorran and Briden - *A Churchwarden's Handbook*

Mark Tanner – *The PCC Member's Essential Guide*



## Annex B: Key Names

### Clergy

Role	Title	Name
Leader of the Anglican Communion	The Archbishop of Canterbury	The Most Revd. Justin Welby
Diocesan Bishop	Bishop of St Albans	The Rt Revd Dr Alan Smith
Suffragan Bishop	The Bishop of Hertford	The Rt Revd Dr Jane Mainwaring
Dean of the Cathedral	The Dean	The Ven Jo Kelly-Moore
Archdeacon	The Archdeacon of Hertford	The Ven Janet Mackenzie
Deanery	Welwyn Hatfield Deanery	Fr Darren Collins
Team/Benefice	Bishops Hatfield Team	Fr Darren Collins
Team Vicar	Team Vicar St Michael's & St John's	The Revd Kathryn Alford
Curate	Assistant Curate St Michael's and St John's	The Revd Kate Douglas



## Parish Roles

Role	Name	Contact Details
Church Wardens	Kim Banham Alexander Jablonski	
Assistant Church Wardens	Kate Wright Andrew Jablonski	
Treasurer	Lynne Fisher	
PCC Secretary	Dawn Bennett	
Safeguarding officer	Nikki Spencer	<a href="mailto:ps@stmichael-hatfield.org">ps@stmichael-hatfield.org</a>
Health and Safety Officer	<i>TBC</i>	
Electoral Roll Officer	Jan Palfreman	
Deanery Synod Representatives	Dawn Bennett Nikki Spencer	

## PCC Members

### *Ex Officio*

Revd Kathryn Alford (Chair)

Kim Banham (Churchwarden)

Dawn Bennett (Secretary & Deanery Synod Rep)

Revd Kate Douglas (Curate)

Alexander Jablonski (Church Warden)

Nikki Spencer (PSO & Deanery Synod Rep)



## **Appointed**

Dave Gunn (Licensed Reader)

## **Elected members**

Valerie Casal

Angela Edinburgh

Andrew Jablonski (Assistant Churchwarden)

Lynne Fisher (Treasurer & Hall hire)

Roger Fisher (Choir leader)

Chris Savage

Nikki Shilton

Margaret Thomas

Kate Wright (Assistant Churchwarden)



## Annex C: The Role of Churchwarden

### Overview

Churchwardens are elected annually under the provisions of the Churchwardens Measure 2001 by the Annual Meeting of Parishioners, as the senior laypeople of the parish and congregation. Their term of office is one year, and they may serve for up to six consecutive terms of office, unless the Annual Meeting passes a resolution to set aside this rule. They are the Bishop's officers, and are admitted to office each year by the Archdeacon, on behalf of the Bishop. Their first responsibility is to the Bishop, usually via the Archdeacon. They, with the parish priest, are generally responsible for the day-to-day functioning of the parish.

Churchwardens are vital to the health and wellbeing of our church communities. It is an important and, at times, a demanding role.

The Canons of the Church of England [Canons E1.4 and E1.5] state that churchwardens shall be foremost in representing the laity and in cooperating with the incumbent; they shall use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them. They shall also maintain order and decency in the church and churchyard, especially during the time of divine service. The property, in the plate, ornaments and other moveable goods of the church, is vested in them, and they should keep an up-to-date inventory of these items, and deliver them to their successors.

Churchwardens should:

- care for and support the parish priest, and be people to whom the incumbent can turn to for advice and support
- try to ensure that the incumbent is relieved of superfluous administrative, and other, tasks
- provide feedback, as a 'critical friend', for the parish priest
- care for the congregation and encourage people in their Christian faith
- help to resolve disputes or disagreements amongst the congregation or with the parish priest, or with the local community
- When any concerns arise, they should consult the Area Dean and/or Archdeacon.

Churchwardens should have a set of keys for the church.

They should attend services regularly, and normally arrive in good time to support the welcome group, be present for any refreshments, and assist in tidying up after services.

During a vacancy in a parish, the churchwardens, along with the Area Dean, are responsible for ensuring that worship, pastoral care and mission continues in the



parish, and for supporting any assistant clergy, lay ministers, staff and volunteers in the parish in their responsibilities.

The way in which churchwardens exercise their office will vary from parish to parish.

## Detail

### *1. Meetings / Trusteeships*

Church Wardens are *ex officio* members of the PCC (the trustees of the parish), and may be appointed to the PCC Standing Committee (see M31 of the PCC model rules). Churchwardens become members of the PCC from the moment they are elected, although they might not be admitted to office by the Archdeacon until several weeks later.

They may also be *ex officio* trustees of parish ecclesiastical and parochial charities. They should meet regularly with the incumbent.

### *2. Administration*

With the incumbent and PCC, they should use their best endeavours to ensure that:

- there is adequate provision for and oversight of the administration of the parish, including financial administration
- there are proper procedures in place for recruiting, and managing lay staff and volunteers
- the PCC adopts a Safeguarding policy, and has an action plan for ensuring that the policy is implemented
- the PCC has a health and safety policy and ensures that it is implemented
- there are adequate preparations for the Archdeacon's triennial parochial visitation.

### *3. Finance*

They should use their best endeavours to ensure that:

- there are proper systems in place for counting collections, recording amounts and their secure holding until they can be banked
- adequate processes are in place for managing the finances of the PCC
- expenses of office are paid to the clergy
- the church is adequately insured
- all bills are paid
- the PCC contributes to the Diocese's Common Fund
- the parish's end of year accounts, and other returns are submitted promptly.

In the absence of a PCC Treasurer, the churchwardens must fulfil the role of Treasurer together.





#### *4. Mission*

Churchwardens should use their best endeavours to ensure that:

- the PCC has a Mission Action Plan, and pays attention to implementing it
- there is an appropriately encouraging welcome to people attending church
- the church is open to the public as much as possible.

#### *5. Pastoral Care*

Churchwardens should use their best endeavours to ensure that the pastoral work of the Church is being undertaken in the parish and amongst the congregation.

#### *6. Buildings and Contents and Property*

Churchwardens are responsible for ensuring that the PCC cares for and maintains the church and its contents and other buildings in the parish, and the churchyard or grounds.

They are responsible for ensuring that:

- there is a terrier, (the list and description of any land or buildings belonging to the church)
- proper records of any property transactions, including licences under Faculty and tenancy agreements and leases are kept
- a list of all ecclesiastical trusts and charities associated with the parish is maintained
- an annually updated inventory and photographic record of all the items belonging to the church it retained
- quinquennial repairs are carried out
- a log book of all alterations and repairs to the church and its lands and contents exists
- appropriate building and contents insurances are in place
- an annual report is made on the fabric of the church and any other buildings to the Annual Parochial Church Meeting
- all valuable items are securely kept
- the Archdeacon and the DAC are consulted about any repairs or alteration to the church, or any acquisitions or disposals of contents, and that a Faculty is obtained before any work is begun.

#### *7. Liturgy and Worship*

In the absence of the parish priest they are responsible, with the Area Dean, for ensuring that there is someone to conduct services, and that liturgy and the life of the parish continues as far as possible as with the previous incumbent. If there is no one available they should conduct any service, as far as possible themselves. They must check that all visiting clergy hold the Bishop's licence or Permission to Officiate.



They should ensure that the service register and other registers are properly filled in.

During a vacancy in the parish, they, with the Area Dean, are responsible for the good ordering of the parish.

They are responsible for ensuring that people are properly welcomed to the church and to services, and that sidespeople are appointed.

They are responsible for good order in the church and churchyard or the equivalent. In the event of a service being disrupted or a disturbance in church they should call the police, and, if necessary, may arrest a person, or escort them off the premises.

At the end of their period of office churchwardens should handover their keys to their successors, and the inventory, which should then be checked and signed.

Churchwardens are not expected to do everything above themselves, but to make sure that there are other people available to carry out the various tasks.

*Source: W.M.Jacob, formerly Archdeacon of Charing Cross, March 2015*