

# *The Parish of Saint Peter Leckhampton*

**March 2008**

Thank you for considering whether to stand for election as a member of the Parochial Church Council.

This pack has been drawn up to give you some useful information about the PCC.

We aim to make our meetings lively, useful and fun so that we can achieve the important work for which Christ has chosen us.

Everyone who serves on the PCC brings something new to its life. As you consider whether God is calling you to this task, please read the information in this pack to help you understand what the PCC is doing and how this fits into the pattern of what the Church of England is doing.

Please feel free to talk about the work of the PCC to any of the present members.

To help you in discerning if God is asking you to undertake this ministry, you may like to use the Parish Prayer based on the aims of our Vision Statement.

We pray together for the Parish of St Peter's

Grant us wisdom to live the Good News of Jesus Christ

Develop our prayer life

Deepen our understanding of the Gospel

Guide us as we strive for justice, peace and equality

Direct us as we work for the spiritual growth and well-being of our community

Be alongside us in our ministry of healing and reconciliation

Give us grace to witness our faith in all that we do

Amen

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## *A user friendly guide to your PCC*

PCCs were established by Act of Parliament in 1921 to enable lay people to have a greater share in the work of the Church. They took over some of the duties and responsibilities of the Churchwardens. Others were passed to the recently formed Parish Councils.

### **Membership**

Membership of the PCC is mostly by election at the Church's Annual Meeting. Those eligible to stand must be communicant members of the Church (or in good standing as members of another Church), and on the Electoral Roll. The PCC can also co-opt to membership in certain situations.

### **Primary Roles and Functions**

The primary roles of the PCC and of each member are

§ to plan and implement a strategy for the whole mission of the Church in this parish, (worship, pastoral care, outreach, education, financial, social):

§ to be responsible along with the Treasurer for the good ordering of the finances

§ to be responsible for the maintenance of the Church, Churchyard and Cottages under the leadership of the Churchwardens.

The PCC meets at least four times a year. With such a large body, its main purpose is the formation of policy. Details of implementation will rest with the Standing Committee,

and the various subcommittees.

The PCC makes an annual report to the Annual Meeting. This body has authority to decide numbers and terms of PCC Membership. Current membership is made up of the Incumbent, assistant Clergy and Churchwardens, 4 members elected to the Deanery Synod, 15 elected members, 2 ex-officio members. 26 in total.

The PCC is linked to other bodies such as the Deanery Synod, Churches Together in Cheltenham, Leckhampton School Governors and will receive reports from these bodies on which it may sometimes have to take action.

### **PCC SubCommittees**

Each PCC member will be asked to serve on one of these Sub-Committees (and other members of the Congregation may also be asked to join.)

*Standing Committee* deals with many items of business in between meetings to do mostly with finances and care of the fabric

*Worship Committee* - plans and reviews the Worship

*Nurture Group* - plans for the nurture of the Christian community eg House Groups, Advent/Lent courses also supports Bereavement visiting and Prayer Visiting

*Magazine Committee* - looks after the support and development of the Magazine

*Web Committee* - has set up and is developing the Website

*Stewardship Committee* - to be (re)formed this year to reinvigorate the teaching and practice of Christian Stewardship

*Social Committee* - coordinates a calendar of Social events to develop our fellowship

*Leadership Team* is formed by the Clergy, Wardens and Readers

## **Good Practice**

A guide to good practice as a member of the PCC

- To pray regularly for the work of the PCC and for each member
- To attend each meeting
- To prepare for each meeting by careful preparation using the Agenda and related

Minutes and papers.

- To ask for necessary information before each meeting
- To be well informed about PCC plans
- To raise matters of concern made to you in good time

*At the meeting*

- Attend on time
- send apologies in advance
- the meetings will be chaired by the chair and vicechair, please address remarks to whoever is chairing the meeting for each item
- keep to the agenda items
- listen courteously to each member in discussion and respect different points of view, ask to speak 'through the chair'
- Raising items - these should be notified in advance to the Secretary. (some items may be dealt with by the Rector and Churchwardens when appropriate.)
- Keep prayer to the fore as we are here to do God's will

## **Legalities**

PCCs are accountable in law for their actions so the Minutes must be accurate and that each PCC must follow the requirements of Canon Law in such matters as Faculties. It

must also publish an annual report on its activities including its audited accounts every year in accordance with the requirements both of Church authorities and the Charity Commission.

The Churchwardens are required to keep an annual log of work undertaken to the fabric and furnishings. They produce an annual report on this for the Annual Meeting.

A Terrier and Inventory is maintained on the land, property and goods technically owned by them. This is updated each year and presented to the PCC, whose representative signs it.

Legislation to do with the care and protection of children, Health and Safety, Access for the disabled and other measures affects what we do. The PCC has and is developing policies to address these matters.

The Church has its own internal procedures and a draft guide/Code of Practice has been drawn up and is reviewed annually.

PCC members also need to note the limits of their powers. There are some matters in parish life which are solely the prerogative of the Rector as part of his freehold. For example, the PCC does not pay the stipend of the Incumbent (it contributes to the cost of all stipends through the Parish share system). It does not own the Rectory/grounds.

(These are Benefice property to which the Incumbent may invite the parish but is under no obligation to do so). The PCC may determine patterns of worship but the Rector has the final say on how a particular service is carried out and who is involved. The Rector may consult the PCC on some matters but is not necessarily bound by their views.

## **Administration**

The PCC has provided for the post of a Parish Secretary to assist the Rector. The Office is currently housed at the Rectory Room and is open from 9-1 on Monday, Thursday and Friday mornings.

## **Churchyard**

The PCC pays for the services of Chris Jowett for 9 hours per week to maintain the Churchyard (along with the volunteer helpers)

## **Director of Music**

The post of Director of Music is governed by a Service agreement signed by the Director, the Rector and a PCC member. The agreement sets out the work and responsibilities of the Director of music. (The PCC agrees an annual fee to the Director for these services.)

## **Church Cottages**

The building is leased to the PCC on a 99 year lease from the Diocesan Glebe Committee. The PCC is responsible for the good order of the whole building and its surrounds. Because of the Insurance cover available, there are important matters to consider before the building can be hired out to members of the public (as well as restrictions because there is no caretaker.)

## **Useful books to read -**

§ An ABC for the PCC by John Pitchford (Stephen Gale has copies)

§ A Handbook for Churchwardens and Parochial Church Councillors (Macmorran & Briden).

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