



# The Parish of Horndon, Orsett and Bulphan

## Role Description – PCC (Parochial Church Council) Member

The PCC is the main decision maker of a Parish. Its members are clergy, churchwardens and others elected by the Annual Parochial Church Meeting (APCM) of the Parish. Its powers and duties are defined by legislation and can principally be found in the PCC (Powers) Measure 1956.

### **Responsible to:**

- The Rector

### **Person specification:**

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.
- To maintain confidentiality and share any concerns with the Rector.

### **Safeguarding:**

- To read and adhere to all aspects of the Parish Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role
- To undertake an enhanced DBS check
- To complete on-line Basic and Foundation safeguarding training, must be retaken every three years.
- To complete Raising Awareness of Domestic Abuse training, must be retaken every three years.

### **Key roles and responsibilities:**

- To complete a Charity Trustee Eligibility form
- To consult with the Rector and PCC on matters of general concern and importance to the Parish; and promote in the Parish the whole mission of the church, including its spiritual, legal, financial, pastoral and missionary functions
- This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any Parochial Church Council roles and responsibilities
- To attend PCC and Parish events such as Away Days and attend any Parish training

### **Along with other PCC members:**

- To share the privileges and responsibility of decision making with the Rector
- To take responsibility for the right administration of the Church and its properties
- To make financial provision for the parish share, and the general running costs of the Parish; and to attend to charitable needs/mission giving in compliance with Charity Law
- To respond to Diocesan and Deanery Synods, and communicate matters of concern to them
- To be responsible for maintaining and repairing all Church buildings, contents and surrounding grounds, walls, fencing and hedging. To be responsible for the payment, but also to ensure the work is completed to the required standards.
- To be responsible for carrying out the recommendations of the quinquennial report
- To be responsible, along with the Rector, for deciding which forms of services are used within the Parish
- To attend meetings regularly and to read minutes, financial statements and papers before each meeting and carry out agreed actions following meetings
- To pray over agenda items, and listen to others with an open mind
- To participate in discussions and maintain the confidentiality of the Council as appropriate
- To be consulted on the appointment of a new Rector

Role description ratified at a PCC meeting on 26th November 2024

*Knowing and sharing the love of Jesus in the Church and community*



The Church of England  
in Essex and East London  
Diocese of Chelmsford

**Criteria for becoming a PCC member:** To be considered for membership of the PCC, a person must:

1. Have been on the church electoral roll for at least six months before the election
2. Be over 16 (To be aware over 18 for Deanery Synod)
3. Consent to being appointed
4. Be nominated by 2 people from within the congregation
5. Have received communion at least three times in the past year
6. Be legally allowed to be a Charity Trustee (see Charity Commission website [charity-commission.gov.uk](http://charity-commission.gov.uk))
7. Be willing to stand down after having served a 3 years term, and not seek re-election for one year after that

**Parochial Church Council Membership Licensed members:**

- The Rector
- Other ordained staff licensed to the Parish
- Deacons and other lay workers (Licenced Lay Ministers by invitation of the APCM)

**Elected members:**

- Number of representatives of the laity is according to the electoral roll
  - no more than 50 = 6
  - more than 50 no more than 100 = 9
  - more than 100, a further 3 per 100 up to a total of 15
- Each serving for a period of three years. Roughly one third of the PCC is elected each year at the APCM.

**Ex-Officio Members:**

- The two churchwardens appointed on an annual basis by the APM.
- Deanery Synod members – elected to serve for a three-year period. As well as attending PCC meetings, they attend Deanery Synod meetings.

**Co-opted members (with voting rights):**

- The Chair together with the PCC may co-opt persons to serve until the next APCM – e.g. the Treasurer and Secretary (if no elected member is fulfilling these roles).
- The number of co-opted members must not exceed one fifth or two people whichever is the greatest number

**Appointed laity (without voting rights):**

- The Treasurer and secretary can be appointed if there is no-one on the PCC who is able to fulfil this role

**Voting Procedures:**

- Each recommendation is required to be both proposed and seconded.
- Each member of the PCC is entitled to one vote. The Chair may exercise their right to a casting vote in the event of a tied decision.
- Issues may only be decided by a majority vote.
- The PCC is quorate if a third of its current membership is present.