



# The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

## Role Description – PCC Secretary

### **Responsible to:**

- The Rector and through him or her to the PCC.

### **Election:**

- To be on the PCC and elected as secretary;
- or not be a member of the PCC, but be co-opted annually with full voting rights;
- or be appointed without voting rights if other PCC membership criteria is not fulfilled

### **Person specification:**

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector
- To have good language skills and be internet and computer literate

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

These are set out in the Church Representation Rules and include:

- Liaising with the Parish clergy to decide the agenda for parish meetings
- To use a hobnob email account for church business
- Arranging room bookings for PCC meetings
- Preparing and distributing agendas for PCC meetings
- Keeping in contact and receiving notes and minutes of any subgroups that the PCC establish and also being the conduit for any information from the Diocese and other agencies
- To handle correspondence for the Parish
- Writing thank you letters on behalf of the Parish except in situations where matters are held in confidence by the treasurer or Rector
- Taking minutes at PCC meetings and distributing them promptly following meetings after emailing them to the Rector for checking
- Keeping a record of all decisions made at PCC meetings
- To keep a copy of PCC meeting minutes available for public inspection
- To organise and publicise the Annual Parochial Church meeting
- To report to the APCM on the work of the PCC over the preceding year through the Annual Report produced in cooperation with the treasurer
- To keep Diocesan staff informed of any changes of parish officers
- To attend PCC and Parish events such as Away Days and Parish training

Church Representation Rules 2020 are available at [www.churchofengland.org/church-representation-rules](http://www.churchofengland.org/church-representation-rules).  
The sections about PCCs & the Parish are an essential reference guide for every PCC Secretary.

### **Safeguarding:**

- To read and adhere to all aspects of the Benefice 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 if required
- To complete online C0 and C1 basic safeguarding training
- To complete a Charity Trustee Eligibility form

Role description reviewed February 2021

