ROLE PROFILE – PCC SECRETARY

PERSON SPECIFICATION

A PCC secretary doesn’t have to be someone who works as a secretary in their employment; a willing and organised person can do an excellent job. The following are the important qualities required:

* Be committed to the Church’s mission and ministry, and appreciate the role of the parish in the community.
* Have/Possess organisational ability: not only the ability to prepare key documents for meetings, but the ability to keep on top of correspondence and timelines.
* Be able to attend PCC meetings and PCC Standing Committee meetings.
* Respect the confidential nature of the information in the secretary’s possession.
* Be willing and able to work well with others as a member of the PCC and the wider church.
* Qualify as a Trustee as required by the Charity Commissioners: i.e. be over 16 years old and not be disqualified because of bankruptcy or criminal convictions for financial wrongdoing.

**Main jobs of St Ann with Emmanuel PCC Secretary**

* Makes sure minutes and agendas are available at (and distributed previously by email) PCC meetings.
* Takes and types up minutes, distributing them (mainly by email) to PCC members
* Works in co-operation with Chair (Maureen) & Vice-Chair (Densel)



THE TASK

The workload and complexity of a secretary’s job will depend on the size and activities of the parish. Nevertheless, the following tasks are to be expected:

* To prepare and circulate paperwork for PCC meetings, (provided by Chair/Vice Chair) including the notice of meeting, agenda, supporting documentation and minutes, aiming for 2 weeks before PCC, and minutes within 2 weeks after PCC.
* Occasionally deal with some PCC correspondence (with courtesy and clarity).
* To respond to occasional requests from the diocesan office from time to time, e.g. in interregnum.
* With Chair & Vice Chair to take a role in organising the APCM: post the appropriate notices at correct times. With Vicar and Admin commission, collect, produce and issue written reports, agendas and minutes.
* Being part of the team collating the Annual Report to the APCM on the work of the PCC
* Send, or arrange to have sent, a copy of the report to the diocese together with a copy of the Annual Accounts.
* To ensure that there is an up-to-date copy of the Church Representation Rules available at the meeting, and to particularly understand the rules relating to voting procedures and the eligibility of persons to vote.
* To notify the diocese of any change in parish officers or their contact details as soon as possible, e.g. PCC secretary, treasurer, electoral roll officer, churchwarden, and so on.
* To notify the diocese and Deanery Synod secretary of changes in parish representatives on Deanery Synod.

