



ST NICOLAS, GREAT BOOKHAM

Building Faith in the Community

Role description for PCC members

Role: To consult with the Incumbent and PCC on matters of general concern and importance to the parish; and promoting in the parish the whole mission of the church, including its spiritual, legal, financial, pastoral and missionary functions.

PCC members are trustees of St Nicolas Church. Those joining the PCC accept the legal duties of trustees and potentially, if those duties are not discharged with due care, the legal liabilities that could flow from their trustee status. In taking on the role as a charity trustee, PCC members are required to complete Trustee Eligibility and HMRC Fit and Proper Person Declarations and have an enhanced DBS check.

(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)

For this role you are recognised to be: A person of integrity, called by God and approved by St Nicolas' Church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

Responsibilities include, along with other PCC members:

- To share the privileges and responsibility of decision making with the incumbent
- To take responsibility for the right administration of the church and its properties
- To ensure financial provision for staff salaries, parish share, and the general running costs of the parish; and to attend to charitable needs 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 ensure the timely payment, and also that the work is completed to the required standards. To be responsible for carrying out the recommendations of the quinquennial report.
- To be consulted on the appointment of a new incumbent.
- To be responsible, along with the incumbent, 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. (There are five meetings a year on Monday evenings and additional meetings may be arranged from time to time to discuss specific issues).
- 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 available as a conduit of views from the congregation to the PCC.
- To be aware of the specific safeguarding responsibilities of the PCC [Safeguarding Policy | Diocese of Guildford \(cofeguildford.org.uk\)](#) . Basic Awareness, Foundation level and Raising Awareness of Domestic Abuse training is required for this role.



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- To read, adhere to and promote the church's Safeguarding Policies, including Safer Recruitment and Training requirements; and to adhere to all other policies of the church.
- Certain additional responsibilities may apply to those PCC members who have a more specific role e.g. treasurer/secretary. These are to be agreed and reviewed with PCC/incumbent.

How you will be supported:

You will be supported in this role through the prayer of the church family and ministry team. Should you identify that you need any specific training in order to fulfil the responsibilities of this role, the cost of this can be supported by agreement of the PCC

Reports to: The incumbent

Agreement: I agree to being a PCC member at St Nicolas' Church, with support of and under supervision of the incumbent. I agree to comply with all aspects of St Nicolas Church and the Diocesan Safeguarding Policies (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other church policies.

Name (print and sign):

Date:

Incumbent: _____

Date:

This role description will be reviewed every 3 years.

Revised July 22