



HANDBOOK FOR

PCC SECRETARIES AND ADMINISTRATORS

PCC Secretaries' Handbook

Welcome to the office of PCC Secretary. Every year a number of enquiries is received at the Diocesan Office for information about the responsibilities of a PCC Secretary, both from new holders of the office and old hands.

This revised booklet attempts to set out the main responsibilities of the PCC Secretary and offer useful guidance on best practice to them and Parish Administrators. **However, it is in no way a definitive reference tool and should always be read in conjunction with the *Church Representation Rules (2020)***

The new edition of Church Representation Rules 2020 (CRR) gives up-to-date chapter and verse on the legalities of governing a church www.churchofengland.org/more/policy-and-thinking/church-representation-rules. The revisions are part of the national church's simplification work - they have been streamlined, and hopefully become less burdensome as well as easier to follow.

Every Parish should obtain a copy of the new Rules – available on the Church of England website. Some of the key changes are ...

- 1) Simplification of the **revision of electoral rolls** – names no longer need to be removed during the year. Electronic publication also possible. The published roll must include names but not addresses. Rules 2, 4, 4(8) and 5
- 2) **Annual meeting** – this must now be held between 1 Jan and 31 May. This will mean that from 2021 onwards, Archdeacons' or Primary visitations will take place in June and not May. Sides people must now be appointed by the PCC, not at the APCM. Rule M1
- 3) **Elections to Deanery Synod** – a person elected in 2020 or subsequently as a lay member of a deanery synod is limited to two successive terms and is then ineligible for election for three years, unless a resolution passed at the annual parochial meeting to disapply the number of terms to be served. (Rule M8(5) to (7))
- 4) **Lay members of a PCC** must be in the majority both when forming a PCC and at any quorate meeting. Rule M27 (2)
- 5) The minimum number of **PCC meetings** a year is no longer specified, only enough to ensure efficient transaction of business.(Rule M23(1))
- 6) **Joint PCCs** – churches within the same benefice can now opt to form a single PCC. (Section C of part 9)

- 7) **Bishop's Mission Orders** must now keep a membership roll, and those on it are entitled to be represented on deanery synods, and to stand for diocesan and general synod. (Rules 24, 36 and 50)
- 8) **GDPR** – the new rules have been designed to avoid any need to obtain consent from individuals for using their data for the purposes of the Rules.
- 9) **Electronic communication** – is now provided for, including electronic voting methods if considered appropriate by the Chair. Any decisions made through correspondence must be reported to the PCC at its next meeting. (Rule M29 and Rule 76)

We hope that this publication will further enable us all to work together in supporting the work of the Church. The main contacts in the Diocesan team are kept updated on the diocesan website.

PCC & Synod Governance:	Archdeacons' PA's	Kelly.quinn@blackburn.anglican.org Gillian.beeley@blackburn.anglican.org 01254 503072 or 07384 819825
Clergy & Parish HR	Andy Cooke	andrew.cooke@blackburn.anglican.org
Stewardship, Gift Aid and Church Accounts	Stephanie Rankin	stephanie.rankin@blackburn.anglican.org 01254 503273
Communications	Ronnie Semley	ronnie.semley@blackburn.anglican.org 01254 50316
Safeguarding	Sharon Hassall	sharon.hassall@blackburn.anglican.org 07711 485170
Registry	Registrar	Lisa.moncur@blackburn.anglican.org 07966 531786
	Clerk to Registry (contact first!)	patrick.brown@blackburn.anglican.org 01254 958837
Finance and Parish Share:	Ruth McGaughey	ruth.mcgaughey@blackburn.anglican.org 01254 503275

Please telephone or email us if you have any questions or concerns or would like to arrange a visit to your parish by one of the team. Other contact details are on the website, www.blackburn.anglican.org

Please let us know if you have any suggestions for additional information you would like included, or areas where further clarification would be helpful. This handbook is also available on the Diocesan website and will be updated regularly.

Finally, please ensure that this booklet is passed on to your successor when there is a change of PCC Secretary.

Archdeacon David
Archdeacon of Lancaster

Archdeacon Mark
Archdeacon of Blackburn

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Role

The primary responsibilities of a PCC Secretary are to support the Chairman in the preparation and organisation of meetings and to handle all correspondence on behalf of the PCC. The Diocesan Office will also need to contact you from time to time requesting specific information. Every effort is made to keep this burden to a minimum, but we would be grateful if you could respond to all communications as soon as possible.

Key Tasks

- To inform the Diocesan Office of their name and that of the other officers elected at the Annual Parochial Church Meeting (APCM) - churchwardens, treasurer, safeguarding officer and secretary - by email to karen.ashcroft@blackburn.anglican.org
- To liaise with the Parish Priest, who is the Chairman of the Parochial Church Council (PCC), over the preparation of the agenda and supporting papers for meetings of the PCC (to liaise with the Vice Chairman during a vacancy).
- To advise PCC members at least 10 days in advance of the next meeting, and to prepare, produce and issue the agenda and supporting papers to every member in good time, at least 7 days before the meeting.
- To attend PCC meetings and take accurate notes from which to prepare the minutes.
- To produce and distribute the minutes of each meeting.
To ensure that a copy of the minutes and any supporting papers (**but excluding any confidential items**) are available for public inspection.
- To keep an accurate record of attendance at meetings.
- To ensure that the PCC fixes the dates of any future meetings.
- To record all resolutions passed by the Council, together with the names of the proposer and seconder and voting figures.
- To handle correspondence on behalf of the Parish.
- To respond to requests from the Diocesan Office from time to time, eg to convene a Section 11 meeting which must be held within 4 weeks of receiving notice of a forthcoming vacancy in the benefice from the Designated Officer (jointly with fellow PCC Secretaries in a multi-parish benefice).
- To organise the Annual Parochial Church Meeting (APCM); post the appropriate notices and commission, collect, duplicate and issue written reports, agendas and minutes.
- To prepare, or have prepared, an Annual Report to the APCM on the work of the PCC and send, or arrange to have sent, a copy to the Diocesan Secretary together with a signed copy of the Annual Accounts.

- To ensure that there is an up to date copy of the *Church Representation Rules 2020* available at the meeting and understand particularly the rules relating to voting procedures and the eligibility of persons to vote.
- To notify the Diocesan Offices of any change in parish officers, or their contact details as soon as possible, ie PCC Secretary, PCC Treasurer or Electoral Roll Officer.
- To notify the Diocesan Offices and Deanery Synod Secretary of changes in Parish Representatives on Deanery Synod.

In addition, Secretaries may be asked:

- To post the appropriate notice and certificate for the Electoral Roll (in the absence of an Electoral Roll Officer).
- To service meetings of other groups in the Parish.
- To seek information from the Diocesan Advisory Committee (DAC) and/or to handle applications for Faculties.

Correspondence

The PCC Secretary will respond to correspondence on behalf of the parish after consultation with the Chairman.

Key Rules Governing PCCs (See *Church Representation Rules (CRR)*)

www.churchofengland.org/more/policy-and-thinking/church-representation-rules

Number of meetings

The Rules no longer specify a minimum number of meetings which must be held each year. Instead the PCC is required to hold a sufficient number of meetings to enable the efficient transaction of business. **(M23(1))**

Annual Meeting

The APCM must now be held between 1 January and 31 May (previously 30 April) **(M1)**.

Membership

A PCC is made up of all licensed clergy, readers (see*below) and lay workers in the parish, benefice or team; the churchwardens; any lay representatives on Deanery Synod, Diocesan Synod or General Synod who are on the electoral roll of the parish; and a number of elected lay representatives whose names must appear on the electoral roll **(M15)**. The number of elected representatives a PCC can have is dependent on the size of the electoral roll.

** Readers are not automatically ex-officio members of the PCC but are only members of the PCC if the APCM so determines, and it can decide which and how many of the readers if there are several **(M15(1(h))**. The determination of the APCM continues until it is changed at another APCM and does not have to be addressed every year.*

Readers will also be eligible for election to the PCC as representatives of the laity if they are on the electoral roll of the parish.

The PCC can also decide to co-opt at least 2 additional members on to the PCC as long as this is not higher in number than one-fifth of the elected lay representatives on the Council. All co-opted members have either to be ordained or be lay communicants over 16 years old. **(M15((1)(k)) and M15(10))**

The number of elected lay members a parish can have on their PCC is dependent on the size of their electoral roll **(M15(8))**.

Electoral Roll: 50 or under	Number of Elected Representatives:	6
Electoral Roll: 51-100	Number of Elected Representatives:	9
Electoral Roll: 101-200	Number of Elected Representatives:	12
Electoral Roll: 201-300	Number of Elected Representatives:	15

If a parish wishes to have more than 15 elected representatives, this must be agreed at an APCM and a special resolution passed.

Quorum

A PCC is quorate, ie can conduct business, if a third of its current membership is present and the majority of persons present are lay. See **Rule M27** for all the details.

Business

Three quarters of the members present at a meeting must consent to the transaction of any non-agenda item of business. **See Rule M27(3)**

Voting

This is decided by a simple majority of those members present and voting (the Chairman has a second, or casting vote if necessary). **See Rule M27 (4-6)**

Postponed Meeting

If a meeting has to be postponed, PCC members must be given written notice of the date of the reconvened meeting within 14 days of the postponed meeting. **See Rule M25 (6-7)**

Emergency Meetings

- Can be convened by the Chairman by giving every member whatever notice is practicable. **See Rule M25(8)**
- The quorum for such a meeting is a majority of PCC members.
- Only business specified in the notice convening the meeting may be transacted.

Committees

The PCC **must** appoint a Standing Committee. The Parish Priest and Churchwardens are members ex-officio. The detail is in **Rule M31** but if there are more than 50 names on the electoral roll at least 2 other PCC members must be appointed to the Standing Committee to make 5 members. The PCC **may** appoint other committees (eg for Mission and Evangelism, Fabric, Worship, Stewardship, etc).

The production of agendas and the recording of minutes are two of the main regular duties of a PCC Secretary. Advice on this is set out below.

Notice of meeting

A notice announcing the meeting and signed by the Parish Priest should be posted on or near the church door in a position readily visible to members of the congregation 10 clear days before the meeting **M25(1-3)**.

Agendas

Agendas should be prepared in consultation with the Chairman and finalised by the Standing Committee. Agendas should be circulated 7 days prior to the meeting **M25(4)**. Remember that any member of the PCC is entitled to ask for an item to be included (**M25(4c)**). Any additional papers should be attached.

An Agenda Template is in the back of this document

Regular agenda items will be:

- Apologies for absence.
- Conflicts of interest.
- Confirming the minutes of the last meeting.
- Matters arising from the minutes.
- Finance
- Safeguarding
- Receiving minutes of sub-committees and working parties (if these have been established by the PCC).
- Correspondence.
- Any items requested by the Deanery or Diocese.
- Confidentiality.

Each agenda item should be worded in a way that makes its purpose clear. It may even be helpful to indicate how much time is expected to be spent on each item.

Notes

If a guest is attending for one or a limited number of items, it is helpful to place the item(s) near the beginning of the agenda so that the guest need not remain for items for which he/she is not required.

Business that is not specified in the Agenda (Any other urgent business) may not be transacted except with the consent of at least three quarters of the members present (**M27(3)**). It is good practice to ask that **any** item requiring an answer should be notified to the Chairman or Parish Priest at least 48 hours before the meeting. Major items of business should NOT be raised under this heading, except in an emergency. They should be included as separate items on the next agenda.

Minutes

The Secretary must keep a record of the proceedings of meetings of the PCC. The purpose of taking minutes is to provide a record of a meeting that is: **accurate; brief and clear.**

The minutes (**M28**) must include:

- the title, date, time and location of the meeting.
- a complete list of everyone present at the meeting including invited attendees.

They should also include:

- apologies for absence
- minutes of the last meeting including a record of any corrections and a note that minutes were approved.
- matters arising from the minutes - normally this reports action taken as a result of decisions at the last meeting.
- a record of all papers that were viewed by the Committee during the meeting.
- the precise wording of motions, resolutions and amendments together with the names of the proposer and seconder. The results of any votes must also be recorded.
- only the main points of discussions held. A full transcript of everything that is said is not required.
- a record of what actions are to be taken and by whom. Confidentiality, ie deciding whether any items should not be discussed outside the meeting, and whether any items should be recorded separately in a confidential section.
- the date of the next meeting.
- All minutes should be signed at the next meeting by the Chairman to confirm that they are an accurate record.
- Any amendments should be added before the minutes are signed.

A Minutes Template is in the back of this document

Minutes—Ten Points for Success!

1. Listen to the discussion and note the points on which the meeting reaches general agreement. If there is a clear split in opinion summarise both sides. Record the decision, but don't try to write a transcript.
2. If you are unsure of the decisions taken on a particular item, you must ask the Chairman to summarise the discussion. A good Chairman will do this anyway, for the benefit of the meeting as a whole, especially if the discussion has been a long one.
3. Make notes during the meeting and write up the minutes afterwards. Do this as soon as possible while the proceedings are still fresh in your mind.

4. Minutes are effectively a history of the PCC and as such should normally be written in the past tense. They should be written so as to give someone who was not at the meeting a clear summary of what took place.
5. Sections and paragraphs within the minutes should be numbered for easy reference and should have clear headings. It will help to start with the year, eg 2020/01, 2020/02, etc.
6. Matters discussed in different parts of the meeting can be brought together in the minutes if this makes the record of the meeting more understandable.
7. When the PCC decides on action to be taken, make sure that both the action and the person taking it are clearly shown in the minutes. You may find it helpful to include an 'Action Column' which lists the person responsible against each item. Alternatively, you could underline, or show in capital letters both the action and the person taking it.
8. The PCC as a whole is responsible for the decisions taken at its meetings. However, any member can ask to have their dissent formally recorded in the minutes.
9. Where the PCC decides that part of the meeting is confidential, you should minute those items separately (preferably on coloured paper and marked 'Confidential' or as an appendix if electronic, so that it is separate and cannot be circulated by mistake).
10. When you have prepared the draft minutes show them to the Chairman for approval. Once approved they should be circulated, and a copy filed. It is best if the minutes are circulated as soon as possible after the meeting. They will not, of course, be **formally** agreed until the next full meeting of the PCC so retain your original notes.

Circulating the minutes

You should circulate the minutes as soon as possible after the meeting (preferably within 2 weeks) to prompt those responsible for taking action. At the latest, the minutes must be circulated with the agenda for the next meeting. You must establish with the PCC which arrangements they prefer (if this has not been agreed already). Copies of the minutes should be sent to each member of the PCC, and a copy of the minutes (but not the confidential part) must be available for inspection by someone on the electoral roll (**M28(6) and M28(7)**).

It is helpful to keep a file with the agenda and minutes (in date order) and you should take the file to each meeting and ensure that the Chairman signs the file copy of the minutes.

Maintaining records

It is important that a complete record of minutes is maintained. An incoming PCC Secretary should check the dates of the earliest minutes taken over and then ask the Records Office for the latest dates of minutes which have been deposited there.

Should there be a gap between the two, a search should be instituted in the parish for the missing ones.

Records can be harmed by being stored in the wrong conditions. **All records other than current minutes and accounting records in the custody of the PCC Secretary and PCC Treasurer should be kept in the church safe.** Once records, ie parish registers, minute books, etc, no longer need to be consulted, they should be deposited in the Records Office (see separate section).

The County Archivist will always be pleased to answer queries relating to the storage and disposal of records (*see page 15*).

APCM organisation

The PCC Secretary will organise the Annual Parochial Church Meeting (APCM), posting the appropriate notices, collating the Annual Report of the parish, including the reports required by the *Church Representation Rules* and *Church Accounting Regulations*, and writing the APCM minutes.

Two meetings must be held each year before 31 May **(M1)**:

- The first is the **Annual Meeting of Parishioners (Churchwardens Measure 2001 section 4 contained within the Supplementary Material to the CRR2020)** (previously called the Vestry Meeting) at which Churchwardens are elected.
- The second is the **Annual Parochial Church Meeting (APCM) (M1 CRR2020)**. They are usually held one after the other on the same day and at the same venue.

Notices to be published for Annual Meetings

These must be in the correct format as shown in the appendices to the *Church Representation Rules* and are on the Parish Resources website.

www.parishresources.org.uk/

1 In connection with the Electoral Roll

Many parishes will have an Electoral Roll Officer who carries out these responsibilities. The Electoral Roll is **revised** annually before the APCM and **renewed** every 6 years (i.e., 2019, 2025 and so on).

- i) **Church Electoral Roll returns** (see *Church Representation Rules*). There is a form on <http://www.parishresources.org.uk/pccs/apcms/> but returns should ideally be made through the parish returns website. <http://parishreturns.churchofengland.org/>
- ii) **Annual Revision (CRR2020 Part 1 S3-5)**, 4-6 weeks before the APCM, display the notice of intended revision (15 days' notice must be given and revision must be completed between 15 and 28 days of the APCM **(Part 1 S 3(10))**). At least 15 days before the APCM, display the revised roll **(Part 1 S 5(2))**. Only

the names should be shown, not addresses nor any indication of whether a person is or is not resident in the parish (**Part 1 Section 5(3)**).

- iii) **Renewal of Roll.** The Diocesan Office will advise on the procedure and timetable which will be in accordance with **Part 1 Sections 6-8**

2 In connection with the Meeting

- i) **Notice of APCM.** Must be posted for a period to include the 2 Sundays immediately preceding the meeting (**M2**).
- ii) **Results** of the elections must be posted as soon as possible after the meeting for a period of 14 days (**M12**).

Annual Meeting of Parishioners (Business) (Churchwardens Measure 2001 (CWM))

Purpose: to elect the Churchwardens.

Who may attend and vote? all members of the Church Electoral Roll and those resident in the parish and on the Civil Voters List (**CWM 2001 S5**).

Annual Parochial Church Meeting (Business) (CRR2020 Part 9 Section A)

Who may attend? only members of the Church Electoral Roll may speak and vote (**M1(2)**).

- 1 **Essential business:** The APCM must receive from the PCC the following, which the annual meeting are free to discuss: (**M5**)
 - a) A copy of the electoral roll (**M5(1a)**).
 - b) An annual report on the proceedings of the PCC and the activities of the parish generally which must include a statement as to whether the PCC has complied with the duty to have regard to House of Bishops' guidance on safeguarding. (**M5(1a)**). (**M5(3)**).
 - c) The financial statements of the PCC for the year preceding 31 December, prepared in accordance with Charity Commission Rules and independently examined or audited (**M5(1c)**),(5)
 - d) A report on the fabric, goods and ornaments of the church or churches in the parish (**M5(1(d))**).
 - e) A report on the proceedings of the Deanery Synod (**M5(1(e))**).

2 Elections

Please ensure that before the APCM you and/or the Chairman have studied the relevant *Church Representation Rules* relating to the conduct of such meetings, particularly the rules relating to voting procedures and the eligibility of persons to vote set out in **M6** and **M8-12**. If you have any queries, please contact the Diocesan Office.

3 Forms

Forms for use in connection with APCM and election of churchwardens are listed below, and will be available to download from the Diocesan website and/or the Parish Resources website:

- Application for enrolment on church electoral roll
- Revision of church electoral roll
- Notice of APCM
- Election of churchwardens
- Nomination of churchwardens
- Notice for the Church Door re Archdeacons' Visitations and other paperwork

THE ANNUAL REPORT

The Charities Act 1993 specifies that 'an Annual Report on the proceedings of the PCC and the activities of the parish generally' should be presented at the APCM. **This must now include a statement as to whether the PCC has complied with the duty to have regard to House of Bishops' guidance on safeguarding (M5(3)).**

The Annual Report should also include details of the PCC's finances for the year. The Diocesan Finance Department or Stewardship advisor can give PCC Treasurers advice and templates for preparing this. Please liaise with your PCC Treasurer when putting together the Report.

If you need more information on the Annual Report please contact the Diocesan Office.

Frequently Asked Questions

1 Do the PCC Secretary and PCC Treasurer need to be an elected member of the PCC?

No, they can simply serve as part of the support staff. They can be co-opted as a member of the PCC under Rule M15(1)(k).

2 Can ex-officio and co-opted members of the PCC vote at meetings?

Yes. Ex-officio members, such as the Parish Priest and Churchwardens, can vote on all agenda items, as can any co-opted members.

3 How long can someone stay on the PCC?

The rules relating to terms of office are at Rule M16 (1-10). From 2020, elected members of the PCC can serve for a term of 3 years, with a third of all elected members retiring each year. All members are entitled to stand for another term after they have stood down unless the PCC votes to limit the number of years members can serve. The rules are detailed and can depend upon the size of the PCC.

4 Do we need to tell the Diocesan Office who is on the PCC?

No. The Diocesan Office needs to know details of the Churchwardens, PCC Secretary and PCC Treasurer, but we do not need to know the details of your PCC members, sidespeople, etc. Additionally, we also need to know the details of your Electoral Roll Officer (if you have one) and your Deanery Synod Representatives.

5 How many people need to attend a meeting for it to be quorate (ie legitimately able to proceed with the business of the agenda)?

For a meeting to be quorate the majority of members present must be lay: see CRR Rule M27(2). Rule M27 details all the rules relating to quorum; at least a third of the members must be present, or if convened under Rule M25(8) (Emergency etc) a majority of its members. If this number (the quorum) is not achieved, the meeting cannot make any binding decisions or vote on any agenda issues. The meeting must be rearranged when a quorum can be achieved.

6 Are we allowed to add extra items to an agenda at the start of the meeting?

If an urgent matter arises for the PCC to discuss after an agenda has been circulated then it is possible for this to be discussed only with the agreement of three quarters of those present at the meeting. See **Rule M27(3)** and note in the case of M25 (8) the only business which may be transacted is that specified in the notice convening the meeting.

7 Do we need to have sub-committees?

PCCs are required to have a Standing Committee consisting of the Parish Priest, the Churchwardens and at least 2 other members of the PCC. **Rule M31**. The PCC can choose to create sub-committees for specific areas of work, such as church fabric, but there is no requirement to do so. **Rule M32**

8 Can a Fabric Committee apply for Faculties without consulting the PCC?

Although a Fabric Committee can start the Faculty application process no permission can be given for the work to proceed until it has been discussed and approved by the PCC. A copy of the relevant minute will need to be submitted to the Diocesan Advisory Committee.

9 What steps should the PCC take if it is worried it will not be able to pay its Parish Share in full?

If the PCC is worried about its finances, there is support and guidance available. In the first instance contact Jenny Simpkin, PA to the Diocesan Secretary, to arrange to come and talk things through with a representative of the DBF and relevant Archdeacon. If your parish is facing particular challenges, this meeting can agree a revision to your parish share request. If you need to discuss a reduction in your share request, please contact Jenny Simpkin as early as possible rather than leaving it to the last minute. Her contact details are jenny.simpkin@blackburn.anglican.org Tel 01254 503075. The Diocesan Stewardship Adviser is always available to provide help and guidance on teaching about giving and on running stewardship programmes.

10 When does the Electoral Roll have to be renewed?

The Electoral Roll should be revised annually and renewed every 6 years (ie 2019, 2025 and so on).

11 When are the next Deanery Synod elections?

Deanery Synod elections are held every 3 years. **(See CRR 19(1)(a))** There is a whole chapter on Deanery Synods in CRR2020.

12 How many representatives can each parish have on the Deanery Synod?

The number of representatives a parish can elect on to their Deanery Synod is determined by Diocesan Synod and you will be advised **(See 19(2))**. This is dependent on the size of their electoral roll and at present is calculated as follows:

Electoral Roll Size: 1-25	Number of Deanery Synod Representatives: 1
Electoral Roll Size: 26-100	Number of Deanery Synod Representatives: 2
Electoral Roll Size: 101-200	Number of Deanery Synod Representatives: 3
Electoral Roll Size: 201-300	Number of Deanery Synod Representatives: 4
Electoral Roll Size: 301-400	Number of Deanery Synod Representatives: 5
Electoral Roll Size: 401-500	Number of Deanery Synod Representatives: 6
Electoral Roll Size: 501-750	Number of Deanery Synod Representatives: 7
Electoral Roll Size: 751-1,000	Number of Deanery Synod Representatives: 8
Electoral Roll Size: Over 1000	Number of Deanery Synod Representatives: 9

13 What should be done with old Church Records and Minute books?

Once a minute book or other parish register is full it should be deposited at the Lancashire Records Office. For further information see the Records Section of this handbook.

14 What if we do not have a PCC Secretary?

If the PCC Secretary’s post is vacant, the Diocesan Office will send correspondence to the Parish Priest (or a Churchwarden if the parish is in interregnum). If the PCC Treasurer’s post is vacant, the Diocesan Office will send correspondence to a Churchwarden. However, wardens have many other important responsibilities and should not be expected to take on the extra roles of PCC Secretary or Treasurer. The PCC should make every effort to find other volunteers willing to serve in this way. If you are struggling to find volunteers, have you discussed this as a PCC? There are things you can do to address this.

Support & Help

As well as the production of papers for the meetings it is advisable for a PCC Secretary to be familiar with the rules governing PCCs. The Diocesan Office will make every effort to keep you updated as to any changes in the Rules but please feel free to contact us directly if you have any queries.

Electronic Templates

Templates for agendas and minutes are available from the Diocesan Office. Please email gillian.beeley@blackburn.anglican.org to request your copy.

Data Protection

Every parish should have a data officer who is responsible for ensuring compliance with the General Data Protection Act 2018. Information about this is on the Diocesan website <https://www.blackburn.anglican.org/general-data-protection-regulation-2018->

From time to time you may receive requests or queries regarding Data Protection. If you have any concerns in this area, please contact the Diocesan Office.

Records

Please note that no records are stored at the Diocesan Offices. All major records are kept in with the County Archivist at the Records Offices at Lancashire Record Office, Bow Lane, Preston PR1 2RE · Tel: 01772 533039

<http://www.lancashire.gov.uk/libraries-and-archives/archives-and-record-office.aspx>

The marriage registration process has changed and marriage registers should have been returned to the appropriate Registrar in Blackpool, Blackburn with Darwen or Lancashire. Guidance on the marriage registration process is to be found on the Diocesan website <https://www.blackburn.anglican.org/marriage-law>

For access to **Parish Boxes** please contact the Clerk to the Registrar, Paddy Brown, at the Registry, Clayton House, Walker Business Park, Guide, Blackburn, Lancashire BB1 2QE patrick.brown@blackburn.anglican.org Tel: 01254 958837

Parochial Visitations

Under Canon law the Archdeacon is required at least once every 3 years to satisfy himself that Church 'lands, goods and other possessions' are being properly cared for. This visitation is conducted either by the Archdeacon in person or on his behalf by the Area Dean. An Archdeacon will contact the Churchwardens to arrange the Visitation, and generally the Secretary would not be overly involved apart from taking notes. The overall aim of the Parish Visitation (PV) is to support and advise the parish priest, wardens and congregation regarding their ministry to the parish. Within that there is the need to:

- Check how work identified in the current Quinquennial Inspection Report is progressing.
- Check that the inventory of valuable moveable items is up-to-date.
- Check the parochial registers and documents.
- Identify significant recent achievements.

- Discuss with the wardens any issues relating to the life of the parish which they would like to raise.
- Check that the churchyard complies with current legislation particularly safety
- Satisfy himself that the Safeguarding of children and vulnerable adults policies and training is embedded

The procedure for a PV is as follows:

- The churchwardens will be sent a questionnaire, which the parish must complete and return at least 2 weeks before the Visitation is due to take place
- The churchwardens will be contacted by the Area Dean or Archdeacon's Secretary to arrange a mutually convenient date and time to meet at the church.
- At the meeting, the Archdeacon or Area Dean will run through the questionnaire with the wardens, inspect the valuable moveable items and check the records and registers. **It may be useful to have others present at the meeting, or part of it, ie the Parish Administrator, or PCC Secretary.**
- Following the meeting the Archdeacon or Area Dean will return send a report to the Churchwardens with items for commendation and items which require follow up.
- the completed documents to the Diocesan Office. After updating diocesan records, an updated copy will then be provided to the wardens for the parish records.
- If there are any areas of particular concern or query, either the Archdeacon or, if he so designates, the Area Dean will arrange a follow up meeting with the wardens to discuss the completed report.

This procedure, whilst meeting the necessary legal obligations, is intended to be support to the wardens, and at the same time give both them and the Area Dean or Archdeacon an opportunity to learn more about contemporary life in your parish.

Training

Training days for parochial officers are on offer at various times of the year. Whilst most are designed primarily for those who are new to their office, they are also suitable for those who want a refresher.

Those who have attended the training in the past have found it to be very helpful not only in terms of the information given by those who lead the training but also through the contacts they have made with others in similar situations.

The Archdeacons and key personnel from Diocesan Office teams lead different sessions regarding the duties and responsibilities of being a church officer and also the opportunities of the office.

Check the diocesan website for dates.

Interregnum

Your Archdeacon and Diocesan Officers are here to support you throughout the process of an interregnum from the resignation or retirement of your present priest through to the appointment of a new clergyperson. Please call the Archdeacons' PA, if you have any concerns. email kelly.quinn@blackburn.anglican.org (for Blackburn Archdeaconry) or gill.beeley@blackburn.anglican.org (for Lancaster Archdeaconry).

Communications

Ronnie Semley is the Diocesan Communications Manager and should be the first port of call for media queries—both when there are things to celebrate and in times of trouble. He can be reached by phone 01254 503416 or email: ronnie.semley@blackburn.anglican.org




You'll find all the latest news about what's happening across the Diocese, including regular updates on Vision 2026 work, available 24/7 on the Diocesan website www.blackburn.anglican.org under the Resources- communications tab.

To summarise, the roster of e-bulletins, we now have are ...

- For all Clergy and All Parish Office holders
 - **Parish Update**; every two weeks
 - **Communications Update**; monthly
- For bespoke audiences there are the following:
 - **Safeguarding Matters**: quarterly, for Clergy and Parish Safeguarding Officers
 - **Money Matters**: quarterly, for Clergy, Treasurers and Gift Aid Officers
 - **Readers' News**: quarterly

You can also ...

Follow the Diocese of Blackburn Facebook page

	follow the Diocesan Twitter feed @cofelancs
	watch videos about the work of the Diocese on our YouTube channel (search online for 'YouTube' and 'Blackburn Diocese')
	see pictures of events taking place across the Diocese on our Flickr feed (search online for 'Flickr' and 'Blackburn Diocese')

If you have a smartphone, you can also scan the QR codes for quick access to all our online communications.

Do you know someone who works in communications; media; public relations; marketing; graphic design; video production or similar and would be interested in supporting our work in these areas as part of their service to God?

If so please get in touch with Diocesan Communications Manager Ronnie Semley;
email: ronnie.semley@blackburn.anglican.org

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Flickr (photographs)	https://www.flickr.com/photos/cofelancs

Helpful Publications

Below is a list of some publications that provide some useful information relating to the regulations and daily running of PCCs. Care should be taken to ensure that the most recent legislation is referred to where changes have taken place. We have removed many publications as they will not incorporate the CRR2020 rules.

- A useful website is <http://www.parishresources.org.uk/>
- **Church Representation Rules**
2020 edition (Green)
Church House Publishing ISBN 978-0-7151-1158-1
- **The Churchyards Handbook 4th Edition**
Church Buildings Council: Church House Publishing
- **Canons of the Church of England 7th Edition**
- **Church House Publishing**
<https://www.churchofengland.org/about-us/structure/churchlawlegis/canons/canons-7th-edition.aspx>
- **Whose Church is it Anyway?: An Alternative Guide for Church Wardens**
Hugh Balfour ISBN: 9781873166314
- **The Churchwarden's Handbook: A Practical Guide**
Ian Russell, Helen Elliot (ISBN: 9781840035346)

- **Anglican Marriage in England and Wales 2010**
For this and information about other legal information see <http://www.churchlawresources.org.uk/index.php>
- **Series called `Serving the Parish`**
Ian Smith: Canterbury Press
- **Church Log Book**
Church House Publishing <https://www.chpublishing.co.uk/>
- **Church Property Register**
Church Buildings Council: Church House Publishing
- **APCM Pack**
SPCK www.spckpublishing.co.uk
- **Churchwardens: A Survival Guide**
Martin Dudley: SPCK
- **Making Changes to Churches and Churchyards**
Faculty Jurisdiction Explained: Charles Mynors: Continuum
- John Truscott – webbased materials for administrators etc including the administrators' network
<https://www.john-truscott.co.uk/Administrators/UCAN-overview>
- Charity Commission website, including information on Trustee code of conduct <https://www.gov.uk/guidance/charity-commission-guidance>

DRAFT AGENDA FOR PCC MEETINGS (GENERAL GUIDE ONLY)

PCC FOR THE PARISH OF ST MARK'S, MILLTOWN

A meeting of the PCC for the parish of St Mark's Milltown will be held on
Wednesday 14 January 2013 at 7.00 pm in the church hall.

PCC Secretary [Your Name], [Date of Circulation]

AGENDA

1.	Welcome & Prayers	
2.	Apologies	
3.	Declarations of Interest	
4.	Minutes (previously circulated) To approve the minutes of the last meeting held on the 16 January 2013 as an accurate record.	
5.	Matters Arising from the Minutes Fabric Committee report, Minutes PCC 13/03 To note that 3 quotes have been received for the works to the roof. See Fabric Report attached.	<i>Decision required</i>
6.	Safeguarding To note any areas of concern or that there are no areas of concern	
7.	Quinquennial Inspection Report The Church Architect will be attending the meeting to present his latest inspection report to the PCC.	<i>Item for information</i>
8.	Deanery Synod Report To receive a report from our Deanery Synod representatives following their last meeting, paper PCC 13/01, re a proposal to appoint a part-time youth worker for the Deanery.	<i>Decision required</i>
9.	Correspondence	
10.	Any Other Urgent Business Items to be notified to the Chairman in advance.	
11.	Date of Next Meeting: 27 March 2013 at 7.00 pm Including a review of the Annual Accounts and Report.	
12.	Confidentiality To agree any items which should not be contained in the public record.	

PCC FOR THE PARISH OF ST MARK'S, MILLTOWN

Minutes of the meeting held at 7.00 pm on Wednesday 14 January 2013 in the church hall.

Present:	The Revd J Smith (Chair)	Mr J Bloggs (Churchwarden)
	Mrs J Doe (Churchwarden)	Mr A Darling (Treasurer)
	Mr A Robinson (Secretary)	Mrs P Green
	Mr C Grant	Miss C Jones (Deanery Synod Rep)
In Attendance:	Mr C Wren	
Apologies:	Mr A Hopkins (Reader)	
2020/01	WELCOME & PRAYERS The Vicar welcomed the members and opened the meeting with prayer.	
13/02	There were no declarations of interest.	
13/03	MINUTES OF THE MEETING HELD 22 NOVEMBER 2012 The minutes were signed as an accurate record.	
13/04	MATTERS ARISING FROM THE MINUTES i. Fabric Committee report, Minutes PCC 12/23 Mr Grant, as Chairman of the Fabric Committee, reported that 3 quotes had now been received for the repairs to the roof and that he would be asking the PCC for approval to apply for a Faculty at their next meeting.	Action: CG
13/05	QUINQUENNIAL INSPECTION REPORT The Chairmen welcomed Mr Wren, the church architect to the meeting. Mr Wren went through his report in detail with the Council and specifically asked them to be aware of the urgent need to repair the gutters on the church porch. The Council thanked Mr Wren for his presentation and all his work on this matter and asked Mr Grant to ensure the	Action: CG

	necessary work was carried out as soon as possible. Mr Wren left the meeting at this point.	
13/08	<p>REPORT FROM DEANERY SYNOD</p> <p>Miss Jones introduced her report (paper PCC 13/01) of the last meeting of the Deanery Synod. Amongst the items discussed had been a proposal to appoint a part-time youth worker for the Deanery. The Council thanked Miss Jones for her report and asked that she inform the Deanery Synod of their support for the principle of the youth worker and would welcome further details.</p>	Action: CJ
13/09	<p>CORRESPONDENCE</p> <p>The Secretary reported that a letter had been received from the District Council concerning the War Memorial repairs.</p>	
	NEXT MEETING - 27 MARCH 2013 at 7pm in the Church Hall.	
	<p>CONFIDENTIALITY</p> <p>It was agreed that item # from the Deanery Synod Report would not be included in the public record.</p>	
	There being no other business the meeting closed with the Grace at <i>[time]</i> .	

Large print versions of this publication are available on request.