

Responsibilities of parochial representatives of the laity to the PCC

This document is designed to give an outline of what it means to be a parochial representative of the laity to the Parochial Church Council. If you wish to further information please contact the PCC secretary who can provide more detail. The information is taken from the "Handbook for Church Wardens and Church Councillors".

Qualification for appointment

1. Your name should be on the electoral roll of the parish for at least six months and you must be sixteen years or older. If you are under eighteen years at the date of the election, then the six month rule does not apply to you.
2. You have received communion at least three times in the last twelve months.
3. You are not disqualified. The list of disqualifications is listed on the nomination form.
4. You are nominated by two people who are on the electoral roll of the church and you consent to being nominated.

Term of office

You will normally stand for three years, unless you replace someone who has resigned early, in which case you will stand for the remaining part of their office. After the end of your office, you may not stand for re-election as a parochial representative of the laity to the PCC until a period of twelve months has elapsed.

Method of election

If the number of nominations is not greater than the number of vacancies and they are all of the same duration of office, then no election is required.

If there is an election, this normally takes place at the annual parochial church meeting. Each person on the electoral roll will have votes equal to the number of vacancies. The person with the most votes will be elected. If the vacancies have different lengths of service then those with the most votes will be appointed for the longest service. In case of a tie, lots will be taken.

Meeting schedule

PCC meetings are usually held every second month and meetings are from 7:30pm to 9:30pm. A PCC Away day is held once a year on a Saturday. There are usually no meetings over the summer break.

A calendar with planned dates for the coming year is available and it is expected that PCC members will make attendance at all meetings a priority.

General comments

You will be a trustee of charity 1126698, Holy Trinity PCC (Coventry). Your details will be entered against each charity on the Charity Commissioners' database and your name only will be listed on their website.

You may be required to have a DBS check. The expectation is that you will attend Safeguarding Training provided by the Diocese every 3 years.

General functions of the PCC include

1. The minister and council shall have a duty to consult together on matters of general concern and importance to the parish.
2. The functions of the PCC shall include:
 - a. co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
 - b. the consideration and discussion of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
 - c. making known and putting into effect any provision made by the diocesan synod or deanery synod, but without prejudice to the powers of the council on any matter;
 - d. giving advice to the diocesan synod and the deanery synod on any matter referred to the council;
 - e. raising such matters as the council consider appropriate with the diocesan synod or deanery synod.
3. In the exercise of its functions the PCC shall take into consideration any expression of opinion by any parochial church meeting.

4. The PCC has the power to frame and annual budget of moneys required for the maintenance of the work of the Church in the parish and otherwise and to take such steps as they think necessary for the raising, collecting and allocating of such moneys.
5. Power, jointly with the minister, to determine objects to which all monies to be given or collected in church shall be allocated.
6. Power to make representation to the bishop with regard to any matter affecting the welfare of the church in the parish.
7. The PCC is involved in various stages of the process of appointing a new incumbent.
8. The PCC is entitled to object to a proposal for the sale or pulling down of a residence belonging to the benefice, or for the erection or purchase of a new residence house.
9. The PCC has an important voice in any decision as to forms of service, choice of versions of the bible and prayer book, vesture worn by ministers in divine services.