

## Members and Officers of the PCC

### *Members of the Parochial Church Council*

- Clergy beneficed in or licensed to the parish;
- Any deaconess or lay worker licensed to the parish;
- All members of the team ministry;
- Churchwardens and deputy churchwardens if there are more than one place of worship in the parish and a scheme under rule 18;
- Such readers licensed to the parish as the APCM determines;
- All those on the roll of the parish who are lay members of any Deanery Synod, Diocesan Synod or the General Synod.
- Lay members elected by the annual meeting (6 if less than 50 on the church electoral roll, 9 if less than 100 and 3 for every 100 names thereafter up to 15) for 3 years, one third retiring each year;
- Co-opted members decided by the PCC, not exceeding one fifth of the laity or 2 people, whichever is the greater.

### *Officers*

- Chairman. The minister of the parish.
- Vice-chairman. Lay member of the PCC. Acts as chairman in absence of the minister or by invitation of the minister.
- Secretary. The secretary can be one of the members of the PCC or a non-member, who may be co-opted. If the secretary is not a member of the PCC, he or she may be paid.
- The secretary has charge of all documents relating to the current business of the council and is responsible for keeping the minutes and a record of all resolutions passed by the council.
- Treasurer. He can be a member of the PCC, alone or jointly with another member. Otherwise a churchwarden or some other fit person who is not a member of the PCC but who may be co-opted may be the treasurer. The treasurer may be paid provided that he is not a member of the PCC.
- Electoral roll officer. He may, but need not be, a member of the PCC and may be the secretary. He can be paid if he is not a member of the PCC. He has charge of the electoral roll.



- Independent examiner or auditor. He is appointed by the annual parochial church meeting but if that does not happen or if he is unable or unwilling to act, he is appointed by the PCC. He cannot be a member of the PCC and can be paid.

### ***Employees***

The PCC may employ an organist, a choir master, a sexton, a gardener, an administrator or others. The employment can be part time. Employment law will apply. Employees need a statutory statement of terms and conditions of employment and should have a detailed job description. Employees have various rights including a right not to be unfairly dismissed and not to be discriminated against on the grounds of sex, race and disability.

For more information contact the Diocesan Registrar.

