

PCC Secretary Handbook

Diocese of Truro

Welcome to the role of PCC Secretary and thank you for your willingness to serve.

This document is not an exhaustive list of the things you might do as a PCC Secretary nor does it contain the answers to all questions of procedure. A copy of the Church Representation Rules (particularly the sections on Parochial Church Meetings and Councils as well as the supplementary sections) is the working document for these types of questions and it is essential to have a copy at meetings.

With thanks to the Diocese of Southwark for permitting us to share some of the information from their Secretaries Handbook.

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DIOCESE
OF TRURO

www.trurodiocese.org.uk

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An Overview

Running a lively parish as the centre of a thriving community is a complicated business and every Parochial Church Council (PCC) constantly faces major decisions about its buildings, its finances and its responsibilities.

The PCC is the governing body of the church and as such is called, alongside the minister, to lead in carrying out its mission. It is also the means by which information and resolutions are passed from the Diocesan and Deanery Synods to the congregation and, just as importantly, from the congregation to these wider groups.

As PCC Secretary it is your role to be the point of contact for the PCC and to be responsible for the preparation and distribution of all paperwork that enables it to operate well. This guide aims to give you an overview of the tasks that are likely to fall to you as well as some of the key legislation that applies to PCCs.

Your parish is an integral part of the Diocese of Truro and which covers:

- A population of approx. 570,300 (in 2021)
- 88 Benefices
- 214 parishes
- 306 churches
- Around 10,600 people on our church electoral rolls
- Approximately 88 parochial clergy, plus around 164 active retired clergy and around 12 on non-parochial licences
- Around 90 Readers
- One Diocesan Bishop (currently vacant) and one Suffragan Bishop
- Two Archdeacons
- More than 7,000 children attending our church schools.

The Bishops and Archdeacon - Resources for our Parishes

The Diocese of Truro and the Isles of Scilly is one of 42 dioceses in the Church of England. It covers an area of approximately 1,370 square miles, and includes over 300 churches in more than 200 parishes across the whole of Cornwall (plus two in Devon) and the Isles of Scilly.

Although we are a 'young' diocese, formed on 15 December 1876 from the Archdeaconry of Cornwall in the Diocese of Exeter, the Christian faith has been alive here since at least the 4th century AD - more than 100 years before there was an Archbishop of Canterbury. And Cornwall had its own Bishop at St Germans, near Saltash, until the latter part of the 10th century.

Many of the communities in the Diocese, as well as the parish churches, bear a Celtic saint's name, which is a reminder of the links with other Celtic lands, especially Ireland, Wales and Brittany in France.

The post of Bishop of Truro is currently vacant and the process for appointing a new Bishop is underway.

The Rt Reverend Hugh Nelson is the Suffragan Bishop and is currently Acting as the interim Bishop of Truro

Around 72 stipendiary (paid) clergy and some 32 or so self-supporting (non-stipendiary) ministers offer spiritual and pastoral care in the parishes, together with retired clergy, Readers, local ministry teams & other lay ministers.



The Diocese of Truro is divided into two archdeaconries, Bodmin and Cornwall, and 12 deaneries (which are allocated equally between the archdeacons).



Kelly Betteridge
Archdeacon of Bodmin

The post of Archdeacon of Cornwall is currently vacant. A new appointment will be made and, in the interim, The Ven Nick Shutt is Acting Archdeacon of Cornwall .

We have agreed that our overarching vision for the Diocese of Truro is to Discover God's Kingdom and Grow the Church.

The Diocesan Office in Truro acts as a resource centre for the parishes and their communities, providing support and advice on:

- schools
- social responsibility and the environment
- finance
- future planning
- mission
- welcome
- publications and publicity and general communications
- grant applications
- buildings
- land and property management
- training for lay ministry
- stewardship/giving advice

We also share a range of resources on issues such as:

- Discipleship
- Developing websites
- Children & Families
- Youth Work
- Working with the elderly
- Tourism
- Data protection

The administration of the Diocese is undertaken by the staff at the Diocesan Office in Truro:

Church House
Woodlands Court
Truro Industrial Estate, Threemilestone
Truro
TR4 9NH
Tel: 01872 274351

How does the PCC relate to Synods?

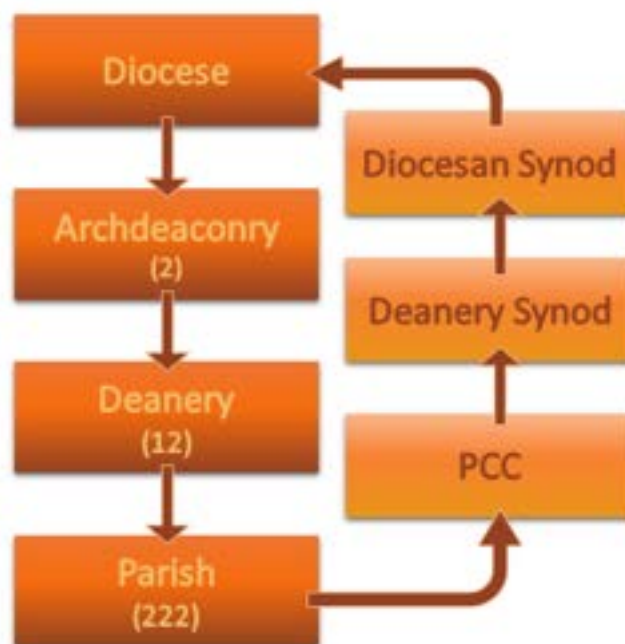
What is a synod?

The Church of England is episcopally led and synodically governed.

A synod is a formal meeting of Christians by which the Church is governed.

Synods have taken place from the Council of Jerusalem (described in Acts 15) onwards and such General Councils have regulated doctrine and discipline. Synods meet in the various provinces of the Anglican Church throughout the world, to govern its affairs.

In England, there are three levels of Synod: General Synod, Diocesan Synod and Deanery Synod. Every PCC is represented on the Synod of its Deanery.



The PCC

The Parochial Church Council is the local building block on which the Church of England is based. There is a PCC for every square inch of the country. It is the elected governing body of the parish, is usually chaired by the Incumbent, and is responsible for promoting the mission of the Church in the parish. The PCC is also responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

All PCCs are charities and PCC members are charity trustees. PCCs with a gross income of less than £100,000 continue to be excepted from registration with the Charity Commission. Only those parishes with income over £100,000 are required to register. If your normal income is £80,000 or less, but exceptionally you exceeded the £100,000 threshold, perhaps due to a one-off grant or legacy, you can apply by email for a written determination that you need not register although there is no guarantee this will be granted by the Charity Commission.

In addition to working locally, PCCs can present motions concerning issues of wider interest to their Deanery Synods and to the Diocesan Synod. Further information on how to do this is given in the Standing Orders for the Diocesan Synod, which are available on the diocesan website [here](#), and the Rules for Deanery Synods, also on the diocesan website [here](#)

Deanery Synods

Each of the twelve deaneries in the Diocese of Truro has a Deanery Synod. Each Synod consists of clerical and lay members

The House of Clergy of the Deanery Synod includes:

- Incumbents (that is vicars or rectors), priests in charge and assistant clergy,
- Clergy in sector appointments (mainly hospitals and prisons) plus some representation of retired clergy),
- Clerical members of the General Synod or the Diocesan Synod resident in the Deanery
- Representative(s) of the retired priests holding permission to officiate who are resident in, or habitually worship in, the deanery.

The detail governing House of Clergy membership is presented in [Church Representation Rules](#), Rule 15. They form the House of Clergy which is chaired by the Rural Dean who is appointed by the Bishop after widespread consultation.

The other part of the Synod is the House of Laity which has a Chair elected by the House for each three year term. The vast majority of members are elected from the parishes in the deanery - numbers are dependent on the size of the deanery. Others include General Synod and Diocesan Synod members whose names are on the electoral roll of a parish in the deanery, co-opted members and stipendiary lay workers (like Church Army Officers).

The detail governing House of Laity membership is presented in [Church Representation Rules](#), Rule 16. The House of Laity elects a Lay Chairman triennially.

The Rural Dean and Lay Chair jointly chair the deanery synod, as set out in the Diocesan *Rules for Deanery Synods*.

The Deanery Synod meets to share issues of concern to the Deanery, debate items emerging from parishes or referred by the Diocesan or General Synods and to develop their Deanery Mission Plans.

The Diocesan Electoral Registration Officer, the Diocesan Secretary is responsible for the election of Deanery Synod representatives to the Diocesan Synod.

Deanery Synod Members

Not later than 31st Dec in the year preceding the election of lay people to the deanery synod the Secretary to the Diocesan Synod (Diocesan Secretary) is required to send information to the PCC Secretary about the number of deanery synod representatives to be elected at the APCM so that thought can be given about who would be appropriate. The Secretary to Diocesan Synod also sends that information to each Deanery Synod Secretary (CRR rule 19(4)).

The PCC Secretary has to **send the Diocesan Electoral Registration Officer** (the Diocesan Secretary based at The Diocese of Truro) **and the Secretary of the Deanery Synod the names and addresses of the lay people who have been elected to the deanery synod.** (CRR rule 20)

If a **casual vacancy** arises and the APCM is more than 2 months away the PCC can elect someone to fill the vacancy. **The PCC Secretary is responsible for informing the Diocesan Electoral Registration Officer** (the Diocesan Secretary) **and the Secretary of the deanery synod about who has been elected.** (CRR rule 28).

Deanery Synod Elections are next due in 2026

Diocesan Synod

The Diocesan Synod (<https://trurodiocese.org.uk/resources/policy-governance/diocesan-synod/>) normally meets three times each year. It consists of the House of Bishops (the Bishop of Truro and the Bishop of St Germans); the House of Clergy; the House of Laity (which is drawn principally from the Deaneries); ex officio members (which include the Archdeacons, the Dean of Truro, the Chair of the Diocesan Board of Finance, and the elected members of General Synod). There are also those who have been nominated by the Bishop who have a specific contribution to make. Members can also be co-opted.

The Synod debates key matters raised by the Boards, Councils and Committees of the Diocese; from the Bishop (who usually gives a presidential address), and from deaneries and members. Any member may ask a question on an issue of concern. The General Synod also refers matters to Diocesan Synods from time to time.

The Executive of the Synod is the Bishop's Council which meets about 6 times a year. It consists of Ex officio members, Bishop's nominated members and elected members. This group is also the Board of Directors of the Diocesan Board of Finance.

After each Diocesan Synod meeting, the minutes of the meeting are made available on the Diocesan website. In addition, Deanery representatives may be invited to make reports to the Deanery Synod after each Diocesan Synod meeting.

The President, who is the Bishop of Truro, or one of the two Vice Presidents, namely the Chair of the House of Clergy and the Chair of the House of Laity, chairs the Synod. The Secretary of the Synod is the Diocesan Secretary who is also responsible for elections to the Boards, Councils and Committees of the Diocesan Synod.

General Synod

The General Synod ([General Synod | The Church of England](http://www.churchofengland.org)) is the national assembly of the Church of England, <http://www.churchofengland.org>. It came into being in 1970 under the Synodical Government Measure 1969, replacing an earlier body known as the Church Assembly. The Synod normally meets twice a year - February in London and July in York and, when the business demands it, in November (also in London).

Its membership comprises three Houses:

- The House of Bishops comprising all the Diocesan Bishops, a small number of Suffragan/Area Bishops who are elected and a few others;
- The House of Clergy has its origins in medieval times. It consists principally of clergy elected from Dioceses in relation to the number of clergy plus others appointed by the Forces, Religious Orders, and Universities, etc. The Diocesan Registrar, Jos Moule, is responsible for conducting these elections.
- The House of Laity which comprises mainly representatives from Dioceses elected according to the total electoral roll. There are other members from the Forces, ex officio, etc. The Diocesan Registrar, Jos Moule, is responsible for conducting these elections.

The General Synod considers issues and approves legislation affecting the whole of the Church of England. It has powers in these areas:

- **Legislation by Measure**
To pass Measures which, if approved by resolution of each House of Parliament, receive Royal Assent and thereby become part of the law of England
- **Legislation by Canon**
To legislate by Canon, subject to Royal Licence and Assent
- **Relations with other Churches**
To regulate the Church of England's relations with other churches and to make provisions for matters relating to worship and doctrine. It can make provision by Act of Synod, regulation or other instrument in cases where legislation by or under a Measure or Canon is not necessary
- **Liturgy and Doctrinal Assent**
To approve, amend, continue or discontinue liturgies and make provision for any matter (except the publication of banns of marriage) to which rubrics of the Book of Common Prayer relate and to ensure that the forms of service contained in the Book of Common Prayer continue to be available for use in the Church of England. The Synod also decides the form in which ministers and officers of the Church of England are required to assent to the doctrine of the Church of England (the Declaration of Assent)
- **Deliberation**
To consider any other matters of religious or public interest
- **Finance**
To approve (or reject) the central church budget each year.

Each General Synod representative on the Diocesan Synod is linked to a Deanery, and is available to report on the General Synod meetings by invitation.

The role of the Parochial Church Council (PCC) Secretary

When you take on a new role, the job can seem very intimidating. However help is at hand. Almost everything you need to know from the “legally required” point of view is set out in the Church Representation Rules (CRR) published by Church House Publishing. No PCC Secretary should try to operate without a copy - it is a lifesaver and will end many arguments about “how things should be done”. The most recent version is the 2022 edition. Many of the following notes come from it. It is also available to download from the website by following this link, <https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules>

Who can be PCC Secretary?

Someone appointed from the PCC or someone co-opted for the role. They can be paid for providing services to the PCC. (CRR rule M20)

The PCC Secretary can also, but need not, be the Electoral Roll Officer (CRR rule M21(3))

What is the role?

First of all there are the requirements as set out in the CRR

- The PCC Secretary has **charge of all documents** relating to the current business of the Council (except electoral roll unless they are the electoral roll officer) (CRR rule M20(2))
- The PCC Secretary is responsible for keeping them safely. They are also responsible for Record management. “**Keep or Bin**” sets out how long different types of document should be held and what should happen to them beyond that point. A copy of ‘Keep or Bin’ is available as Appendix 1 of this guide.
- The PCC Secretary is responsible for **keeping the minutes**, (CRR rule M20(2)(b)) including the names of members present (CRR rule M28(1))
- The PCC Secretary is responsible for **recording all resolutions** passed by the Council. (CRR rule M20(2)(c))
- The Secretary of the PCC (or another person appointed by the meeting in their place) shall act as **clerk of the annual meeting and take the minutes** (CRR rule M7(3)). See page 18 for more detailed information about minutes & minute taking.
- They should keep a list of the names and addresses of members of the Council which needs to be made available for inspection on reasonable notice to a person resident in the parish or on the electoral roll, but they are not required to provide a copy of the list (CRR rule M12(6)).
- The PCC Secretary should **keep the Secretary of the Diocesan Synod** (The Diocesan Secretary) **and Deanery Synod informed of their name and address** (CRR rule M20(2)(d))

Minutes should be made available to all members of the Council. The Chairman/Vice Chairman can also agree that past minutes are made available to members if relevant to current business (CRR rule M28)

The independent examiner or auditor, the bishop, the archdeacon or any person authorized by one of them in writing shall have access to the *approved* minutes of the Council without the authority of the Council. (CRR rule M28(5))

Other people who are on the electoral roll may have access to the *approved* minutes of meetings held after the APCM in 1995 except those the Council deems to be confidential. (CRR rule M28(6))

Other people can only have access to the *approved* minutes of the Council with the specific authorisation of the PCC except where they have been lodged with the diocesan records office (CRR rule M28(7))

Meetings

Each year the PCC must hold a sufficient number of meetings to enable the efficient transaction of its business (CRR rule M23(1)).

Notification about meetings

At least 10 clear days before any meeting of the council, a notice specifying the time and place of the intended meeting, signed by or on behalf of the Chairman, or those convening the meeting should be posted at, or near, the principal door of every church or building licensed for public worship in the parish. (CRR rule M25(1) and (2))

Not less than 7 days before the meeting a notice specifying the time and place of the meeting signed by or on behalf of the secretary shall be posted or delivered to every member of the council. It can be emailed if the member has authorised the use of the electronic email address.

The notice has to contain the agenda including any motion or business proposed by any member of the Council received by the Secretary. (CRR rule M25(4)). See page 16 for more detailed information and advice about planning and preparing agendas.

(The only exclusion is the meeting following the APCM for appointing officers - CRR rule M25(5)).

Postponement

If any 2 of the Chair, Vice Chair and Secretary decide for a good and sufficient reason that a convened meeting should be postponed, notice shall be given to every member of the Council specifying the reconvened time and place within 14 days of the postponed meeting. (CRR rule M25(6))

Emergency Meetings

An emergency meeting requires such written notice as the chair considers practicable (CRR 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.

Quorum

No business shall be transacted unless at least one-third of the members are present with at least a majority of those members present being lay persons (unless in the case of an emergency meeting where the quorum is a majority of its members) and no business which is not on the agenda can be transacted except with the consent of three-quarters of the members present. (CRR rule M27(3)).

Voting

This is decided by a simple majority of those members present and voting (the Chair has a second, or casting, vote if necessary).

The Standing Committee

PCCs are required to have a Standing Committee (CRR M31).

The Standing Committee normally meets two weeks or so before the full body of the PCC to help set the Agenda and review what business needs to be covered and decided by the full PCC. The standing committee may also be called for small ad hoc occasions when an urgent decision

is required and when the PCC has given this smaller group their authority to act in a particular matter.

The Standing Committee may transact the PCC's business between meetings of the PCC, but may not discharge a duty of the PCC, and may not exercise a power of the PCC which is subject to the passing of a resolution by the PCC or compliance by the PCC with some other requirement.

The number of individuals comprising the Standing Committee depends on how many names are on the parish electoral roll on the date on which the Annual Parochial Church Meeting is held. Full details can be found in CRR M31 (2) & (3), and in our APCM FAQ document, questions 45 & 46.

It may be helpful for parishes to consider whether it would be appropriate for the PCC Secretary and Treasurer to be members of the Standing Committee.

Unless the PCC has an approved Scheme, it is for the Committee itself to make appropriate arrangements for its business and for this to be at least understood, and probably approved by the PCC itself.

Other Committees

The PCC may appoint other committees (e.g. for Mission and Evangelism, Fabric, Worship, Stewardship, etc).

Annual meeting

Normally it is the responsibility of the minister of the parish to give notice of the annual meeting by putting a specific notice (Form M1) on or near the principal door of every church or building licensed for public worship in the parish for a period to include at least 2 Sundays before the day of the meeting (CRR rules M2(1) and (2)). If the priest is ill or there is a vacancy in the parish the Vice Chair or if necessary the PCC Secretary shall convene the meeting (CRR rule M2(4))

**However we all know there is more to
being PCC Secretary than that.**

The PCC Secretary also has a vital role in:

Helping to plan and prepare effective agendas

Careful thought about the purpose, shape and time allocation within meetings can make a big difference. People need to be clear about the matters to be discussed and the type of outcome needed for each item.

It is important that background papers are well prepared and available in plenty of time so that people can think about them. Please refer to page 16 for further information about preparing agendas.

Effective Communication within and outside the Parish

The PCC Secretary can act as key communication hub making sure the right information gets to the right people. It can be time consuming but makes an enormous difference, helping the Church to run as smoothly as possible, and increasing the sense of belonging to the church locally and in the deanery and diocese - even globally as we think of our partners in the world wide church.

We currently send one mailing a year specifically to PCC Secretaries if we think there is enough useful information to send. It goes by email with a paper copy to those who prefer to receive it that way. It has a cover sheet explaining who needs to see what.

Do use the tools that can help you - particularly the diocesan website www.trurodiocese.org.uk for information about different areas of diocesan work and contact for staff at The Diocese of Truro.

Correspondence and Parish Dates

As a minimum the PCC Secretary has a role in efficiently responding to correspondence, bringing it to meetings standing committee in a timely manner, responding in an appropriate manner and filing it carefully.

The PCC Secretary can also act as an information conduit between different parts of parish life, providing key information for the parish magazine or website. They can do their best to ensure that dates for parish events work with events already planned, and that they are publicised effectively, so that everyone has parish dates well in advance - not just the PCC. Please refer to the Parish Resources website relating to how data can be used:

<http://www.parishresources.org.uk/gdpr/>

It is also good to keep alert to changes to legislation and otherwise that the parish needs to be aware of.

Keeping in Touch and having an overview of processes

- **It is essential for us** to be able to communicate with PCCs on church related matters and we now ask you to use a Parish Audit system to update us with information concerning your Parish Officers in their different roles.
- **Finance and Membership Statistical Returns** on-line system.
- **DBS** - bringing requirements to the attention of the PCC (see Safeguarding information on page 28)

Building Relationships

Offering support to clergy, treasurers, churchwardens and others. The PCC Secretary is often in a position to see where things are going wrong and quietly help to build or restore relationships and offer support and encouragement. The PCC Secretary often has a pastoral ministry as well as one of administration.

Parishes vary enormously, both in the size, scale and complexity of parish activity and in the number and skills of their members. The role of the PCC Secretary can vary enormously too, both in response to parish requirements and resources and due to the time, skills and energy levels of the PCC Secretary themselves. Please remember that the Church Representation Rules can answer lots of questions and that your colleagues in neighbouring parishes and at the Diocese of Truro probably have experience of the rest and will be pleased to help.

Thank you for taking on this important role

Agendas and Minutes

Agendas

Agendas for PCC meetings should be prepared in consultation with the Chair, finalised by the Standing Committee, then circulated **seven days** prior to the meeting.

Remember that any member of the PCC is entitled to ask for an item to be included (however, it does not have to be accepted). Any additional papers should be attached and a copy should be available in the church for inspection by the public, **with the exception of confidential matters.**

Regular agenda items will be:

- Apologies for absence
- Conflicts of interest
- Confirming the minutes of the last meeting
- Matters arising from the minutes
- Receiving minutes of sub-committees and working parties (if these have been established by the PCC)
- Matters arising from these minutes
- 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.

Ten clear days before the meeting a notice announcing the meeting and signed by the Parish Priest should be posted in the church porch.

Notice of PCC meetings is covered in Church Representation Rules (CRR) M25.

A sample template agenda can be found on the next page.

Template—Agenda

DRAFT AGENDA FOR PCC MEETINGS (GENERAL GUIDE ONLY)

PCC FOR THE PARISH OF ST AGATHA'S, ANYTOWN

A meeting of the PCC for the parish of St Agatha's Anytown will be held on Wednesday 08 February 2023 at 7.00 pm in the church hall.

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

AGENDA

1	Welcome and Prayers	
2	Apologies	
3	Declarations of Interest	
4	Minutes (previously circulated) To approve the minutes of the last meeting held on the 12 January 2023 as an accurate record.	
5	Matters Arising from the Minutes i. Fabric Committee report, Minutes PCC 09/03 To note that three quotes have been received for the works to the roof. See Fabric Report attached.	<i>Decision required</i>
6	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>
7	Deanery Synod Report To receive a report from our Deanery Synod representatives following their last meeting, paper PCC 09/01, re a proposal to appoint a part-time youth worker for the Deanery.	<i>Decision required</i>
8	Correspondence	
9	Any Other Urgent Business Items to be notified to the Chairman in advance.	
10	Date of Next Meeting: 09 March 2023 at 7.00 pm Including a review of the Annual Accounts and Report.	
11	Confidentiality To agree any items which should not be contained in the public record.	

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. Any other urgent business - any item requiring an answer should be notified to the Chair or Parish Priest at least forty-eight 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
- Clear

The PCC secretary can help the effective running of the PCC by writing clear minutes and by ensuring that decisions are accurately recorded.

The minutes must include:

- the title, date, time and location of the meeting.
- a complete list of everyone present at the meeting.
- apologies for absence.
- minutes of the last meeting.
- record of any corrections.
- 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, i.e. 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.

A sample minutes template can be found on page 21.

Resolutions

If one-fifth of members present and voting on a resolution so require, the minutes shall record the names of the members voting for and against the resolution. (CRR rule M28(2))

Any member can require that the minutes contain a record of how they voted of any resolution. (CRR rule M28(3)).

The PCC Secretary can play an important role by making sure that the wording of the resolution makes sense, that it accurately reflects the wishes of those proposing and seconding it, and that people understand what they are voting on.

Signing the minutes

All minutes should be signed at the next meeting by the Chair to confirm that they are an accurate record. Any amendments should be added before the minutes are signed.

Circulating the minutes

You should circulate the minutes as soon as possible after the meeting (preferably within two 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 public inspection.

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 Chair 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 Treasurer should be kept in the church safe. Records, i.e. parish registers, minute books, deeds, etc, which no longer need to be consulted should be deposited in the appropriate Records Office (see page 27) The local Records Office will usually also be pleased to answer queries relating to the storage and disposal of records.

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 Chair to summarise the discussion. A good Chair 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, e.g. 11/03.
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 his/her 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').
10. When you have written the draft minutes show them to the Chairman for approval. Then get them typed, photocopied (keep some spares) and circulated. 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.

Template—Minutes

PCC FOR THE PARISH OF ST AGATHA'S, ANYTOWN

Minutes of the meeting held at 7.00 pm on Wednesday 08 February 2023 in the church hall.

Present:	The Revd J Smith (Chair)	Mrs S Baker (Churchwarden)
	Mr A Jones (Treasurer)	Mr A Robinson (Secretary)
	Mrs P Green	Mr C Grant
	Miss C Robins	
In attendance:	Mr D Wren	
Apologies:	Mrs A Hopkins (Reader)	

11/09	WELCOME & PRAYERS The Vicar welcomed the members and opened the meeting with prayer.	
11/10	There were no declarations of interest.	
11/11	MINUTES OF THE MEETING HELD 22 NOVEMBER 2008 The Minutes were signed as an accurate record.	
11/12	MATTERS ARISING FROM THE MINUTES i. Fabric Committee report, Minutes PCC 09/03 Mr Grant, as Chairman of the Fabric Committee, reported that three 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
11/13	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 necessary work was carried out as soon as possible. Mr Wren left the meeting at this point.	Action: CG
11/14	REPORT FROM DEANERY SYNOD Miss Jones introduced her report (paper PCC 09/01) 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.	Action: CJ
11/15	CORRESPONDENCE The Secretary reported that a letter had been received from the District Council concerning the War Memorial repairs.	
	NEXT MEETING - 27 MARCH 2023 at 7pm in the Church Hall.	
	CONFIDENTIALITY It was agreed that item # from the Deanery Synod Report would not be included in the public record.	
	There being no other business the meeting closed with the Grace at [time].	

Annual Tasks for the PCC

Jan/Feb

- Prepare an **Annual Report and Financial Statements** for the previous calendar year. This should be approved by the PCC before being submitted to the APCM (Annual Parochial Church Meeting). It should include the names of the Parish Priest, Wardens, PCC Members (including secretary/treasurer), Deanery Synod Representatives (for any who only held office for part of the year, their dates of office should be included). This should be sent to the Finance Department at the Diocese of Truro **no later than 28 days after your APCM.**

By 31st May

- Arrange **Annual Parish Meeting** (to elect Wardens) and **Annual Parochial Church Meeting** (the forms can be downloaded here: <https://trurodiocese.org.uk/resources/parish-facing-support/pccs/apcm-parish-resources/>) They usually follow one another. 28 days' notice needs to be posted outside the church. **The meeting should be held by 31st May.** Nominations for Wardens should be made in writing before the start of the meeting, noting nominator, seconder, and willingness to serve.
- Revise the **Electoral Roll** in readiness for the APCM. Notice of the revision shall be posted on or near the principal door of every church in the parish and every building in the parish licensed for public worship (this could be on the church noticeboard) and remain there for a period of not less than fourteen days before the commencement of the revision, and notice shall also be given at every service held on each of the two Sundays in this period. If there are no services, the notice must be given at every service on the first Sunday after that date. The revised roll shall be displayed on or near the principal door of the parish church for fourteen days before the APCM, so that errors and omissions may be corrected. A New Roll is made every 6th year. **The next is due in 2025.**

At the APCM

- Elect Wardens
- Elect Deanery Synod Representative(s) every 3 years (next due in 2026)
- Elect PCC members (At the first PCC meeting following the APCM, the Secretary, Treasurer, Team Council Representatives and any other local appointments can be made)
- Receive Annual Report and Financial Statements
- Receive Wardens' Report
- Receive Parish Priest's Report
- Receive Report of Deanery Synod

Postal Voting:

The annual meeting can resolve that a person entitled to attend the meeting and vote in the election of lay PCC representatives can apply on Form 2 for a postal vote. However, this resolution does not take effect **until the next annual meeting**. CRR M11 sets out the full rules concerning Postal Voting.

After APCM

- Wardens to complete the Churchwarden's Declaration Form. They must also present themselves at an annual Visitation in order to be sworn into office. Details of the Visitations and the necessary forms are sent from the Archdeacons' Office to Parish Priests and Churchwardens during March/April each year.

- Certification of numbers on the Electoral Roll - either the Chair , Vice Chair, PCC Secretary or Electoral Roll Officer has to notify the Secretary of the Diocesan Synod (Diocesan Secretary) in writing not later than 1st July of the number on the electoral roll as at the APCM. (CRR rule 10).

By 31 January

- Complete and return a **Statistics for Mission** form by **31 January** using the online system <https://parishreturns.churchofengland.org/>, along with [explanatory notes](#), from the Diocesan website

By 28 June

- Complete and return “Annual Return of Parish Finance”, as above.

By 30 June

- Wardens and Parish Priest to complete the **Articles of Enquiry** (will have been sent to first-named Warden), online or on paper to the Archdeacons’ Office, as specified on the Articles.

By 31 July

- Complete and return “Energy Footprint Tool”

For more detailed information about the before and after processes of the APCM and the items that should be returned to Church House, please refer to the checklist available on the APCM page of our website <https://trurodiocese.org.uk/resources/parish-facing-support/pccs/apcm-parish-resources/>

Annually

- The Church *Log Book* (listing alterations and repairs carried out in the church building), *Terrier* (a record of all land belonging to the church) and *Inventory* (record of everything else that belongs to the church) should be presented to the PCC annually and they must sign a statement that the records are accurate. The Churchwardens and priest are responsible for updating them.
- Review the Parish Safeguarding Policy and, if there is work with children, youth and other vulnerable people, receive an annual report from the Parish Safeguarding Officer.

List of items to be returned to Church House during the year

Document	Action By	Return to	By When?
<input type="checkbox"/> Statistics for Mission	Churchwardens	https://parishreturns.churchofengland.org/ or email completed forms to info@truro.anglican.org	31 January
Mission Figures :			
<input type="checkbox"/> Return of Parish Finance	PCC Treasurer	Operations Team info@truro.anglican.org	15 June
<input type="checkbox"/> Annual Report and Financial Statements*	PCC Treasurer	Finance Department finance@truro.anglican.org	28 days after APCM
<input type="checkbox"/> Energy Footprint Tool	PCC Treasurer	Operations Team info@truro.anglican.org	31 July
<input type="checkbox"/> Archdeacons' Articles of Enquiry	Churchwardens and Parish priest	Fiona Bowkett Archdeacons@truro.anglican.org	30 June
<input type="checkbox"/> Notification of number of names on the Church Electoral Roll	PCC Secretary	Under the revised CRRs, Electoral Roll Certificates are no longer required. However, written notification of the number of names on the roll of your parish as at the date of the APCM should be sent to the Diocesan Secretary by 1 st July each year.	1 July

Appropriate forms to be sent to: Church House, Woodlands Court, Truro Industrial Park, Threemilestone, Truro TR4 9NH Tel: 01872 274351.

*The Annual Report and Accounts can be sent by email to finance@truro.anglican.org

If you are returning several documents in one envelope to Church House, please ensure you have affixed the correct postage.

PCC Secretaries Initial Tool Kit - ACRONYMS

AGM	Annual General Meeting
APCM	Annual Parish Church Meeting
BDC	Bishop's Diocesan Council
DAC	Diocesan Advisory Committee for the Care of Churches
DDO	Diocesan Director of Ordinands
DEB	Diocesan Environment Board
DIT	Deanery Implementation Team
DLA	Deanery Liaison Advocate
DS	Diocesan Synod
ER	Electoral Roll
HfD	House for Duty priest
LLM	Licensed Lay Minister
MMF	Mission and Ministry Fund (previously Common Fund)
OTW	On The Way
PCC	Parochial Church Council
PTO	Clergy with Permission to Officiate
SSMs	Self Supporting Ministers
TDBF	Truro Diocesan Board of Finance

Guidance for the Conduct of Annual Parish and Annual Parochial Church Meetings 2024

This document is available on the APCM page of our website and is updated each year <https://trurodiocese.org.uk/resources/parish-facing-support/pccs/apcm-parish-resources/>

Preparation of an Annual Report

The latest Guidelines to help the PCC Treasurer with the preparation of the Annual Accounts and Reports can be found [here](#):

Trusteeship - An Introduction for PCC Members

This is a useful booklet which is included as Appendix 1 and can be downloaded using the link below:

<http://www.parishresources.org.uk/wp-content/uploads/Trustee-booklet-v2.pdf>

Further help:

You may find the following sources helpful:

- PCC Accountability - The Charities Act 2011 and the PCC 5th Edition. This book is available in hard copy from Church House publishing or online on the Church of England website [here](#). This contains guidance on accounting and reporting for parishes.
- The Church of England website www.churchofengland.org contains copies of the PCC Powers Measure (1956) as amended which can be found [here](#), and the Church Representation Rules, which the Charity Commission has approved as the governing documents of PCCs and which can be found [here](#)
- The Parish Resources site www.parishresources.org.uk supports good stewardship by parishes. It provides guidance for treasurers, independent examiners and also resources for PCC members in their role as trustees. For more detailed help on specific questions, you should contact your diocesan office.

The Charity Commission:

The Charity Commission produce a range of publications to help trustees. You may find the publication “The Essential Trustee: What you need to know” a good place to start. To get a copy of this or any of our other publications you can view and print them from the website <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Disposal and Retention of PCC Documents

How to keep those papers under control!

The idea is to retain only what you need to, by:

- i) getting rid of what isn't needed at the earliest possible stage,
- ii) keeping the remainder with maximum efficiency,
- iii) being confident of what you legally must keep, to inform decision making,
- iv) ensuring that material which is of long-term historical value is identified, protected, and offered to the County Record Office.

Ways to achieve those aims:

- Safeguard the most important material from the start (put aside a master set of minutes and papers for all committees)
- Arrange for *other* copies to be kept only as long as they are needed, and decide on a date each year to “cull” and then destroy them!
- Decide on how long other categories of papers have value, and agree a date for destruction with the PCC Chairman
- If it's not clear how long to keep papers, set a date when you will look again, to see if there is any long-term value. This is a “Review Date”, and will usually involve discussion with the PCC Chairman.

What is “Disposal”?

Disposal is what happens when the file(s) are no longer of immediate use. Disposal can mean destruction, or transfer to the Record Office. The Record Office will offer guidance on how to make a deposit.

The County Records Office
David Thomas, Historic Collections Manager
Kresen Kernow
Little Vauxhall
Redruth
TR15 1AS
01209 614430
cro@cornwall.gov.uk

The Church of England Records Centre has produced a useful booklet called “Keep or Bin - a care of your parish records” - see Appendix 2.

Key data - What to keep and for how long

How long to keep information, including Parish Registers, Electoral Rolls, Gift Aid declarations and a range of other information typically held by parishes can be found in the guide to parish record keeping “*Keep or Bin: Care of Your Parish Records*” which can be downloaded from the Church of England website [here](#)

Data Protection

The Diocese of Truro has created a toolkit for parishes on data protection, which can be found [here](#):

You may also find the [checklist](#) and [sample consent forms](#) on the Parish Resources website helpful and there is a longer briefing note available [here](#) for people leading on this at parish level.

Safeguarding - what the PCC Secretary needs to know

The Church of England safeguarding policy statement for children, young people and adults '[Promoting a Safer Church](#)', which applies to all Church Bodies and Church Officers, has six overarching policy commitments:

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may pose a present risk to others.

The Diocese of Truro wholeheartedly endorses this and wishes to provide support, advice and information to all those in its parishes who give of their time - both paid and voluntarily - to work with vulnerable adults and children.

How we promote a safer church is underpinned by [Safeguarding Children, Young People and Vulnerable Adults](#), which helps Church Officers to recognise the signs that a child, young person or vulnerable adult might be being abused and explores certain specific types of abuse in more detail.

Parish safeguarding responsibilities for children, young people and vulnerable adults

In terms of safeguarding, the roles and responsibilities of the incumbent and the PCC are outlined in the [Safeguarding e-manual | The Church of England](#). In summary those responsibilities fall under eight categories: adopt; appoint; safer recruitment, support and training; display; respond; review and report; hire out church premises and during a clergy vacancy.

Important to note:

The PCC Secretary should note the PCC responsibilities from page 19 in the [key roles and responsibilities of church office holders and bodies practice guidance](#).

Each parish should appoint:

- A **Parish Safeguarding Officer (PSO)** who will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy.
- A **DBS (Disclosure & Barring Service) Recruiter** who is responsible for processing DBS checks, through the Thirtyone:eight online system.

If the parish undertakes no work with children or vulnerable adults it will still be necessary for the PCC to meet the requirements of the safeguarding e-manual, for example adopting and publishing a safeguarding policy, reviewing, adopting and displaying the National Standards for safeguarding and providing an annual safeguarding report to the APCM.

Parish Safeguarding Officer

The Parish Safeguarding Officer (PSO) is the key link between the parish and the diocese concerning safeguarding matters. In addition to the safeguarding e-manual, they are supported in their role by the Parish Safeguarding Officer Training (which can be booked via the [diocesan website](#)), [safeguarding briefing notes](#) and informal networking events. If your PSO changes please advise the diocese on the [notification of Parish Safeguarding Officer](#) form.

Safer Recruitment

The [Safer Recruitment and People Management](#) guidance outlines the requirements that must be followed for the appointment of all roles (both voluntary and paid) within a Church body that involve substantial contact with children and/or vulnerable adults.

If the PCC, as a charity, sponsors and approves, in its own name, work with children or vulnerable adults, it is essential that a DBS check is conducted for all PCC Trustees (including the churchwardens, as ex officio members of the PCC).

Important to note:

We expect that all PCCs would be open to working with children and/or vulnerable adults and therefore should follow the Charity Commission guidance and ALL PCC Trustees should therefore have an Enhanced (without barred list) check.

Failure to pay due regard to the above could invalidate your insurance cover and could potentially expose vulnerable people to harm which could have been avoided.

Your DBS Recruiter will be able to provide advice on the roles that require a DBS and will be able to process a check through our online DBS system.

Safeguarding Training

In order to promote a safer environment and culture the diocese delivers the national Church of England Safeguarding Learning and Development Framework as outlined in the [E-manual - Safeguarding Learning and Development Framework.](#))

Details of all our training modules, including access to basic and foundations online training and the booking area for leadership training can be found on the [Safeguarding Training Portal.](#)

Important to note

It is a requirement for clergy (including PTO's) and all those who hold a position of office or responsibility to complete basic, foundations and leadership safeguarding training, renewing their leadership safeguarding training every 3 years.

This includes all Readers, PSO's, Churchwardens, Local Worship Leaders and Lay Pastoral Ministers/Visitors, as well as leaders and workers with vulnerable adults and children.

House of Bishop's guidance states that **PCC Trustees** should complete **Safeguarding Basic Awareness, Foundations and domestic abuse** training within three months of starting in role, to be renewed every 3 years.

Safeguarding Team

For general safeguarding queries contact a member of the safeguarding team on 01872 274351 or safeguardingqueries@truro.anglican.org

NEED TO RAISE A SAFEGUARDING CONCERN?

Imminent risk of significant harm? - Refer to Social Care (01208 251300), MARU (0300 1231 116) or Police (101 / 999), then contact the safeguarding team

Not urgent? - email the safeguarding record keeping / referral form to safeguardingconcerns@truro.anglican.org

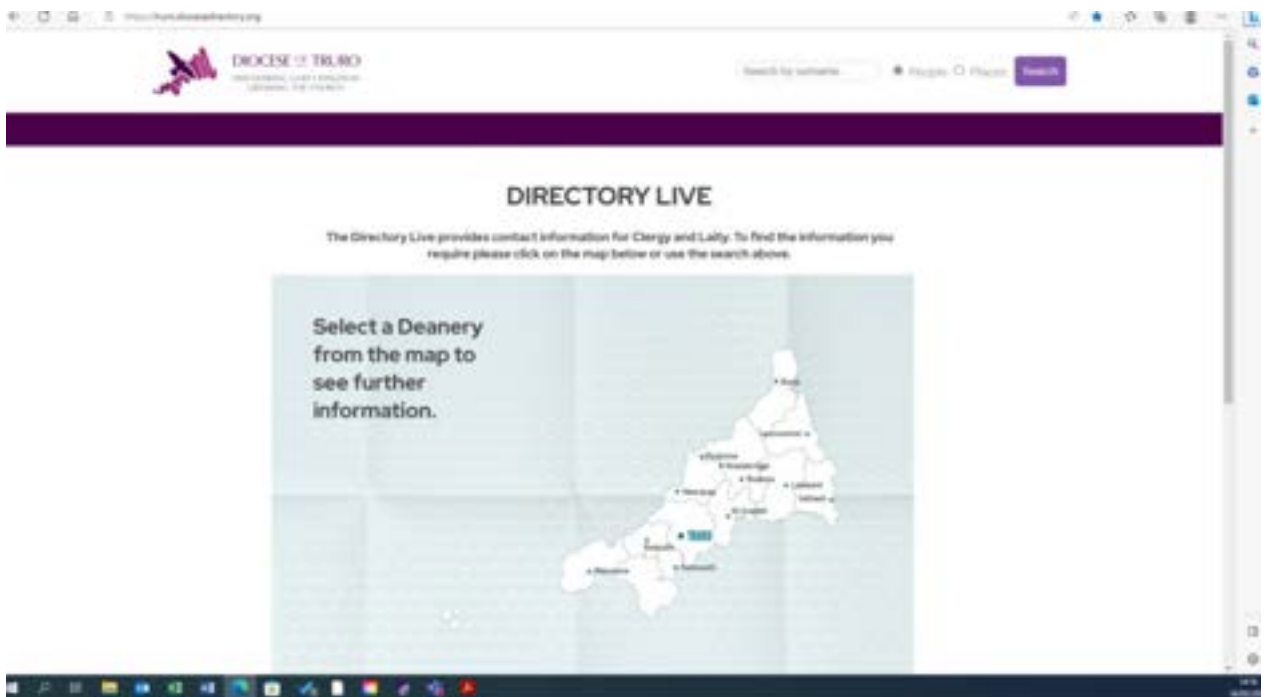
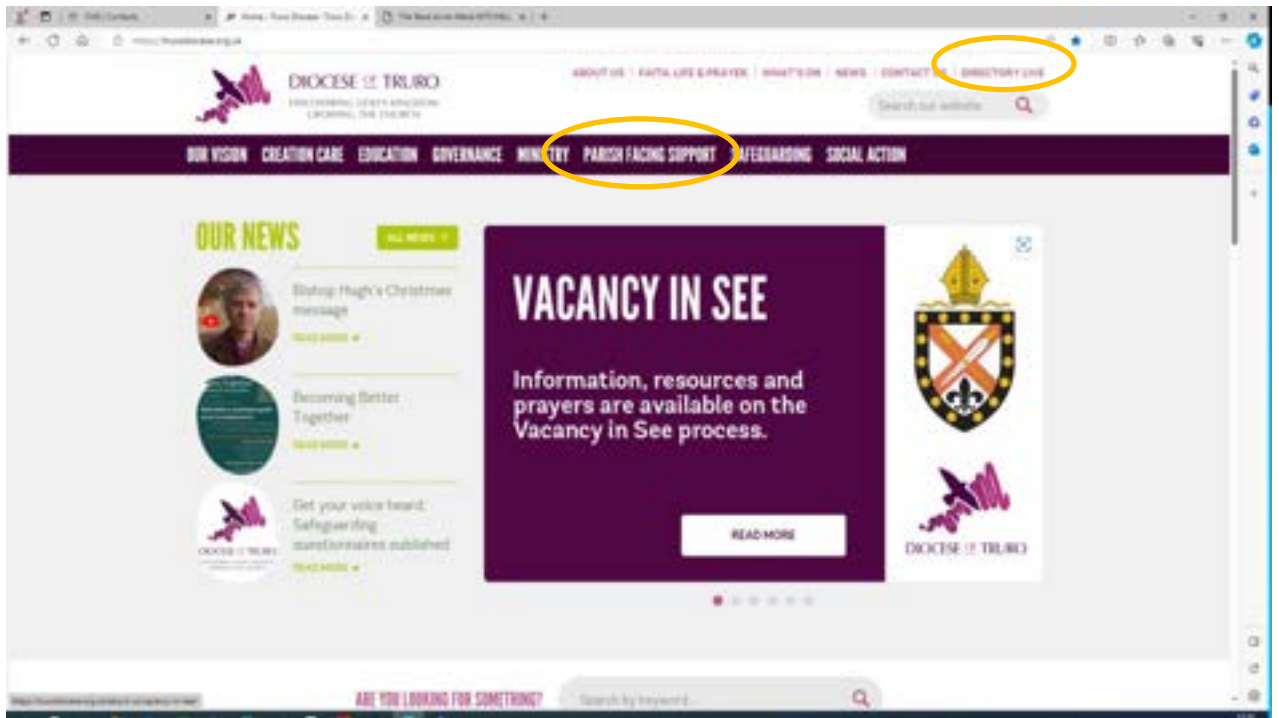
Need urgent advice that you feel can't wait? Contact the Safeguarding Advisor- 07591 203589 (during office hours)

The Diocesan Website: a brief overview

[http:// www.trurodiocese.org.uk](http://www.trurodiocese.org.uk)

On the Home Page Menu bar, click on 'Parish Facing Support' and here you will find information about PCCs, looking after churches, information about faculties, etc. It is worth spending some time looking through this website as you will find all sorts of information that you may find useful.

There is also a **live directory of people who work in the Diocese.**



Church House contact information:

Finance Department: email finance@truro.anglican.org

For general queries: email info@truro.anglican.org or call 01872 274351

For parish/deanery related queries please contact your Deanery Liaison Advocate:

Deanery Liaison Advocates:

Archdeaconry of Bodmin		
East Wivelshire	Sarah Welply	sarah.welply@truro.anglican.org
St Austell	Daniel Mantell-Roberts	daniel.roberts@truro.anglican.org
Stratton	Sarah Welply	sarah.welply@truro.anglican.org
Trigg Major	Rebecca Evans	rebecca.evans@truro.anglican.org
Trigg Minor & Bodmin	Rebecca Evans	rebecca.evans@truro.anglican.org
West Wivelshire	Mandy Wells	mandy.wells@truro.anglican.org
Archdeaconry of Cornwall		
Carnmarth North	Mel Pomery	melanie.pomery@truro.anglican.org
Carnmarth South	Sue Thorold	sue.thorold@truro.anglican.org
Kerrier	Mel Pomery	melanie.pomery@truro.anglican.org
Penwith	Sue Thorold	sue.thorold@truro.anglican.org
Powder	Jenny Wreford	jenny.wreford@truro.anglican.org
Pydar	Rebecca St Ledger-Renfree	rebecca.StLedger@truro.anglican.org

Resources recommended for new PCC Secretaries

Essential Resources

These are essential for every PCC, and should probably be held by the PCC Secretary:

Church Representation Rules 2022 edition

ISBN 9780715111864

Available online [here](#)

Also available to purchase from Church House Bookshop [here](#)

Keep or Bin? The Care of your Parish Records. See Appendix 2.

Also available for download from the Church of England Website [here](#)

The latest Guidelines to help the PCC Treasurer with the preparation of the Annual

Books which may be helpful

Please ensure that you obtain the latest versions as details change on a regular basis.

Practical Church Management - A Guide for every parish (4th Edition)

Author: James Behrens

ISBN: 9780852447864

A Handbook for Churchwardens and Parochial Church Councillors

New Revised and Updated Edition 2023

Author: Kenneth MacMorran and Timothy Briden

ISBN: 9781399409391

Serving the Parish (2006)

Author: Martin Dudley

ISBN: 9780281057184

Your Church and the Law: A Simple Explanation and Guide

Author: David Parrott

ISBN 9781848251021

Employing youth and children's workers

Authors: Paul Godfrey and Nic Sheppard

ISBN: 9780715140581

Websites

Diocesan website - www.trurodiocese.org.uk

<http://www.parishresources.org.uk/> for a wide selection of resources, information and support

<http://www.john-truscott.co.uk/>. John Truscott is a church consultant and trainer and his website, amongst other things, contains a number of free resources helpful to those involved in church administration.

Church of England website www.churchofengland.org

Other Support

Diocesan Communications

The Communications team are here to support the communication aims of all of us in the Diocese of Truro.

In 2024 we will be:

- Providing effective support & advice to parishes, clergy, and other diocesan departments,
- Sharing the news from around our diocese with media and the wider community,
- Supporting the diocesan vision and plan,
- Supporting the implementation of the deanery plans,
- Sourcing and providing communication training for parishes and diocesan departments,
- Responding to media inquiries,
- Populating and curating our website and social media channels,
- Supporting the bishops and senior diocesan team in their work.

The team work from home and are available to parishes via telephone, email, Teams or zoom. For more information contact Kelly Rowe, Head of Communications on email Kelly.rowe@truro.anglican.org

Diocesan Registry

Jos Moule, Diocesan Registrar
Truro Diocesan Registry
VWV
Narrow Quay House
Narrow Quay, Bristol
BS1 4QA

0117 314 5420 email truroregistry@vww.co.uk

Church House Bookshop

31 Great Smith Street
London SW1P 3BN

Tel: 0845 017 6965 (mail orders)

Tel: 020 7799 4064 (general enquiries)

Email: bookshop@chbookshop.co.uk; Website: www.chbookshop.co.uk

Appendices:

- Map of the Diocese
- Trusteeship Booklet
- Keep or Bin? The Care of Your Parish Records.

The appendices listed above are attached to this Handbook.

Diocese of Truro

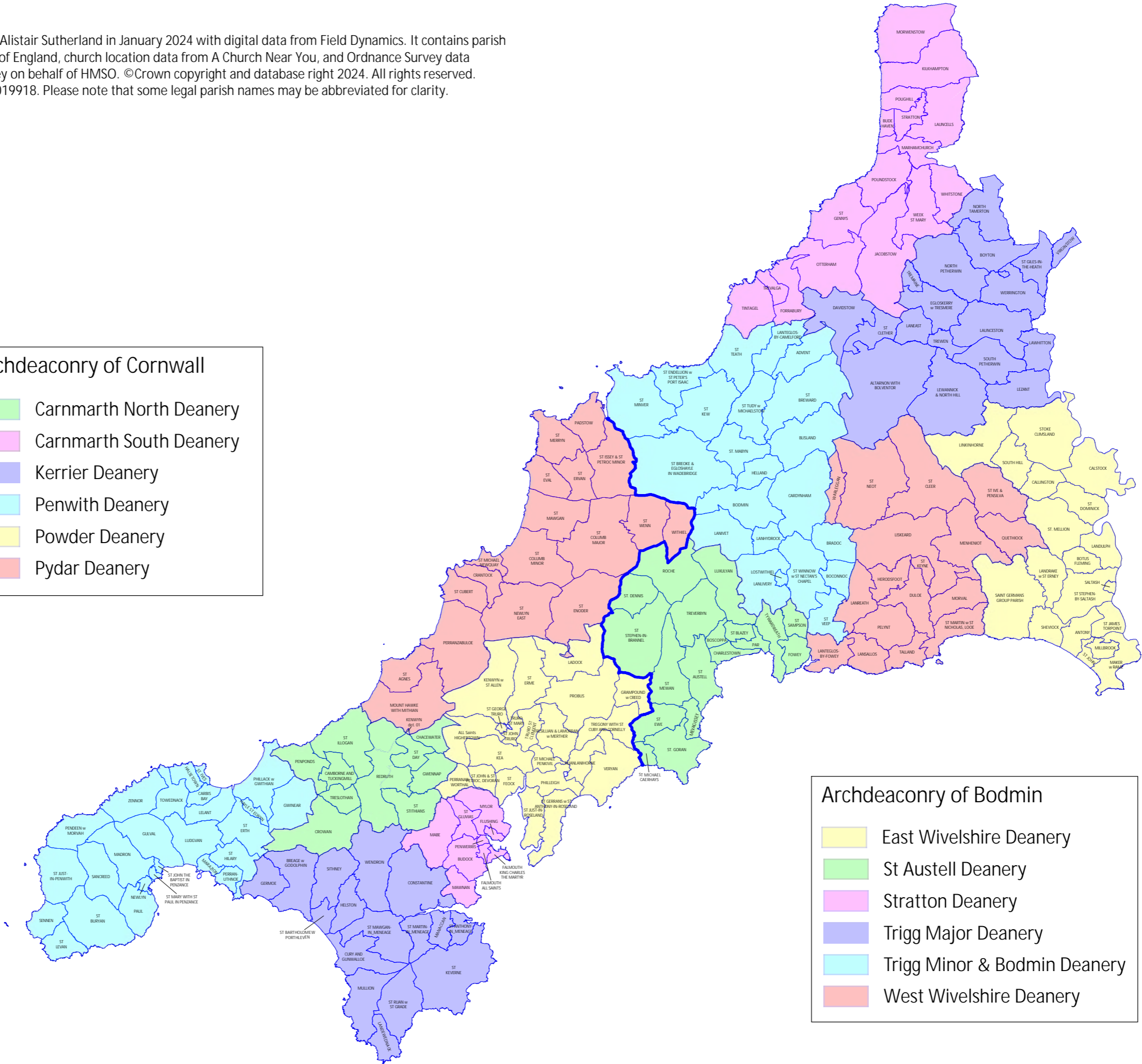
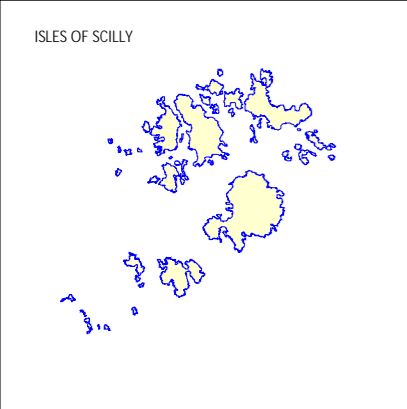
This map was compiled for the Diocese of Truro by Alistair Sutherland in January 2024 with digital data from Field Dynamics. It contains parish data supplied by the Commissioners of the Church of England, church location data from A Church Near You, and Ordnance Survey data reproduced with the permission of Ordnance Survey on behalf of HMSO. ©Crown copyright and database right 2024. All rights reserved. Ordnance Survey licences nos 100040148 and 100019918. Please note that some legal parish names may be abbreviated for clarity.

Archdeaconry of Cornwall

- Carnmarth North Deanery
- Carnmarth South Deanery
- Kerrier Deanery
- Penwith Deanery
- Powder Deanery
- Pydar Deanery

Archdeaconry of Bodmin

- East Wivelshire Deanery
- St Austell Deanery
- Stratton Deanery
- Trigg Major Deanery
- Trigg Minor & Bodmin Deanery
- West Wivelshire Deanery



Further help

The Church of England:

You may find the following sources helpful :

- The Charities Act 1993 and the PCC 3rd edition: A guide to the SORP 2005 revisions (ISBN No: 9780715110218)
- The Charities Act 1993 and the PCC: Preparing Receipts and Payment Accounts (SORP 2005) (ISBN No: 9780715110232)

These two books are produced by Church House Publishing to provide detailed guidance on accounting and reporting for parishes. The former is the full edition, the second is a shorter book for parishes using Receipts and Payments accounting.

The Church of England website contains copies of the PCC Powers Measure (1956) as amended, and the Church Representation Rules, which the Charity Commission has approved as the governing documents of PCCs.

www.parishresources.org.uk supports good stewardship by parishes. It provides guidance for treasurers, independent examiners and also resources for PCC members in their role as trustees.

For more detailed help on specific questions, you should contact your diocesan office.

The Charity Commission:

The Charity Commission produce a range of publications to help trustees. You may find the publication “The Essential Trustee: What you need to know” (order reference CC3) a good place to start. To get a copy of this or any of our other publications you can:

- view and print them from the website; www.charitycommission.gov.uk
- order by phone – Monday to Friday 0800-2000 and 0900-1300 Saturdays - 0845 300 0218;
- write to Charity Commission Direct, PO Box 1227, Liverpool, L69 3UG.



This booklet is produced jointly by The Archbishops' Council and the Charity Commission, and is copyright to them ©2008

We are grateful to Ecclesiastical for sponsoring the production of this booklet.

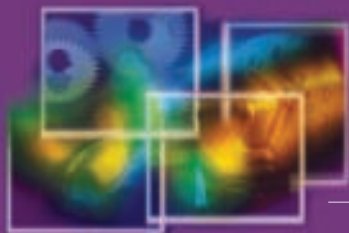


Ecclesiastical are aware of the responsibilities faced by PCC members and now within their standard Parishguard policy automatically include Charity Trustee Indemnity for a limit of £100,000. If you require further clarification regarding this cover please contact Ecclesiastical on 0845 777 3322.

Trusteeship



An Introduction for PCC Members



This booklet has been produced for PCC members. As a member of a Parochial Church Council you are also a charity trustee, as all PCCs are charities. This booklet seeks to explain what this means in terms of your responsibilities and duties.

PCCs have been recognised as charities for many years. The basic responsibilities of their members, as charity trustees, have not changed significantly for some time. However, provisions of the 2006 Charities Act that will affect PCCs are expected to be implemented in 2008, and this booklet provides an update on their effect.

The Parochial Church Council (Powers) Measure 1956 defines the functions and powers of a PCC. Under the amended Measure, the principal function of the PCC is “promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.” Thus PCC Members have significant responsibilities for the local mission of the Church, and effective team working lies at the heart of any successful PCC. As a PCC Member, and trustee, you can make a real difference to your local church - to its aims and direction, its mission and vision, finances and the employment of any staff.

The fact that PCC members are also charity trustees should be seen positively. Trusteeship recognises that we have accepted a particular responsibility and are accountable for this. If we do this diligently and act lawfully, we have nothing to fear. Along with this responsibility comes the authority and power to act.

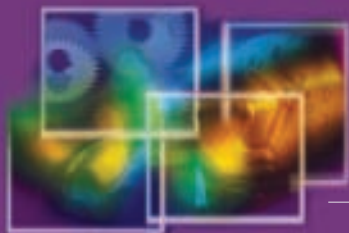
God gives to all of us the responsibilities of stewardship for that which he has entrusted to us. This is true individually, but it is also true collectively. As a local church community, and as a PCC, we are stewards both of the mission of the church in that place, and of the resources available to the church.

This booklet is based on the Charity Commission’s guide, CC3a, “The Essential Trustee”, and is produced with their support. It includes legal requirements, good practice and recent developments. For clarity, legal requirements are indicated by the ♦ symbol; good practice is identified by the ✓ symbol.

This booklet is intended to provide a general guide to the responsibilities of PCC members as trustees. When appropriate, PCCs should seek specific specialist advice from solicitors, the Diocesan Registrar, the diocesan office, accountants, or other professionals.

For PCC Discussion:

We often talk about stewardship as an individual responsibility, but PCCs also need to be good stewards corporately. Take a moment to identify the particular stewardship challenges you are facing as a PCC.



What are the duties of trustees?

PCC Members have, and must accept, ultimate responsibility for directing the affairs of their PCC, ensuring that it is solvent and well-run, and delivering its charitable outcomes. You need to keep in mind the following areas of responsibility.

◆ **Ensuring compliance** – PCC Members must ensure that their charity complies with charity law and with church (ecclesiastical) law. In particular...

All PCCs are required to prepare annual accounts, and report on their work. Those who become registered charities will need to return copies of these, and annual returns to the Charity Commission. All PCCs are required to send a copy of their annual financial statements to their diocese.

All registered PCCs will need to state that they are a registered charity on their letterheads and on many of their financial documents. It is not a requirement to state the charity's registration number, but many do.

◆ **Duty of prudence** – Trustees must:

Ensure that the PCC is and will remain solvent. This means that you need to keep yourself informed of the PCC's activities and financial position.

Use charitable funds and assets wisely, and only to further the purposes and interests of the PCC.

Avoid undertaking activities that might place the PCC's property, funds, assets or reputation at undue risk. Careful discernment is required when stepping out 'in faith'.

◆ **Duty of care** – Trustees must:

Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the PCC is well-run and efficient.

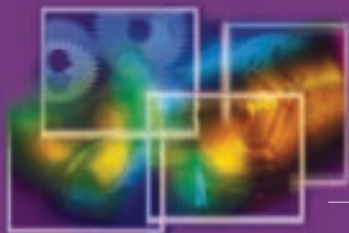
Take special care when investing funds, or borrowing funds for the PCC to use, seeking professional advice where appropriate.

Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

To fulfil these responsibilities properly, PCC members should make sure that they keep up to date with what the PCC is doing. You should give enough time and energy to the PCC's business, and meet regularly enough to make the decisions needed. How this is done will vary between different types and sizes of PCC.

For PCC Discussion:

Take a moment to consider whether there are any areas where you feel you are not fulfilling your duties as trustees. What actions might improve this?



Seven Marks of Good Governance

An effective PCC....

- ✓ is clear about its purposes, mission and values, and uses them to direct all aspects of its work.
- ✓ has adopted structures, policies and procedures which enable it to achieve its mission and aims and meet its objectives efficiently.
- ✓ sees sound governance as an important part of its stewardship. It has appropriate procedures in place.
- ✓ manages and uses its resources (including finance, skills, knowledge, experience and assets) so as to achieve its potential. It plans and budgets effectively, including periodic review.
- ✓ views accountability and transparency as key values, and recognises that it is accountable to wider constituents. It communicates effectively, explaining its activities and decisions in an open and transparent way whilst maintaining confidentiality where appropriate.
- ✓ is flexible enough to adapt to change appropriately. Avoiding complacency, the effective PCC will want to increase its effectiveness in meeting its core object of promoting in the parish the whole mission of the Church.
- ✓ acts with integrity, and in accordance with its values.

For PCC Discussion:

In which of these areas do you think you are most effective, and in which areas are you least effective? What two or three actions would improve your effectiveness as a PCC?"

Some frequently asked questions.....

Q: Do PCCs need to register with the Charity Commission?

A: The Charities Act 2006 will require PCCs with income over £100k to register with the Commission. This is expected to be from October 2008. Further guidance will be available in due course from the Church of England, Charity Commission and Parish Resources websites.

Q: If my PCC is not required to register, can I get a Charity number?

A: All PCCs are charities. Those who continue to be excepted from registration, because their income is below the threshold, and are asked for their charity number should state that they are excepted from registration by Statutory Instrument No 180 Charities (exception from registration) Regulations 1996). It may be acceptable for you to quote your Gift Aid claim number provided that you make it clear that it is your reference number with HM Revenue & Customs as a charity, and not a Charity Commission number.

Q: What are the potential liabilities of PCC Members as charity trustees?

A: PCC members are entitled to meet the PCC's liabilities out of its resources. The possibility of personal liability would only arise in the event of a failure to act in accordance with their legal

responsibilities as trustees - including their duty to show a reasonable degree of care in the administration of the PCC's affairs.

Q: Can PCCs insure trustees against personal liability?

A: The short answer is yes. Many PCCs will find that their insurance policy already provides a good degree of cover for public liability, PCC and trustee indemnity, pastoral care indemnity and legal expenses. Your Independent Examiner may also be covered under your policy.

Q: Can PCC members be paid?

A: PCC members cannot be employed by the PCC, unless specific authority has been granted by the Charity Commission. However, PCC members may receive payment for services provided to the PCC if certain conditions are met. These are described in the Charity Commission's website information sheet 'Trustee Payment' (CSD- 1381A). Further information is provided in their leaflet (CC11) 'Payment of charity trustees'

Q: What is the minimum age for a PCC member?

A: The minimum age for a PCC member is 16, and they are full trustees from this age.

Keep or Bin...?

The Care of Your Parish Records

Church of England Record Centre
Records Management Guide No. 1

Revised 2009

Records Management Guides from the Church of England

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1 INTRODUCTION

Since 1978 with the passing of the Parochial Registers and Records Measure, the long-term care of parish registers and other important parochial archives has been covered by law. The 1978 Measure was brought up to date by the Church of England (Miscellaneous Provisions) Measure 1992, which came into force on 1st January 1993. A Guide to the Parochial Registers and Records Measure has been published¹.

This revision of the 2006 Guide is intended to provide some brief, practical notes to be used by the various parish officers who find themselves involved in managing records on behalf of the parish. The information in this leaflet has been taken from a number of sources including the Advisory Group of the Church of England Record Centre, the Council for the Care of Churches, Cheshire Record Office, Kent Archive and Local History Service, the Legal Office of the National Church Institutions. The National Archives and the Society of Archivists.

It is to the Diocesan Record Office (The DRO), that parishes should look for advice and guidance on the care of record material, ancient or modern.

Further copies of these guidelines can be downloaded from our website, or a paper copy is available from the Church of England Record Centre and details of our website and postal address can be found in Section 11 at the end of this guide.

2 WHY BOTHER TO MANAGE YOUR RECORDS?

There are a number of reasons why parishes need to manage their records properly. Without proper organisation the sheer volume of records (whether stored in paper or electronic format) can easily become overwhelming. Many areas of parish activity are subject to external regulation; for example in areas of child protection, finance, and the preservation and maintenance of our historic buildings; which makes it essential to maintain proper records. Good record keeping, particularly in these areas, demonstrates the Church's wider accountability to Society in relation to its activities and reflect the true complexity and diversity of the Church's activities.

The Church also has theological reasons for managing its records as a testimony of its various activities as part of its continuing witness to Christians, those of other faiths and those of none.

The main purpose of managing your records is to ensure that:
"the right information is with the right people at the right time."²

If you have too many records then the important information can get buried; but if you can't find the information when you need it there is little point in keeping it in the first place. On the other hand, if records are destroyed before they need to be, then the parish may not have the information which is required to deal with issues that arise.

Managing the records detailed in the Parochial Registers and Records Measure 1978 is straightforward. These guidelines are designed to help parish officers to distinguish between the different kinds of records and decide how long and where they need to be kept.

¹ Guide to the Parochial Registers and Records Measure 1978 (as amended at 1st January 1993). With practical suggestions for custodians and users. Church House Publishing, Great Smith Street, London SW1P 3BN. ISBN 0 7151 3747 6.

² Definition of records management by the Records Management Society of Great Britain

3 LOOKING AFTER YOUR ELECTRONIC RECORDS

3.1 General Advice

Whilst information technology has made parish administration much easier electronic records need to be subject to the same rules of management particularly in regard to retention and destruction as traditional paper records.

It is recommended that parishes routinely tackle the preservation of electronic records which are of permanent historical value. It is not recommended to store such records on magnetic media but only in hard copy format in the absence of a supported electronic archive or document management system. Magnetic media can be corrupted and it is better to capture the permanent copy early on in the life of the document (it is recommended that this is done as soon as the final document has been completed).

Even records stored on CD/R or DVD media can be subject to corruption although this is a better option than many.

It is recommended that all IT systems which are used to create and maintain electronic documents in the course of parish administration are backed up on a regular basis. The back ups should be stored securely away from the location of the machine or system on which they were created, ideally in another building or at the least, in a different room in the same building.

All applications should have appropriate virus checking software, especially if documents are transferred between a number of computers.

It is also advisable for parishes to ensure that compatibility of existing data is addressed when buying and installing new computer systems. Otherwise significant re-keying or loss of data may occur.

Many parishes now maintain web sites. If the technical expertise is available it is of value to take a snapshot of the parish web site twice or three times a year (depending on how frequently the web site is updated). All master documents made available via the web site should be captured in hard copy format in the same way as other records stored on magnetic media.

3.2 Document Management Advice

(a) Naming Files and folders

All documents (e.g. a report or spreadsheet or powerpoint presentation) in Microsoft Office are called “files” and are stored in “folders”. You should have a file plan - a documented arrangement of all your folders. You can give names to files and folders and the combination of file and folder name should clearly indicate the subject content. For example:

Minutes - name of the group or committee and meeting date in a recommended format (yyyyymm or yyyyymmdd) e.g. “PCC Minutes 200708.doc” or “Fabric Committee, Minutes 200805.doc” rather than “May.doc”. Having year then month in number format in the file title means any file list on screen will be in a helpful and logical order. Store minutes in appropriately named folders e.g. PCC Minutes 2007 or Fabric Committee Minutes 2008.

Reports – name of the report, date and version number if applicable e.g. “Fabric Committee Minutes 2007.doc.v1”

Filenames – add the filename and filepath to the footer of every document you create once it has been saved, to enable anyone with a paper copy to identify what it is and where the electronic copy can be found.

Folders should carry a readily identifiable name that indicates their purpose. The default should always be to put documents into global or shared folders and have a clear policy on folder names.

Consider:

- Is there a recognised term for the subject? Use this for preference.
- Is the term likely to be recognised in the future? Try not to use current buzz words which may have passed out of use in the future when the folders have not.

- Try not to use abbreviations unless they are very obvious.
- Can a complete newcomer understand the subject from the folder name and find the information quickly using the folder name?

(b) Storing Files - Folders

Within shared drives create individual folders for each activity or function. If there are lots of files in a folder it can be hard to find specific information. Use additional folders to structure this as a hierarchy – general activities first, then more specific folders and files as you move down the hierarchy. If you already have a paper filing structure that people are familiar with then look at replicating that for your shared folders rather than trying to create something new. Put yourself in the shoes of someone trying to find a document in the future who is not familiar with the files: what folder and file titles will make it easiest for them to find the right document or file?

(c) Version Control

Where a document goes through a number of changes and earlier copies are kept, it is essential that version control be applied. This can be of two types.

- Version 0.1, 0.2 – where small changes are being made to an existing document.
- Version 2, Version 3 Final – where a major revision is made and a new revised version will replace an earlier version.

Doing this will make it easier to track changes as a document develops. The version information should appear in the file name and on the front page of the document (e.g. Mission Policy – Version 3 Final – 2006). Consider whether you want to retain or delete earlier versions. If a version represents a significant change in policy, thought or expression from its predecessor, and vice versa it should be retained.

(d) Templates and Styles

If you often have to produce the same type of documents it makes sense to have standard templates that new versions can be copied from - this saves time formatting documents and helps consistency. Structuring documents using Word styles also makes it easy to format documents and maintain consistency throughout them, particularly standard ones such as letters, reports, minutes etc.

(e) Security and Access

The greatest risk to your records is misplacement, loss and unauthorised access. Consequently it is vital that you properly control access to and use of your records. In an office or on shared computers store documents on shared drives so that they can be readily accessed by colleagues – better one copy in a shared drive than several all in personal drives or folders. Where necessary, access to shared folders can be limited to those who have a need to access the contents. This can be done on a folder by folder basis. Alternatively an individual document can be password protected; though if you forget the password, recovering the contents may be extremely difficult.

(f) Retention and Deletion

Shared folders just like filing cabinets – they take up space and cost money. The difference is that you cannot see the space – but you still need to clear them out and weed them in exactly the same way you would a filing cabinet. You need to have a clear policy on what you keep and for how long. For specific guidance about the retention or disposal of records not included in this guide and in the absence of a diocesan policy, please contact the Record Centre for further advice, Tel. 020 7898 1030 or e-mail: archivist@c-of-e.org.uk.

(g) Back Ups

It is essential to make regular back ups of files on you computer. One way of doing this is to buy an external hard drive - these are now cheap (well under £100), reliable and easy to use. Many broadband and email providers now also offer free or cheap online storage of documents including back ups. Avoid saving only

onto memory sticks or flash drives – it isn't safe or secure! Obviously this will sometimes be unavoidable – so do transfer files to a computer soon as possible.

(h) E-mails

Naming email – always use the “subject” box to give a proper title to the email that describes what it is about. Limit each email exchange to one clear subject wherever possible – do not reply to a previous email to start a new topic, instead start a new email with its own clear subject heading - it makes it easier to find them later.

Saving email – Parish related e-mails you need to keep as part of the corporate information of the parish should be treated in the same way as any other electronic or paper record and stored in a way that provides security and access to those who need it.

Saving emails can be done in two ways –

a) within Outlook as a “live” email. While this retains the flexibility of access and use - you can forward it, reply etc., and can store emails in various sub-folders; the disadvantage is this will over time clog up your email inbox making it harder to manager the information. Email is also not a satisfactory means of long term storage of important information.

b) Outside of Outlook. Content of emails that need to be saved longer term can be stored outside the email system by saving the email in message file (use the “save as” option and choose “Outlook Message Format” in the save as type field) in a shared folder under the appropriate subject heading – this saves the email text as a document with the to/from/date details intact and allows it to be stored with related documents. The actual email can then be deleted. In a Microsoft Windows environment, such e-mails can be simply dragged from Outlook to the appropriate folder.

(i) Dates

Always date documents. Do not use the “date” field option as it enters the current date and automatically updates every time the document is opened.

(j) Master Copies

The master copy of any document or file should be kept by the creator or the main contributor to its creation. If several people hold copies of documents then decide who is the master copy owner – they are responsible for ensuring a complete set of records e.g. of a series of meetings, so that the parish has a full set and everyone else can dispose of theirs and not have to keep their own duplicate copies. This applies to paper as well as electronic records. For example the master copy of the PCC Minutes would be usually be held by the PCC Secretary.

4 LOOKING AFTER YOUR PAPER RECORDS

4.1 Creating and storing your records

Taking trouble from the moment records are created is always important. It is useful to give some thought as to the length of time which a record will need to be retained. These guidelines together with the retention schedule in section 8 can be useful. If a record is likely to be retained permanently (for example, it is of historical or legal value) it may be appropriate to use an archival quality paper, to avoid the use of post-it notes on the text, to use brass paper clips or brass staples for securing papers, not to use self-adhesive tape to “mend” papers and not to use tippex on documents. All these precautions will extend the life of the record.

However, it would be an over-reaction (not to mention expensive) to apply these guidelines to routine financial information, for example, or general correspondence files which will be retained for much shorter periods of time.

Good Practice

Avoid using brown paper, envelopes or newspaper for wrapping up records. Coloured or recycled paper is not suitable for records which are likely to be retained as permanent archives, and good quality pen ink should be used in preference to pencil or ballpoint pen.

Avoid metals that can rust in all clips, pins, staples, tags and containers. Many metals corrode and cause damage to documents. Brass, plastic and other non-rusting paper clips can be obtained. When tying bundles use white tape rather than string, and string rather than rubber bands, which perish and damage paper. Wrap bundles in strong white paper before tying. Keep documents free from dust, grease and other foreign substances.

Storage

Registers and other vital documents should be stored in a safe which should be located in a secure, cool and dry place. Avoid basements and attics for this purpose as these are likely to suffer from dampness or high temperatures. However, the records should not be stored in the same place as stationery and general office supplies but in clearly designated areas from where they can be easily retrieved and which they can be safeguarded from fire, flood, theft or unauthorised access.

Make sure that documents are protected from immediate contact with metal, in cupboard walls, shelves, trays and the like. Make sure that the records are packed in boxes rather than plastic bags. Plastic bags prevent air circulation and can also give off gases harmful to paper.

Do not place documents at floor level or where leaking water pipes could cause damage. If the area is prone to floods, store well above the known highest flood level.

Check all electrical circuits have been tested during the last two years. Keep a carbon dioxide fire extinguisher nearby. Use a liquid fire extinguisher only in the last resort.

If you need advice about storing parish records or about the environmental conditions in which your records are currently stored please contact your local DRO.

As part of the business continuity planning it may be worth considering have a contract with a document salvage company for the recovery of records in the aftermath of a major incident such as a flood or fire.

Faxes on thermal image paper fade rapidly and the chemicals present in many fax papers cause discolouration in adjacent papers- these should be replaced if not on plain paper then with photocopies at the earliest opportunity.

Advice about appropriate conditions for the storage of records can be found on the University of Edinburgh Records Management Section website:

<http://www.recordsmanagement.ed.ac.uk/infostaff/rmstaff/recordstorage/recordstorageareas.htm>.

4.2 Protection and repair of your documents

Records face deterioration through the direct impact of fire and flood, but usually much more so from more indirect causes such as aging of their component materials and from inappropriate handling. This section sets out the steps you can take to protect your records and if necessary where you can seek advice and help.

If the documents are in a poor condition, or in case of damage by fire or flood, get in touch with the Diocesan Record Office (the "DRO") as soon as possible, where they will be able to offer advice and assistance. Protect damaged documents first with white blotting paper, and then place them within folders. Do not bring any abrasive material such as metal bulldog clips into immediate contact with a fragile document. Do not attempt to dry sodden documents. Store them in a plastic bag in a domestic freezer until advice is available from the DRO or document salvage company.

Do not attempt any type of repair. Repairs need to be carried out under the direction of those with professional expertise. Materials likely to be at hand, such as mass-produced gum or glue, and the transparent self-adhesive strips intended for packages and parcels, and also said to be suitable for repairing printed books, must not be used on any documents, for they themselves in time cause damage.

If a document is damp and smells of mould, isolate it and place it in a natural current of cold dry air. Seek advice as soon as possible, as the mould may still be active. For general advice on conservation see the National Archives web site: <http://www.nationalarchives.gov.uk/preservation>

4.3 Allowing use of records

To avoid blots and smudges which can obscure the original text, make sure that no-one who uses core records for research purposes uses anything but a soft-leaded pencil. It is also important that no one using core records for research purposes eats, drinks or smokes whilst anywhere near your records and that any notebook, laptop or writing paper is not put on top of the records. Encourage the use of reading aids such as foam wedges and weights. Researchers need to be directly supervised to avoid the risk of damage or loss.

5 DATA PROTECTION

The purpose of the data protection legislation is to prevent wrong decisions about people being based on inaccurate data and unauthorised use of personal information. The Data Protection Act 1998 (“the 1998 Act” give individuals the right to know what information is held about them and provides a frame work to ensure that personal information is handled properly.

All parishes collect personal information and are subject to the 1998 Act. A statutory requirement is that every organization that processes personal information electronically must notify the Information Commissioner’s Office (ICO), unless it is exempt. Failure to notify is a criminal offence. Notifications are required to be renewed annually and this can be done online and a fee of £35 is charged. Most PCCs will be able to claim the exemption from notification for small not for profit organisations (Further details of which are available on the Information Commissioner’s website).

Dioceses are subject to the eight data protection principles and must manage all personal data against these principles:

1. Personal data shall be obtained and processed fairly and lawfully.
2. Personal data shall be obtained only for specified and lawful purposes and shall not be used for any other purpose.
3. Personal data should be adequate, relevant and not be more than is necessary to complete the task for which it was collected for. However, keeping records for historical and research purposes are a legitimate reason for keeping records.
4. Personal data shall be accurate and, where necessary, kept up-to-date.
5. Personal data should not be kept for longer than is necessary for completion of the task it was collected for.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection legislation.
7. Personal data should be kept securely and safely with appropriate technical and organisational measures being taken against unauthorised or illegal processing, accidental loss or destruction of personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country ensures an adequate level of protection of the rights of data subjects.

The implication of these principles is that organisations should have procedures in place to cover the review of personal information held on files and databases. This means organisations must assess how long they need to keep information for, the purpose for which they are holding it and when it will be destroyed.

The 1998 Act also provides individuals with important rights, which include the right for individuals to find out what personal information is held on computer and in most paper records.

Should an individual or organisation feel they're being denied access to personal information to which they are entitled, or feel their information has not been handled according to the eight principles, they can contact the Information Commissioner's Office for help. Complaints are usually dealt with informally, but if this isn't possible, enforcement action can be taken.

Further information can be found on the Information Commissioners web site: <http://www.ico.gov.uk>

6 COPYRIGHT

Copyright protects the physical expression of ideas, in general, it protects, it protects the maker of a work from appropriation of their labours by another. As soon as an idea is given physical form, e.g. a piece of writing, a photograph, music, a film, a web page, it is protected by copyright. There is no need for registration or to claim copyright in some way, protection is automatic at the point of creation. Both published and unpublished works are protected by copyright for a specified period, typically 70 years from the date of publication or death of the author.

Copyright is normally owned by the creator(s) of the work, e.g. an author, composer, artist, photographer etc. If the work is created in the course of a person's employment, then the copyright holder is usually the employer.

Copyright is a property right and can be sold or transferred to others. Authors of articles in academic journals, for example, frequently transfer the copyright in those articles to the journal's publisher. It is important not to confuse ownership of a work with ownership of the copyright in it: a person may have acquired an original copyright work, e.g. a painting, letter or photograph, but unless the copyright in it has expressly also been transferred, it will remain with the creator.

Copyright is regulated by law, the principal statute in the UK being the Copyright Designs and Patents Act 1988 (CDPA). (amended on a number of occasions since coming into force on 1 August 1989). In addition the law relating to copyright has been affected by various statutory instruments. Including the Copyright and Related Rights Regulations 2003 which incorporated into UK law the changes required by the EU Copyright Directive.

Copyright law grants to copyright holders certain exclusive rights in relation to their works. They have the right to: copy a work, issue copies to the public, perform show or play it, make adaptations or translations. They also have the right to prevent:

- others communicating a work to the public by electronic transmission, e.g. broadcasting it or putting it on a website.
- others making available to the public a recording of a performance by electronic transmission, e.g. putting it on a website.

The law provides certain ways in which copyright works may be used without the need to first obtain permission from the copyright holder(s) - these include, fair dealing, library privilege, copying for examinations and copying for instruction. Copyright licenses permit copyright works to be copied and used in various ways. Otherwise, written permission must first be obtained from a copyright holder before their work is used or copied. Infringing the rights of copyright holders may be a criminal offence and/or cause them to sue for damages.

As a result of certain international treaties and conventions, works produced in many other countries have the same copyright protection in the UK as those created here. For further information, see Intellectual Property Office website: <http://www.ipo.gov.uk>

7 DECIDING WHAT THE PARISH NEEDS TO KEEP

When the majority of older parish registers and records have been deposited in the Diocesan Record Office, most parishes will only be responsible for records of current administrative value. Although many of these

will be of little or no historical value, it is important to be able to distinguish between these records and those which will be of historical value.

The purpose of this leaflet is to give parish officers the confidence to distinguish between the records which ought to be kept permanently and those which may safely be thrown away when they are no longer, required for administrative purposes. This advice applies equally whether the records are traditional paper records or have an electronic format.

For ease of reference records have been grouped into separate subject categories. The guidance about the retention or otherwise of records has been divided into three categories:

The parish must keep: This section contains the records which parishes are legally required to maintain whilst the records are in use and then to transfer to the Diocesan Record Office when the records have ceased to be of use in the parish.

The parish may keep: This section contains the records, which parishes may keep or may not; parishes are advised to consider keeping these records that may be of permanent interest, however the Diocesan Record Office may not be able to accept deposits of such records.

The parish should dispose of: This section relates to records, which may be safely disposed of at the end of their administrative life.

For ease of reference records have been grouped into separate subject categories.

7.1 Church Services

The parish **must keep:**

- Registers of baptisms, marriages and burials - Permanent (deposit at the Diocesan Record Office)
- Registers of banns, confirmations and services - Permanent (deposit at the Diocesan Record Office))

The parish **may keep:**

- Registers of marriage blessings
- Registers of funerals/interments
- An archive copy of any service sheets for special services or any surveys of church attendance.
- Photographs of special services, church events, clergy and congregation

The parish **should dispose of:**

- Baptism certificate counterfoils, marriage certificate counterfoils, copies of burial and cremation certificates, copies of banns certificates and applications for banns, baptisms and marriage services

7.2 Church Buildings and Property

Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (which came into force on 1st March 1993) to compile and maintain (in the form recommended by the Council for the Care of Churches) a terrier and inventory and a logbook giving details of alterations, additions and repairs to, and other events affecting the church or the articles or land belonging to it, and with a note of the location of any other relevant documents.

The churchwardens must send a copy of the inventory to the person designated by the bishop as soon as practicable after it has been compiled, and it would be wise also to send a copy to the Diocesan Registrar if they are not the designated recipient. They must notify the designated recipient of any alterations at intervals laid down by the bishop.

The terrier and inventory and the logbook must be presented by the churchwardens to the parochial church council at the beginning of each year, together with a signed statement to the effect that the contents are accurate. Mention should be made of new items, losses or disposals.

The parish **must keep**:

- Former terriers, inventories and logbooks - Permanent (deposit)
- Faculties, and accompanying papers, photographs, plans and drawings - Permanent (deposit)
- Plans, correspondence, accounts and photographs relating to major repairs or alterations - Permanent (deposit)
- Reports by Council for the Care of Churches, English Heritage and other conservation organisations - Permanent (deposit)

The parish **may keep**:

- A logbook or scrapbook recording parish events³

7.3 General Parish Administration

The core documents are the minutes of the parochial church council and its committees.

If these are still paper documents, but no longer written by hand in bound volumes, it is important that the signed copies of minutes are properly kept. It is recommended that PCC secretaries maintain minutes, produced by a word processor and kept in folders, by the standards outlined in the Company Secretaries Handbook⁴. Advice about this can be obtained from your Diocesan Record Office.

Pasting or sticking typed copies in bound volumes is not recommended because of the generally unsound archival quality of glues and adhesives as well as the risk of breaking the spine of the binding. Care must be taken, too, with ring binders because of the metal parts, which may rust. Loose minutes should either be properly bound into volumes or kept in an archival box, in which case the pages should be consecutively numbered. For legal reasons it is strongly recommended that pages of minutes are not kept loose but are filed in meeting order in files which comply with the standards outlined in the Company Secretaries Handbook.

The parish **must keep**:

- The signed copies of the PCC minutes and its committees and any accompanying papers and reports - Permanent (deposit)

The parish **may keep**:

- Letters and reports relating to major developments in the parish if they contain important information
- An archive copy of questionnaire returns
- Any statement as to the conditions, needs and traditions of the parish (a 'parish profile') produced by the parochial church council under the Patronage (Benefices) Measure 1986 on a vacancy in the benefice, as well as other documents held for or on behalf of the parochial church council or churchwardens in relation to the vacancy and the appointment of the new incumbent
- Maps of the parish specially prepared for church purposes
- Church electoral rolls and parish audits
- An archive copy of all printed items, such as booklets, produced by the parish
- An archive set, preferably bound, of all parish magazines
- An archive set of the weekly notice sheets if the parish does not produce a parish magazine or if the weekly notice sheets contain information of long-term interest
- All these documents should be dated.

The parish **should dispose of**:

³ These are very valuable records for ecclesiastical and social historians. It is strongly recommended that all parishes maintain some similar type of document, and the form of logbook published by the Council for the Care of Churches allows space for this.

⁴ The Company Secretary's Handbook A Guide To Statutory Duties and Responsibilities, 5th Edition, 2008 by Helen Ashton, publisher Kogan Page, ISBN 0749453214. See sections 5 – 6 which give guidance about good record keeping practice.

- Correspondence and other records relating to routine parish administration

7.4 Parish Finance

Most parishes generate a considerable quantity of financial records, but not all of these need be kept permanently.

The parish **must keep**:

The annual accounts of all parochial church council funds – Permanent (deposit)⁵

The parish **should dispose of**:

- Other supporting documents, including cash books, bank statements, wages records, vouchers and routine correspondence (more than 7 years old)
- Planned giving and gift aid records (more than 7 years old)

However, where Gift Aid Declarations are open-ended in the form ‘all my past and future donations’, these need to be kept for as long as they are still valid, plus 6 years. Her Majesty’s Revenues and Customs have the right to audit them whilst tax claims are still being made and for 6 years thereafter.

7.5 Pastoral Care, Safeguarding and Health and Safety

Personnel files relating to the clergy kept by bishops and their staff fall outside the scope of this guide. For such guidance see “Confidential Files On Ministers - Guidance Notes for Bishops and Bishops Secretaries”. The most recent edition was issued by Lambeth Palace in June 2008 and is published on the Lambeth Palace Library website: http://www.lambethpalacelibrary.org/files/Care_of_Clergy_files.pdf

In most parishes the clergy will keep records dealing with pastoral matters many of which are likely to be highly confidential. It is recommended that these are disposed of once the matter has been resolved in line with data protection recommendations. Where the subject of the information gives expressed informed permission, it can be very important to pass on the information to another incumbent or another church minister if they move. (This would usually be to their benefit in that subsequent care will be continued).

If these records are being retained for research purposes, such a purpose should be included in the Data Protection notification, if there is one and if deposited in the Diocesan Record Office a closure period of at least 85 years must be applied to the records from the date of the most recent document on the file.

Permission is not required, unless it can be safely obtained, if failing to pass the information on would mean there is a likely potential risk to a child or vulnerable adult, or such failure would prejudice the detection or prevention of a criminal offence.

The same rules should be applied to any confidential papers relating to the selection of any new incumbent for the parish. Your diocese will be the ‘Registered Body’ for processing applications to the Criminal Records Bureau (CRB) on behalf of the Parish. CRB certificates will normally be held at diocesan level by the Registered Body (for up to 6 months). The Parish Child Protection or Safeguarding Representative should keep all their documentation relating to recruitment or other child or vulnerable adult protection securely. Such records must be passed on to subsequent representatives and incumbents. It is strongly recommended a file is kept for each lay employee and volunteer and that this should be kept for a minimum of 50 years after their appointment ceases.

These files should be kept in a locked filing cabinet by the incumbent or in the parish office. It is essential to keep accurate records of any concerns, disclosures and allegations relating to children and vulnerable adults. Facts observed or disclosed should be accurately recorded, signed and dated. If records are being kept without the knowledge of the subject, it should be clearly recorded why this is so, for instance if there is a pattern of behaviour which needs to be monitored or third party information, such as a letter of complaint or

⁵ The Archbishops’ Council’s Finance Department has produced a parish account book entitled Parochial Church Accounts, in a loose-leaf format which provides for the inclusion of audited accounts.

police information. Actions taken and decisions made should be noted. Who is party to the information, for example, the subject of the report, the child's parent etc, 'a need to know' monitoring group for a sex offender, should be recorded.⁶

The parish **must keep securely**:

- A file for each lay member of staff and volunteer
- Parish agreement with the diocese on obtaining CRB Disclosures
- Letters and other correspondence pertaining to disclosures from the diocese should be kept for as long as those volunteers and employees are in the particular role for which Disclosure was obtained. CRB certificates must never be duplicated and must be destroyed within 6 months of a recruitment decision being made.
- A dated register of those who have been CRB cleared, for administrative purposes (such as ensuring renewals, or to provide a quick reference). However, any copies of actual CRB disclosures should be kept for no longer than 6 months.
- Any communication from third parties, e.g. complainants on any matter, the police or Social Services and a factual record of the actions taken.

7.6 Legal Documents

The parish **must keep**:

- Title Deeds
- Local Ecumenical Partnership Agreements
- Pastoral Schemes
- Orders in Council for the closure of a churchyard
- Charity Schemes

7.7 Other Parish Records

In most cases the parish records fall clearly into a category in which they either have to be retained or may be destroyed after they cease to be current. However, there are a small number of records where historical value is limited but the bulk is considerable. In such cases it is permissible to retain a representative sample of records to be determined by the parish in consultation with the Diocesan Record Office.

The parish **may keep**:

- Public notices
- Rota duty lists
- Routine correspondence

Some of these are records which have been outlined for destruction in the advice given above. If it is decided to sample these records then the basis for the sample must be determined at the outset and rigidly adhered to. A good basis for sampling is to keep all records in the sample categories for a fixed period, eg one month in every year, or one year in every ten. Where doubt exists your Diocesan Record Office will be able to advise. It may be appropriate to transfer the whole series to the Diocesan Record Office in order to allow the archivist to take an appropriate sample.

7.8 Parish Organisations

Where separate organisations in the parish maintain their own records they should manage their records against the guidelines outlined in 7.1-7.4 above.

⁶ Where 'personnel' files are kept on volunteers or employees they will be in principle entitled to see personal data on their file (subject to making a written request and paying a fee of up to £10) but there are various statutory exceptions and also particular rules relating to third party communications. If you have concerns about whether information should be disclosed in a particular case, advice should be sought from the diocesan Registrar.

7.9 Publications

The service books used by a parish form part of its liturgical history and consideration should be given to keeping a representative sample in the parish. Publications produced by the parish such as parish magazines and church guides for visitors and parish histories should be kept and copies offered to the Diocesan Record Office and to the appropriate local reference library.

- A copy of all printed service books, communion booklets, Bibles etc. as they are replaced by new versions
- Finely bound altar and desk editions of the Book of Common Prayer and of the Bible⁷
- One copy of hymn and prayer books and psalters, service sheets and communion booklets (these are of value for the study of liturgy in the parish)
- A copy of each edition of the church guide
- One copy of a parish history

8 RETENTION GUIDELINES

This section sets out the retention advice given in Sections 7.1 – 7.9 in the form of a table and follows the same order of record groups.

The following retention guidelines give suggested minimum periods for keeping each type of parish record less than 100 years old. If you are in any doubt please seek advice from your Diocesan Record Office, which is usually your local Archives and Local History Service.

Key:

Deposit at the at the Diocesan Record Office/Registry:

Important material which needs to be kept permanently. It is acceptable to deposit originals with the Diocesan Record Office or Diocesan Registry.

Destroy:

Ephemeral material which can be discarded once its purpose has been served. Do not destroy if there is any possibility that the document may be required as evidence.

Review/Sample:

Material where a proportion needs to be kept, either by reviewing its value after an agreed period, or by taking a sample. Where it is appropriate transfer the whole record series to the Local Record Office to allow the archivists there to take an appropriate sample.

8.1 Church Services

Basic record description	Keep in parish	Final Action
Baptism, marriage, burial, and confirmation registers	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Banns registers	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Service Registers	Arrange phased transfer to the Archives and Local	Permanent (deposit)

⁷ Since the coming of Common Worship and more versions of the scriptures, some are no longer in regular use. They are, however, of value and should be kept safely in the vestry. Some dioceses have a repository for them.

Basic record description	Keep in parish	Final Action
	History Service	
Orders of Service	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Baptism certificate counterfoils; marriage certificate counterfoils; copy burial and cremation certificates; applications for baptisms, banns and marriages	Last entry + 2 years	Destroy
Intercession lists	Last entry + 5 years	Review/Sample

8.2 Church Buildings and Property [see also Legal Documents]

Basic record description	Keep in parish	Final Action
<i>Church, furnishing and contents</i>		
Faculties, citations and accompanying records	Last action + 5 years	Permanent (deposit)
Terrier and inventory, logbook	Last action + 1 year	Permanent (deposit)
Architects' Quinquennial reports	Last action + 5 years	Permanent (deposit)
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the church	Last action + 5 years	Permanent (deposit)
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
Organ specifications, contracts, papers	Last action + 5 years	Permanent (deposit)
<i>Parsonage House</i>		
Plans, photographs, drawings	Last action + 5 years	Review for possible deposit
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the parsonage house	Last action + 5 years	Review for possible deposit
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
Quinquennial reports	Last action + 5 years	Review for possible deposit
<i>Churchyard</i>		
Plans, registers of graves, faculties, citations and accompanying records	Last action + 5 years	Permanent (deposit)
Agreements concerning maintenance of churchyard, graves and memorials	Last action + 5 years	Permanent (deposit)
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the churchyard	Last action + 5 years	Permanent (deposit)

Basic record description	Keep in parish	Final Action
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
<i>Church Hall</i>		
Plans, architects' reports	Last action + 5 years	Permanent (deposit)
Music, dancing and P.R.S. licences	Last action + 5 years	Review/Sample
Agreements for use of hall	Current year + 6 years	Review/Sample
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the church hall	Last action + 5 years	Permanent (deposit)
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy

8.3 General Parish Administration

Basic record description	Keep in parish	Final Action
<i>Incumbent and other ministers</i>		
Institutions, admissions, licences	Current year + 6 years	Review for possible deposit
Correspondence concerning appointments	Last action + 5 years	Review/Sample
Union of Benefice papers, pastoral schemes and orders; plurality orders; documents establishing team or group councils; Joint PCCs or District Church Councils, and relevant papers and correspondence	Last action + 5 years	Permanent (deposit)
Ministers' papers relating to major parish developments or parish audits	Last action + 5 years	Permanent (deposit)
Ministers' correspondence and other papers on routine administration	Current year + 3 years	Destroy
Maps of parish boundaries, street lists	Last action + 5 years	Permanent (deposit)
Copies of replies to questionnaires or important circulars	Last action + 5 years	Permanent (deposit)
<i>Parochial Church Councils, Team and Group Councils, District Church Councils, etc; Churchwardens and other parish officers</i>		
Minutes of Council and Committees, Parochial Church Meetings, and Meetings of Parishioners for Appointment of Churchwardens	Last action + 5 years	Permanent (deposit)
Electoral Rolls	Last complete review + 6 years	Review/Sample
Parish profiles on vacancy in benefice	Last action + 5 years	Permanent (deposit)
Visitation papers	Last action + 5 years	Permanent (deposit)

Basic record description	Keep in parish	Final Action
Copies of replies to Articles of Enquiry	Last action + 5 years	Permanent (deposit)
Sequestration records	Current year + 6 years	Review/Sample
Visitors' books	Last entry + 3 years	Destroy
Routine correspondence	Current year + 3 years	Destroy
Copies of circulars sent by other organisations, non-local material	Current year + 1 year	Destroy

8.4 Parish Finance

Basic record description	Keep in parish	Final Action
Annual audited accounts	Current year + 6 years	Permanent (deposit)
Cash books, bills, vouchers, bank statements, other subsidiary financial records	Current year + 6 years	Destroy
Planned giving schemes	Current year + 6 years	Destroy unless anonymised
Gift Aid Declarations	Keep as long as they are valid + 6 years	Destroy
Insurance policies – employers' liability	Current year + 40 years	Destroy
Insurance policies – other than employers' liability	Current year + 6 years	Destroy
Church Copyright Licence information	Current year + 6 years	Review/Sample

8.5 Pastoral Care, Safeguarding and Health and Safety

Basic record description	Keep in parish	Final Action
Accident reporting sheets or book – if relating to adults	Date of incident + 20 years	Destroy
Accident reporting sheets or book – if relating to children	The date when a child became an adult + 20 years	Destroy
A clear Criminal Records Bureau (CRB) certificate or disclosure letter of confirmation.	Within 6 months of the recruitment decision	Destroy
Risk assessment recommendations and management plan in the event of an unclear or blemished CRB disclosure.	50 years after appointment/employment ceases	Destroy
Records of other safeguarding adult or child protection incidents either within the parish or within a family/ by an individual where the Parish was the reporting body or involved in care or monitoring plans. That is, any sex	50 years after the conclusion of the matter.	Destroy

Basic record description	Keep in parish	Final Action
offender risk assessments and monitoring agreements.		
Records of any children's activities, Sunday school/ junior church/youth club registers and related general safety risk assessments. Any communication from parents or other parties in relation to the above.	50 years after the activity ceases.	Destroy
Personnel records relating to lay employees not working with children and vulnerable adults: including annual performance assessments, disciplinary matters, job descriptions, training and termination documentation.	6 years after employment ceases	Destroy
Personnel records with contact with children and vulnerable adults including all documentation concerning any allegations and investigation regardless of the findings.	50 years after the conclusion of the matter.	Destroy
Parish agreement with the diocese on Obtaining CRB Disclosures.	Last action + 5 years	Permanent (deposit)

8.6 Legal Documents

Basic record description	Keep in parish	Final Action
Deeds, Local Ecumenical Partnership agreements, statutory documents etc; title deeds, other documents relating to title, acquisition, disposal, or rights over a property; statutory notices, orders etc, including Orders in Council for closure of churchyard; and relevant correspondence	For all documents in this category, consult the Diocesan Registrar	Permanent (deposit)
Charities: deeds, schemes, orders, minutes, accounts, distribution lists, benefactions	Consult Trustees' Solicitor	Permanent (deposit)

8.7 Other Parish Records

Basic record description	Keep in parish	Final Action
Public Notices	Current year + 5 years	Consider sampling
Rota Duty Lists	Current year + 2 year	Destroy
Routine Correspondence	Current year + 6 years	Destroy

8.8 Parish Organisations

Basic record description	Keep in parish	Final Action
<i>Parish organisations - M.U., Youth Clubs, choir, bell-ringers etc</i>		
Minutes, reports, accounts	Last action + 5 years	Permanent (deposit)
Membership lists	Last action + 5 years	Destroy
Correspondence and contracts	Current year + 6 years	Review/Sample
Choir register	Current year + 3 years	Review for possible deposit
Music lists	Current year + 3 years	Review/Sample

8.9 Publications

Basic record description	Keep in parish	Final Action
Bibles ,Communion Books, Hymn Books, Prayer Books, Psalters and Service Books.	Replace with new versions	Consider keeping one sample copy on replacement
Altar and desk editions of the Bible, Common Book of Prayer and Common Worship.	Replace with new versions	Permanently retain in the parish.
Church Guides and Parish Histories	Replace with new versions	Permanent (deposit)
Parish magazines	Last action + 5 years	Permanent (deposit)
Scrapbooks, newspaper cuttings, brochures, record of gifts, photographs	Last action + 5 years	Permanent (deposit)

9 Glossary of Administrative and Record Terms

Archive – (1) To permanently retain records that are of value for legal, constitutional or historical purposes.

(2) A place for keeping records permanently.

Benefice – is the church office held by the clergy and by reason of its historical origins or the result of statutory provisions can be termed a rectory or vicarage.

Data Protection – The law protecting the privacy of individuals by regulating access to confidential information held on them by both private and public organisations. The current Legislation is the Data Protection Act 1998. See Section 5.

Diocesan Record Office (DRO) – A Record Office which is an agreed place of deposit for diocesan records and usually parish records as well. This will usually be the local authority archive service.

Electronic Records – Any recorded information created, received and maintained in electronic format by an organisation or individual in the course of its activities.

Electronic Records Management - A digital environment for capturing electronic records and applying standard records management practices. Electronic Records Management supports the medium to long term information management needs of business.

Faculties – A document issued by the Bishop’s Chancellor or Archdeacon, authorising additions or alterations to consecrated buildings and lands and their contents. A faculty is normally issued after consultation with the Diocesan Advisory Committee.

Finding Aids –Indexes, schedules, subject thesauruses and referencing systems which structure and identify information to enable its easy retrieval.

FOI (Freedom of Information) –The law regulating public access to official information held by public bodies as defined in the schedule of the Act. This law generally does not apply to the Church of England, except marriage registers dated after 1837, which technically belong to the Registrar General of Births, Deaths and Marriages.

Functions –The activities of the record creator and for which the records were created to support. It is important to establish the functions which records are created to support particularly as in most institutions organisational change is common and can lead to records and records creators being split.

Incumbent – The priest in charge of a parish whether as Rector, Vicar or Priest in Charge.

Institution/Induction – The first is admission of a new incumbent into the “spiritualities” or pastoral responsibilities of a benefice. Followed by the induction which is admission of a priest into the possession of the “temporalities” of a benefice including the church.

Interregnum – The period between the resignation of an incumbent and the admission of a successor.

LEP - Local Ecumenical Partnership (LEP) a formal agreement under Canon B44 between the bishop and the appropriate authority of the participating Christian denomination to operate a joint ministry in a parish or part of a parish.

Parish – Is the geographical area entrusted by a bishop to a priest who has the responsibility for the care of the souls within it.

Parochial Church Council – A body of lay persons, elected at the Annual Parish Meeting, who together with the incumbent, licensed clergy, the churchwardens, ex officio and co-opted members (if any), are responsible for the initiation, conduct and development of the Church’s work within the parish, and outside, whereby the whole mission of the Church is promoted.

Parochial Registers and Records Measure – Is the legislation which regulates the care of parish registers and parochial archives. The 1978 Measure was amended by the Church of England (Miscellaneous Provisions) Measure, 1992. A Guide to the Parochial Registers and Records Measure 1978 (as amended at 1st January 1993). With practical suggestions for custodians and users is obtainable from Church House Publishing, Great Smith Street, London SW1P 3BN. ISBN 0 7151 3747 6.

Records – Recorded information (documents) regardless of form or medium created, received and maintained by an agency, institution, organisation or individual in pursuance of its legal obligations or the transaction of business.

Quinquennial Inspection – The survey of the church fabric undertaken every 5 years by an architect or surveyor approved by the Diocesan Advisory Committee. The report will make recommendations categorised in varying terms of urgency and cost.

Records Management - The procedures and practices employed to structure control and regulate records whatever their medium, electronic, paper or microform. The management of records ensures efficiency and economy in their use, storage and disposal and the selection of those of value for permanent preservation.

Register – Formal record of a transaction or right for example the Register of Patrons created by the Patronage (Benefices) Measure 1986.

Retention Schedules/Instructions – A retention schedule is an analytical list of record series, arranged either under the functions carried out by the creating organisation or under structural headings of a departmental organisation. The main purpose of the schedule is to record and implement the appraisal decisions which have been made, so that these decisions can be routinely put into effect. A secondary purpose may be to set out a list of the records series in a way which will illustrate the organisation’s activity.

Series – A basic unit of the administrative control of records and an organised group of records that are related to serve a common function derived from a particular administrative process. Series can be any size. Some are very large such as a series of PCC minutes or just a few files relating to Visitations.

Sequestration – The financial management of the parish during an interregnum including the staffing of Sunday and other services, collecting the fees which would have been payable to the incumbent or benefice and the care and maintenance of the parsonage house. The sequestration accounts are submitted to the diocese at the end of the interregnum.

Terrier/Inventory – The detailed list of land, goods and ornament belonging to the parish church.

Visitation – The periodic visit to inspect the temporal and spiritual affairs of the parish carried by the Bishop or the Archdeacon. Records created by a visitation for example include the Articles of Enquiry.

10 Contact details:

Church of England Record Centre	15 Galleywall Road, South Bermondsey, London SE16 3PB Tel: +44 (0)2078981030 Fax: +44 (0)2078981043 email: archivist@c-of-e.org.uk website: http://www.cofe.anglican.org/about/librariesandarchives/
Church of England, link to individual diocesan websites	http://www.cofe.anglican.org/links/dios.html
Catholic Archives Society	Honorary Secretary, Margaret Harcourt Williams, Innyngs House, Hatfield Park, Hatfield, Hertfordshire AL9 5PL The Society has published a series of Archive Advice Leaflets including retention concerning financial records and a glossary of basic archival terms: http://www.catholic-history.org.uk/catharch/advicepams.htm
Information Commissioner	Information Commissioner’s Head Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 01625 545 745 Fax: 01625 524 510

	DX 20819 email: mail@ico.gsi.gov.uk website: http://www.ico.gov.uk
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Records Management Guides from the Church of England

The Libraries and Archives of the National Church Institutions have produced a number of Records Management guides. All are freely available to download from the Church of England Website:
www.cofe.anglican.org/about/librariesandarchives

Others in the series are:

Save or Delete - The Care of Diocesan Records

Confidential Files on Clergy - Guidance Notes for Bishops and Bishops' Secretaries