
GOVERNANCE POLICY

WORKING RELATIONSHIP OF PCC AND COMMITTEES

Parochial Church Council (PCC)

The Parochial Church Council (PCC):

- works with the vicar in promoting the mission of the church. In London diocese this includes taking forward 'Mission Action Planning' and the Diocesan Vision.
The Vicar and the PCC have a duty to consult together on matters of general concern and importance to the parish, and to co-operate in promoting in the parish the whole mission of the church: pastoral, evangelistic, social and ecumenical. This includes almost everything to do with the church's work in the parish, and its relationship with the deanery and the diocese.
- is responsible for the maintenance and repair of the church, churchyard and moveable objects.
As well as being responsible for the care and upkeep of the church, churchyard and moveable items, the PCC may also be the beneficial owner of the church hall, curate's house and other buildings.
- has overall charge of all expenditure
- is responsible for safeguarding of children, young people and adults at risk.
- members are Trustees of the church.
The PCC is a body corporate, which means that it is a separate body from the people who serve on it. PCC members are also trustees, which entails various responsibilities under charity law.

Members of the PCC are elected by the Annual Parochial Church Meeting subject to Church Representation Rules.

Essentially, the PCC is there in order to:

- discuss and agree matters of policy and strategy in line with:
 - the law of the land, and the direction of the diocese and the national church.
 - the purpose, values and vision of the church.
- ensure that its specific responsibilities for finance, fabric, safeguarding and health and safety are fulfilled.
- ensure that the mission of the church - pastoral, evangelistic, social and ecumenical - is carried out and resourced.

The PCC will not usually carry out projects itself in order to give due time to its responsibility for policy, strategy and oversight.

PCC and Working Groups – Participation and Delegation

It is part of the responsibility of the PCC to intentionally enable the whole church to participate in ministry and mission. This must be real participation, so the PCC hands over the task and reasonable authority for ministry, including financial authority through budgets. It will need to allow the group or individual to carry out the task without either 'constantly looking over their shoulder', nor reworking decisions. It may however send items back to a committee to work on, should it consider that the work is not in accord with policy or strategy, or where it would like the committee to take further information or requirements into consideration.

At the same time, PCC remains responsible for what happens in the life of the church, and therefore there needs to be mechanisms in place to ensure healthy accountability, according to the level of responsibility that is being handed over.

Members of Working Groups are chosen, appointed, and recruited rather than elected, for their skills and experience and the resources that they bring to a task. These groups are also smaller in order to enable more effective working.

Working Groups – Committees and Teams

In order to ensure that the PCC does not get in the way of the effective working and fulfils its responsibility of oversight; it enables the formation of working groups whose task it is to carry out the outworking of policy and strategy.

Standing Committee – this is required and defined under the Church Representation Rules.

Other committees may be appointed at the decision of the PCC; the only stipulation is that the incumbent is an ex-officio member of them all. We have therefore chosen to define two kinds of committee with responsibility to the PCC:

Committees – the working groups formed for the purpose of carrying out the specific responsibilities of the PCC.

- Finance Committee
- Health and Safety Committee
- Premises Committee
- Safeguarding Committee

Teams – those working groups that oversee and carry out the ministry and mission of the church. While they are called Teams, they are still legally committees of the PCC.

- Communications Team
- Outreach Team
- Social Team
- Youth, Children and Families Team

Standing Committee

For general rules, see the Church Representation Rules.

Membership

must be agreed by the PCC

must be in line with the Participation and Inclusion Policy of the PCC.

must in accordance with all legal and diocesan requirements.

Legal requirement: Vicar, Churchwardens, and two representatives appointed by the PCC.

Our local rule: Vicar, Churchwardens, Honorary Treasurer, PCC Secretary and two representatives appointed by PCC.

The PCC representatives will hold office for no more than four years and then stand down.

Planning and Priorities

“The standing committee shall have power to transact the business of the council between the meetings thereof subject to any directions given by the council.” Church Representation Rules Appendix II - Rule 14b.

Standing Committee is required

- to work in accordance with the church Strategy and Budgeting Process.
- to work in line with the vision, values, and strategy agreed by the church.
- to work in accordance with all legal and diocesan requirements.

Opportunities or needs which are outside the strategy need to be brought to PCC for discussion and agreement.

Recording and Reporting

It shall keep minutes of its meetings, and shall circulate them to PCC members, in time for the next PCC meeting.

Committees

Membership

must be agreed by PCC

must be in line with the Participation and Inclusion Policy of the PCC.

must include a Church Warden or Deputy Warden and a further PCC member.

Planning and Priorities

Committees are required

- to work in accordance with the church Strategy and Budgeting Process.
- to work in line with the vision, values, and strategy agreed by the church.
- to work in accordance with all legal and diocesan requirements.

Opportunities or needs which are outside the strategy need to be brought to PCC for discussion and agreement.

Recording

Committees are required to keep minutes of their meetings.

All Core Committees are required to keep records in accordance with legal and diocesan requirements.

Reporting

Minutes are to be provided to PCC in time for their next meeting. Discussion at PCC is only required if a member raises a point for discussion.

Finance Committee is, in addition, expected to produce a financial update for PCC for each meeting.

PCC will schedule discussion of each area three times a year. Committees are asked to provide a brief report which should include work completed, challenges faced, safeguarding, health & safety, participation and inclusion, plans, and what the PCC can do to support the work of that committee.

Proposed reporting dates:

Safeguarding: January, May, September

Finance: February, June, October

Fabric: March, July, November

Health and Safety: April, August (Standing Committee), December

Budget

Committees are required to propose budgets for the following year according to the Strategy and Budgeting Process.

Finance Committee will have a budget according to the needs of the Finance Committee. While the Finance Committee oversees the Church Budget, any decisions about that budget are the preserve of the PCC unless otherwise delegated.

Committees cannot spend more than 25% of their budget in one instance without returning to PCC.

Committees cannot spend more than 10% ahead of their monthly budget unless previously agreed by PCC. It is to be assumed that a committee budget is apportioned equally, month by month, unless the budget specifies otherwise.

Committees are required to keep an up-to-date record of their spending in the work of their committee.

Teams (committees of PCC)

Membership

must be in line with the Team's remit

must be in line with the Participation and Inclusion Policy of the PCC.

must include a member of the PCC, appointed by them.

Planning and Priorities

Committees are required

- to work in accordance with the church Strategy and Budgeting Process.
- to work in line with the vision, values, and strategy agreed by the church.
- to work in accordance with all legal and diocesan requirements.

Opportunities or needs which are outside the strategy need to be brought to PCC for discussion and agreement.

Recording

Teams are asked to keep notes rather than minutes by way of record: these should include

Attendance; Agenda Items; Conclusions and Decisions; Responsibility for action.

Only makes notes of discussion where significant disagreement – names are not required.

All Teams are required to keep records in accordance with legal and diocesan requirements.

Reporting

PCC will schedule discussion of each area once a year.

Teams are asked to provide a brief report which should include work completed, challenges faced, safeguarding, health & safety, participation and inclusion, plans, and what the PCC can do to support the work of that committee.

Proposed reporting dates:

Communications Team: May

Ministry Team: September

Outreach Team: June

Social: January

Youth, Children and Families: July

Budget

Teams are required to propose budgets for the following year according to the Strategy and Budgeting Process.

Committees cannot spend more than 25% of their budget in one instance without returning to PCC.

Committees cannot spend more than 10% ahead of their monthly budget unless previously agreed by PCC. It is to be assumed that a committee budget is apportioned equally, month by month, unless the budget specifies otherwise.

Committees are required to keep an up-to-date record of their spending in the work of their committee.

Delegation and Widening Participation

Our understanding of delegation is that it has enormous scope for growth, by respecting people's ability we enable them to grow. Those who are delegating need to do so in order to be able to give good quality time to their own responsibilities, to model good discipleship, and to live the life that Jesus both promises and commands. The importance of delegation is true for everyone; from vicar with the Ministry Team, to the MCs with the young servers to the PCC with committees. This means that we will not instruct in exactly how it should be done, nor interfere in their completion of the task.

It means that we will share financial responsibility by agreeing a budget. In the case of annual budgets, it can stipulate a maximum spend on any one item, the proportions of the budget that can be spent by set times in the year – e.g. no more than 20% of budget on any one item, no more than 70% of budget at the halfway point. Guidelines will be specific to the task – and so will need to be agreed before task is delegated.

Delegation is not abdication: we still have a responsibility for the project and to those to whom we delegate. Those who delegate must ensure that there is a clear remit, that people have the skills, understand the vision, values and task. This means that those delegated to, need to accept that there is a level of appropriate supervision and boundary setting by those who, by reason of holding the responsibility, hold the authority.

Delegation is not a lever to engineer things: Encouragement to delegate can be a valid challenge; but it cannot be used as a means of taking control or of undermining the authority of the one who holds the responsibility. Delegation is not about control in either direction, it is an act of trust, service, cooperation and responsibility.

By delegating effectively, we free ourselves to fulfil our responsibilities and enable others to fulfil their potential.