



**PCC**

**HANDBOOK**

**2019-20**

**Welcome to our new PCC!**



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## A. INTRODUCTION

Thank you for being a member of the PCC at Christ Church Clifton.

The Church of England's understanding of the role of the PCC is that it should...

*co-operate with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.*

The PCC is a body corporate established by the Church of England operating under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity of Christ Church Clifton (registered charity number 1130529).

## B. THE ROLE OF THE PCC

The PCC's responsibilities include:

- Pursuing **VISION**
- Being Charity **TRUSTEES**
- **STAFFING** – fulfilling the responsibilities of an employer for the well-being and management of its employees in accordance with current legislation
- **FINANCE** – releasing financial resources, setting budgets and agreeing expenditure in pursuing the vision of the church
- **RISK MANAGEMENT** – ensuring that all employees, volunteers and visitors are kept safe
- **SAFEGUARDING** of children, young people and vulnerable adults
- Stewarding our **RESOURCES** of buildings and equipment
- Agreeing **POLICY**

### 1 Pursuing Vision

As disciples of Jesus, our calling is always to seek first the kingdom of God and his righteousness – and everything else mentioned here follows on! And even legally, the primary charitable object of the PCC is in co-operation with the incumbent the promotion in the parish of the whole mission of the church.

The PCC works with the Clergy and Core Team in leading the ministry and mission of the church, as we pursue the vision we believe God has given us. To do this, we must first of all be prayerful, and open to the voice of God. In all that we do, we are called to live by faith, and not solely by sight. While it is vital that we use all the abilities God has given us in decision-making, sometimes this will mean acting on prophetic insight, and discerning when to take Godly risks. This is why we spend time in Bible study, prayer and reflection at PCC meetings, and why we ask PCC members to prioritise attendance at our monthly church prayer gatherings.

### 2 Trustees

PCC Members are Trustees of the Registered Charity of the Ecclesiastical Parish of Christ Church with Emmanuel, Clifton (Registered Charity No: 1130529). As such, PCC members carry all the legal responsibilities of Charity Trustees – more information on this role can be found online at [www.parishresources.org.uk/pccs/](http://www.parishresources.org.uk/pccs/).

### **3 Staffing**

The PCC fulfils the responsibilities of an employer, and in ensuring the co-ordination and release of all church members in their ministries, whether as volunteers or paid staff. Much of this work is delegated to the PCC's Personnel Team.

### **4 Finance**

The PCC agrees budgets to support the ministry and mission of the church, seeking and releasing the necessary financial resources. We also approve the church Annual Accounts and set financial policies. Faithful stewardship necessarily involves both boldness and wisdom in fulfilling this responsibility. Much of this work is delegated to the PCC's Finance Team.

### **5 Risk Management**

PCCs have a legal responsibility to ensure that all employees, volunteers and visitors to our buildings are kept safe and that the church fulfils its duties under health and safety legislation. Much of this work is delegated to the PCC's Risk Management Team.

### **6 Safeguarding**

The PCC must give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. We have a responsibility to prevent harm to children and adults wherever possible. Much of this work is delegated to the PCC's Parish Safeguarding Officers.

### **7 Stewarding Resources**

It is the PCC's responsibility to ensure the maintenance and development of the buildings, grounds and other physical resources in our care to support and resource the mission and ministry of the church. This involves making wise decisions about their maintenance and development. These buildings are:

- The Church, both main worship space and Crypt
- Linden Gate
- 60 Clifton Park Road
- The PCC owns an additional property on Oakfield Road which is managed by the Diocese on our behalf and is on a long term let to Mama Bears Nursery. We receive rent quarterly from the Diocese for this.

Much of this work is delegated to the PCC's Buildings Team.

### **8 Policy**

In order to ensure the smooth running and management of the ministry and mission of the church, there are other matters of policy which need the PCC's acceptance and agreement. A list of some of the policies currently in place is included in Part G.

## C. HOW THE PCC IS ORGANISED

The PCC operates at the level of governance, vision and overall strategy – essentially concentrating on the ‘Big Picture’. The size of a PCC is governed by the number of clergy and ex-officio members and the size of the church electoral roll. In a church the size of Christ Church, that adds up to a big group. The PCC therefore delegates much of its work to smaller groups:

The **Standing Committee** is the only sub-committee of the PCC required by church law and operates as the principle executive arm of the PCC. Its function is to advance the work of the PCC between meetings subject to specific guidelines agreed by the PCC in November 2013. In summary, these authorise the Standing Committee to:

- Set PCC Agendas
- Implement the detail of PCC decisions
- Take urgent and/or emergency action between PCC meetings
- Deal with confidential matters
- Authorise single item discretionary expenditure up to £2,000

Membership of the Standing Committee is determined by church law with the vicar and church wardens being ex-officio and the PCC able to appoint at least two lay members. At Christ Church we have agreed that this will be the PCC Treasurer and Secretary and one other, chosen at the first meeting after the APCM to serve for one year. We have also agreed that other clergy licenced to the Parish and the operations manager also attend Standing Committee meetings.

**PCC Sub-groups** are established to help the PCC with some of the more detailed and technical aspects of its work, and their remit, terms and conditions are agreed by the PCC. PCC members are asked to consider joining a sub-group, alongside other members of the church family with expertise in a particular area. Current sub-groups are:

- **Personnel Team** - *with delegated responsibility for providing policies and advice on recruitment practice, performance management, employment terms and conditions, employment law and policies, and issues that emerge in staffing and training and development so that the PCC meets its legal obligations and shows a duty of care to its staff.*
- **Finance Team** - *with delegated responsibility for providing advice, support and practical guidance to the Standing Committee and PCC in relation to budgets, stewardship and the financial position of Christ Church. It also supports the staff in their day to day operations of budgeting and financial matters, whilst also discerning what is on God’s heart for His provision for the work of the Church. The Finance Team works in co-operation with and supports the role of the Treasurer.*
- **Buildings Team** - *with delegated responsibility for the care of the Church building and other buildings owed by the PCC, their fitments and fittings, and surrounding property; together with building cleaning and any caretaking service.*
- **Risk Management Team** - *The PCC recognises and accept its responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. The PCC delegates responsibility for this to the Risk Management Team. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to carry them out. The PCC regard compliance with statutory requirements as a minimum standard and aspire to provide arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.*
- **RENEW Client Team** - *with delegated responsibility for all aspects of the development, promotion and implementation of Phase 2 of the Renew Project (the complete refurbishment of the Crypt including the new entrance extension and any enabling works needed in the main church).*

The PCC also works alongside the **Core Leadership Team**, which was established by the PCC in October 2017, replacing a more ad-hoc pattern of meetings, and meets weekly to assist Paul with the day-to-day leadership of the church. Current members of the Core Team are Paul Langham, Neil Shepherd, Graham Stuart, Mark Parsons and Chris Whitwell.

The day-to-day workings of the church are illustrated in this *simplified* diagram:-



## D. HOW THE PCC WORKS TOGETHER

### Foundational principles for all in ministry at Christ Church

#### 1 All work for the church is a vocation to ministry, whether paid or as a volunteer.

*“Serve wholeheartedly, as if you were serving the Lord, not people, because you know that the Lord will reward each one of you for whatever good you do, whether you are slave or free.” Ephesians 6:7-8*

#### 2 Loyalty and commitment to leadership and the church vision is essential.

*“Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other.” 1 Thessalonians 5:12-13*

#### 3 Working together as followers of Jesus.

*“As God’s chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness and patience. Bear with one another and, if anyone has a complaint against another, forgive each other, just as the Lord has forgiven you, so you must also forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful.” Colossians 3:12-17*

#### This means we should:

- **Be Prayerful:** We will make our decisions prayerfully, and in accordance with the way that we believe the Lord himself would wish them. He is present when we meet.
- **Be accountable:** in all we do and say.
- **Love one another:** Discussions should be honest, and proceed with respect. Conflict is a sign of healthy decision making, and should not be avoided. However differences of opinion should not be personalised, and all approaches should be with the intention of coming to agreement

- **Be honest with one another:** *In PCC discussions, everyone’s opinion is important. We are entitled to speak out our opinion, we are entitled to disagree with each other and we are entitled to change our minds.*
- **Be real with one another:** *All members regardless of how they voted should support PCC decisions.*
- **Operate Confidentiality:** *In the normal course of events, it is helpful (essential) that PCC members do not speak about who said what at any meeting with those who are not members of the Council. This could inhibit an honest sharing of views.*
- **Encourage one another:** *To work effectively and to find real meaning and purpose in our roles. Appreciate where God has placed us (Salt and Light).*
- **Pursue personal growth:** *A key aim is continued growth, spiritually and practically. We are in a spiritual battle. Arm ourselves. Protect each other.*
- **Have a generous spirit:** *Be patient in our attitude to others and our communal responsibilities emotionally and practically.*
- **Work as a team:** *Spend time together. “Love must be sincere. Hate what is evil, cling to what is good. Be devoted to one another in brotherly love. Honour one another above yourselves.” Romans 12:9*
- **Be Loyal to one another and those in leadership:** *“In our relationships with one another, have the same mindset as Christ Jesus.” Philippians 2:5*

#### 4 Handling discussion and decision making.

- We aim to get papers out to PCC members 7 days before each meeting. Please endeavour to read all the papers received before the meeting, and to think and pray through the issues for discussion.
- In PCC discussions, everyone’s opinion is important. We are each entitled to speak out our opinion, we are entitled to disagree with each other and we are entitled to change our minds.
- It is helpful to other members if you speak once to make your point(s) concerning the matter in discussion, and then to refrain from speaking again until everyone has had the opportunity to say what they think.
- We aim to reach consensus in our discussions. Voting on decisions is only usually necessary on legal matters, matters of significance, or where a consensus hasn’t been possible. When a vote is taken, the proposer and seconder, along with the number of votes for, against and any abstentions will be recorded in the minutes.
- Once a decision is made by the PCC, it is important that we stick by it, even if we personally disagreed, and that we promote and defend the decision within the wider church. It is not appropriate to discuss outside the PCC what individual members said in a discussion and such comments will only be included in minutes at the request of the individual.
- Confidentiality – some matters which we discuss must remain confidential to the PCC, especially any discussions concerning staffing or employment matters. When necessary, a member of staff, or those with a close relationship to a member of staff, will be asked to leave a meeting while discussions take place which could concern them.



## 5 Effective and efficient working.

- The Standing Committee usually meets two weeks before a PCC meeting and will set the agenda for the forthcoming meeting.
- Efficient working of the council requires the use of sub-groups and some 'off-line' discussions between and before meetings. However, PCC members are discouraged from entering into email debates between meetings. There is a danger that such email discussion generate more "heat" than "light", they are not an effective use of time, and some members can find themselves excluded from the discussion. Please wait until the meeting itself to debate!
- Matters of disagreement, concern or clarification should be raised with the chair of the relevant group/committee/ council before the meeting in order that necessary discussions are constructive and productive. Essentially a 'no surprises' rule. This does not mean that disagreements are not to be aired – but to be done so in a way which ensures proper discussion.
- Recommendations from sub-groups and working groups: Where agreement of the whole Council is required, recommendations should usually be either: agreed; agreed with small amendments ; or returned to the group for further work with the comments of the full PCC following discussion.

## 6 Minutes and notes of meetings.

- The minutes of PCC meetings are not designed to be a complete transcript of the meeting. They are there to record what was decided, what actions are necessary as a result and give a brief indication of the discussion leading up to the decision. Minutes are written to help those who will be reading them in the future to understand what was decided and why.
- Names of those making comments or voting in a particular way at PCC meetings will not normally be included in minutes unless specifically requested by the individual.
- Draft PCC minutes are circulated to members as soon as possible after the meeting. We invite members to suggest amendments to minutes direct to Mark Parsons before the next meeting to avoid time spent discussing previous minutes. If no such submissions have been made before the next meeting, it is our custom that the minutes be declared adopted.
- Minutes of PCC meetings are published on the church website and made available to church members on request subject to any confidential notes being removed. Where confidential notes have been removed this will be indicated in the published minutes.
- Summary information of important decisions made by PCC is passed on to the whole church in the Friday email.
- Actions from PCC minutes are logged in an updated PCC Action Tracker, which is circulated before each meeting. This shows progress on agreed actions and ensures no actions are forgotten.
- Minutes are kept of Standing Committee meetings and these are circulated to the PCC for their information once they have been approved by the following Standing Committee meeting.
- PCC sub-groups are not required to keep formal minutes but are asked to report regularly in writing to the PCC in accordance with an annual PCC Agenda Planner. Time will be provided on the PCC Agenda for this and non-PCC members of the sub-group may be invited to PCC to give input.

## 7 And Finally!

- It is quite in order for the Church Council to be enjoyable!

## E. MEMBERSHIP OF THE PCC

Membership of the PCC is governed by the Church Representation Rules and is made up of all clergy licenced to the parish, elected churchwardens, those on the electoral roll of the parish who are lay members of deanery, diocesan or general synod and 15 elected lay members. The PCC may also co-opt up to three members during the year. Any members so co-opted will normally stand for full election at the next APCM.

**Membership for 2019-20 (as of April 2019) is as follows:**

### Clergy

- Paul Langham
- Erica Bebb
- Janet Lee
- Neil Shepherd

### Churchwardens

- Graham Stuart
- *Vacancy*

### Elected Deanery Synod Members (max 5)

- Errol King
- Ryan Langdon
- Val Moore
- Cluff Noon

### Elected PCC Members (max 15)

- John Butler
- Mark Ellis
- Alasdair Groves
- Jonathan Hendry
- David Newton
- Di Noon
- Mark Orriss
- Tavi Price
- Catherine Simmonds
- Peter Smithson
- David Troughton

### Staff in attendance (without voting rights)

- Mark Parsons

*Other staff members are invited from time to time to share with the PCC news from their ministry areas.*

## F. DATES OF MEETINGS

Dates currently in the diary for PCC meetings:

- Monday 24<sup>th</sup> June 2019                      7:30pm - 10:00pm
- Saturday 13<sup>th</sup> July 2019                    9:30am - 12:30pm
  
- Monday 23<sup>rd</sup> September 2019    7:30pm - 10:00pm
- Saturday 19<sup>th</sup> October 2019        9:30am - 12:30pm
- Monday 25<sup>th</sup> November 2019    7:30pm - 10:00pm
- Monday 9<sup>th</sup> December 2019        7:30pm - 10:00pm                      *Christmas Social*
  
- Monday 27<sup>th</sup> January 2020        7:30pm - 10:00pm
- Saturday 29<sup>th</sup> February 2020    9:30am - 12:30pm
- Monday 23<sup>rd</sup> March 2020            7:30pm - 10:00pm

The APCM is on Sunday 26<sup>th</sup> April

## G. PCC POLICIES

This list is work in progress! PCC members who are aware of other policies in existence are encouraged to inform Mark Parsons. Similarly, if you would like a copy of any of these policies, please ask Mark.

<b>Policy Name</b>	<b>Author</b>	<b>Date Approved</b>	<b>Current Version</b>	<b>Approval Body</b>
Approval of Expenditure and Procurement	Mark Parsons / Paul Gibson	01/02/2014	1	PCC
Child Protection Policy	Sara Wadsworth	14/01/2018	14	PCC
Child Protection: Guidance for Volunteers	Sara Wadsworth	14/01/2018	SW/04	PCC
Employee Handbook	Mark Parsons	01/04/2019	3.2	Personnel Sub Group
Fair Recruitment of Ex-Offenders	Mark Parsons	08/12/2014	1	PCC
Handling of Disclosure Information	Mark Parsons	01/12/2014	1	PCC
Redundancy and Redeployment Policy	Derek Hadden	22/09/2014	1	Personnel Sub Group
Revised Salary Structure	Adam Tams	23/09/2013	1	PCC
Statement of Financial Principles	Paul Gibson	21/07/2014	1	PCC
The function and role of the Standing Committee	Jill Garfitt, Mark Parsons, Paul Langham	18/11/2013	1	PCC