



PCC

HANDBOOK

2025-26

Welcome to our new PCC!

The PCC is here to encourage our church family in being led by the Spirit, and so enabled to become wholehearted disciples of Jesus. We will do this by being ambassadors for God's will and direction for Christ Church and enabling each area of the church to follow it, so that Christ Church is able to play its part in God's mission to the world.

INVITING EVERYONE TO FOLLOW JESUS

TABLE OF CONTENTS

TABLE OF CONTENTS	1
A. INTRODUCTION	2
B. WHY ARE WE HERE?.....	2
C. THE ROLE OF THE PCC	3
1 Pursuing Vision	3
2 Trustees	4
3 Staffing	4
4 Finance	4
5 Risk Management.....	4
6 Safeguarding.....	4
7 Stewarding Resources	4
8 Policy	5
D. HOW THE PCC IS ORGANISED	5
E. WHAT MAKES A GOOD PCC MEMBER	7
1. Spiritual Maturity	7
2. Alignment to Christ Church’s Purpose and Values	7
3. A willingness to Serve.....	7
4. Being part of a team.....	8
5. Relevant Experience	8
6. Availability	8
7. Legal requirements	8
F. HOW THE PCC YEAR IS ORGANISED	8
G. HOW THE PCC WORKS TOGETHER	9
1 All work for the church is a vocation to ministry, whether paid or as a volunteer.	9
2 Loyalty and commitment to leadership and the church vision is essential.....	9
3 Working together as followers of Jesus.	9
4 Handling discussion and decision making	10
5 Effective and efficient working.	11
6 Minutes and notes of meetings.	12
7 And Finally!.....	12
H. MEMBERSHIP OF THE PCC	12
I. CONFLICTS OF INTEREST	13
J. DATES OF MEETINGS.....	14
K. PCC POLICIES	15

A. INTRODUCTION

Thank you for being a member of the Parochial Church Council (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.

PCC's are charities, which are governed by two pieces of Church of England legislation, called Measures. These are the **Parochial Church Councils (Powers) Measure 1956** as amended and the **Church Representation Rules** (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

All PCC members are also trustees of charity known as **The Parochial Church Council of the Ecclesiastical Parish of Christ Church with Emmanuel Clifton** (registered charity number 1130529).

B. WHY ARE WE HERE?

Inviting Everyone To Follow Jesus

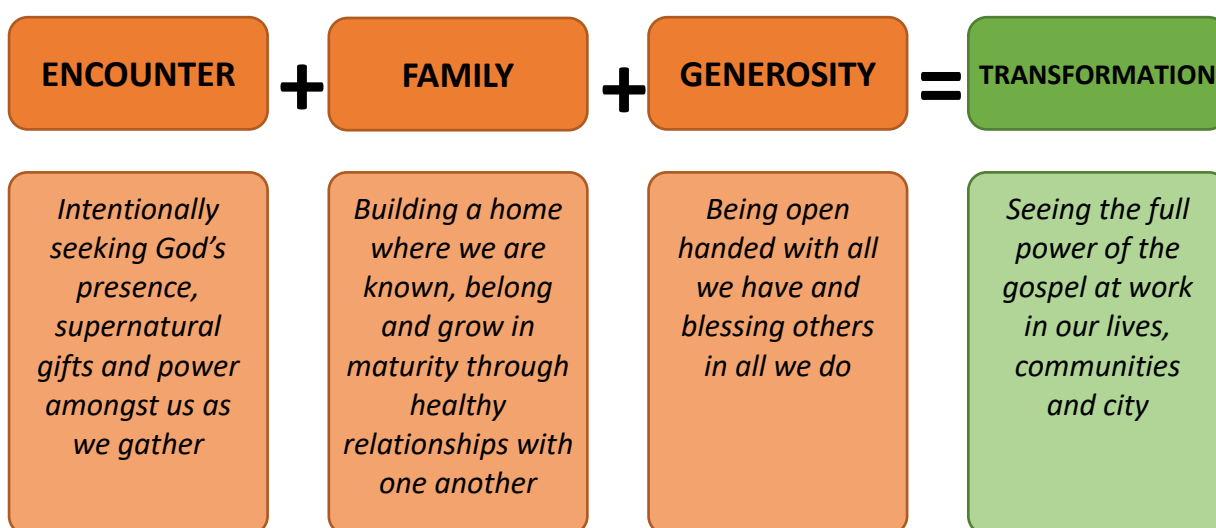
Christ Church exists for the heavenly transformation of people and culture in Bristol.

Jesus calls this the Kingdom of God ... a place where earth begins to look like heaven ... and we want to play our part in seeing God's Kingdom established in Clifton, in Bristol and beyond.

We do this by helping people find Jesus and follow him wholeheartedly.

We believe that the most effective and fruitful place for us to be is living as followers of Jesus ... being the people God has made us in the places He has called us ... and helping others to do the same.

We work this out through our values of **Encounter** plus **Family** plus **Generosity** which leads to **Transformation**...



These statements were developed using Patrick Lencioni's **six critical questions for organisational health** taken from his book *The Advantage*.

C. THE ROLE OF THE PCC

The PCC at Christ Church has developed its own *purpose statement* to express the role we wish to see the PCC play in the leadership of the church:

At the heart of all we do, the PCC is here to encourage our church family in being led by the Spirit, and so enabled to become wholehearted disciples of Jesus. We do this by being ambassadors for God's will and direction for Christ Church and enabling each area of the church to follow it, so that Christ Church is able to play its part in God's mission to the world.

In essence this is **leadership through governance**, and this encompasses four key functions:

1. **Direction:** Showing leadership by reviewing strategy and seeking clarity about what Christ Church is aiming to achieve and how.
2. **Effectiveness:** Making good use of the PCC's money and resources with a focus on achieving our desired outcomes.
3. **Supervision:** Making sure the PCC follows the law, its governing document and policies and, where issues arise, these are dealt with quickly. Considering potential risks, and monitoring progress to keep the church on track. Learning from mistakes or difficulties and making changes where needed.
4. **Accountability:** Reporting to those who are interested in what the PCC is doing, including regulators.

Within this overall framework, 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! Legally, the primary charitable objective of the PCC is to co-operate with the incumbent in the promotion in the parish of the whole mission of the church.

At Christ Church we have a Senior Leadership Team (SLT) who share leadership of the church with the incumbent (Paul) and so the PCC works alongside the SLT 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 reading the Bible, praying together and listening to the Holy Spirit at PCC meetings, and why we ask PCC members to prioritise attendance at our worship 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/.

3 Staffing

The PCC fulfils the responsibilities of an employer, and ensures the co-ordination and release of all staff and key volunteers. 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.

PCC members are required by the Church of England to be DBS checked and to complete three Church of England safeguarding training modules: Basic Awareness, Foundations and Raising Awareness of Domestic Abuse. Mark Parsons will organise these for you, as required. PCC members who do not complete these requirements in a timely manner may be asked to stand down.

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 funds/interests from the sale of Oakfield Road. This was a property held under trust by the Diocese of Bristol for the benefit of the PCC. The property has now been sold. The funds from the sale have been transferred to the PCC and are invested to earn interest which we receive quarterly.

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

D. HOW THE PCC IS ORGANISED

The PCC operates at the level of governance – 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:

Churchwardens are the senior lay people of the parish and they are officers of the Bishop. They are elected annually at the Annual Meeting and may hold office for up to six year They are ex-officio members of the PCC. Each parish has two churchwardens.

Under Canon law, churchwardens 'shall be foremost in representing the laity and in cooperating with the incumbent' and 'shall use their best endeavours to encourage the parishioners in the practise of true religion and to promote unity and peace among them'.

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 churchwardens 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 governance 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.*

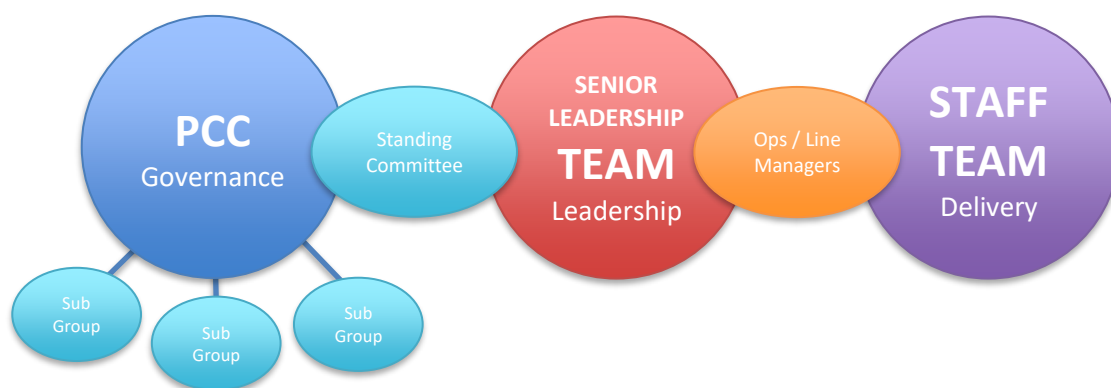
- **Buildings Team** - with delegated responsibility for the care of the Church building and other buildings owed by the PCC, their fitments and fittings, and surrounding property; together with building cleaning and any caretaking service.
- **Risk Management Team** - The PCC recognises and accept its 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.
- **Property Team** – with a remit to review the properties owned or under the control of the PCC to ensure they are used to their maximum potential for ministry, mixed use, residential use, staff housing and income generation as appropriate for both now and into the future.
- **Parish Safeguarding Officers** – Our four PSO's are appointed by the PCC to oversee safeguarding matters for the church. They respond to safeguarding incidents as required and seek to ensure the implementation of church safeguarding policy and guidance. They ensure the safer recruitment of staff and volunteers and that their training is kept up to date, with support from the church office. They liaise with the Diocesan safeguarding team as required for support.
- **Ad-Hoc Teams** – from time to time, the PCC will create ad-hoc teams to work on specific short-term projects.

The PCC also works alongside the **Senior Leadership Team (SLT)**, which was established by the PCC in October 2017, replacing a more ad-hoc pattern of meetings, and meets weekly to share with Paul the day-to-day leadership of the church. Members of the SLT are appointed by the Vicar and current members are Chris Brown, Paul Langham, Janet Lee and Mark Parsons, assisted by our Executive Assistant, Sarah Kellner.

The **Staff Team** is made up of all clergy, all employed staff and key volunteers with responsibility for specific ministry areas. Together they are responsible, alongside many other members of the church family, for managing and delivering the implementation of the church's vision and strategy. The current Staff Team consists of:

• Chris Brown	Associate Vicar	Stipendiary Clergy	Full-Time
• Tomasita Carmona	Children's Ministry Team Lead	Volunteer	
• Emelye Chanot	Interim Youth Pastor	Employee	Part-Time (0.8)
• Sophie Couper	Children's Ministry Team Admin	Employee	Part-Time (0.2)
• Nick Carter	Students & Young Adults Pastor	Employee	Part-Time (0.5)
• Elisabeth Dickson	Spear Graduate Coach	Spear Team	Full-Time
• Hannah Glover	Buildings Manager	Employee	Full-Time
• Sarah Kellner	Church Executive Assistant	Employee	Part-Time (0.53)
• Jackie Langham	Pastoral Assistant	Volunteer	
• Paul Langham	Vicar (incumbent)	Stipendiary Clergy	Full-Time
• Janet Lee	Assistant Minister	Self-Supporting Clergy	Part-Time (0.6)
• Anjola Ogundokun	Spear Lead Coach	Spear Team	Full-Time
• Beth Padfield	Trainee Youth Pastor	Employee	Part-Time (0.6)
• Mark Parsons	Operations Manager	Employee	Full-Time
• Gaye Senior-Smith	Life Events Administrator	Employee	Part-Time (zero hrs)
• Vacancy	Children's and Families Pastor	Employee	Full-Time

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



E. WHAT MAKES A GOOD PCC MEMBER

We ask those standing for PCC to consider the following guidelines which are designed to give an indication of the type of people we look for to join the PCC at Christ Church.

1. Spiritual Maturity

The Bible is clear that the primary qualification for Christian leadership is not gifting, experience, or human wisdom, nor how long someone has been at a church, but Christian character. The most detailed “person profile” for office holders within the New Testament church comes in 1 Timothy 3:1-13 and is clear that those who serve in the church both as “Elders” and more practically as “Deacons” are to be “above reproach”.

Other helpful passages include Titus 1:5-9, 1 Peter 5:1-4, Matthew 20:25-27, Acts 20:28-31, 2 Timothy 2:1-2, Hebrews 13:7,17 and James 3:1.

How is your personal walk with Jesus? Your prayer life? Your love of Scripture? The growth of the fruit of the Spirit in your life? Your standing within the church family? Do you sense God’s call to this role?

2. Alignment to Christ Church’s Purpose and Values

Christ Church exists for the heavenly transformation of people and culture in Bristol. We do this by helping people find Jesus and follow him wholeheartedly. Our four values: Encounter, Family Generosity and Transformation underpin all we do.

Can you say an enthusiastic AMEN to all this?

3. A willingness to Serve

Jesus has a very different definition of leadership from those around him. “Not so with you” he says in Matthew 20:26 when looking at how the world does leadership. The primary model of leadership in the New Testament is that of a Servant: Putting others first, being willing to wash others feet, and willingly paying the cost. As a member of the PCC, you are not there to “represent” the congregation (or a specific subset of it), you are there to serve, by being advocates, role models and ambassadors for all that God is doing at Christ Church and by listening to the whole church family.

Are you willing to model servant leadership to the whole church family? Are you willing to set an example by being present, where possible, for key things such as prayer events, whole church family initiatives etc?

4. Being part of a team

The PCC is a large team of people with different gifts, personalities and strengths. Moreover, the PCC shares the leadership of Christ Church with others within our church family: the SLT and wider staff team, small community leaders, and other ministry leaders.

Being part of a team means a willingness to share your views openly and honestly, but also being a good listener, willing to learn from others, being open to challenge and change, being able to keep confidences and able to handle conflicts well.

How good a team player will you be, both within the PCC and the wider church leadership? What's your track record and experience of working well within a team?

5. Relevant Experience

Being on the PCC means having a broad understanding of how the church works, both locally and in its wider context. In addition, there will be, from time to time, detailed discussions around areas such as finances, risk management, buildings, personnel issues and safeguarding and while it is definitely not essential for every PCC member to be knowledgeable in these areas it is helpful if at least one or two members of the PCC are "experts" in each of these areas.

What relevant experience can you bring to the PCC?

6. Availability

The PCC exists 24/7, not just once a month and being a member of the PCC will require a considerable time commitment. As well as committing to attending the meetings themselves, there will be time needed in preparation (reading papers, time in prayer etc). In addition, you may be needed as part of a PCC subgroup or working group, and this will require additional time. But most importantly, leaders in God's church are called to lead by example and this includes being faithful and visible at our Sunday gatherings, being part of a small community and being present and willing to serve at other key church events. This is a "high bar" and we want to be clear about what's required from the start.

This is a big ask! Do you have the time to be a member of the PCC?

7. Legal requirements

As a member of the PCC, you are also a trustee of a registered charity. This means you need to meet the legal requirements to be a member of a PCC (a regular worshipper at Christ Church, on the Church Electoral Roll and at least 16), not be disqualified from being a charity trustee and be willing to undertake a DBS check and safeguarding training. PCC members are required to sign an annual declaration to confirm this.

Do you meet the legal requirements to be a PCC member?

F. HOW THE PCC YEAR IS ORGANISED

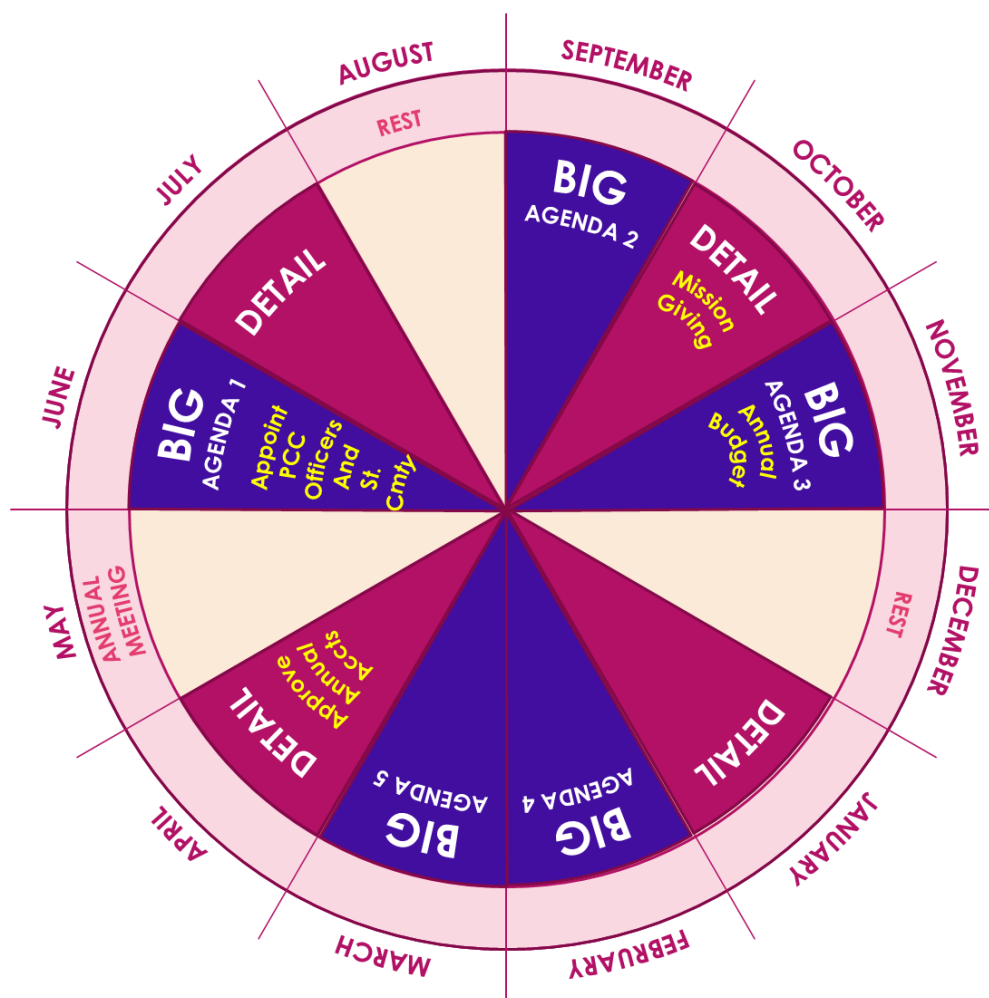
The PCC year starts in early June with the PCC induction weekend after the APCM and then follows a pattern of quarterly "business" meetings interspersed with meetings focusing on bigger issues ("big agenda").

Business meetings focus on reports from each of the PCC subgroups, the various leadership teams (wardens, Standing Committee and SLT) and a review of ministry areas.

We encourage each PCC member to informally "look after" one of the ministry areas in Christ Church, to touch base with their leaders regularly for their encouragement and to use the opportunity at the quarterly business meeting to feed back anything from that ministry area the PCC needs to know.

The Big Agenda meetings are used to tackle big issues in the life of the church.

The PCC Year is shown below:



G. 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 – Philippians 4:6, Ephesians 4:12:** *Jesus is at the centre of all we do. We will make our decisions prayerfully, and in accordance with the way we believe the Lord would wish them. He is present when we meet and we set aside time to meet with and listen to God*
- **Be accountable – Galatians 6:1-2, 1 John 3:18:** *In all we do and say: to God, to each other, to the church family. We are visible at church gatherings, connecting with the wider church family. We are a contact point for small communities and support the subgroups of the PCC.*
- **Love one another - Work as a team – John 13:34, 1 Peter 4:8, Romans 12:9:** *Discussions should be honest and proceed with respect. Conflict is a sign of healthy decision making and should not be shied away from, however differences of opinion should not be personalised. All approaches should be with the intention of coming to agreement. As a united front we hold each other in high esteem and work together to build up and strengthen one another.*
- **Be honest with one another - Be real with one another – 2 Corinthians 8:21 2 Timothy 2:15:** *The PCC is a joint commitment and our discussions are a safe space where everyone's contributions are important, remembering we are advocates for the wider church family. We are entitled to disagree with each other and we are entitled to change our minds. When agreement is reached all members should be willing to support the decision regardless of how they voted.*
- **Encourage one another - Pursue personal growth – Hebrews 10:25:** *To work effectively and to find real meaning and purpose in our roles. To appreciate where God has placed each of us and to seek to be salt and light in those places. A key aim is continued growth, both spiritually and practically as we identify and nurture each other's gifts. We are in a spiritual battle and must arm ourselves and protect each other accordingly. By spending time together (informally) and having fun together we can engender a culture of support for one another as we live life together.*
- **Have a generous spirit - 2 Corinthians 9:6-8:** *Be patient in our attitude to others and our communal responsibilities, emotionally and practically. No question is too trivial to ask.*
- **Be loyal to one another and those in leadership - Operate confidentiality. Philippians 2:5 Ephesians 4:1-3:** *As a matter of course it is essential that PCC members do not speak about who said what at any meeting, with people who are not members of the Council. This could inhibit an honest sharing of views. We may not be able to always agree with one another in private but once a decision has been reached we will publicly support decisions made.*

4 Handling discussion and decision making.

- We aim to get papers out to PCC members 7 days before each meeting. It is important that you read all the papers received before the meeting, and 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.
- Due to the size of the PCC the chair will use a variety of methods to ensure that everyone gets a chance to speak but discussion is not dominated by a small number of voices. This may include going systematically round the room to hear everyone's opinion, limiting the time any individual can speak or working in smaller groups with group feedback.
- 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. Any breach of PCC confidentiality will be taken seriously.

5 Effective and efficient working.

- The Standing Committee usually meets two weeks before a PCC meeting and will review the agenda for the forthcoming meeting.
- The agenda and any papers for the meeting will be distributed by email 7 days before the meeting. We will assume that all PCC members have read the papers prior to the meeting – there usually won't be time to go through them in detail on the night.
- Apologies and any corrections or changes to the minutes should be reported to Mark Parsons prior to the meeting.
- The PCC will structure its year to ensure a balance between regular reporting from subgroups, SLT and ministry areas, time for “big picture” items and space for other “live issues”.
- The agenda does not allow time for AOB (any other business). PCC members wishing to place items on the agenda should inform Mark Parsons at least 7 days in advance of the meeting.
- PCC members will be invited to join the optional PCC WhatsApp group. This group is used for sharing news and encouragement, updates and reminders ... it's not intended to replace the meetings or for lengthy discussions on agenda items. Official papers will always be sent via email. Membership of the WhatsApp group is subject to following the group's community guidelines.
- Efficient working of a large PCC requires the use of sub-groups and some 'off-line' discussions between and before meetings. However, PCC members are discouraged from entering into detailed email / WhatsApp debates between meetings. There is a danger that such 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 during the meeting 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 will be reported quarterly to the full PCC: Where agreement of the whole PCC is required, subgroups will make it clear what decision they require from the full PCC or what proposal they are bringing. The PCC is encouraged to trust its subgroups, who will often have spent many hours considering an issue in detail before bringing a recommendation to the full PCC.

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.
- Actions from PCC minutes are logged in an updated PCC Action Tracker, which is circulated before each quarterly business meeting. This shows progress on agreed actions and ensures no actions are forgotten.
- PCC sub-groups are not required to keep formal minutes but are asked to report in writing to the PCC at each of the four quarterly business meetings during the year. Non-PCC members of a sub-group may be invited to the PCC meeting for that section in order to give input.

7 And Finally!

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

H. 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.

- Churchwardens are elected annually and may serve for a maximum of 6 years in a row.
- Elected members of the PCC are elected for a three-year term. They may stand for two terms before having to take a break from PCC for a year.
- Deanery Synod members are elected for a fixed three-year term. The current term runs from 2023 to 2026.
- The PCC may also co-opt up to two members during the year. Co-opted members have full voting rights and will normally be expected to stand for full election at the next APCM.

Membership for 2025-26 is as follows:

Clergy

- Paul Langham
- Chris Brown
- Janet Lee

Churchwardens

- Di Noon *(year 3 of 6)*
- Mark Orriss *(year 4 of 6)*

Elected Deanery Synod Members (max 5)

- Nathan Kellner *(year 3 of 3)*
- Cluff Noon *(year 3 of 3)*
- Di Noon *(year 3 of 3)*
- Gaye Senior-Smith *(year 3 of 3)*
- 1 vacancy

Elected PCC Members (max 15)

- Barny Collins *(year 3 of term 1)*
- Alex Creavin *(year 1 of term 1)*
- David Daniels *(year 1 of term 1)*
- Danish Gill *(year 1 of term 2)*
- Andrea Jeanneret *(year 3 of term 1)*
- Susannah Mason *(year 3 of term 2)*
- Philip Miles *(year 3 of term 1)*
- Helen Parsons *(year 1 of term 1)*
- Sam Pictor *(year 1 of term 1)*
- Jack Reed *(year 3 of term 1)*
- Hannah Rodgers *(year 3 of term 1)*
- Chris Shaddick *(year 3 of term 1)*
- Dave Vernon *(year 3 of term 2)*
- Rebecca Wattiau *(year 1 of term 1)*
- Kamran Zahid *(year 3 of term 1)*

Co-options (max 2)

- Jon Bowden
- Claire Harman

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.

I. CONFLICTS OF INTEREST

A conflict of interest is any situation in which a PCC member's personal interests or loyalties could, or could be seen to, prevent them from making a decision *only* in the best interests of the PCC. Charity law sets out four actions which trustees must take with respect to conflicts of interest:

1. Individual trustees must declare any conflicts of interest.
2. Collectively, trustees must consider removing serious conflicts of interest.

3. Collectively, trustees must manage conflicts of interest – by following Charity Commission guidance and the PCC's governing document rules.
4. Collectively, trustees must ensure that conflicts of interest are recorded.

PCC members are asked to declare any conflicts of interest upon being elected to the PCC. The following have been declared:

Chris Brown	<ol style="list-style-type: none"> 1. I live in a property owned by the PCC of Christ Church Clifton and therefore have a conflict of interest in any discussions relating to my ongoing use of this property. 2. My stipend (paid by the Church Commissioners) is indirectly supported by the parish share system. I therefore have a conflict of interest in any discussion about Christ Church's parish share contribution. 3. I am a foundation governor at Christ Church Primary School and would therefore have a potential conflict of interest in any discussion relating to our activities supporting this school.
Nathan Kellner	<ol style="list-style-type: none"> 1. A member of the PCC by virtue of being elected to the Deanery Synod 2. Married to PCC employee, Sarah Kellner
Paul Langham	<ol style="list-style-type: none"> 1. Receive stipend and housing from Diocese of Bristol 2. My wife also lives in the house provided by the Diocese of Bristol 3. Chair, Bristol Diocesan Evangelical Fellowship (DEF) 4. Member of Evangelical Group on General Synod (EGGS) 5. Foundation Trustee at Christ Church Primary School 6. Trustee of Spear Bristol 7. Regional Director for New Wine
Janet Lee	<ol style="list-style-type: none"> 1. I am licensed to Christ Church as a self supporting minister, I work here part time Sunday-Wednesday.
Mark Parsons	<ol style="list-style-type: none"> 1. I am an employee of the PCC ... as such I attend PCC meetings but do not vote. 2. I am a director of UCAN (UK Church Administrators Network). UCAN provides HR services to the PCC and training / support for PCC admin staff.
Gaye Senior-Smith	<ol style="list-style-type: none"> 1. A member of the PCC by virtue of being elected to the Deanery Synod 2. Employee of the PCC, so will not vote at PCC meetings

J. DATES OF MEETINGS

Dates currently in the diary for PCC meetings:

- Monday 23rd June 2025 7:30pm *Big Agenda*
- Monday 14th July 2025 7:30pm *Quarterly Business Meeting*

- Monday 22nd September 2025 7:30pm *Big Agenda*
- Monday 20th October 2025 7:30pm *Quarterly Business Meeting*
- Monday 24th November 2025 7:30pm *Big Agenda*

- Monday 26th January 2026 7:30pm *Quarterly Business Meeting*
- Monday 23rd February 2026 7:30pm *Big Agenda*
- Monday 23rd March 2026 7:30pm *Big Agenda*
- Monday 27th April 2026 7:30pm *Quarterly Business Meeting*

The APCM is on Sunday 17th May

PCC Weekend:

- Friday 5th June 2026 7:30pm
- Saturday 6th June 2026 9:30am – 4pm

- Monday 22nd June 2026 7:30pm *Big Agenda*
- Monday 13th July 2026 7:30pm *Quarterly Business Meeting*

Standing Committee dates are: 7th July 2025, 1st Sept, 6th Oct, 3rd Nov, 1st Dec, 5th Jan 2026, 2nd Feb, 2nd Mar, 13th Apr, 1st Jun, 6th July.

K. 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.

Policy Name	Author	Date Approved	Current Version	Approval Body
Approval of Expenditure and Procurement	Mark Parsons / Paul Gibson	01/02/2014	1	PCC
Child Protection Policy	Sara Wadsworth	15/04/2025	MP/08	PCC
Child Protection: Guidance for Volunteers	Sara Wadsworth	19/07/2022	17	PCC
Conflicts of Interest Policy	Mark Parsons	26/06/2023	1	PCC
Delegation of Serious Incident Reporting	Mark Parsons	29/02/2020	1	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
Lone Working Policy	Mark Parsons	27/01/2020	3	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