



**Guide for
Churchwardens,
Treasurers,
PCC Secretaries
& PCCs**

The Role of the Churchwarden

The roles and responsibilities of a churchwarden are wide and varied, as befitting an office that dates back to the 13th century, and churchwardens duties vary considerably according to local custom, tradition and the needs of particular parishes. These local variations evolve over time and it is important that each churchwarden is clear about what is expected and what is realistic. That being said, there is a framework expressed in statute and canon law which churchwardens should understand.

Churchwardens are officers of the bishop and their loyalty is to him, whilst at the same time remembering that they are chosen by the people of the parish, so their responsibility is to the parish as a whole, not just to the church congregation. These duties are covered in greater detail in the books recommended on the attached reading list, but some of these duties are summarised here.

A churchwarden offers lay leadership in the parish:

- As Bishop's Officer, by keeping the Bishop and Archdeacon informed about the life of the parish
- By welcoming visiting clergy
- Working collaboratively with clergy and laity
- Exercising pastoral care of the clergy, especially the incumbent
- Leading and enabling others and helping others develop their gifts and offer their ministries
- Churchwardens are automatically members of the PCC and serve on the Standing Committee

Legal responsibilities:

- To maintain the fabric and content of the church
- To keep the inventory and terrier up to date and in a safe place
- To attend visitations
- To keep up to date with relevant legislation and inform others as appropriate
- To ensure the smooth running of services
- To ensure that the PCC meets its financial obligations

Legal responsibilities with the PCC

- To exercise leadership in relation to the mission of the church
- To work together with all other members in leading the church forward in prayer, worship and pastoral care
- To ensure buildings are taken care of and legalities are met (faculties, etc)
- To support the incumbent in the administration of the parish
- To ensure expenses of ministry are adequately met

The Role of the PCC Treasurer:

- To ensure received income is recorded and banked
- To monitor all items of income and expenditure
- To pay and record all items of expenditure
- To keep proper books and records
- To prepare the annual accounts each year and submit all necessary information to the Independent Examiner/Auditor
- To assist the PCC in setting an annual budget
- To advise the PCC of the financial position against budget at each regular meeting of the PCC
- To provide general financial information to the PCC

The treasurer is an officer of the PCC and usually serves on the Standing Committee and as an ex-officio member of any committee with a significant impact on finances. The treasurer is responsible with the PCC for all payments and receipts, financial checks and balances – for both restricted and unrestricted church funds. The treasurer often takes a lead in promoting stewardship and Christian giving.

The Role of the PCC Secretary:

The Secretary is an officer of the PCC and usually serves on the Standing Committee.

The PCC Secretary is responsible for ensuring that:

- Notice of a PCC meeting is posted on the notice board 10 days before a PCC meeting giving date, time and place
- The agenda for the PCC meeting is distributed 7 days before the meeting to PCC members

PCC Minutes:

- The Draft Minutes of meeting should be drawn up as soon as possible after the meeting and then circulated to every PCC member. It is helpful if the chairperson can check these in advance
- The minutes are draft until approved and signed at the next PCC meeting
- The Minutes need to be informative, recording the names of those present; any business transacted, and actions to be taken, but need not give full details of discussions
- Approved minutes are records of public meetings and therefore once approved can be displayed in church, and should be available to the Bishop and Archdeacon if requested. Confidential matters should be noted and recorded in a special minute book

The Agenda should include:

- Apologies
- Draft Minutes of the last meeting, to be approved and signed
- Any Matters arising from the Minutes
- Correspondence received
- Fabric Reports such as the receiving of a Quinquennial Report
- Financial update
- A report by the parish's Safeguarding Officer should be received regularly
- Any other reports eg Deanery Synod
- Any motion or business for discussion proposed by any member of the PCC of which advance notice has been received by the Secretary

Any Other Business at PCC Minutes:

No business not on the agenda should be transacted at the PCC meeting unless three-quarters of those presents agree. Even if agreement is given, the Chairperson can rule that matter is adjourned if it requires more time or further consideration.

Annual Meetings:

- The Secretary needs to prepare the notices, agenda and reports for the Annual meeting of Parishioners (to elect Churchwardens) and the Annual Parochial Church Meeting. There are timetables for the publication of notices which need to be followed, as well as procedures for nominating and appointing officers

- Draft minutes of the annual meeting should be prepared for the Chairperson to approve. After the annual meeting a list of those elected (churchwardens, PCC members, Deanery Synod members) should be put on the notice board
- Rules governing the PCC and Annual Meetings need to be understood and followed (see “An ABC for the PCC” and/or “Church Representation Rules” available from good Christian bookstores)