

The Role of PCC Secretary



The PCC secretary is usually appointed at the first meeting after the Annual

Parochial Church Meeting; at the same time as other officers of the PCC.



The PCC secretary need not be a member of the PCC, in which case he / she can be co-opted onto the Council. If the PCC secretary is co-opted, they have voting rights. If they are not co-opted, they will not be entitled to vote.

Summary of the Secretary's role

- To **attend** the PCC meetings, the occasional Standing Committee meeting and the Annual Parochial Church meeting.
- **Liase** with the vicar prior to meetings, about the agendas and documents for circulation before each meeting.
- **Prepare** the agenda (most of the items are on every agenda), distribute it to PCC members, together with any documents prior to the meeting.
- At the meeting **share** any apologies received and **make notes** of the meeting.
- **Write up minutes** & send them to the Chair for comments and agreement. Then circulate the minutes to the PCC.
- Complete any **follow up actions** that are part of the secretary's role- such as writing a thank you letter.

If this is an are in which you can offer your time and skills to Church and are interested in finding out more, please contact
Revd Toby or one of the Wardens.

Thank you.