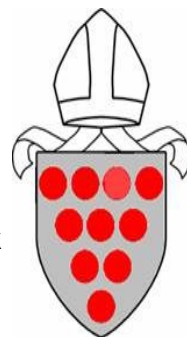


Role Outline: PCC Secretary

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

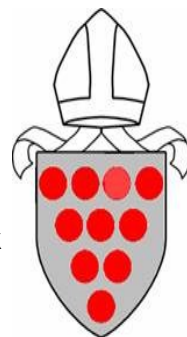


Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are Safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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Role	PCC Secretary
Responsible to	PCC
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> • Have responsibility for all documents relating to the current business of the council, except the Electoral Roll; • Keep the minutes, record all resolutions passed by the council and keep the secretary of the Diocesan Synod and Deanery Synod informed as to his/ her name and address; • Notify the public of PCC and APCM meetings in line with Church Representation Rules; notify PCC members of the same including an agenda and any notices received from PCC members; • Notify public and PCC members of any postponed meetings and reconvened dates; • Act as clerk at the APCM and advise the Diocesan Registrar of the results of elections and any other information required. 	
Any arrangements for induction, training & support	
<p>The Secretary is appointed by the PCC. There are training sessions organised by the Diocese. The Diocese is always available for support.</p>	
Any practical arrangements relevant to the role <i>(e.g. process for paying expenses, times role should be carried out, provision of equipment)</i>	
<p>Ability to use computer to produce minutes etc and email to distribute an advantage. Be available for evening meetings.</p>	
Role to be reviewed <i>(insert date)</i>	Annually
The role is eligible for a criminal record (DBS) check which is renewable every five years <i>(insert yes / no)</i>	No
Level of criminal record (DBS) check which is required for this role	

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