



The Parish of Horndon, Orsett and Bulphan



Parochial Church Council (PCC) Code of Conduct

1. As trustees (committee members) we should make every effort to attend meetings and send apologies if we are unable to do so.
2. Each meeting will begin with a Bible reading and a prayer and will end with a prayer.
3. In order to start meetings promptly at 7.30pm, we will offer refreshments at 7.15pm and will have stopped serving them by the start of the meeting at 7.30pm.
4. At PCC meetings, we will present our views in a respectful, loving manner, even if we disagree. And we will speak respectfully about each other outside PCC meetings.
5. We will try to limit the size of the agenda for each meeting and maintain focus on the items listed.
6. We will not have an AOB agenda item. Instead, people will be required to submit anything for the agenda to the PCC Secretary at least 48 hours before the meeting. If there is an urgent matter that has arisen after the 48 hour deadline, the Secretary should be notified before the meeting starts.
7. We will endeavour to finish the meeting by 9.30pm in the knowledge that, on occasions, when important decisions need to be made, this time may need to be extended.
8. If the agenda is not completed, items omitted from the bottom of the agenda will be put at the top of the agenda for the following meeting.
9. If a PCC decision is made, whether or not we agree with it, we all, as members of that governing body, will support and uphold that decision within the church community.
10. Clear details of any proposed works outside the scope of, or exceeding, Wardens' General Maintenance Budgets or Action Group Specific Budgets, must be brought to the PCC for agreement before any quotes are sought, unless a situation has become dangerous or hazardous and requires immediate attention.
11. Whilst one of the roles of the PCC is to represent the views of members of the church electoral roll, and it is sometimes necessary to seek their opinions when making decisions, it is important, before sharing information with others that this is done with PCC agreement. Members of the general public and those not on the electoral roll will have the opportunity to comment on proposals for significant works at the point of a faculty being sought.
12. If someone is unable to attend a meeting and a decision is made by a majority where a quorate is present, this decision will be upheld even if those unable to attend are not in agreement.
13. Wardens, treasurers, the Rector and a Deanery Synod Rep, will be asked to submit written reports in advance of the meeting and these will be circulated, along with the agenda and the minutes of the previous meeting, with the expectation that these are read by recipients before arriving to avoid unnecessary discussion at the meeting.
14. Action Group PCC reps will be asked to report back to the next scheduled PCC meeting after their Action Group has met.

Revised at a PCC meeting on 26th November 2024

Signed:Revd Sue Mann (Rector)

Knowing and sharing the love of Jesus in the Church and community