The Parish of Horndon, Orsett and Bulphan

Role Description – PCC Secretary

Role description reviewed and ratified at a PCC meeting on 22nd July 2025

This Role description must be given out during the induction process and signed for before commencing the role. A copy of the signed Role description to be retained centrally by the Parish and a copy given to the individual.

Signed …….. ……

Rector or Churchwarden Individual

Responsible to:

- The Rector/churchwardens and then to the PCC.

Election:

- To be on the PCC and elected as secretary;
- or not be a member of the PCC, but be co-opted annually with full voting rights;
- or be appointed without voting rights if other PCC membership criteria is not fulfilled

Person specification:

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.
- To maintain confidentiality and share any concerns with the Rector.
- To have good language skills and be internet and computer literate

Safeguarding:

- To read and adhere to all aspects of the Parish Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role
- To undertake an enhanced DBS check if required
- To complete on-line Basic and Foundation safeguarding training, must be retaken every three years.

Key roles and responsibilities:

These are set out in the Church Representation Rules and include:

- Liaising with the Parish clergy to decide the agenda for parish meetings
- To use a hobnob email account for church business
- Arranging room bookings for PCC meetings
- Preparing and distributing agendas for PCC meetings
- Keeping in contact and receiving notes and minutes of any subgroups that the PCC establish and also being the conduit for any information from the Diocese and other agencies
- To handle correspondence for the Parish
- Writing thank you letters on behalf of the Parish except in situations where matters are held in confidence by the treasurer or Rector
- Taking minutes at PCC meetings and distributing them promptly following meetings after emailing them to the Rector for checking
- Keeping a record of all decisions made at PCC meetings
- To keep a copy of PCC meeting minutes available for public inspection
- To organise and publicise the Annual Parochial Church meeting

- To report to the APCM on the work of the PCC over the preceding year through the Annual Report produced in cooperation with the treasurer
- To keep Diocesan staff informed of any changes of parish officers
- To attend PCC and Parish events such as Away Days and Parish training

Church Representation Rules 2020 are available at-www.churchofengland.org/church-representation-rules. The sections about PCCs & the Parish are an essential reference guide for every PCC Secretary.