

PCC require a Secretary/Administrator

The scale of the work might seem daunting, but it can be shared among a team of people, so that the time required might vary from 2 hours each week, to tasks that can be done once a month.

If you are interested in becoming a member of a team, please contact me.

I have bundled up the work as follows, which 3-4 people could share between them.

PCC Secretary – as defined in 2020 Church Representation Rules. The PCC Secretary does not have to be a member of PCC.

- arranging PCC meetings, minutes secretary
- attend standing committee
- arranging APCM, writing annual reports, returns to Diocese incl Statistics for Mission
- contact for Diocese on APCM, elections, electoral roll, data protection, deanery synod elections

contact for Charity Commission –

- maintain online records including list of trustees, upload of annual report and accounts

communications work

- maintain a directory of contacts in parish
- weekly dissemination of P&A and other news

Planned Giving contact

- maintain planned giving records
- Gift Aid returns and claims

Parish Office

- Bookkeeping
- Banking cash
- Procurements and contracts
- Payments incl cheques (and maintaining online accounts of payments)
- Insurance work and claims
- Fees returns to diocese
- Work requested by ministers

Ordering altar requisites (candles etc.)

Thank you

Richard

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