Example Role Outline: PCC Member

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 abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* 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.

*The Parochial Church Council is the governing body of a parish church. The PCC is a team made up of members of clergy and lay members of the church. Together they are responsible for the overall wellbeing, practical as well as spiritual, of their church, the church members, and the church buildings. The PCC also has a duty to promote the mission of the church within the wider community. Some of the responsibilities are devolved to the Minister and Churchwardens but, to quote from the Parochial Church Council (Powers) Measure 1956 section 2, ‘It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish’. Members of the PCC have the right to be consulted, to know what is proposed, and to have the opportunity to express an opinion on it.*

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| **Role** | PCC Member |
| **Responsible to** | Incumbent or Chair (Vice Chair in their absence) |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)

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| *As a volunteer:* |
| * Elect a Secretary, Treasurer and Vice-Chair and appoint a Standing Committee.
* Ensure that appropriate arrangements are in place for public worship and provide an opportunity for people of all ages to meet for prayer and worship.
* Develop, and maintain, a Mission Action Plan (MAP), to review the life of the church and identify mission opportunities.
* Support their clergy, prayerfully and personally.
* Taking the lead in demonstrating pastoral care to all who live in our communities, whether members of the church or not.
* PCC members are Trustees of a charity and are responsible for managing the Church’s finances. They must ensure that all funds are properly accounted for, the books properly maintained, and the PCC annual accounts inspected or audited, and formally approved by the PCC, prior to the APCM.
* The care and maintenance of the fabric of the church.
* The PCC is required by law to meet at least four times a year.
* Read all papers before attending meetings so you are prepared.

*Safeguarding responsibilities:** To adopt and implement the House of Bishops’ policies on Safeguarding and a Parish Policy and Procedures on safeguarding children and adults who may be vulnerable. Multi Parish benefices may adopt one Policy and Procedure for the Benefice. (Legal responsibility continues to rest with the individual parish).
* To appoint a Parish Safeguarding Representative (the ‘designated person’ with special responsibility for safeguarding children and adults), to work with the incumbent and the PCC to implement policy and procedures. In multi-parish benefices a Safeguarding Rep may act for more than one parish.
* To ensure that the Parish Safeguarding Rep and anyone having regular contact with children or vulnerable adults is appointed according to Safer Recruitment guidelines, is trained and supported, provided with a copy of the parish safeguarding policy and codes of practice for church workers/volunteers.
* To deal promptly with allegations or suspicions of abuse in accordance with the Disclosures and Allegations policy in consultation with the Diocesan Safeguarding Team.
* To display the Diocesan and Parish Safeguarding Policy and Procedures, and the contact details of the Parish Safeguarding Rep on church premises and wherever possible on the church website
* To ensure that known offenders or others who may pose a threat to children, young people and vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Team.
* During a vacancy, to ensure that information about all safeguarding matters is securely stored before passing on to the new incumbent. The departing incumbent should give the information to the Parish Safeguarding Rep who will inform the new incumbent when they take up the post.
* Ensure that there is appropriate insurance cover for all activities involving children or vulnerable adults undertaken in the name of the parish;
* To review the implementation of the safeguarding children and adults policy, procedures and good practice, at least annually.
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| **Any arrangements for induction, training & support**  |
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| PCC members are required to complete the following training modules within 6 months of their appointment.* Basic Awareness
* Foundation

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| * Domestic abuse awareness raising
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| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)*  |

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| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY For example:

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| Report to Incumbent or Chair. |
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| **Role to be reviewed** *(insert date)* |

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| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | Yes |
| **Level of criminal record (DBS) check which is required for this role** | If the PCC exists as a charity supporting work with children and vulnerable adults, then as a trustee of that charity a PCC member should have an Enhanced DBS check for Child and Adult workforce.  |