Standing Committee Terms of Reference

For St Luke's Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

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Signed: …….. Role: ……. Date: ……

Introduction

The Standing Committee is a committee legally set up to conduct the business of the PCC between meetings of the PCC. Its workings at a practical level are not set out in the Church Representation Rules and vary from Church to Church.

This brief aims to set out some practical guidelines for the Standing Committee that are part of a framework for helping St Luke's PCC to delegate appropriately to this and other committees and teams.

Background

The Standing Committee is in the best position to help

a) act as a planning group preparing key items of business for the PCC,

b) address matters that do not come under other committee briefs and are not sufficiently important to bring to the full PCC,

c) to undertake policy and strategy work on behalf of the PCC.

The Standing Committee therefore has a crucial role in helping to manage the PCC's work so that the PCC can focus on the key church priorities and preventing its agenda being unhelpfully cluttered.

Key Responsibilities

To support the work and responsibilities of the PCC and to be fully accountable for all its decisions directly to the PCC.

The Role of the Standing Committee

To support the work and objectives of the PCC by:

1. **Preparing and planning the business of the PCC;**
2. **Policy development and review, Strategic thinking and preparation for and on behalf of the PCC;**

3. **Conducting minor items of business that need not come to the PCC and are not part of the brief of other committees and teams;**

4. **Continuing and monitoring such specific items of business that the PCC delegates from time to time to the Standing Committee;**

5. **Conducting staff performance and pay reviews;**

Membership

The PCC shall have a standing committee of not less than five persons (Minister, churchwardens and at least two other members).

Modus Operandi

Standing Committee meets regularly between meetings of the PCC, subject to there being sufficient business to require the meeting.

The Standing Committee has the power to transact the business of the PCC between meetings. However, wherever reasonable and possible to do so, ratification of its decisions will be made by the PCC at its next meeting.

Refer to Appendix 2 of the PCC Brief for Standing orders of Committees and Teams that apply to the Standing Committee, with the exception of:

- Membership – this is defined by the Church Representation Rules;
- Chair – this is defined by the Church Representation Rules;

Financial limits are set out in the **Expenditure Policy**. The Standing Committee is, of course, at all times accountable to the PCC through its minutes.