

Volunteer role description: St Peter and St Paul, Seal

Role: PCC Secretary

1. What will I be doing in this role? - *brief bullet points describing main tasks.*

Please turn over the page to include further information about the role, and how to claim expenses.

- Attend PCC meetings and take minutes
- Write minutes up and circulate them to PCC members as soon as possible afterwards, preferably within a couple of days of the meeting.
- Receiving information from the Diocese or others and passing it on to the incumbent, churchwardens or PCC members as appropriate
- Assisting where requested in preparing for PCC meeting and the Annual Parochial Church Meeting
- Be a part of the Standing Committee and help to record decisions or take notes at meetings if needed between PCC meetings.

2. What skills, knowledge or personal qualities do I need to do the role? *(e.g. computer skills? Working in a team? Ability to work with children/older people? Knowledge of church regulations or processes?...)*

- Ability to listen to discussion and summarise accurately
- Ability to use a computer to write up minutes reasonably promptly after meetings
- Ability to use email to send out minutes and liaise with the PCC
- Ability to hold confidences

3. How long will it take me to do this role? *(per week/per month? Occasional)*

- 1 ½ hours attendance at PCC meetings (usually 6 per year) plus attendance at the APCM and very occasional Standing Committee meetings (arranged when and if needed)
- Time following PCC meetings to write up minutes
- Occasional time to read, reply to or pass on emails – this should not take long or be too frequent.

4. Who oversees this work? (Who do I check with if I have questions or concerns?)

- The vicar or churchwardens.

5. How often do I need to report back to/ check in with them? *(e.g. before PCC meetings? Annually?)*

Ongoing, as minutes etc are produced, but if there are particular issues the vicar will be happy to arrange times to chat.

6. For how long will I be committing myself to this role? *(e.g. – a year, three years etc.)*

- PCC secretary is appointed at the first PCC meeting after the APCM, but to build up familiarity with the role it is better if it can be undertaken for at least three years.

7. Will there be a “probationary” period so I and the church can see if it suits me? If so, how long?

- Appointment is formally for a year at a time.
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SAFEGUARDING *(to be completed by the vicar/Parish Safeguarding Officer)*

Does the role involve contact with children or vulnerable adults? No, but if the PCC secretary is a PCC member, they are classed as a trustee of a charity which works with children and vulnerable adults, and so require DBS clearance. If the PCC secretary is not a PCC member, this does not apply.

Does the role require a DBS check and/or Safeguarding training? If so, at what level?

- **DBS** –Enhanced, without barring checks, if a PCC member (see above)
- **Safeguarding training** – Basic Awareness (was C0), Foundations (was C1)

Other training or checks needed (e.g. “fit and proper person” form, Safer Recruiting process, in References, assenting to Anti-Bullying and Harassment Policy – see below...)

- If a PCC member, “fit and proper person form”. Assent to Anti-Bullying and Harassment Policy assumed in taking on the role.

Is formal authorisation/ licensing needed from the PCC or Bishop for this role?

- Appointment by PCC at first meeting after APCM

Any other information that might help someone doing this role

e.g. contact details for suppliers of materials used, where things are kept, keys needed...

People/person currently doing this role (please write names below)

Currently vacant

How to claim expenses

If you incur legitimate expenses in this role, which have been agreed in advance with the person named in section 4 overleaf and the treasurer, you can claim them back from the church if you would like to. Claims need to be made within three months, and you will need to provide a receipt or proof that you have incurred the expense.

Sometimes people choose not to claim expenses, but no one should feel under any pressure to do this. If you pay gift aid you can claim the expenses and then donate them back to the church with gift aid if you would like to.

Please contact the Treasurer to claim expenses: westendness@gmail.com

DRAFT

Anti-bullying and Harassment Policy

All volunteers at Seal Church are required to abide by Rochester Diocese's Anti-bullying and Harassment Policy. The full document can be found here <https://tinyurl.com/e9bvh2tt>

The kind of behaviours which might be classed as bullying or harassment may include the following, which are taken from the Policy:

What are bullying and harassment behaviours?

Bullying and harassment may be against one or more people and may involve single or repeated incidents ranging from extreme forms of intimidating behaviour, such as physical violence, to more subtle forms such as ignoring someone. It can often occur without witnesses. Examples include:

- unwanted physical contact
 - unwelcome remarks about a person's age, dress, appearance, sexuality, race or marital status, jokes at personal expense, offensive language, gossip, slander, sectarian songs and letters
 - posters, graffiti, obscene gestures, flags, bunting and emblems
 - isolation or non-cooperation and exclusion from social activities
 - coercion for sexual favours
 - pressure to participate in political/religious groups
 - personal intrusion from pestering, spying and stalking
 - failure to safeguard confidential information
 - shouting and bawling
 - setting impossible deadlines
 - persistent unwarranted criticism
 - personal insults.
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