

St Mark's Kensal Rise

PCC Governance Policy Updated July 2024

1. The PCC is the governing body that leads St Mark's Church and acts as the trustees of the registered charity that is '**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, KENSAL RISE** (Charity number: 1132172)'. Members of the PCC will have various roles and the vicar and church wardens act as first among equals.

According to church representation rules, the number of PCC members is proportionate to the size of the electoral roll (see below).

Number of lay representatives on the PCC:

Number on Electoral Roll	Number of representatives to be elected
50 or less	6
51 – 100	9
101–200	12
over 200	15

In 2024, for example, our PCC had 17 members made up as follows

- a. 1 Vicar
- b. 2 church wardens
- c. 2 extra deanery synod reps (plus 1 churchwarden and 1 vicar)
- d. 12 elected PCC representatives

For the PCC to be quorate, we require 50% of members to be present

PCC Selection

2. Churchwardens are elected annually as the Bishop's Officers and are ex-officio members of the PCC. They must be on the electoral role and members of excellent standing in the church and wider community. They should have previous experience of the PCC.

Churchwardens must stand for election each year at the Easter Vestry Meeting. There may be more nominations than there are spaces, in which case it would go to a vote. In typical circumstances, a maximum term is suggested as 6 years. They can be re-elected after one year.

3. Deanery Synod Reps are elected to represent the parish at the Brent Deanery Synod and are ex-officio members of the PCC. They must be on the electoral roll and should be in a position to represent the church and its interests well at the Synod. Deanery Synod Reps are elected at the APCM to join the Synod's 3-year term, but can be elected part way through this term until its completion if seats are spare. As a parish we can have up to three representatives, but if there are more nominations, then it would go to a vote. In typical circumstances, a maximum term is suggested as 6 years. They can be re-elected after one year
4. PCC representatives are elected to serve a 3-year term. At the end of their 3-year term they can serve further 3-year terms, but will need to complete another nomination form and submit it. They must be on the electoral roll and be fit and proper persons to act as trustees.

Elections for vacant places take place annually at the APCM and there may be more nominations than there are spaces, in which case it would go to a vote. They can serve for a maximum of 9 years. They can be re-elected after one year. The aim is for one-third of all PCC places to be open for election each year, but in exceptional circumstances there can be a skew which may be corrected by individuals standing for a shorter term in order to re-align this pattern.

Designated Roles & Committees

5. There are certain roles that the PCC must designate annually after the APCM. These roles will be taken by PCC members, but in some cases, people may be co-opted to the PCC to take a role, but without voting rights. These roles include:
 - a. The PCC secretary
 - b. Treasurer
 - c. Safeguarding officer
 - d. Children's Champion (safeguarding)
 - e. Electoral Roll Officer

- f. Vice-Chair
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6. There are rolls which may be designated to allow for better ownership and representation in the church. These could be taken by PCC members or by non-PCC advisors who can be called to contribute at defined PCC meetings.
 - a. Youth Link
 - b. Children's Link
 - c. External Mission Link
 - d. Health and Safety Link
 - e. Hardship Link
 7. The Standing Committee meet to create the agenda for each PCC meeting and have delegated authority to make decisions on behalf of the PCC if the PCC cannot meet (usually due to time constraints). The standing committee is composed of the Vicar, 2 Church Wardens, Secretary, and up to 1 other member.
 8. For those Co-opted to the PCC or standing committee, it needs to be minuted whether they are entitled to vote at meetings or are just there in an advisory capacity. If they are paid members of the church the usual practice is for them not to have voting rights.
 9. The PCC has delegated responsibilities to 2 functional committees: the Buildings Committee (led by a churchwarden), and the Finance Committee (led by the Treasurer). This structure is primarily to add support and rhythm to these areas where there is a regular rhythm of activity.
 10. The PCC may also create Action Groups which exist as a short-term team until a set goal is achieved. This might be for a building project, a review of an area of church life, or preparing for a special event.

PCC requirements:

1. All PCC members need to undergo safeguarding training when they join. This is online and the level of training depends on your ministry in the church. The basic minimum set by the London Diocese is C0, and if you work with children you are required to do C1 too. If this is not done within 3-months of joining the PCC, you will need to absent yourself from PCC meetings until this is in

place. The highest module of your training needs to be refreshed every 3-years.

2. All PCC members need to get a DBS background check when they join the PCC. This is because they are working on behalf of the PCC, and are therefore responsible for the quality provision of children's and youth work. If this is not done within 3 months of joining the PCC, you will need to absent yourself from PCC meetings until this is in place.
3. All PCC members have to complete a confidential declaration form stating that they are fit to be trustees. This is to be completed annually to ensure our records are up to date. They are also to declare any conflicts of interests.
4. We aim to have 7 regular meetings of the PCC per year including a short gathering after the APCM. Perfect attendance is not expected, but PCC members should aim to be at as many formal meetings as possible and may be asked to consider their place if attendance falls below 50% in a year.

Approved by the PCC: July 2024

Last Reviewed and Approved:

Next review and Approval: June 2023