



Parochial Church Council Terms of Reference 2022

Name:

The Parochial Church Council of Bicester with Caversfield.

The Church's Vision / Goal:

Offering abundant life – growing God's kingdom

Introduction:

- The purpose of this document is to provide members of St Edburg's Church, Bicester and St Laurence Church, Caversfield with an overview of the responsibilities associated with being a member of the Parochial Church Council (PCC). The over-arching principal function of the PCC is **"promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical"**.
- PCC members have significant responsibilities for the local mission of our Church, and effective team working lies at the heart of any successful PCC.
- As a PCC member, you can make a real difference in your local church - to its aims and direction, its mission and vision, finances and the employment of any staff.
- The fact that PCC members are also charity trustees should be seen positively. Trusteeship recognises that we have accepted a particular responsibility and are accountable for this. If we do this diligently and act lawfully, we have nothing to fear. Along with this responsibility comes the authority and power to act.

Members:

- Membership of the PCC shall be in accordance with the Church of England 'Church Representation Rules 2022 Part 2 and Part 9' (a copy of this is available in the Church office).
- Everyone who is a member (by whatever means) has an equal say in all matters – there are no classes of membership and everyone has a vote.

The Duties of a PCC Member:

PCC members have, and must accept, ultimate responsibility for directing the affairs of the PCC, ensuring that it is solvent and well-run, and delivering its charitable outcomes. All PCC members must keep in mind the following areas of responsibility:

1. Ensuring compliance:

- PCC members must ensure that the church complies with charity law and with church (ecclesiastical) law.
- All PCCs are required to prepare annual accounts, and report on their work. This is done in the form of our Annual Report to the Charity Commission.
- In accordance with the Charities Act 2011 we are a registered Charity (number 1132842) which means that members of the PCC are the legal trustees of the charity and their personal details must be passed to the Charity Commission.

2. Duty of prudence – PCC members must:

- Ensure that the PCC is and will remain solvent. This means that you need to be informed of the PCC's activities and financial position. Note that the treasurer reports the financial position to the PCC but is not accountable for expenditure – this is a responsibility of every member of the PCC
- Use charitable funds and assets wisely, and only to further the purposes and interests of the PCC.
- Avoid undertaking activities that might place the PCC's property, funds, assets or reputation at undue risk. Careful discernment is required when stepping out 'in faith'.

3. Duty of care – PCC members must:

- Exercise reasonable care and skill, using personal knowledge and experience to ensure that the PCC is well-run and efficient.
- Ensure the safety and well-being of the congregation and the public within the Church building and surrounding grounds.
- All PCC members must make themselves aware of and follow the Safeguarding and Safer Recruitment Policies of St Edburg's Church.
- Take special care when investing funds, or borrowing funds for the PCC to use, seeking professional advice where appropriate.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the PCC members may be in breach of their duties.
- To fulfill these responsibilities properly, PCC members should make sure that they keep up to date with what the PCC is doing.
- Give enough time and energy to the PCC's business, and meet regularly enough to make the decisions needed.

Governance Rules:

- Detailed Rules of Governance will be issued to all PCC members at the second meeting after election of a new PCC. The rules below are included here for the consideration of candidates for election.
- Candidates for election as PCC members must be over 16 years old, must have been on the Electoral Roll for at least six months, must be "actual communicants" of the Church of England and must not be disqualified from being a charity trustee by the Charity Commission.
- The first meeting of a newly elected PCC shall take place immediately after the APCM. The purpose of this brief meeting is solely to elect and appoint officers of the newly formed PCC.
- The PCC meets formally 10 times per year. The entire year's meeting dates are specified at the start of the PCC's term of office.
- The PCC has a number of sub committees as follows:
 - Major Works Committee
 - Events Committee
 - St Edburg's Foundation
 - EcoChurch Committee
 - Church Hall Committee
 - Charities Commttee
 - St. Laurence DCC
 - St. Laurence Building Committee
- Members of the PCC are expected to participate actively in the work of the PCC. Hence after election they are expected to offer to join one or more of the sub-committees listed above (according to need) or to

volunteer to perform some other role within the church (according to need), such as PCC Secretary, Treasurer, Safeguarding, Catering, Children's work, etc. (this list is not exhaustive).