

Parish of St Mary's & St John's Whitchurch

## PCC Secretary

Approx.50 hours per annum

Voluntary or Paid Role at £10 per hour

The PCC of St Mary's & St John's Whitchurch are looking to appoint a PCC Secretary. As we have been unable to fill this role with a member of the congregation the PCC have taken the decision to advertise to the wider community and to provide for it from church funds.

Successful applicants will:

- Have good secretarial, organisation and IT skills
- Be professional and able to maintain confidentiality
- Be sympathetic to the work of the church council (applicants need not be regular church attenders)

The duties of the PCC secretary are to:

- Prepare the agenda for PCC meetings and circulate to members at least seven days before the meeting.
- Attend the 6 PCC meetings a year and take accurate notes, prepare and distribute the minutes of each meeting.
- Keep an accurate record of attendance at meetings.
- Record (as part of the minutes) all resolutions passed by the PCC.
- Inform the church authorities of any changes of details for parish officers and deanery synod representatives.
- Organise the Annual Parochial Church Meeting (APCM) posting the appropriate notices and collating the annual report of the parish.
- Write minutes of the APCM and return required documentation to the diocese
- Take responsibility for compliance with data protection legislation (not essential).

In addition to the above there is a requirement to carry out some occasional secretarial work such as respond to requests from the diocese or handling correspondence to and from the parish. Successful applicants will also have to undertake basic online safeguarding training in line with Diocesan policy.

*We welcome applicants for the role on either a paid or voluntary basis*

To find out more please contact Rev. Claire Alcock

Tel: 0118 984 5702 Email: [claire\\_alcock@hotmail.com](mailto:claire_alcock@hotmail.com)

To apply please send your CV or letter of application to Claire at the above email address.