

**St Mary's Church Wendover  
Parochial Church Council**

**TERMS OF REFERENCE**

**Approved by the PCC, 25 May 2022**

**1. Authority**

- 1.1. The Parochial Church Council (PCC) is constituted in accordance with the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules (2020 Edition, Part 9).
- 1.2. The principal function of the PCC is “promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.”

**2. Composition**

- 2.1. The membership of the PCC consists of:
  - 2.1.1. Our Vicar and other people licensed for ministry, such as associate ministers, curates and licensed lay ministers (ex-officio)
  - 2.1.2. The Churchwardens (ex-officio)
  - 2.1.3. The Treasurer (ex-officio)
  - 2.1.4. The Secretary (ex-officio)
  - 2.1.5. The Deanery Synod Representatives (ex-officio)
  - 2.1.6. 12 Elected Representatives

**3. Scope**

- 3.1. The effective running of our parish is the joint responsibility of the vicar and the PCC. The PCC is our church's governing body and also the board of trustees which oversees the church's charitable works, statutory responsibilities and finances.
- 3.2. The powers and duties of PCCs are laid down in law. Key duties are to support the vicar in promoting the mission of the Church in the parish and to be responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents. It also has a voice in the forms of service used by the church and may make representations to the bishop and deanery synod on matters affecting the welfare and pastoral care of the parish.
- 3.3. The PCC is legally accountable to the Charity Commission, which regulates its activities as a charity board of trustees. More information on these responsibilities are available at [The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](#) and the Church

of England introduction to trusteeship for PCC members  
([https://www.parishresources.org.uk/wp-content/uploads/CofE\\_TrusteeBooklet-v4.pdf](https://www.parishresources.org.uk/wp-content/uploads/CofE_TrusteeBooklet-v4.pdf))

- 3.4. The PCC encourages church members, whether already members of the PCC or not, to stand for election to the deanery and diocesan synod. The PCC has a consultative relationship (in both directions) with the deanery and diocesan synod but is not formally accountable to either body.
- 3.5. The PCC retains overall accountability for all its functions but discharges its responsibilities through the operation of PCC committees where appropriate. The terms of reference of all PCC committees will be reviewed annually. A committee or the PCC may propose changes to terms of reference but any changes must be approved by the PCC.
- 3.6. The PCC Committees are:
  - 3.6.1. Standing Committee
  - 3.6.2. Governance and Finance Committee
  - 3.6.3. People Committee
  - 3.6.4. Estates Committee
- 3.7. The PCC will approve chairs of each committee at the start of each year. Committees will report on their activities to the PCC regularly as appropriate. The PCC will receive the minutes of all committee meetings subject to any requirements for appropriate confidentiality.

#### **4. Responsibilities**

- 4.1. To appoint a Chair, Vice-Chair, Secretary and Treasurer
- 4.2. To oversee the maintenance of the electoral roll
- 4.3. To commission and approve the organisation of the Annual Parochial Church Meeting
- 4.4. To monitor, review, approve and actively support the delivery of the Mission Action Plan
- 4.5. To approve the annual report
- 4.6. To approve the annual budget and receive regular monitoring updates on financial matters, acting as necessary
- 4.7. To act as employer for anyone employed by our church
- 4.8. To ensure that financial matters are conducted within the appropriate regulatory frameworks, normally with the assistance of the Governance and Finance Committee
- 4.9. To establish, monitor and review the operation of its policies and procedures, normally through its committees

- 4.10. To regularly monitor all risks facing the Church and ensure necessary policies and mitigating actions are put in place.
- 4.11. To ensure the Church as a charity complies with Charity Commission guidance and rules.
- 4.12. To receive the vicar's regular report
- 4.13. To consider the reports and recommendations of its committees and officers at each meeting
- 4.14. To consider any other matters where appropriately requested

## **5. Operation**

- 5.1. The PCC will normally meet six times per year

## Appendix – Relative Governance Responsibilities at St Mary’s

The PCC is one of six key decision makers within the life of the parish and works in close partnership with:

- The Standing Committee
- The Governance & Finance Committee
- The People Committee
- The Estates Committee
- The Vicar

The relative responsibilities and relationships are therefore:

### A. The PCC

- Provides overall church and charity oversight and governance alongside the vicar.
- Overall responsibility for:
  - Promoting the mission of the Church in the parish
  - The financial affairs of St Mary’s
  - Care and maintenance of the church fabric and its contents
  - Other specific responsibilities outlined under 4. above.
- Reviews and discusses any matters referred to it by higher bodies (diocesan synod, deanery synod), external bodies or other parish bodies
- Agrees financial expenditure which fall outside the delegated limits of other decision makers (notably standing committee)
- Delegates ‘operational’ oversight to the standing committee and PCC sub-committees (Governance & Finance, People and Estates)
- Can overturn a decision of the Standing Committee if more than 2/3rd of the those present at a PCC meeting vote to do so.

### B. The Standing Committee

- Acts with the powers of the PCC between full PCC meetings, subject to any specific directions or limitations made by the PCC
- Provides operational oversight of day-to-day business
- Has delegated financial authority limits, with an authority limit of £1000 for any one transaction
- Reports its activities and discussions to the PCC.

### C. The Governance & Finance, People and Estates Committees

- These are all sub-committees of the PCC with delegated authority and responsibility set by the PCC.
- Each committee has its own separate terms of reference.

### D. The Vicar

- Provides leadership, oversight and management of the parish
- Retains oversight and management for specific areas: liturgy, pastoral care, music, the use of the buildings, control of all services, bells and keys

- May delegate such responsibilities as s/he sees fit – to those who then report directly to her/him
- Is responsible for all clergy and licenced ministers in the parish and for their supervision and line management
- Works with the churchwardens, who have a key role in supporting and assisting the vicar in her/his role.
- With the churchwardens, provides such direction, governance and oversight to any group whose accountability is otherwise unclear