**Role description for the PCC Secretary**

To have charge of all documents relating to the current business of the council; and to be responsible for keeping the minutes, recording all resolutions, and keeping the secretary of the diocesan synod and deanery synod informed as to his/her name and address

Role Requirements:

To be: To be a person of integrity, called by God and approved by Christ Church, who serves in a gracious, Christ like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

To do:

* Read and adhere to the church’s Safeguarding Policy including Safer Recruitment and Training requirements; and to adhere to all other policies of the church
* Attend an annual PCC Day Away
* Obtain from the previous Secretary the draft minutes of the APCM and Vestry Meeting (held immediately before the APCM) plus any other outstanding draft PCC minutes that need approval at the next PCC meeting.

On an ongoing basis

* Bring correspondence addressed to the PCC to the attention of the Incumbent and the Standing Committee/PCC and respond as the PCC (or SC on behalf of the PCC) decides.

For each PCC meeting

* Circulate agenda together with supporting documents
* print out a copy (without supporting docs) for signature at meeting draft minutes from previous PCC meeting(s)
* File signed minutes in PCC file

APCM

* Take minutes for meeting
* Write secretary’s report for annual report

Requirements:

* Committed Christian and Christ Church Ware member
* DBS Checked
* Trained in safeguarding
* Willingness to engage
* Enthusiastic
* Good listener
* Computer literate
* Organised