

Serving your church

Information about parish officer roles



“In the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having the gifts of healing, those able to help others, those with the gifts of administration and those speaking in different kinds of tongues.”

1 Corinthians 12:28-31

The story of St Matthias reminds us that God often calls people into service at unexpected times and in unexpected ways – could God be calling you to use your gifts to serve your church? There are many ways to help support parish life, whether that be providing refreshments after services, supporting youth ministry or ensuring the church building is clean and safe; all are vitally important in the day to day running of parish and church life.

As well as these roles, there are positions where, with a bit more commitment, you could really make a difference in the direction and future of your parish and its churches. This leaflet provides further information on these key roles of churchwarden, PCC secretary and PCC treasurer. These critical functions provide support, governance and direction to parishes. We hope that this publication will provide you with the tools to begin, or continue, your journey of exploration into what God may be calling you to do.

The information is designed to give an overview of what each of the roles entails and the skills required, but if you would like to discuss an issue that concerns you, please do not hesitate to contact your minister in the first instance, or the diocesan Governance and Project Officer, sue.zajac@oxford.anglican.org, who will be able to provide further insight into the opportunities available to you.

For further information regarding these roles please visit [oxford.anglican.org/support-services](https://www.oxford.anglican.org/support-services) or [oxford.anglican.org/parish-support](https://www.oxford.anglican.org/parish-support)

Churchwardens

Blessed with people skills?

Organised?

Thrive on responsibility?

Time to commit to a role?

The role of churchwarden is an important one for your parish, involving sharing leadership with, and providing invaluable support to, your minister(s). If you are eager to learn, a keen listener and enjoy working with others this could be the perfect role for you. Churchwardens are elected by the Annual Meeting of Parishioners and a term of office is one year, but this can be extended to up to six consecutive terms of office.

This appointment offers great variety, as well as responsibility, ensuring the PCC cares for and maintains the church, providing support and advice to the parish priest and ensuring necessary safeguarding and administrative duties are carried out.

The way in which churchwardens carry out their duties will vary from parish to parish but there are some important legal responsibilities that need to be adhered to. However, every effort is made to support you in your work, with both diocesan and national training available and support from other key officers in the parish. Whilst there is a sizeable practical side to the role, the spiritual, pastoral, and missional elements are hugely important with churchwardens acting as a bridge between laity and incumbent.

For further information regarding this role, please visit **[oxford.anglican.org/guidance-for-churchwardens](https://www.oxford.anglican.org/guidance-for-churchwardens)**

“Churchwardens are the ‘glue’ holding parish and church life together.”

PCC Secretaries

Organised?

Love enabling others to succeed?

Confident communicator?

Keen eye for detail?

Being a PCC secretary is not just about writing minutes and circulating agendas, although these things are important. It is about using your gifts for administration to make sure that your church or parish is supported so that it can focus on its mission and service.

It is thanks to the work of the PCC secretary that other members of the PCC can be well prepared for meetings so that time is not wasted in matters of routine, decisions are made clear so that the right actions are undertaken, correspondence is dealt with graciously and, during a vacancy, the processes for appointing a new minister run smoothly.

PCC secretary duties include liaising with the chair of the PCC for meeting agendas, preparation and distribution of relevant documents to PCC members, maintenance and safe keeping of all formal PCC documents, management of the APCM, co-ordination of the PCC's Annual Report and acting as the conduit for communication between the PCC, diocese, deanery synod, and the congregation.

The role of PCC secretary is an important ministry, but it is not one you undertake alone. Diocesan staff are on hand to help with any problems you may come across and hold in-depth annual training sessions for PCC secretaries.

"I hadn't been on the PCC before but the workshop which the diocese ran for new PCC secretaries gave me lots of the information I needed to support me starting in the role. Through discussions at PCC meetings, I'm enjoying the chance to become more directly involved in developments within our parish and benefice."

PCC Treasurer

- Meet Charity Commissioner requirements to become a Trustee?**
- High level of numeracy and financial acumen?**
- Ability to deal with confidential information and data?**
- Time to commit to a role?**

PCC treasurer is a highly trusted and respected role which requires a certain level of commitment. You don't have to be a qualified accountant to become a treasurer, although this could be an advantage in larger parishes. The size and scope of the treasurer's job will depend on the size and complexity of the parish but key duties include; carrying out the financial decisions made by the PCC, drafting an annual budget to assist the PCC to plan how it will fulfil its objectives for the coming year, recording all financial transactions carried out on behalf of the PCC, dealing with Parish Share, insuring the church buildings

against fire, theft and public liability and preparing the annual financial statements for submission to APCMs.

As this is such a vital role, with complex systems and processes, regular training is offered with events occurring at diocesan and national levels and the PCC treasurer community is a mutually supportive one.

For more information please visit, **oxford.anglican.org/parish-finance-resources-for-treasurers** or **parishresources.org.uk/resources-for-treasurers**

“The fact that I have been given the opportunity to be part of the stewardship of a church that has endured for over 600 years is quite amazing and I have a real sense of pride in the fact that along with my fellow parish officers, I am equipping and building our fellowship up for the next 600 years and beyond.”