



VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE: PCC MEMBER

APPOINTMENT & TERM OF OFFICE: PCC Members are elected at the APCM by members of the congregation on the Electoral Roll of the Parish for a term of 4 years.

KEY ROLE: On behalf of Holy Trinity Church to sit on the Parochial Church Council and to contribute to the work of the church and decisions required on matters considered by the PCC.

ACCOUNTABLE TO: The Chair of the PCC, the congregation and also to the Charity Commission as trustees.

KEY RELATIONSHIPS: Other members of the PCC, PCC secretary, Vicar and Churchwardens.

TRAINING REQUIREMENTS: All PCC Members are required to undertake appropriate training as directed by the Church of England as outlined in the grid on p.2. Current requirements for this role are: Church of England Basic and Foundation Safeguarding Training (Only Foundation if attending face-to-face training) and Domestic Abuse Training.

KEY RESPONSIBILITIES

- As Charity Trustees, all PCC Members are responsible for ensuring that the church conducts its business properly and with due care. Please refer to the [Church of England Guide to Trusteeship](#), which will be explained during the induction process.
- All PCC Members are required to be safely recruited through Holy Trinity's agreed process, including enhanced DBS checks. Please see the 'Safeguarding Training' section on p.2 and refer to Holy Trinity's Safeguarding Policy, which is available on our [website](#).
- To read through the *PCC Members Guide* provided to new members of the PCC in addition to any other information provided by the Churchwardens.
- To vote on matters arising within PCC Meetings.
- To be willing to sit on at least one other subcommittee of the PCC.
- To recognise that as a PCC Member, they are more likely to be asked by members of the congregation about church matters and to take appropriate action if this happens.
- To attend as many PCC Meetings as possible, and always provide apologies in the event of being unable to attend.
- To read through Minutes, Agendas and accompanying documentation of PCC Meetings, preparing comments and/or questions where relevant.
- All PCC Members should be willing to volunteer for required tasks, using their own unique skills in ways to help the work of Holy Trinity Church.
- To be willing to participate in Joint PCC Meetings with the congregation of the Methodist Church.
- To cooperate with the incumbent in promoting in the parish the whole mission of the Church, ecumenical, evangelistic, pastoral safeguarding and social.

I understand the role and associated responsibilities outlined above

Name: (please print) Date:

Signed:

Countersigned..... Date:

SAFEGUARDING TRAINING

The Diocese requires all volunteers to undertake safeguarding training. There are various levels as set out in the grid below, according to the responsibility of the role and possible contact with children or vulnerable adults. Courses can be accessed online at <https://safeguardingtraining.cofeportal.org/> or face-to-face from time to time.

All training currently needs to be renewed every three years.

Online Basic Awareness + Foundation or face-to-face Foundation Course	Required for all volunteers needing a basic level of awareness, and those with safeguarding responsibilities and/or in contact with children and/or vulnerable adults.
Leadership	Required for anyone who has safeguarding leadership responsibilities/is leading activities involving children and/or vulnerable adults.
Domestic Abuse Training	Required for all those in leadership, safeguarding and pastoral positions, including PCC Members.

DBS (FORMERLY CRB) CHECKS

DBS stands for Disclosure and Barring Service. These are the checks that are required for some voluntary roles where volunteers may come into contact with children or vulnerable adults, or who are in a prominent role in the church. Should your volunteer role require a DBS check, either at a basic or an enhanced level, you will be sent more information by our recruitment team.