



# **Handbook for the PCC**

**(Parochial Church Council)**

**'To help us be in step with the expectations of God.'**

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## 1. *The PCC (Parochial Church Council) - why bother?*

Ever been to boring church meetings, talking about stuff no-one, least of all God, cares about, where no decisions of any worth are made, and no discussion of real value is possible?

This is the last thing we want the PCC at St Luke's Church to be or to become. This handbook sets out to explain why and how we can best work together so that, quoting Jesus' purpose for us, 'we bear much fruit' (John 15:8). Being a PCC member is a truly significant role given by God who has a calling on our lives.

From God's Word that guides us it is clear the Church is not a democracy, but neither is it subject to the will and whim of one person, like the vicar, or one group like a clique. God uses the different gifts, insights and perspectives of God's people. What we as PCC members have in common is that we are elected people who love Jesus and are each seeking with our discussions and decisions to serve Jesus rather than our own interests.

Here's what we're called to be ...

***Prophetic thinkers.*** In every discussion we want to hear what God is saying. It's always in line with the principles set out in Scripture, and it's in the power of the Spirit. We write our agendas with the question in mind: what are your priorities for us, Lord? And we discuss them in the same spirit. One role of PCC members in this regard is to listen to other church members through whom God might want to speak in different areas.

***Faithful stewards.*** Every PCC has what are called 'statutory duties', or practical responsibilities to ensure the proper running of every church. They include the wise administration of church finances, the care of buildings entrusted to us and the ensuring of the safety of all people affected by what we do. This is the God-given calling Scripture calls 'stewardship'. We want to fulfill that well.

***Strategic planners and leaders.*** The PCC effectively discusses, agrees and signs off all major strategic decisions affecting the future direction of the church. Some of those decisions will involve spending significant amounts of money. We seek to answer the question: *what* exactly is God calling us to do?

If this sounds like a boring waste of time to you, the PCC isn't going to be right for you. If it sounds like it could be amongst 'the good works God planned in advance for you to do' (Ephesians 2:10), we'd love to have you with us.

*Fr Ian Mobsby, Priest in Charge*

## *2. So what (does that look like)?*

If page 3 was the pitch, what exactly does it mean to be prophets, stewards and planners?

At this point we could copy out the Parochial Church Council Powers Measure of 1956. Instead, this is a synopsis in a paragraph of the PCC's legal duties ... essentially, it's to further the mission of the parish by looking after its assets (money and buildings), to do so legally and wisely, and to support the church to serve God and what we think God is wanting of us. A place to support, advise, share wisdom and make decisions working with the Priest in Charge, Church Wardens, Other Officers and Church Volunteer Team.

PCC members are trustees, and the church is considered by law to be a charity. So being a trustee of St Luke's Peckham means being engaged in discussions when we are ...

### **Prophetic thinkers.**

Here each PCC member can help us as a church check whether any decision or direction we take is of God or not. Of course we will never agree about everything, but there is a need to talk things through enough and support things, where change is essential to moving forward as a Church if we are to be faithful to God, we need to keep up with what God is doing in the Parish.

God speaks through Scripture and by the Holy Spirit and every one of us has access to both. God commonly speaks through common sense and human competence, experience and training. The insights you have in one area you 'champion' may be vital to help us discern God's will.

### **Faithful stewards**

Together as a PCC, we take decisions. They affect all areas of church life, including the most practical. That also means fulfilling our legal obligations to be good stewards of all our resources. This, as Jesus' parable of the talents demonstrates, is part of our calling as Christians. We are handing on a legacy to the next generation which God entrusts to us in the present.

### **Strategic planners**

Setting the direction for the church means agreeing where we are investing our God-given energies and resources. Without a strategy we will waste them. Your contribution should help us to be clear about what we are doing and why.

One role for each PCC member is to hear the opinions from the wider church and be a conduit for them. They may well help us in each of the three functions above.

We also invite each member to 'champion' a given area, i.e. to inform oneself about it and speak to it at PCC. E.g. safeguarding, fundraising, pastoral care, etc..

### 3. *The values shaping us as a PCC.*

We are a church at the heart of North Peckham. We want people from all backgrounds and cultures to find their home with us. Central to our shared life is our belief in Jesus Christ who we follow as our Lord and Saviour and ever-present friend.

The driving force behind all we are and do is this mission:

**“To be transformed by God, and sent to bring God’s transformation to North Peckham”**

This could of course mean anything. In practice, the focus of St Luke’s Church since 1874 when the parish was founded in the fields of North Peckham has been two key ministry areas: serving the poor and those living in the Housing Estates of the parish.

Informing our practice are five common values. These were formulated during the last interregnum (2010-11) and came out of much listening and prayer. They haven’t changed since, and they frame all our PCC discussions and decisions. We are:

**CHANGED** As ordinary people we are being transformed as we encounter God through Scripture and the Holy Spirit.



**WELCOMED** Each one of us belongs by grace to God's family whatever our background, age, gender, ethnicity, nationality, personality, history, strength or weakness.



**SUPPORTED** We help one another to grow in our faith and character from the youngest to the very oldest.



**CONTRIBUTING** We encourage each other to use the gifts and creativity God has given every one of us.



**SENT** God has an exciting, radical and challenging call on our lives; to join God in making Jesus and his love known in Peckham and beyond.



#### 4. *What are we talking about?*

A great way to work out what should be on our PCC agenda is whether our proposed discussion is helping the purpose we believe is ours:

**“To be transformed by God, and sent to bring God’s transformation to North Peckham”**

If it isn’t, we shouldn’t be talking about it. Some definitions:

*‘Transformed’* - this is what the Holy Spirit does when God is at work, building the Church and God’s Kingdom on earth. The transformation God intends is lasting and brings great blessing. It is ‘for good’.

*‘Sent’* - what Jesus did with the disciples to be agents of God’s transformation.

*‘In North Peckham’* - God save us from becoming a holy huddle with no outward focus.

There are a myriad needs in North Peckham. The calling of St Luke’s Church since its founding in 1874 has been in four - admittedly huge - areas:

- i). Children’s and youth work.
- ii). Poverty - not least, but not only, financial poverty.
- iii). Sacramental Worship
- iv) Compassionate Pastoral Ministry to the sick and isolated

#### **So what are we talking about this coming year?**

Some questions we’ll be considering on our PCC agenda in 2018-19 will be:

- Owning our Mission Action Plan (MAP) drawn together by the Lay Leaders and approved through the PCC last year.
- Reviewing how we use the hall to develop a sustainable plan drawing on our values and hope for the hall to be used as a resource for God’s Kingdom.
- Developing our Children’s Church, Youth Church and Sunday Morning and Evening Services to be more welcoming and fit for growth.
- Sustaining and supporting our New Monastic Fresh Expression of Church.
- Planning and setting up our Youth Fresh Expression of Church.
- Developing our pastoral ministries to those who need our compassionate assistance in the Parish.
- Developing our Wednesday ‘Tea with Friends’ into a Community Café to increasingly support those in our community who need our support.
- Developing entrepreneurial opportunities for supporting local younger people into work.
- Exploring further fund raising to assist our work and ministries.

## 5. *The rhythm of a PCC year*

In addition to the agenda items above, there are others which as yet 'no eye has seen, no ear has heard, no mind has conceived what God has prepared for those who love Him.' (1 Corinthians 2:9). What we do know in advance however is a certain rhythm to the year concerning key tasks the PCC must address.

At each meeting we will receive, and possibly discuss ....

- Proposals to help develop the Church's mission and ministry.
- A finance report from our treasurer Lendell as to where we currently stand, and other financial matters.
- A safeguarding update, including details given as far in advance as possible of off-site visits. As trustees we need to be informed and confident that these will be conducted in a safe and responsible manner.
- Reports from sub-committees – Youth and Church Hall.

*Specific items in the PCC year.*

2018

20th May - Standing Committee Meeting  
3rd June - Extra Ordinary APCM Meeting to approve Accounts 2017  
24th June - PCC Meeting  
22nd July - Standing Committee Meeting  
12th Aug - PCC Meeting  
9th Sept - Standing Committee Meeting  
14th Oct - PCC Meeting  
4th Nov - Standing Committee Meeting  
2nd Dec - PCC Meeting

2019

13th Jan - Standing Committee Meeting  
10th Feb - PCC Meeting  
10th March - Standing Committee - APCM Planning to approve accounts  
24th March - Final PCC Meeting for APCM Planning to approve accounts  
7th April - Proposed APCM Meeting (planning in time to not clash with Easter)

Dates for Sub-Committees:

- Sunny Lambe will confirm the formal and informal meetings planned for the Church Hall Sub-Committee
- Mtr Sandra Schloss will confirm the meetings planned for the Youth Sub-Committee
- Fr Ian will confirm dates for the proposed Finance Sub-Committee

## 6. *What am I committing to?*

(The essentials are set out in what we call our 'PCC Covenant with one another'.)

### **PCC Meetings - attendance and preparation**

- Attend and actively participate in regular scheduled PCC meetings. There are six of them each year. Extraordinary meetings are - as the name suggests - unusual.
- Prepare ahead of meetings by reading the papers which give the background to the agenda items, this will normally take 1-2 hours. (To keep meetings to time, we assume everyone has read these).
- Devote time to understand the issues before the PCC meeting.

### **PCC Meetings - contributing**

- Consider how you could 'champion' a certain area, this will mean you can contribute from a more informed as well as impassioned viewpoint.
- In everything you say and do at meetings, please follow our values as set out below.
- Seek the confidence to speak out in disagreement, in a constructive way BUT respectfully; the wisdom to do so concisely; the loyalty to go with the final decision. We follow the principle that everyone needs to be able to weigh in before they can buy in.
- If you are a more experienced PCC member, we may ask you to buddy or mentor a new member, this means supporting a new PCC member as they start their time on PCC.

### **Link to the wider church**

- As a PCC member, you can be a 'conduit' for the opinions of the wider church, as well as one to communicate PCC decisions to others.

### **What are the qualifications for a PCC member?**

- To love Jesus and to want to serve Him by seeking His kingdom rather than your own preferences. (What Jesus wants and what any one of us wants are never exactly the same).
- To fulfil the legal requirements - that means being over 16 years of age and on the electoral roll for at least 6 months, and not disqualified from having been declared bankrupt. (There are further limitations of a more specific nature. If you are unsure about your eligibility for any reason, please speak in confidence with our PCC Secretary, Seki). You need to complete a nomination form with at least two others on the electoral roll supporting your nomination.
- You and those who nominate you need to have an understanding what the purpose of the role is, and a sense of God calling you to it. God qualifies the called, God doesn't necessarily call the qualified.
- That said, God clearly uses specific gifts. Some especially suited to PCC discussions and for whom we are seeking 'champions' are: fundraising, risk management, marketing, buildings' design and maintenance, safeguarding, pastoral care.

## *7. How we can have great meetings - behaviours we commit to.*

Here in greater detail are principles to guide us all as PCC members, helping us to honour God as well as one another, and to get the most from our meetings. We ask everyone to agree to them.

The reason for the lit candle at the centre of each meeting is to be a reminder that we want the light of Christ, the warmth of God's presence and the flame of the Holy Spirit to lead us. God's perfect wisdom to shine through our imperfect wisdom is what we pray for.

As members of the PCC, we each agree to:

- Respect everyone's opinions.
- Allow one person to speak at a time and listen carefully to what they have to contribute.
- Value an open and honest sharing of opinions and help to create an environment where everyone feels able to express their doubts or questions or differing viewpoint.
- Express opinions, however firmly held, with a calmness and humility coming from the understanding that "I could be wrong".
- Prepare for each PCC meeting by reading all papers and praying about the agenda.
- Have the shared aim that PCC meetings make the difference God wants (i.e. they are fruitful) – agenda items will be geared to this end.
- Help the Chair to uphold the above values, as well as helping him/her keep to time.
- Confidentiality, being respectful that views expressed in the meetings are for the meeting only.

## *8. Will it be ok on the night? (What will happen?)*

PCC meetings will involve the following:

- The Chair will start the meeting at 12 midday. Everyone will help the Chair keep to the time allotted which is until 1.30pm ideally, 2pm at the latest.
- The Chair will sum up decisions made and action-points (what is being done by whom and when). This will be recorded in the minutes.
- The most important items needing discussion will be put earlier in the agenda.
- More experienced PCC members will be paired up with newer members to fill them in on past discussions and anything else that could be helpful.
- The agenda will contain a mixture of items with an inward focus (the workings of the church) and an outward focus (fulfilling God's call to work with God in mission to the PARISH).
- Preparation notes – maybe just in the form of a few lines - will be given wherever possible to describe the nature of the discussion.
- PCC discussion will be of three types. It may be helpful to characterise them as follows:
  - i). What needs formal approval by the PCC but, in the opinion of the Standing Committee, requires minimal or zero discussion. Given our legal responsibilities, these sort of items will be present on our agendas.
  - ii). Specific proposals requiring a decision about which there may be varying viewpoints and/or explanation needed. Time allotted to it will depend on the complexity and significance of the issue.
  - iii). Items without a proposal but which are in our Mission Action Plan. They are in the area of 'blue sky thinking' or vision where we need together to seek God's heart.

## 9. *Why me (on the PCC)?*

Great question. We could give you here a long list of trustee duties with some long words, daunting phrases and lots of mentions of 'accountability' and 'responsibility'. They've come up a few times already and they do have their place and meaning. But let's keep this simple...

The essential task is to serve Jesus with the gifts He has given you. If you didn't have those gifts, you wouldn't be here. You won't be as informed on every subject as others around the table, but together with others we all have the responsibility - there's that word - for the wise and godly running of St Luke's church.

It's God's church, God has given us the task of managing it well. A word from Scripture describing that task, as we've seen, is 'stewarding', just as the servants in Jesus' parable of the talents are called by their master to look after or steward his property.

PCC members are trustees called to be stewards. What does that mean exactly? For those interested, there's a legal definition of trustees in the Appendix. For the purposes of St Luke's PCC it means:

- 1. Ensuring we are doing what God is calling us to do, in accord with the duties legally given to us by the Church of England.**
  - The PCC is legally responsible for the running of its resources as defined by charity law, the upkeep of its buildings and property, and the wellbeing and safety of all its members.
- 2. Act in the church's best interests.**
  - With our co-trustees, we need to make balanced and adequately informed decisions, thinking about the long term as well as the short term.
  - We avoid putting ourselves in a position where our duty to the church conflicts with personal interests. That's why we're asked to declare any interest in a proposed transaction or arrangement.
- 3. Exercise reasonable care, skill and diligence.**
  - Giving enough time, thought and energy to the role, for example by preparing for, attending and actively participating in all meetings.
- 4. Manage resources responsibly**
  - Looking after the church's resources, by planning and decision making.
  - We make sure the church's assets are only used to support or carry out our mission, and do not expose them to undue risk.
- 5. Ensure the church is accountable**
  - We should be able to demonstrate that we as a church are complying with the law, well run and effective.
  - We ensure accountability particularly where responsibility for particular tasks or decisions is delegated to staff or volunteers.

## *10. Are there any other sub committees?*

Supporting the PCC we have several sub groups which look in detail at different aspects of the Church's organization. A brief summary of each is listed below. Please think about which ones you would be interested in joining.

### *Standing*

The Standing Committee normally meets on months between PCC Meetings to help set the agenda and review what business needs to be covered and decided by the full PCC. The Standing Committee will make decisions when an urgent decision is required and when the PCC has given this smaller group their authority to act in a particular matter. This committee is made up of the Priest in Charge, Church Wardens, Lay Chair, Senior Curate, Treasurer and PCC Secretary.

### *Finance*

The finance committee supports our treasurers in ensuring we have correct financial procedures in place and an appropriate budget for the year. Key activities of this group are setting the budget and preparing the accounts.

### *Pastoral*

This committee provides a focus for the pastoral activities of the church, ensuring that we are adequately looking after the congregation.

### *Hall*

The committee that is currently reviewing every aspect of our use of the Hall, and how we can manage it going forward to support the work of the Church and also of God's Kingdom and the Parish of St Luke's in North Peckham.

### *Youth*

This committee oversees two aspects: the development of a Youth Church to support 12+ young people to develop their faith, and the beginnings of a Youth Mission Fresh Expression of Church to reach out to unchurched youth in North Peckham.

## *Appendices*

### *Appendix A - A Brief History*

If you're a relative newcomer at St Luke's Church you may know nothing about the story of what's gone before. But even if you have been around many years perhaps you have not heard some of what we tell here which we've gleaned from various sources including our recently discovered archives ....

During the 1860-70s the Rosemary Branch estate was built on the fields of North Peckham and the Rosemary Branch Pleasure Gardens. A temporary church, a daughter church in the parish of St George, was built in 1874 to serve the new congregation. It held only 250, however, and was soon obviously too small. The new St Luke's Church opened in 1877.

The church grew rapidly in the early 20th century but, like many inner-city London churches, declined after [World War II](#). The Church and much of the local housing estate were bombed, and the Church was totally destroyed. In 1953, in a simplified neo-Byzantine style, a new Church building was built. It is virtually symmetrical along its east/west axis and was sited to the west of the North Peckham housing estate.

More recently the Church has played a key part alongside St Georges Camberwell in serving the needs of people living in the North Peckham Estate, and the many businesses and shops of Peckham High Street. Where once it was a Church supporting the light industry of the then Surrey Canal, (originally the border of the parish to the East and North), this role to working people has not been a key focus more recently.

St Luke's has been a particular home for the original white working class of the Parish, but more recently a home to West African and Caribbean people settling in London, and is one of the greatest representation of BME people in a Parish Church in the Diocese of Southwark.

After a succession of Parish Priests, all drawing on the Anglican Catholic tradition, Fr Ian Mobsby was encouraged by the Bishops of Woolwich and Croydon to take up the Position of Priest in Charge with the vision of renewing the Parish as a 'mixed economy parish' of the traditional and experimental together to bring renewal and growth to St Luke's Church. Fr Ian has begun this vision in earnest.

## *Appendix B - Who We Are*

### **Staff Team**

St Luke's Church has the privilege of provision for a staff team. One of their key purposes is to enable volunteer-led ministry across the church, led by those with the appropriate gifting and calling.

Priest in Charge	Ian Mobsby
Senior Curate	Sandra Schloss
NSM Curate	Collins Durueke

### **Core Volunteer Team**

Church Warden	Yemi Ojumu
Church Warden	Norman Phillips
Church Office Volunteer Coordinator	Elsa Marshall
Parish Finance Officer	Catherine Menka
Parish Treasurer	Lendell Morrison
Assistant Church Warden	Joy Russell

### **Lay Volunteers Leaders Team**

Sunday Morning Service	Yemisi Osilewe
Children's Church Coordinator	Ayo Ojumu
Youth Church Coordinator	Fola Ekundayo
New Monastic Community	Cecilia Dada
Youth Fresh Expression	Iain Gilchrist
Small Groups & Evangelism	Maria Atallah & Miranda Okon
Community Café	Joy Russell

### **PCC Members (Trustees)**

In the year 2018-19 our serving trustees are:

- Yemi Ojumu (Church Warden)
- Norman Phillips (Church Warden)
- Sunny Lambe (Deanery Synod, Lay Chair & Sub-Committee Chair)
- Florence Letting (Deanery Synod)
- Caroline Olorunfemi
- Yemisi Osilewe
- Lendell Morrison (Treasurer)
- Catherine Menka (Parish Finance Officer)
- Josephine Staple
- Beverly Sobers
- Maria Atallah
- Elsa Marshall
- Sandra Douglas
- Seki Saka (PCC Secretary)
- Cecila Dada
- Grace Kareem
- Jonathan Minah
- Ruth Balogen

### *Appendix C- Registered information*

The Parochial Church Council of the Ecclesiastical Parish of St Luke's Church is a registered Church of England Charity registered with the HMRC, but not required to be formally registered with the Charities Commission because of our limited financial annual turnover.

#### **Registered Reference Number with the HMRC: XT30499**

#### **Registered Office:**

St Luke's Church  
Chandler Way,  
Peckham,  
London.  
SE15 6DT

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### *Appendix D- Charity Commission guidance for PCC Members (Trustees)*

The Charity Commission has a number of key documents to assist Trustees in their role. They include the following:

- CC3 - [\*\*The Essential Trustee: What you need to know\*\*](#)
- CC10 - [\*\*Hallmarks of an Effective Charity\*\*](#)

An effective charity is summarized as one that should:

- Be clear about its direction
- Have the right mix of skills and experience
- Achieve its purposes and deliver its services efficiently
- Assess its performance to help improve its efficiency
- Have the financial resources to deliver its purposes
- Be accountable and transparent

### *Appendix E- Nolan Committee's Seven Principles of Public Life*

The 7 principles of public life apply to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally, and all people appointed to work in:

- the civil service
- local government
- the police
- the courts and probation services
- non-departmental public bodies
- health, education, social and care services
- The principles also apply to all those in other sectors that deliver public services.

They were first set out by Lord Nolan in 1995 and they are included in the Ministerial code.

**Selflessness** - Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity** - Holders of public office should not place themselves under any financial obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

## *Appendix F- Trustee Duties*

### **Overall Purpose:**

Trustees (PCC Members) have responsibility for directing the affairs of St Luke's Church, ensuring that it is solvent, well run and delivering the charitable objectives in accordance with its governing documents, charity law and company law.

Trustees have duties under both charity law and company law. The main duties are as follows, marked T for trustee responsibilities and S for Staff responsibilities:

- 1. Ensure the charity is carrying out its purposes for the public benefit (T)**
  - Ensure you understand the charity's purposes as set out in its governing document (see C of E PCC Secretary handbook).
  - Understand how the charity benefits the public by carrying out its purposes.
- 2. Comply with the charity's governing document and the law (T,S)**
  - Act within powers in accordance with the company's Memorandum & Articles and to use those powers only for the purposes for which they were conferred.
  - Comply with charity law requirements and other laws that apply to the charity.
- 3. Act in the charity's best interests (T,S)**
  - With your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term.
  - Avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body.
  - Not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.
  - Declare any interest in a proposed transaction or arrangement.
- 4. Exercise reasonable care, skill and diligence (T,S)**
  - Use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary.
  - Give enough time, thought and energy to the role, for example by preparing for, attending and actively participating in all trustees' meetings.

**5. Manage your charity's resources responsibly (T)**

- Implement appropriate financial controls.
- Make sure the charity's assets are only used to support or carry out its purposes.
- Avoid exposing the charity's assets, beneficiaries or reputation to undue risk.
- Do not over-commit the charity and take special care when investing or borrowing.

**6. Ensure your charity is accountable (T)**

- Be able to demonstrate that your charity is complying with the law, well run and effective.
- Ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers.

**7. Exercise independent judgement (S)**

- Exercise independent judgement, constructively question and challenge proposals.
- Do not allow personal interests, or the interests of any one individual or group, to affect your independent judgement.

**8. Promote the success of the charity (S)**

- Take account of long term consequences of decisions.
- Take account of interests of stakeholders such as employees, the wider community, etc.
- Protect the reputation of the charity .

## *Appendix G- Trustee Tasks*

In carrying out their duties as St Luke's Church trustees, they will be engaged in the following key task areas:

### **Strategy**

- Contribute actively to the PCC's role in giving clear and focused strategic direction to the Church, setting overall policy, defining goals, setting ambitious targets and regularly evaluating the performance of the Church against its goals.
- Provide specific skills knowledge and experience to the strategic debate at PCC meetings.

### **Leadership**

- Accept collective responsibility for the actions of the Church and other Trustees.
- Work with the Chair and other Trustees to recruit, monitor and support the Staff and Volunteer teams to deliver the strategic goals of the Church.
- Actively support the fundraising activity and initiatives of the Church.
- Be visible and willing to engage with key stakeholders - Volunteers, Employees, Funders and the Church's beneficiaries
- As a Trustee comply with the Nolan Committee's Seven principles of Public Life (as before)

### **Risk Assessment**

- Ensure effective assessment of all risks faced by the Church
- Ensure effective controls are in place to manage and mitigate those risks

### **PCC Meetings**

- Attend and actively participate in regular scheduled PCC meetings and any extraordinary meetings.
- Prepare ahead of meetings by detailed reading of papers.
- Devote time to understand the issues before the PCC meeting and to fulfill the statutory duties of the role.

### **PCC Member specification**

Each PCC Member must have the following core skills:

- An ability to think strategically
- An ability to analyse detail and determine key issues from data presented
- Confidence to participate in rigorous debate and be willing to challenge fellow Trustees and the Executive
- Independent Judgment
- Team Player
- Willingness to support fundraising and advocate for the Church

In addition to these the Church will seek Trustees with a specific skill, knowledge and experience set to enable the Church to fulfill its objects to the best of its ability. These are likely to be in the areas of:

- Finance and Fundraising
- Pastoral Care

- Risk Management
- Marketing
- Legal
- Maintenance
- Safeguarding

### *Appendix H- Terms of Office and meetings*

#### **Terms of office**

At time of writing PCC Members stand for a period of 3 years after which they can stand for re-election.

#### **Meetings**

- There are normally **6** meetings held each calendar year and an additional strategy half day, which PCC Members are encouraged to attend.
- Meetings are usually held in the Church Hall and run from **12 Midday** hrs until **2.00pm** Light refreshments are provided.
- Papers are normally circulated at least 7 working days in advance.
- Items for the agenda should be raised, either with the Parish Secretary or Chair, no later than two calendar weeks before the meeting is due to be held.

### *Appendix I- Additional Documentation*

#### **Annual Report**

A copy of our most recent annual report can be viewed online.

#### **Annual Accounts**

A copy of our most recent annual accounts can be viewed online.

## *Appendix J- Fundraising: PCC Member Responsibilities*

St Luke's Church receives the majority of its budget through donations, and the associated gift aid claim back, and through Hall rentals.

As we move into improving the facilities of the Hall, alongside our donations, we need to be increasing the money received through external sources such as trust funds.

PCC members can support the Church to increase its income in a number of ways including:

### **Events and Donations**

- Participation in fundraising events.
- Promotion of fundraising events to friends, family and colleagues.
- Using existing networks to help source raffle/auction prizes, entertainment, etc.
- Initiate their own events in their workplace/with colleagues.
- Making a regular donation or encouraging others to give regularly.
- Introduce wealthy individuals to the vision of St Luke's Church.

### **Corporate Giving**

Many companies have charitable giving policies. If you work for a company, or know people who do, ask them:

- Do they support religious organisations, if so:
- How can St Luke's Church apply for a donation or longer term grant.
- Whether you can promote volunteering opportunities or events to their staff team.
- Whether these companies offer any *pro bono* work

### **Trusts/Foundation**

If you know the trustees or administrators of any grant making trusts, please work with the Priest in Charge to help them secure a grant.

## *Appendix K- Further information about Charity Governance*

The publications listed here include the information **all** trustees need to know about how to be an effective charity trustee and how to run their charity efficiently and effectively.

### **CC3 - The Essential Trustee: What you need to know (July 2015)**

This publication replaces the previous CC3, Responsibilities of Charity Trustees, and provides guidance to all trustees, and those who are about to become trustees, on what is involved in being a charity trustee.

### **CC10 - The Hallmarks of an Effective Charity (July 2008)**

This guidance has been revised in order to clarify the key areas of governance for charities and to encourage a positive approach to its overall improvement. As before, it sets out the principles or Hallmarks which an effective charity should try to achieve and also a number of ways in which each Hallmark might be demonstrated. These are the overarching principles, which our regulatory framework exists to protect and promote, rather than a list of legal requirements. Any legal requirements are clearly marked.

The new guidance can be used by all charities, but recognises that different types and sizes of charities may have different ways of achieving each Hallmark. It is designed to be a straightforward framework within which charities have the confidence to carry out their work, innovate and evolve and the guidance is based on what we have found to be basic good practice principles.

### **CC30 - Finding New Trustees - What charities need to know (Sep 2012)**

A 'start to finish' guide to help charities to recruit new trustees effectively and increase the range of skills and experience on their board.

### **CC34 - Collaborative Working and Mergers (Nov 2009)**

Guidance on collaborative working and mergers, highlighting both good practice and the practical help we can give.

### **CC37 - Charities and public service delivery (March 2012)**

This is a practical guide to the legal and good practice issues that charities need to be aware of if they are planning to deliver services under a funding agreement with a public authority.

**CC9 - Speaking Out - Campaigning and Political Activity by Charities (March 2008)** This leaflet gives advice to charities on the extent to which they may properly engage in political activities. It also explains which types of political activities charities are allowed to undertake within the law. It also shows how the Commission responds to allegations or evidence of undue political activities by a charity.

**[CC11](#) - Trustee expenses and payments (March 2012)**

This leaflet describes the restrictions on the extent to which charity trustees may receive remuneration and the circumstances where payments may be made.

**[CC48](#) - Charities and Meetings (March 2012)**

This publication gives guidance on the law and good practice of charity meetings. It also gives advice on the law as well as highlighting good practice, on how charities set up and run their meetings.

**[CC49](#) - Charities and Insurance (May 2012)**

This substantially revised guidance details various forms of insurance, and the circumstances in which trustees may need to consider obtaining them. Some of them are mandatory. It also includes a section on trustee indemnity insurance.

**[CC24](#) - Users on Board: Beneficiaries who become trustees (Mar 2012)**

Increasingly charities are encouraging their users to become directly involved in shaping the services that they receive. This guidance "Users on Board: Beneficiaries who become trustees" looks at users who become charity trustees in particular, as this type of involvement raises complex issues that need to be addressed.

**[CC12](#) - Managing Financial Difficulties and Insolvency in Charities (Jan 2016)**

This publication is aimed at charities that may be facing financial uncertainty. It provides practical guidance to charity trustees and outlines steps that may be taken to prevent insolvency, action which may be taken should insolvency arise, and the trustee's' legal position.

**[CC20](#) - Charities and Fundraising - A summary (June 2016)**

This leaflet is a summary of charity fundraising law.

**[PCC Accountability](#)**

A Church of England publication that has been designed to provide all users with a comprehensive and up-to-date reference guide to assist in the preparation of the requisite PCC annual report and accounts.

**[Stewardship briefing paper database](#)**

A database of information from Stewardship, the accountants who audit and sign of our accounts.

## *Appendix L- Conflict of interest agreement*

All PCC members of St Luke's Church will strive to avoid any conflict of interest between the interests of the church on the one hand, and their own personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the church's decision-making process, to enable the church members and staff to have confidence in our integrity, and to protect the integrity and reputation of the church and its volunteers, staff and committee members.

Examples of conflicts of interest might include:

- 1 A PCC member who is also involved in an activity, must decide on the level of charges for that activity.
- 2 A PCC member is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A PCC member who is also on the committee of another organisation that is competing for the same funding.
- 4 A PCC member is involved in a business that may be awarded a contract to do work or provide services for the church.

Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee members is involved with.

After disclosure, such a PCC member may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other PCC members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and PCC members should respect its spirit as well as its wording.

## *Appendix M – Frames of Reference for PCC Sub-Committees*

### **Youth Sub-Committee**

1. To explore the needs of the de-and-unchurched in the parish, and to explore what missional and fresh expressions response is indicated.
2. To develop strategic partnerships with different stakeholder organisations regarding Youth in the area of the parish of St Lukes.
3. To consult participants of St Luke's Church, parishioners and others concerning the possibility of a missional response to the needs of youth in the parish.
4. To explore the needs of the 12+ in St Lukes Church, and to explore the needs of this group to assist a mature understanding of the faith and to assist transition into adulthood and avoid becoming de-churched.
5. To build a working group of advisors and church members to explore these frames of reference
6. To complete appropriate listening and piloting activity to assist with listening to formulate a plan.
7. To compile plans and reports when ready, to feed back to St Lukes PCC.

### **Hall Sub-Committee**

1. To listen to the views and ideas of participants of St Lukes Church, parishioners, and those working in various organisations related to St Lukes Parish to review the current use of the Hall.
2. To consult those who use the hall regarding processes and ideas concerning development.
3. To explore how the hall can be used to further the Kingdom and support those who live and work in the Parish.
4. To explore possible new avenues of work for the community, and new ways of generating income utilising the Hall.
5. To review current working practice around the maintenance of the hall, the care-taking of the hall, and communications concerning the hall.
6. To review the current Church Hall Booking Policy, current contract and booking processes, particularly in the payment for rentals in a post-cheque culture.
7. To compile a report with recommendations to feedback thoughts and conclusions to St Lukes PCC.

### **Finance Sub-Committee**

1. To support the Church Treasurer in the formulation of a budget for a the financial year, and to assist the treasurer in the monitoring of the budget over the given year.
2. To assist the PCC with developing agreed templates for financial reporting to the PCC

3. To help assist with strategic financial planning for the good management of the Church in its worship, mission and community life, ministry in the parish and the good financial stewardship of the Church hall.
4. Sub-Committee should be chaired by the Church Treasurer with support from the Priest in Charge and Church Wardens and Lay Chair.
5. To regularly review financial policies and procedures of the Church.
5. Suggested membership to include Church Treasurer, Priest in Charge, Senior Curate, Lay Chair, Church Wardens, Parish Finance Office (or inclusion of Stewardship Secretary and Gift Aid Officer) and at least one other member of the PCC.

### **Pastoral Sub-Committee**

1. To plan for the pastoral needs of the various congregations and parish of the Church
2. To review deployment of Clergy, SPAs and others used in safe home visiting and home communion.
3. To plan for the support and provision of services to local residential care centres in the parish.
4. To coordinate hospital visiting as and when required.
5. To coordinate and plan for the support of those requiring spiritual and social care in the parish connected to parish activities.
6. Suggested membership to include clergy, SPAs and other volunteers involved in pastoral support and pastoral visiting.

### **Streams of working**

So all subcommittees need to mix up two streams of working - one consultative meetings and one formal sub-committee meetings.

### **A Consultative Meeting is:**

1. An informal meeting with invited individuals to attend, organised by the Chair to listen to views, thoughts and suggestions about the identified area.
2. Such meetings can be with anyone the Chair decides.
3. Such meetings do not make decisions or recommendations, but are fact-finding or view-finding or idea-finding.
4. The Chair should compile such information as reference material to be used as evidence for formal Sub-Committee meetings.
5. Such meetings are usually 1 to 1 or small focus-groups, and do not require the formal invitation for Clergy or Church Wardens or Standing Committee Members to attend.
6. Such Meetings are organised and facilitated by the Chair.

### **A Sub-Committee Meeting is:**

1. A formal meeting of the named subcommittee, organised in advanced with an agenda and with identified action points and agendas.
2. Such meetings need to ensure the majority of those nominated to the Sub-Committee can attend a specific date and time.

3. Such formal meetings need to invite the Priest in Charge and Church Wardens to attend. And where appropriate, other members of the Standing Committee.
4. Sub-Committee Meetings can proceed if the Priest in Charge or Church Wardens cannot attend, but where every effort has been made for at least one of the Priest in Charge or Church Wardens to be able to attend.
5. Sub-Committee Meetings need to be minuted and reports circulated after meetings.

*Appendix N- PCC Covenant*

**PCC member:**

**Appointed on** \_\_/\_\_/\_\_ **until** \_\_/\_\_/\_\_

**In becoming an elected PCC member of St Luke's Church I am seeking the help of God to fulfill this role to the best of my ability. I agree to work with everyone on the PCC to:**

- Discern together God's will for St Luke's Church.
- Work in partnership with the clergy and the whole staff team, constructively working collaboratively for the goals we set.
- Ensure that all the resources given to the church is stewarded well and that our buildings are used for God's glory and in God's service.
- Ensure that the community of St Luke's Church is a safe place for all to belong to as we uphold and enforce our safeguarding policy

Specifically, I will:

- Make a priority of the forthcoming year's meeting dates.
- Behave in a professional manner and consistent with our behaviours (see p.9 of the handbook), including acting in strict confidence.
- 'Weigh in' with any contributions I have to the strategic debate at meetings, and 'publicly support' to the collective decisions made.
- Be actively involved in the church, including attending services at least once a month, and gain a good understanding of our strengths and weaknesses.
- Seek out and understand the feelings of the congregation
- Attend at least 60% of meetings and read all the relevant papers before.

**Time commitment:**

I understand that, under usual circumstances, I should expect to attend 6 meetings a year, for a duration of 2 hours with 1-2 hours preparation before, including preparation time for meetings and support for my 'buddy'. Circumstances may from time to time require additional time commitment.

I also agree to Champion a particular area in which I show a particular interest or passion. The collective PCC is still accountable for each area but the Champion would act as a critical friend to the relevant area, seeking out information, making suggestions or improvements and reporting back to PCC when appropriate.

I have read and understood this covenant:

Signed: \_\_\_\_\_ PCC Member \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Priest in Charge \_\_\_\_\_ Date: \_\_\_\_\_