

Role Descriptions & Person Specifications

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Role Description for Children's Worker

Woodbridge Group of Churches

Introduction

The Parochial Church Councils (PCCs) which belong to the Woodbridge Group of Churches take the wellbeing and safety of everyone with whom it comes into contact very seriously.

The PCC expects that all members of churches, and those working or volunteering on their behalf, will adhere to the church safeguarding policies.

Children's work involves a range of activity. It includes:

- working with a group of children in the church, other building or outdoors on a structured plan
- providing a safe place for children to hang out
- working with the ministry team to lead prayer or worship for children
- working with local schools to contribute to a programme of collective worship in school or in church
- working with one or more children whilst adults are engaged in other church activity

A child in the context of this document, is anyone under the age of 18 years.

Principal duties

- To engage and encourage children to learn through play or meaningful activity
- To ensure that appropriate resources, venue and helpers are available to run children's work
- To welcome and encourage other adults to work with children
- To be a role model for children
- If required, to help them to worship
- Exceptionally, and if required, to transport two or more children in a car to and from activity

- Children's Workers report to the PCC which appointed them

Person Specification

Essential

- Can demonstrate ability to work safely and effectively with children
- Able to motivate and encourage children and co-workers
- Willing to develop skills and training
- Holding a current DBS certificate for the role, renewed within the past 3 years

Desirable

- Committed to the corporate life and worship within the Woodbridge Group of Churches.

Safeguarding Training required for the role

Essential

- Basic safeguarding awareness
- Safeguarding Foundation

Desirable

- Raising Awareness of Domestic Abuse

Role Description for Churchwarden

Woodbridge Group of Churches

Introduction

The Church is the Body of Christ, and through Baptism every member is called to ministry and service. Churchwardens are called to special responsibilities - this the highest position of trust and responsibility that the Church gives to lay-people. Wardens should regard this as a calling to be fulfilled to the glory of God, and the well-being of the Church.

The Parochial Church Councils (PCCs) which belong to the Woodbridge Group of Churches take the wellbeing and safety of everyone with whom it comes into contact very seriously.

The PCC expects that all members of churches, and those working or volunteering on their behalf, will adhere to the church safeguarding policies.

Churchwardens:

- are voluntary lay officials in a parish of the Church of England, elected by members of the parish for a period of one year, for a maximum of 6 years.
- are leading members of the congregation and ex-officio members of the Parochial Church Council (PCC)
- are the Bishop's officers in the parish, admitted to (*or released from*) office by the Bishop or Archdeacon.
- report to the parish which appointed them

Principal duties

- To foster closer relations with the local community by promoting wider involvement and participation, in order to create a sense of belonging and responsibility towards the church and to sustain and grow the congregation.
- To support the ministry team.
- As the eyes and ears of the Rector in the community, ensuring that he or she is kept aware of pastoral and other issues.
- Being one of the first points of call in the event of pastoral emergencies.
- With the ministry team, ensuring that acts of worship run smoothly.

- Overseeing the legal, financial and practical functions of the PCC.
- Managing the good order of the church building and churchyard.
- Leading a team of sidesmen to welcome and encourage others.
- As an ex-officio member of the PCC, attend meetings as required.
- In the unforeseen absence of a member of the ministry team, to lead the morning or evening office or to arrange for a suitable act of worship to take its place.

Safeguarding Training required for the role

Essential

- Basic safeguarding awareness
- Safeguarding Foundation
- Raising Awareness of Domestic Abuse

Desirable

- Safer recruitment and People Management
- Safeguarding Leadership

Person Specification

Essential

- Over 21 and a member of the church electoral roll
- Confirmed and communicant member of the Church of England
- Holding a current DBS check for the role, renewed within the past 3 years
- Well-known and/or well-respected in the community
- Thick-skinned, and flexible with a sense of humour

Desirable

- Able to motivate and encourage others
- Being prepared to get 'stuck in'
- Committed to the corporate life and worship within the Woodbridge Group of Churches.

Role Description for Pastoral Visitor

Woodbridge Group of Churches

Introduction

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The PCC expects that all members of churches, and those working on their behalf, will adhere to the church safeguarding policy.

In particular, the Church expects anyone who becomes aware of a safeguarding risk, or of actual abuse, to report it immediately.

Principal duties

- Visiting, or contacting, parishioners who are vulnerable, isolated, or in need of pastoral or practical support. Such people might include:
 - the elderly
 - the disabled
 - housebound people
 - sick people
 - people recovering from illness
 - the bereaved
- Be prepared to visit someone at their home, in residential care homes, or in hospital
- Offer listening, conversation, advice, practical support or prayer to those being visited, as appropriate
- Have available a range of paper resources (eg prayers, contact phone numbers), to be left after a visit
- Alert the Ministry Team of any concerns or needs for additional support
- Alert the Ministry Team when an individual is nearing the end of their life

- Develop a good network of contacts, to ensure that pastoral needs are known, and to ensure that people can be signposted to further support
- Make contact with people who have recently moved into the villages, or recently joined a church congregation, to welcome them and give practical information, as required.
- If the PCC organises a Newcomers' Party or similar, to support that event as far as possible, so that newcomers are aware of pastoral visiting.
- Pastoral Visitors report to the PCC which appointed them

Person Specification

Essential

- a good, active, listener
- able to show empathy
- aware of lone working guidelines
- able to work safely and effectively as a pastoral visitor
- holding a current DBS certificate for the role, renewed within the past 3 years

Desirable

- Committed to the corporate life and worship within the Woodbridge Group of Churches

Safeguarding Training required for the role

Essential

- Basic safeguarding awareness
- Safeguarding Foundation

Desirable

- Raising Awareness of Domestic Abuse
- Lone working training

Role Description

Member of a Parochial Church Council

Woodbridge Group of Churches

Introduction

The Parochial Church Councils (PCCs) which belong to the Woodbridge Group of Churches take the wellbeing and safety of everyone with whom it comes into contact very seriously.

The PCC expects that all members of churches, and those working or volunteering on their behalf, will adhere to the church safeguarding policies.

What is the Parochial Church Council?

The Parochial Church Council (PCC) is the main decision-maker of a parish. Its members are clergy, churchwardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish.

Its powers and duties are defined by legislation, principally in the Parochial Church Councils (Powers) Measure 1956. The PCC has the responsibility, along with the incumbent, to promote the mission of God in its parish.

Legally, the PCC is responsible for parish finances, and for the care and maintenance of all church buildings and contents. All PCCs are charities. (Most PCCs do not need to register with the Charity Commission, unless their annual income is over £100,000.) Therefore, every member of a PCC is also a charity trustee. As a charity the PCC must comply with Charity Commission guidance and legislation in relation to charities.

What does the PCC do?

The PCC is responsible for the overall wellbeing, practical as well as spiritual, of their church, the church members, and the church buildings.

The PCC also has a duty to promote the mission of the church within the wider community.

Some of the responsibilities are devolved to the Minister and Churchwardens but to quote from the Parochial Church Council (Powers) Measure 1956 section 2 'It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish'. Members of the PCC have the right to be consulted, to know what is proposed, and to have the opportunity to express an opinion on it.

The Minister is Chair of the PCC though he or she may ask another member to chair a particular meeting. A treasurer, a secretary and vice-chairman will usually be elected to office at its first meeting after the APCM.

The PCC will appoint a standing committee, typically the Minister (as chair), churchwardens, treasurer and 2 elected members.

The PCC will appoint, annually, a Parish Safeguarding Officer

Prayer and worship

Prayer and worship are at the heart of the work of the PCC. The PCC should ensure that appropriate arrangements are in place for public worship and provide an opportunity for people of all ages to meet for prayer and worship.

Mission and outreach

The PCC has an important part to play in promoting the mission of their church, amongst the congregation and in the wider community. PCC members should demonstrate their commitment to the Christian ethos, through leadership, by example and by witness.

The PCC is encouraged to develop, and maintain, a Mission Action Plan to review the life of the church and identify mission opportunities.

Pastoral care

The PCC and its members have a duty to support their clergy, prayerfully and personally.

They have a duty to support the members of the congregation and to extend a welcome to all who visit the church, and to members of the church community.

The church has a duty of pastoral care to all who live in our communities, whether members of the church or not. PCC members are expected to take the lead in demonstrating that care.

Finance

The PCC will appoint a treasurer to manage the day to day finances of the parish. The treasurer may or may not be a qualified accountant.

The PCC Treasurer must understand how to maintain books, have a good knowledge of the parish and the work of the church, and have the full confidence of the PCC membership.

The treasurer will keep members informed on the financial situation and present a full report to each PCC meeting.

PCC members are Trustees of a charity and are responsible for managing the Church's finances. They must ensure that all funds are properly accounted for, the books properly maintained, and the PCC annual accounts inspected or audited, and formally approved by the PCC, prior to the APCM. In law, the PCC is a body corporate. This means that it is a separate body from the people who serve on it so PCC members are not liable for any debts incurred by the PCC. However, the trustees do have certain responsibilities under the Charities Act.

Buildings

The PCC is responsible for the care and maintenance of the fabric of the church, and any other buildings owned by the church. In practice the PCC may appoint a Fabric subcommittee to assist them but the PCC members should be aware of any issues relating to the buildings and they have the responsibility of deciding on them and voting on items of expenditure.

PCC meetings

The PCC is required by law to hold a sufficient number of meetings to enable the efficient transaction of its business. There is no set minimum number of meetings.

The PCC should take time at meetings to consider, discuss, and if appropriate vote upon, matters concerning the Church of England arising at a higher synod or referred down to the PCC by the Bishop or by the deanery, diocesan or General Synod. The PCC may also decide to send information, an opinion or a motion up to the deanery synod.

The PCC meeting should be a forum for open discussion with every member feeling able to ask a question or voice an opinion.

Membership of the PCC

Members of the PCC are **either** elected at the Annual Parish Church Meeting, **or** ex officio members.

Additional members may be co-opted onto the council by the PCC during the course of the year.

The number of elected members on a PCC is governed by the Church Representation Rules and is based on the number of people on the electoral roll but the APCM can determine how many elected members a PCC shall have.

Safeguarding Responsibilities

The PCC and the incumbent jointly have a duty of care to ensure the protection of the vulnerable in the church community. In terms of safeguarding, the PCC and Incumbent will:

- Promote a safer church for all, and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community;

Adopt:

- Safeguarding policies and practice guidance.

Appoint:

- at least one appropriately experienced designated parish safeguarding officer (PSO) to work with the incumbent and PCC.

Safer-recruit, support and train:

- ensure that all church officers who work with children, young people and/or vulnerable adults are recruited following Church Recruitment policy and procedures;
- undertake diocesan safeguarding training at least every three years;
- Provide appropriate insurance to cover all activities undertaken in the name of the PCC which involve children and vulnerable adults.

Display

- Contact details of the PSO, churchwarden and any other local leaders;
- Policies and procedures concerning (1) Safeguarding, (2) Church Recruitment;
- Information about where to get help with child and adult safeguarding issues

Respond

- Create an environment which is welcoming and respectful and enables safeguarding
- Comply with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records;
- Ensure that an Activity Risk Assessment is completed and reviewed regularly for each activity associated with children and/or vulnerable adults, and run in the name of the church. Such Activity Risk Assessments should include any safeguarding considerations.

Review and Report Progress

- The PSO should regularly report on safeguarding in the parish;
- Safeguarding should be a regular agenda item at PCC meetings;
- PCC members report to the parish which appointed them

Hire out church premises

- Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese;
- The hire agreement should contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring;
- Ensure all those hiring church premises carry full public liability insurance for this, or be covered through the church insurance (for example hire for a children's party).

Safeguarding Training required for the role

- Basic safeguarding awareness
- Safeguarding Foundation
- Raising Awareness of Domestic Abuse

Person Specification, PCC member

Essential

- Over 16 and a member of the church electoral roll for 6 months or more
- Confirmed and communicant member of the Church of England
- Having undertaken basic Safeguarding Training
- Holding a current DBS check for the role of Charity Trustee, renewed within the past 3 years

Desirable

- Being prepared to get 'stuck in'
- On the electoral roll of the parish
- Committed to corporate life and worship within the church

Role Description for PCC Secretary

Woodbridge Group of Churches

Introduction

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The PCC expects that all members of churches, and those working or volunteering on their behalf, will adhere to the church safeguarding policies.

Main purpose of role

To take responsibility for the administrative functions of the PCC, and to support the Churchwardens and members.

Principal duties

- To work with the Rector and Churchwardens in order to book a venue, prepare and distribute agendas and supporting paperwork for regular PCC meetings. Frequency of regular meetings is between 4 and 6 meetings per year, along with any irregular meetings and standing committee meetings.
- To attend meetings of the PCC and write minutes for distribution to members as soon as possible after the meeting.
- To maintain information systems, including lists of PCC members, officers, with date of appointment, contact details.
- To be a point of correspondence between parish and Diocese and other external bodies.
- To liaise with the Woodbridge Group Council.
- To ensure that paperwork regarding appointments, and notice of meeting, is prepared ahead of the Annual Parochial Church Meeting (APCM).
- To work with the Rector and Churchwardens in order to prepare agenda and supporting paperwork for the APCM.

- To liaise with the Diocese to make necessary paperwork returns following the APCM.
- To work with the Treasurer to oversee the legal, financial and practical functions of the PCC.
- PCC Secretaries report to the PCC which appointed them

Membership of Parochial Church Council (PCC)

This role can be performed either by a member of the PCC, or by someone appointed by the PCC, in which case the secretary is an officer of the PCC and not a member. In the former case a Disclosure and Barring Service (DBS) check is an automatic requirement of PCC membership. In the latter case a DBS check is not required.

Person Specification

Essential skills and qualities

- Good written and spoken communications skills
- IT skills, including good working knowledge of MS Word, Excel, email and using the internet to access information
- Interpersonal skills, especially on the telephone and by email
- Resilient and flexible with a sense of humour

Desirable skills and qualities

- Being prepared to get 'stuck in'
- Committed to the corporate life and worship within the Woodbridge Group of Churches
- Regular worshipper at the Church of England

Safeguarding Training required for the role

Essential

- Basic safeguarding awareness
- Safeguarding Foundation

Desirable

- Raising Awareness of Domestic Abuse

Role Description for PCC Treasurer

Woodbridge Group of Churches

Introduction

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Main purpose of role

To support the Churchwardens and PCC, by taking responsibility for the financial functions of the Parochial Church Council (PCC)

Principal duties

- To carry out financial decisions made by the PCC
- To record financial transactions carried out on behalf of the PCC and ensure they are properly authorised
- To work with the Incumbent and Churchwardens to meet the PCC's financial and legal obligations
- To maintain good financial records, prepare and distribute accounts and financial paperwork for regular PCC meetings
- To attend meetings of the PCC and to provide a financial viewpoint
- To be a point of correspondence between the PCC and Woodbridge Group Council, Bristol Diocese, Charity Commission and other external bodies on financial issues
- To draft an annual budget to assist the PCC to plan how it will fulfil its objectives for the coming year

- To prepare the annual financial statements for approval by the PCC and submission to the APCM
- To arrange for a competent person to audit the accounts for the year
- PCC Treasurers report to the PCC which appointed them

Membership of Parochial Church Council (PCC)

This role can be performed either by a member of the PCC, or by someone appointed by the PCC (ie an Officer).

For members, a Disclosure and Barring Service (DBS) check is an automatic requirement of PCC membership. For officers, a DBS check is not required. However, treasurers must be over 16 and must meet the requirements of the Charity Commission for all trustees.

Person Specification

Essential skills and qualities

- Reasonable financial competence, and the ability to maintain a basic accounting system.
- An understanding of the parish, its needs and challenges, and how it fits into its wider Deanery, Diocesan and national church contexts
- Able to explain financial issues clearly, both within the PCC and to the general church membership
- Trustworthy and able to maintain confidentiality

Desirable skills and qualities

- IT skills, including good working knowledge of MS Word, Excel, email and using the internet to access information
- Committed to corporate life and worship within the Woodbridge Group of Churches.
- A goodly amount of common sense.

Safeguarding Training required for the role

Essential

- Basic safeguarding awareness
- Safeguarding Foundation

Desirable

- Raising Awareness of Domestic Abuse

Role Description - Parish Safeguarding Officer (PSO)

Woodbridge Group of Churches

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Main purpose of role

On behalf of the PCC, to ensure good practice in safeguarding in the parish.

Accountability and teamworking

The PCC is the accountable body for safeguarding in the parish.

The PSO is expected to work closely with the group Safeguarding Team, ie:

- The Churchwardens and PCC of the parish
- The Incumbent and other safeguarding officers in the group
- The Diocesan Safeguarding Adviser, as appropriate

Principal duties

- To support the PCC in ensuring that safeguarding policies and procedures are regularly reviewed, adopted, and followed within the parish
- To attend regular training as provided by the Diocese of Bristol
- To help PCC members and members of the congregation to be aware of safe working practices and safeguarding responsibilities

- To ensure that any child or vulnerable adult would know how to report a safeguarding concern by advertising contact details of supporting organisations and trusted people within the parish
- To ensure that records are kept of safeguarding concerns occurring within the parish and that such records are stored securely
- To communicate to PCC members, officers and volunteers safeguarding training which is required and available and to maintain training records
- To be involved in safer recruitment for any new appointment made within the parish and to ensure that the current Church Recruitment policy is followed
- To support the PCC in compiling a record of all activities undertaken by the PCC, and conducting a risk assessment for each activity; risk assessments to take account of safeguarding issues, along with health & safety considerations
- Parish Safeguarding Officers report to the PCCs which appoint them

Membership of Parochial Church Council (PCC)

This role can be performed either by a member of the PCC, or by someone appointed by the PCC, in which case the PSO is an officer of the PCC and not a member.

Person Specification

Essential skills and qualities

- Approachable for anyone with concerns to speak with
- Good communications skills
- Trustworthy, discreet and reliable
- Willing and able to work with others within the group Safeguarding Team
- Not directly involved in youth work or pastoral care
- Having an Enhanced DBS certificate for the role, no more than 3 years old

Desirable skills and qualities

- Committed to the corporate life and worship within the Woodbridge Group of Churches.
- Regular worshipper at the Church of England.

Essential Safeguarding Training required for the role

- Basic safeguarding awareness
- Safeguarding Foundation
- Raising Awareness of Domestic Abuse
- PSO Induction training
- Safeguarding Leadership
- Safer Recruitment and People Management

Role Description for Sidespersons

Woodbridge Group of Churches

Introduction

The Church is the Body of Christ, and through Baptism every member is called to ministry and service. Churchwardens are called to special responsibilities - this the highest position of trust and responsibility that the Church gives to lay-people. Wardens should regard this as a calling to be fulfilled to the glory of God, and the well-being of the Church.

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The PCC expects that all members of churches, and those working or volunteering on their behalf, will adhere to the church safeguarding policies.

Sidespersons:

- are assistants to the churchwardens, especially during acts of worship
- are on the electoral roll of the parish
- are voluntary lay officials in a parish of the Church of England, appointed by the Annual Parochial Church Meeting, or by the PCC between APCMs if the need arises, for a period of one year
- Sidespersons report to the PCC which appointed them

Principal duties

To work with churchwardens in order to ...

- welcome and encourage others

- be alert for safeguarding issues during acts of worship, especially noting the presence of newcomers, and keeping an eye on how they interact with other members of the congregation.
- work with members of the Ministry Team, ensure that acts of worship run smoothly.

Person Specification

Essential

- Over 16 and a member of the church electoral roll
- Confirmed and communicant member of the Church of England
- Well-known and/or well-respected in the community
- Resilient, and flexible with a sense of humour
- Committed to the corporate life and worship within the Woodbridge Group of Churches

Desirable

- Being prepared to get 'stuck in'

Safeguarding Training required for the role

Essential

- Basic safeguarding awareness

Desirable

- Safeguarding Foundation
- Raising Awareness of Domestic Abuse