

PCC Secretary



The Parish Secretary has a pivotal role in supporting the organisational functions of a church and you will be key to enabling your church to operate effectively and efficiently to meet its legal requirements.

What Parish Secretaries do

- Perform the administrative roles of the PCC meetings, such as booking dates and producing and distributing agendas and minutes.
- Other duties will vary according to each church but you may help with producing leaflets and printing, running the church calendar, responding to emails, keeping a database and mailing duties and many more.

Who can be a Parish Secretary?

- The PCC Secretary is appointed by the PCC at the first meeting after the Annual Parochial Church Meeting.
- You need not be a member of the PCC, in which case you can be co-opted on to the Council. If the role is co-opted, you will be a full member of the Council with voting rights.
- You should be a good administrator who can be confidential and deal with sensitive information about church and community members.
- The role would suit a person who has the ability to work alongside a number of different colleagues such as Ministers, Treasurers and Churchwardens.