

# Yate Parish

PCC & DCC Members  
Reference Booklet  
2024



## Making Jesus Visible

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## Introduction

Thank you for being willing to serve on the PCC or one of our DCCs. You are fulfilling an important role without which the church could not function and we greatly appreciate your willingness to serve. We are aware that when you become a member of one of our committees it can be a little bewildering and difficult to know how to exercise your role, which is why we have produced this Induction Booklet to give you an idea of the way the Parish is set up and what your responsibilities and authority are. It is intended as a reference booklet rather than one that you read from cover to cover and then discard. We hope you will find it helpful.

## The Legal Bit

The Parish of Yate is a registered charity, regulated under the Charities Act 2011 (as amended by the Charities Act 2022). It has a charity number (1133980) and can be investigated by any member of the public by searching against that number on the Charity Commission website (<https://www.gov.uk/find-charity-information>). It is accountable to the Charity Commission and must file details of its trustees, its policies and its annual report & accounts with the Charity Commission.

As a church charity its constitution is one that has been agreed between the Charity Commission and the Church of England as being common to all PCC's and is made up of two pieces of legislation:

- The Parochial Church Councils (Powers) Measure 1956 (as amended) which can be viewed at [www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents](http://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents)
- The Church Representation Rules (contained in the Synodical Government Measure 1969) which can be viewed at [www.legislation.gov.uk/ukcm/1969/2/schedule/3](http://www.legislation.gov.uk/ukcm/1969/2/schedule/3)

Anyone who is a member of the PCC is registered with the Charity Commission as being a trustee of the charity and is expected to act for the good of the charity in line with the principles of good trustee practice set out in the Charity Commission guidance document CC3a (<https://www.gov.uk/guidance/charity-trustee-whats-involved>). There are also some helpful You Tube videos created by the Charity Commission on trustee responsibilities which can be found either in the guidance section of the Charity Commission website or on their You Tube channel (<https://www.youtube.com/user/TheCharityCommission>). However, there are some differences between PCCs and a standard charity and you can rest assured that a PCC member can only become personally liable for a debt of the PCC if she or he has voluntarily accepted legal responsibility or if the debt

has arisen in circumstances involving a breach of the PCC member's fiduciary duties.

As a church charity the PCC also has an accountability to the Diocese of Bristol for the way in which the Parish is run. This includes filing details of our annual report & accounts with the Diocesan authorities, filing our annual Statistics for Mission and complying with Diocesan requirements on Safeguarding, the maintenance of our buildings (monitored through five-yearly 'Quinquennial' inspections) and with principles of good governance for churches (monitored through the Archdeacon's three-yearly 'Triennial' inspections).

The Parish of Yate is the sole legal entity within the Parish. The individual churches have no separate legal identity and the DCCs are effectively sub-committees of the PCC, as established under the Parish Scheme 1998 as amended in 2015. In other words, if something goes seriously wrong no one will sue an individual church or DCC because they have no legal status, but they will sue the PCC. Although we still choose to keep an internal record of funds linked with each church, all funds belong to and have to be accounted for by the PCC. In addition, any liability for injuries or damage to property or for debts that are run up attach to the PCC, which is why the PCC has to monitor Health & Safety observance and individual church spending and set rules as to who is allowed to authorise what level of spending. These rules are called the 'Delegation of Authority' and you will find them set out later in this booklet.

The PCC is able to set up other sub-committees in addition to the four DCCs, such as a Finance sub-committee and a sub-committee to oversee the recruitment and care of volunteers and is also required by church law to have a Standing Committee of the PCC which is usually made up of the Churchwardens, the Treasurer and the Rector.

The PCC (with the help of the DCCs as its sub-committees) is responsible for all church property, its finances, care of its staff and volunteers and for legal compliance (e.g. Safeguarding, Health & Safety, GDPR and other charity legislation). It is not, however, responsible for the spiritual well-being of people within the Parish and how worship services are conducted. That is a responsibility that is delegated by the Bishop of Bristol to the Rector. The Rector may choose to delegate parts of that responsibility to other members of the Ministry Team.

You will find diagrams illustrating the division of responsibility and the decision-making process later in this booklet.

## How the PCC is made up:

The Church Representation Rules 2011 provide that the PCC shall be made up of:

- the ordained ministers
- the Churchwardens, but virtue of their office
- any members of the Deanery, Diocesan or General Synods (in our case this generally relates only to the four Deanery Synod representatives that we have)
- up to 12 elected representatives of the lay members of the Parish
- up to two co-opted members. It is our practice to reserve one of these co-opted places for the Parish Treasurer.

Under the Parish Scheme 1998 (as amended in 2015) the 12 elected lay representatives must come from across all four churches with three representatives per church. These representatives are elected by the members at the Annual **Parish** Church Meeting, not by the District Church Meetings. The function of the ADCM's is to propose candidates from their respective church to the APCM for election. The elected representatives hold office for a three-year term.

Several years ago, the PCC passed a resolution to stagger the three-year terms of the elected members to avoid the loss of institutional knowledge and experience that could result if everyone retires at the same time. This means that each year only four (a third) of the elected representatives (i.e. one from each church) come to the end of their term, though they are able to stand for re-election if they wish.

Traditionally we have reserved elected places for the Finance Officers of each church. The Church Representation Rules also provide that Licenced Lay Ministers should be able to attend the PCC by virtue of their role in the Parish. However, there was concern among the elected members that their inclusion could give the Ministry Team a voting majority and would make for a very large PCC. The accommodation that we reached was that LLMs could take up the elected places for each church if they wished and if there were no other candidates. Since that time we have never been able to fill all the elected places with volunteers and LLMs who wish to be part of the PCC have always found a place.

## **Safeguarding and Safer Recruitment**

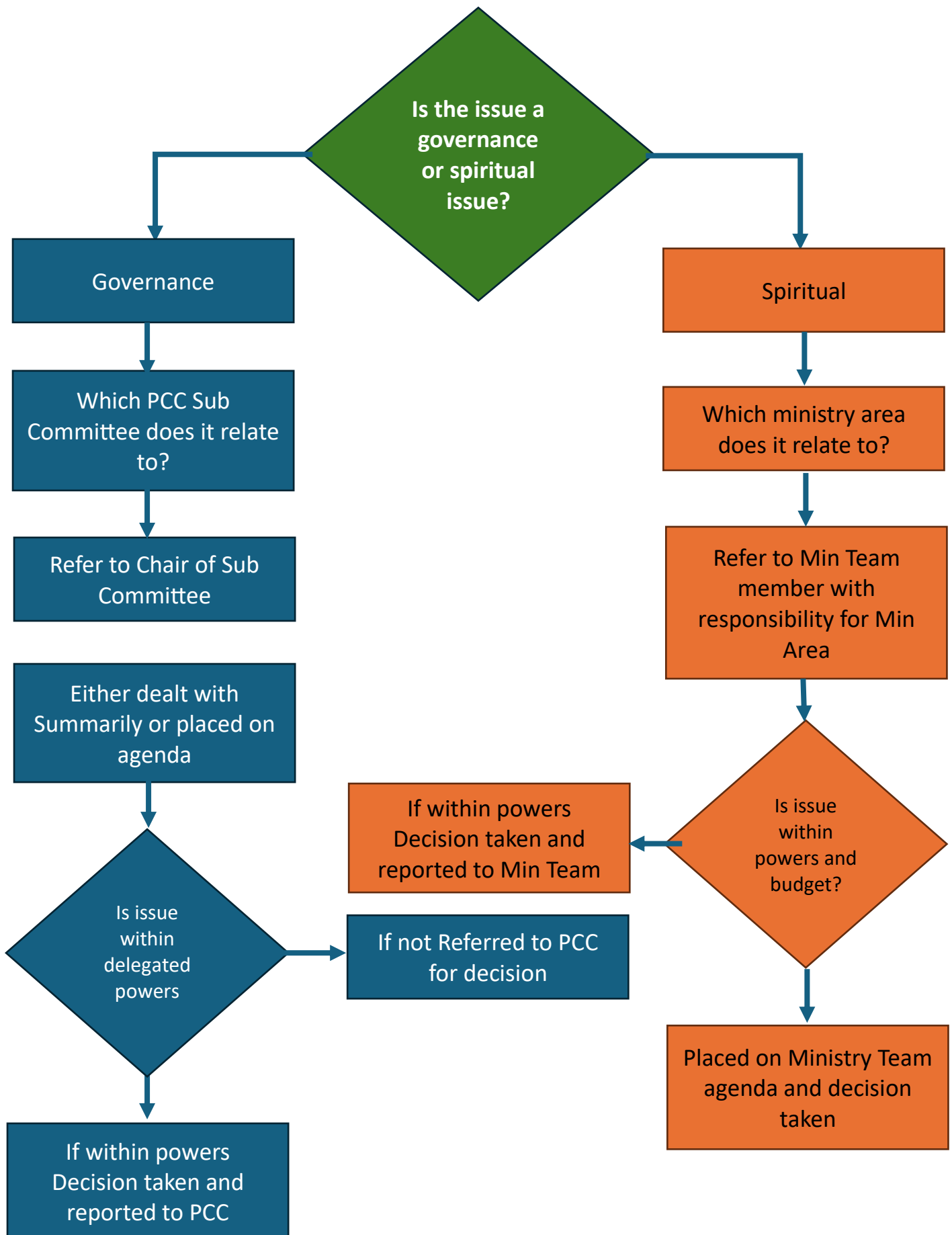
As the law currently stands all authorised clergy, ... licensed readers and lay workers, churchwardens and parochial church councils must have "due regard" to safeguarding guidance issued by the House of Bishops.

A duty to have "due regard" to guidance means that the person under that duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. 'Cogent' for this purpose means clear, logical and convincing.

Failure by a member of the clergy to have "due regard" to House of Bishops' safeguarding guidance is an act or omission which may be considered to be misconduct under the Clergy Discipline Measure 2003 ('CDM'). Failure by a licensed reader or lay worker to have due regard to House of Bishops' safeguarding guidance may be grounds for the revocation of that licensed reader's or lay worker's licence by the bishop, and failure by a churchwarden or parochial church council (PCC) may result in an investigation being carried out by the Charity Commission and the churchwarden or PCC members may be subject to disqualification as charity trustees.

As trustees all PCC members are required by the Charity Commission to have DBS clearance and to undergo safeguarding training so that they are aware of their responsibilities. The Church of England has decided that a PCC member's election at the APCM is provisional and conditional upon them obtaining DBS clearance and completing basic training (Modules C0 & C1) within three months of their election. Although DBS clearance is not required for DCC members the principles of 'Safer Recruitment' still apply and those elected will be required to complete a form containing a confidential declaration and to undergo safeguarding training.

# Decision Making Flow Diagram



## **Code of Conduct**

*This Code of Conduct expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers, is employed by the Parish of Yate PCC, or is appointed as a volunteer helper across our Parish. Abiding by it is one of the ways we ensure good safeguarding practice underpins all we do and helps to create, nurture and maintain a culture of 'informed vigilance'.*

### **Upholding the Code**

All staff are expected to report any actual or perceived breaches of this Code to the Parish Safeguarding Officer.

A failure to abide by the Code of Conduct could result in the volunteer helper being asked to step down from their post.

This Code is drawn from the C of E National Safeguarding Team, Bristol Diocese and Parish of Yate Safeguarding Policy and Procedures.

<https://www.bristol.anglican.org/aboutus/safeguarding/safeguarding-policies-and-procedures/>  
<https://www.yateparish.org/>

This Code should be read in conjunction with the Parish of Yate Good Practice Guidance.

Terminology used in this Code:

'Staff': all those employed by the Parish of Yate PCC, or by the Diocese of Bristol and assigned to the Parish of Yate, together with anyone appointed as a volunteer helper across our Parish.

'Individual': refers to a child, young person or vulnerable adult.

'Child(ren)': anyone under the age of 18.

'Group leader': the person(s) appointed by, and answerable to, the Parochial Church Council with overall responsibility for a group or activity.

## **Your conduct**

You should:

- treat all with respect, dignity and courtesy:
  - respect the views of others.
  - act truthfully in all interactions with others.
  - be supportive of those you work with and value the contribution of others.
- ensure your own language, tone of voice and body language is respectful.
- ensure that individuals know who they can talk to if they need to speak about concerns for themselves or others.
- respond warmly to a child who needs comforting, but make sure there are other adults around.
- if any activity will require physical contact, ensure that the children, parents and/or carers, and/or vulnerable adults are aware of this and its nature beforehand.
- administer any necessary First Aid with other adults around.
- obtain prior written consent for any photographs/videos to be taken, printed, displayed, stored or uploaded onto social media and/or the web.
- record any concerning incidents and give the information to the group leader and/or the Parish Safeguarding Officer. All records should be made asap, signed and dated.
- always share concerns about individuals, or the behaviour of other staff, with your group leader and/or the Parish Safeguarding Officer.
- share confidential information only on a need-to-know basis with the consent of the individual concerned – unless they are a child or the information indicates they or others are at risk of harm or that a crime has been committed.



You should **not**:

- × Act in a way that may cause distress to others.
- × Act in an aggressive manner towards others.
- × Invade an individual's privacy.
- × Accompany an individual unrelated to you to the toilet.
- × Use any form of physical or psychological punishment.
- × Be sexually suggestive about or to an individual.
- × Scapegoat, ridicule or reject an individual or group.
- × Permit abusive peer activities eg initiation ceremonies, ridiculing or bullying.
- × Show favouritism to any one individual or group.
- × Allow an individual to involve you in excessive attention seeking.
- × Allow unknown adults access to children or vulnerable adults. Visitors should always be accompanied by a member of staff.
- × Allow strangers to transport in a vehicle children or vulnerable adults in the group.
- × Befriend children or vulnerable adults on social media.
- × Unless in an emergency situation, do not transport in a vehicle children or vulnerable adults on your own.
- × Smoke or drink alcohol in the presence of children or young people.
- × Arrange social occasions with children and/or vulnerable adults unrelated to you outside organised group occasions.

**Yate PCC  
Delegation of Authority  
March 2021**

**Guiding Principles**

The Trustees of the PCC have a responsibility to ensure that the financial management of the PCC is carried out with appropriate diligence. The DOA is designed to document how the responsibility for key financial areas and transactions is managed.

Key positions who carry delegated authority from the PCC are: The Incumbent, Church Finance Officers, Church DCCs, PCC Committees, PCC Treasurer and employees such as the Parish Book Keeper.

Good governance dictates that more than one person should be involved in transactions where possible, both to ensure financial control and to protect the individuals concerned from accusations or the appearance of impropriety.

The PCC should revise this document as circumstances require, and the PCC retain the responsibility for approving any changes.

**Delegation / Approval Matrix**

<b>Area</b>	<b>£ Limit</b>	<b>Approver</b>	<b>To Be Notified</b>
Setting Annual Parish Budget	All	PCC	
Setting Annual Church Budget	All	DCC recommend to PCC for approval, approval authority with PCC only	
Signature of contracts	All	Incumbent & Treasurer	Finance Committee
Issue of debit cards	All	Treasurer	Finance Committee
Opening bank accounts	All	Finance Committee	PCC
Changing bank signatories	All	Finance Committee	PCC
Employment Offers	All	Finance Committee	PCC
Changes to employee terms and conditions including pay	All	Finance Committee	PCC
Gift Aid claims & HMRC liaison	All	Treasurer	Church Finance Officer & Gift Aid

			Officer if applicable
Payment of wages	All	Parish Book Keeper	Treasurer
Spend in accordance with approved budget	<£250	Budget or debit card holder	Parish Book Keeper
Spend in accordance with approved DCC budget	<£1,000	Budget holder (where the Budget holder is the DCC)	Parish Book Keeper
Spend in accordance with approved budget	>£1,000	Finance Committee	PCC
Spend outside of approved budget	<£50	Debit card holder	Parish Book Keeper
Spend outside of approved budget	>£50	Finance Committee	PCC
Cash withdrawals for spend in accordance with approved budget	<£100	Budget or debit card holder (Budget holder may be the DCC in some circumstances)	Parish Book Keeper
Direct debits	All	Parish Book Keeper & Treasurer	Finance Committee
Change of investment policy	All	PCC	
Individual investment transactions	All	Treasurer	Parish Book Keeper
Movement of funds between reserves and general funds	All	Church Finance Officer	Parish Book Keeper
Sale of shares in investment funds	All	PCC	
Annual Accounts and Report	All	PCC	
Payments from bank accounts (to be actioned by Parish Book Keeper)	<£500	Wardens or Church Finance Officers (bank mandate also applies)	Treasurer
Payments from bank accounts (to be actioned by Parish Book Keeper)	>£500	Wardens or Church Finance Officers (bank mandate also applies)	Incumbent & Treasurer

# Governance Structure



**1** **ST MARY'S DCC**  
Oversees Facilities Issues at St Mary's

**2** **ST NIX DCC**  
Oversees Facilities Issues at St Nix

**3** **ST JAMES DCC**  
Oversees Facilities Issues at St James

**4** **ST PETERS DCC**  
Oversees Facilities Issues at Peters

**5** **FINANCE COMMITTEE**  
Oversees Financial Issues

**6** **STAFF & VOLUNTEERS**  
Oversees Safeguarding Staff and Volunteer Issues

# Ministry Structure



# SUB COMMITTEES

## DELEGATED RESPONSIBILITIES



### FINANCE COMMITTEE

Budget Control  
Delegation of Authority  
Financial Monitoring  
Fund Raising  
Gift Aid  
Financial Compliance  
External Reporting  
Purchasing Insurance  
IT Licences



### CHURCH DCC

Building Maintenance  
Development Projects  
Equipment  
Security  
Building Risk  
Assessments  
Premises Fit for  
Purpose  
Electrical/Fire Safety  
Eco Church



### STAFF & VOLUNTEER COMMITTEE

Safer Recruitment  
Staff Care  
Performance  
Management  
HR Compliance  
Maintaining Registry of  
Roles and Vacancies  
Safeguarding  
GDPR Compliance  
H&S Compliance  
Social Media Policy