As leaders in the church, the Parochial Church Council (PCC) pledge to hold the work of the PCC in prayer and commit to deepening their faith as disciples of Jesus Christ. The PCC has agreed a set of ground rules which underpin the conduct of our PCC meetings. Some ground rules relate to what we will do collectively, and others relate to individual responsibilities. By making these commitments we hope to continue to build trust, honesty and accountability.

**Collective responsibilities**

* We will make all contributions to discussions through the Chair
* We will listen carefully and respectfully to one another, with only one person talking at a time.
* We will conduct discussions with grace and love; speaking and listening to each other with respect – particularly when we disagree with one another – remembering that we are elected to act in the interests of the whole church and not just our own agenda
* We will ensure that PCC meetings are a safe environment where all members can share their views
* We will keep the specific detail of discussions and individual perspectives at PCC meetings confidential to members of the PCC alone.
* We will communicate openly and freely, and will only use email for formal approvals and votes and not use emails, letters or social media as a way of discussing PCC decisions after a meeting or to debate an issue prior to a meeting
* We are free to disagree during meetings but once a decision is taken it is taken by the PCC as a collective and we will all stand by that decision and not dissent from, even if our position was different from the final decision.
* we will act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which the PCC do not have relevant expertise.
* we will act in the best interests of the parish church at all times.
* we will make ourselves aware and comply with of all applicable laws (charity law, company law, health and safety law, data protection law and employment law) and all relevant policy and practice guidance approved by the House of Bishops (including having due regard to safeguarding guidance).

**Individual responsibilities**

* I will make it a priority to be present at all meetings. If I cannot attend I will submit apologies as far in advance as possible.
* If I am not able to attend a meeting but wish my view to be taken into consideration, I will send an email or letter to the Chair who will ensure that my views are fed into the discussion at the meeting
* I will ensure that I have read all papers prior to attending meetings.
* I will conduct myself with integrity and in a manner which does not damage or undermine the reputation of the church, parish, volunteers, incumbent or employees.
* I will make the Chair aware any conflict of interest I may have and ensure these are recorded.
* I will accept constructive feedback on ideas or proposals without resentment; and will keep away from personal criticism.
* If there is a paper or indeed any supporting document relating to an agenda item that I think may be of interest or help to the whole Council, I will share it with the Chair before the meeting
* If I have any suggestions for agenda items, I will send these to the Secretary and will provide a short covering paper if needed.
* I agree to comply with all relevant safeguarding training, criminal record checks and with any policies approved by the PCC.

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| I agree to abide by this Code of Conduct. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *To be issued after each APCM* | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Parochial Church Councils (Powers) Measure 1956**

## **2 General functions of council.**

1. It shall be the duty of the **[**minister**]** and the parochial church council to consult together on matters of general concern and importance to the parish.
2. The functions of parochial church councils shall include—
	1. co-operation with the **[**minister**]** in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
	2. the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
	3. making known and putting into effect any provision made by the diocesan synod or the deanery synod, but without prejudice to the powers of the council on any particular matter;
	4. giving advice to the diocesan synod and the deanery synod on any matter referred to the council;
	5. raising such matters as the council consider appropriate with the diocesan synod or deanery synod**[**;
	6. appointing sidesmen (who are also known as assistants to the churchwardens).**]**