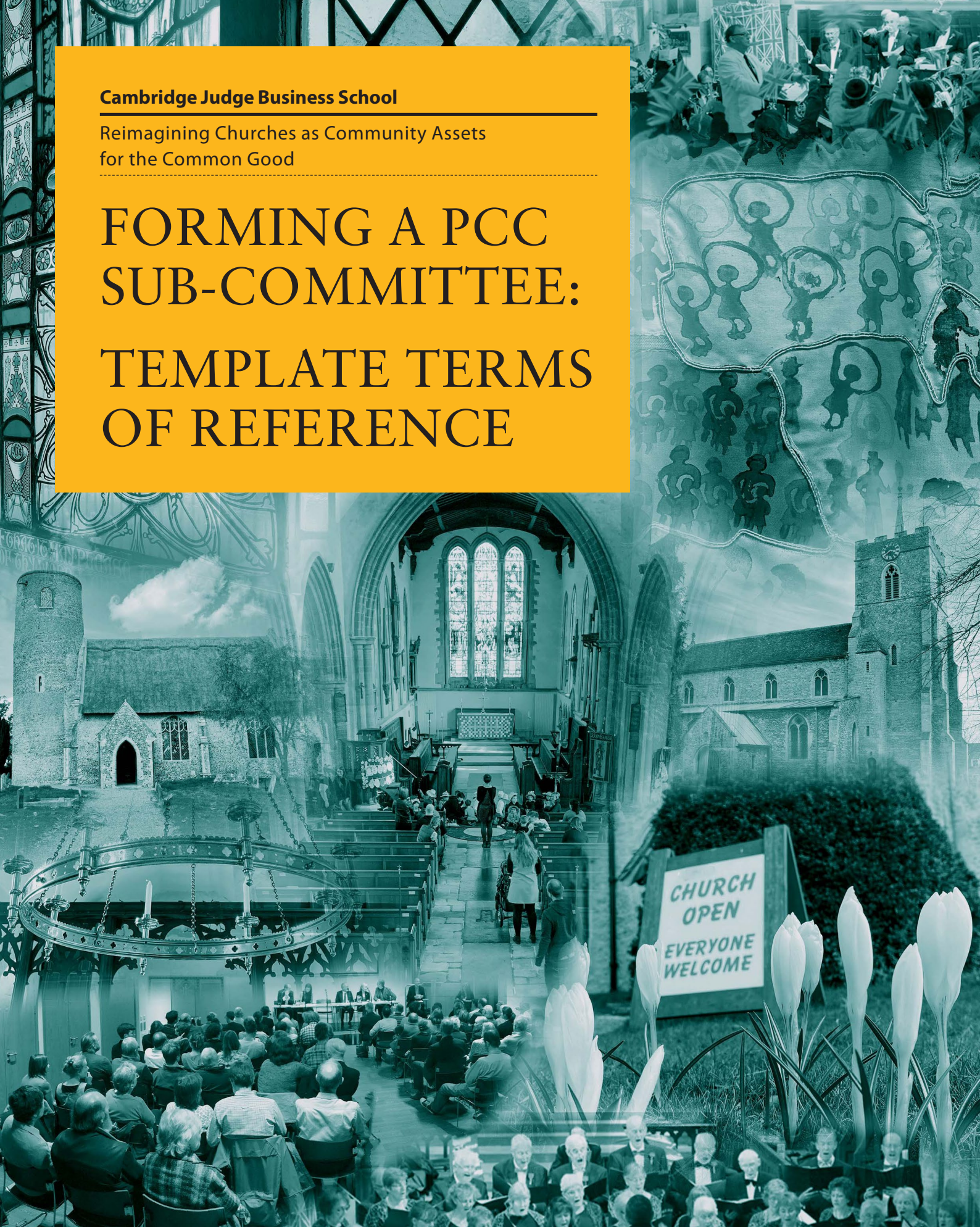


Cambridge Judge Business School

Reimagining Churches as Community Assets
for the Common Good

FORMING A PCC SUB-COMMITTEE: TEMPLATE TERMS OF REFERENCE



Template Terms of Reference for appointing a sub-committee to operate under a Parochial Church Council

[Name of church] [name of body]

Preamble

By a resolution of [date] the Parochial Church Council (PCC)¹ of [parish] has established [name of body] as a sub-Committee of the PCC of [parish].

[Name of body] will operate under the authority of the PCC to carry out on behalf of the PCC the duties of the PCC with regard to the church building, churchyard and associated structures at [name of church].

[Name of body] will seek - to promote [name of church] as a local centre of worship and mission, as a place of service to the community and as a focus for local identity.

Terms of Reference

Membership

Two members of [name of body] will also be current members of the PCC of [parish], one being appointed by the PCC at its Annual Parochial Church Meeting (APCM), the other being the minister licensed to the parish. The remaining membership will number no more than [number] people and will include those who live locally or further afield who have developed due regard for [name of chapel of ease] as a local centre of worship and mission, as a place of service to the community and as a focus for local identity.

The Chair of [name of body] will be the licensed minister of the parish; the offices of Lay Vice Chair, Treasurer and Secretary will be proposed by the [name of body] from among its members and appointed at the Annual Parochial Church Meeting (APCM). The members and officers will be appointed annually at the APCM.

¹ In cases where two or more PCCs have taken the necessary steps to become a Joint Council, the Joint Council will be acting in place of the PCC.

Duties

The [name of body] will undertake to carry out on behalf of the PCC of [parish] the duties of the PCC under the Parochial Church Council (Powers) Measure 1956 and other parochial duties with regard to the church building, churchyard and associated structures at [name of chapel of ease] excepting:

1. functions in respect of producing the financial statements of the parish;
2. functions of an interested party under the Mission and Pastoral Measure 2011 Part 3;
3. the functions of a parochial church council under the Patronage (Benefices) Measure 1986 Part II;
4. the functions of a parochial church council under the House of Bishops' Declaration on the Ministry of Bishops and Priests;
5. functions concerned with the holding of real property and other matters for which separate legal personality is required; and
6. functions relating to Faculty petitions, licences under Faculty and other business of the Consistory Court.

Financial

[Name of body] will raise funds and donations on behalf of the PCC. Such funds and donations will be restricted for the purposes of operating, maintaining and repairing the church building, churchyard and associated structures at [name of church] and for no other purpose.

[Name of body] will have a bank account(s)² into which all receipts will be paid and from which all payments will be drawn. The PCC of [parish] must approve all signatories.

[Name of body] will not have any powers to take on debt.

The treasurer of the [name of body] will liaise with the PCC treasurer for the recovery of Gift Aid on appropriate gifts to the [name of body], using the HMRC registration of the PCC.

²The sub-committee's funds can also be managed as a restricted fund within a general PCC bank account, in which case the terms of reference should be amended accordingly.

The PCC of [name of parish] may delegate to the [name of body] the role of making grant applications (including VAT refunds) for funds to repair, restore and conserve the [name of church]. Such grants as applied for and the results of the application process should be reported to the PCC. The PCC will be responsible for entering into any contractual relationships, subject to Faculty and other consents.

Income from collections taken at services, regular stewardship giving, and parochial fees will be collected directly by the PCC to support ministry in the parish.

[Name of body] will provide periodic reports of receipts, payments and bank balance(s) to the PCC of [name of parish], the period between reports to be decided by the PCC.

Annual meetings

Before the end of March each year the [name of body] will hold an annual meeting, to be chaired by the minister licensed to the parish or in his absence the current lay vice chair of [name of body] in order to:

- Receive and sign off a report of the activities of the [name of body] in the previous year
- Receive and sign off a report of the receipts, payments and balances of [name of body] as of 31 December the previous year
- Propose its members and officers for the year following, excluding the representatives of the PCC.

At least 12 days before the Annual Parochial Church Meeting each year the Secretary of [name of body] will submit to the PCC Secretary:

- A report of the activities of the [name of body] in the previous year
- A report of the receipts, payments and balances of [name of body] as of 31 December the previous year for inclusion in the PCC's accounts as a restricted fund
- A list of its proposed members and officers for the year following to serve from the date of the APCM until the APCM following

The Annual Parochial Church Meeting of the parish of [name of parish] will appoint the members and officers of [name of body] from the date of the APCM until the APCM following.

Winding Up

The PCC of [parish] can wind up any of its sub-committees with immediate effect. In the case of [name of body] the PCC will seek to consult with the Archdeacon and the Bishop about any winding-up proposal and serve at least three months' notice on the members of [name of body].

Prepared by:

Geoffrey Hunter (*text*)

Head of Church Buildings and Pastoral,
Diocese of Ely

Timur Alexandrov

(*photography, design & typesetting*)

Consultant

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Cover photography collage: *Stained glass, architectural features, friends and community events at St Mary Feltwell, St Andrew & St Mary Grantchester, Holy Trinity Hildersham, St Andrew Histon, St Margaret & St Remigius Seething, and St John Somersham. Photo credits: Timur Alexandrov, Feltwell and Histon churches.*

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Cambridge Centre for Social Innovation

Cambridge Judge Business School
University of Cambridge
Trumpington Street
Cambridge CB2 1AG
socialinnovation@jbs.cam.ac.uk
www.jbs.cam.ac.uk

Diocese of Ely

Ely Diocesan Office
Bishop Woodford House
Barton Road
Ely CB7 4DX
T: +44 (0) 1353 652701
www.elydiocese.org

www.reachely.org