

## **Role Description: Deanery Synod Member**

A Deanery Synod Member you represent the PCC at local Deanery Synods that form part of the Synodical Government of the Church of England from PCC, through Deanery, Diocese and finally General Synod. You are also a member of the Parochial Church Council which is the governing body of a parish church. The PCC is a team made up of members of clergy and lay members of the church. Together they are 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.

### **Duties/Responsibilities as Member of the PCC**

- Elect a Secretary, Treasurer and Vice-Chair and appoint a Standing Committee
- 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
- Develop, and maintain, a Mission Action Plan (MAP), to review the life of the church and identify mission opportunities
- Support their clergy, prayerfully and personally
- Taking the lead in demonstrating pastoral care to all who live in our communities, whether members of the church or not
- 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
- The care and maintenance of the fabric of the church
- The PCC is required by law to meet at least four times a year
- Read all papers before attending meetings so you are prepared

### **Additional Duties/Responsibilities as Deanery Synod Representative**

- Attend and represent the Parish at the Deanery Synod on the dates (normally three per year)

### **Responsible to (named contact for support and resolution of any difficulties):**

Revd Tim Smith – The Incumbent & PCC Chair or in their absence, the Vice Chair.

### **Training & Checks Required Prior to Appointment**

- As a Trustee of a charity supporting work with children and vulnerable adults, a PCC member should have an Enhanced DBS check (without barring information) with the Child and Adult workforces.
- At least two references must have been received indicating that they have no concerns regarding the applicant's conduct around children or vulnerable adults by completing a Volunteer Safer Recruitment Form. A Confidential Self-Declaration Form will therefore need completing prior to starting in the role and be renewed annually.
- Must have signed the personal declaration on the nomination form that they are not disqualified from standing for this office due to being included in a Barred List (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or having been convicted of an offence mentioned in Schedule I to the Children and Young Persons Act 1933.
- A PCC Member is required to undertake the Diocesan Safeguarding Training at level: C0 as soon as possible.

### **Safeguarding Responsibilities**

The Incumbent and PCC have a duty of care to ensure the well-being of the vulnerable in the church community.

- To adopt and implement the House of Bishops' policies on Safeguarding and a Parish Policy and Procedures on safeguarding children and adults who may be vulnerable. Multi Parish benefices may adopt one Policy and Procedure for the Benefice. (Legal responsibility continues to rest with the individual parish).
- To appoint a Parish Safeguarding Representative (the 'designated person' with special responsibility for safeguarding children and adults), to work with the incumbent and the PCC to implement policy and procedures. In multi-parish benefices a Safeguarding Rep may act for more than one parish.
- To ensure that the Parish Safeguarding Rep and anyone having regular contact with children or vulnerable adults is appointed according to Safer Recruitment guidelines, is trained and supported, provided with a copy of the parish safeguarding policy and codes of practice for church workers/volunteers.
- To deal promptly with allegations or suspicions of abuse in accordance with the Disclosures and Allegations policy in consultation with the Diocesan Safeguarding Team.
- To display the Diocesan and Parish Safeguarding Policy and Procedures, and the contact details of the Parish Safeguarding Rep on church premises and wherever possible on the church website
- To ensure that known offenders or others who may pose a threat to children, young people and vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Team.
- During a vacancy, to ensure that information about all safeguarding matters is securely stored before passing on to the new incumbent. The departing incumbent should give the information to the Parish Safeguarding Rep who will inform the new incumbent when they take up the post.
- Ensure that there is appropriate insurance cover for all activities involving children or vulnerable adults undertaken in the name of the parish;
- To review the implementation of the safeguarding children and adults policy, procedures and good practice, at least annually.

## SAFEGUARDING 'DOS & DON'TS' - PROTECTING OTHERS AND PROTECTING YOURSELF

<b>Do</b>	<b>Don't</b>
<ul style="list-style-type: none"> <li>• Report all concerns about the safety or well-being of an individual to:-               <ul style="list-style-type: none"> <li>○ the Parish Safeguarding Representative</li> <li>○ the Diocesan Safeguarding Team</li> <li>○ the Police (where there is an immediate risk of harm to a person)</li> </ul> </li> <li>• Carry out a personal risk assessment for lone working</li> <li>• Keep a written record of all incidents or disclosures (signed and dated)</li> </ul>	<ul style="list-style-type: none"> <li>• Offer confidentiality when you have a duty to report all concerns for safety</li> <li>• Investigate disclosures; simply get clarification of details and report the information shared</li> </ul>