



PCC TONIGHT

ONLINE



**An evening to
explore how
to make PCCs
better**

WELCOME AND INTRODUCTION

Quick Quiz

Question 1: When were PCCs first given legal status?

Question 2: What is the youngest age you can be on a PCC?

Question 3: At what level of income does a PCC have to register with the Charity Commission?

Question 4: What are the rules that govern how a PCC operates called?

Question 5: How many people hours a year does the Church of England as a whole spend in PCC meetings?



administrator
standing committee TRINITY
LEADERSHIP PCC members youth worker
COMMUNITY readers structure
incumbent church warden SSM
mission committee TEAM

OVERVIEW

During the course of the evening we will cover the following areas:

- Introduction.
- Purpose of the PCC.
- Common dysfunctions.
- Top tips.

RESOURCES

For details of the PCC Tonight and other resources see the back page.

LEAD ON

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www.cpas.org.uk/leadon.



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PURPOSE OF A PCC

1. To enable the church plays its part in God's mission to the world.

2. To co-operate with the minister in sharing leadership.

3. To ensure legal compliance with charity and ecclesiastical law.

4. To care for the buildings and churchyard.

5. To be channel of consultation within the wider Church.



'And he (Christ) is the head of the body, the church.'
Colossians 1:18

Purpose	Amount of time you have spent on each area as a PCC over the last year (as percentage of 100%)	Your personal energy/interest for each area (as percentage of 100%)
Enable the church to plays its part in God's mission to his world.		
Co-operate with the minister in sharing leadership.		
Ensure legal compliance with charity and church law.		
Care for buildings and churchyard.		
Channel of consultation within the wider Church.		

COMMON DYSFUNCTIONS

1. LACK OF CLARITY ABOUT PURPOSE

2. CONFUSION OVER IDENTITY

3. TRICKY GROUP DYNAMICS

4. POOR ORGANISATION

5. NO FOLLOW THROUGH

6. INAPPROPRIATE MEMBERSHIP

7. RELATIONAL DIFFICULTIES

8. POOR COMMUNICATION



QUICK QUESTIONNAIRE

Please rate things on a scale of 1 to 5 where **1 = strongly disagree** and **5 = strongly agree**.

- | | | | | | |
|---|---|---|---|---|---|
| 1. The purpose of the PCC is clear. | 1 | 2 | 3 | 4 | 5 |
| 2. The relationship of the PCC to other leadership structures within the church makes sense. | 1 | 2 | 3 | 4 | 5 |
| 3. We always have an agenda. | 1 | 2 | 3 | 4 | 5 |
| 4. The agenda arrives in time to be helpful (e.g. we have time to think about the topics, bring relevant info, etc.). | 1 | 2 | 3 | 4 | 5 |
| 5. Our agenda helps with the flow of the meeting, indicates how much time we have for each topic. | 1 | 2 | 3 | 4 | 5 |
| 6. The venue works well for our meetings. | 1 | 2 | 3 | 4 | 5 |
| 7. We start on time. | 1 | 2 | 3 | 4 | 5 |
| 8. We end on time. | 1 | 2 | 3 | 4 | 5 |
| 9. There is variety in the pace of the meeting. | 1 | 2 | 3 | 4 | 5 |
| 10. All members participate. | 1 | 2 | 3 | 4 | 5 |
| 11. It is clear why we are discussing a particular item. | 1 | 2 | 3 | 4 | 5 |
| 12. We have a code of conduct / ground rules for our meetings. | 1 | 2 | 3 | 4 | 5 |
| 13. We stay focused on the topic of our discussions. | 1 | 2 | 3 | 4 | 5 |
| 14. We handle conflict well. | 1 | 2 | 3 | 4 | 5 |
| 15. Prayer is a helpful part of our meetings. | 1 | 2 | 3 | 4 | 5 |
| 16. We are courteous / civil in our deliberations. | 1 | 2 | 3 | 4 | 5 |
| 17. We follow up on our 'action / to do' lists. | 1 | 2 | 3 | 4 | 5 |
| 18. The people we need in order to make effective decisions are present at the meetings. | 1 | 2 | 3 | 4 | 5 |
| 19. I enjoy being part of the PCC. | 1 | 2 | 3 | 4 | 5 |
| 20. We reflect our values in the way we meet. | 1 | 2 | 3 | 4 | 5 |

Your Area for Discussion

Reflect on the common dysfunctions and/or the questionnaire above and identify one area to talk about....

At the end of your time, identify what one thing could you do to improve this area.

TOP TIPS

1. Keep the focus on Christ.
2. Get to know one another.
3. Start and finish on time.
4. Create appropriate space.
5. Create great agendas.
6. Listen carefully, speak sensitively.
7. Relish conflict.
8. Review every meeting.

Your Top Tips

Your Next Steps

- What do you want to action from this event?
- What do you hope your PCC will embrace from this event?



DOWNLOADABLE MATERIAL

**PCC
TONIGHT**

Part 3 Materials for PCCS

Accessed online at www.cpas.org.uk/pcctonight using the password in the back of the book gained when you purchase the PCC Tonight pack.

GUIDES

- A brief guide to church finances, Archbishops' Council.
- A guide to accounting and reporting, Church of England.
- A brief guide to leadership structures.
- Ideas for running a PCC in a non-book, UPA, multi-ethnic context.
- Leadership structures, an example from a larger church.
- Principles for good communication.
- Social media guidelines, Coventry diocese.
- Trusteeship leaflet, Archbishops' Council.
- Annual meeting – dos and don'ts.

CHAIRING

- A purpose statement for those who chair, John Truscott.
- Chairing a meeting, The Resource Centre.
- Creating a thinking environment in not-for-profit meetings, Ruth McCarthy
- How to chair meetings – an orchestral approach, John Truscott.
- Major decisions, John Truscott.
- Mapping out a meeting, John Truscott.
- Preparing for 'awkward' moments, Charles Burgess.

PRAYER

- Liturgy for a PCC meeting.
- Liturgy for commissioning a new PCC.
- PCC prayer card.

PCC SECRETARY

- An introduction for PCC secretaries.
- Countdown to APCM.
- Electoral roll and size of PCC.
- Example agenda.
- Example minutes.
- Example notice of PCC meeting.
- Role profile – secretary.

PCC TREASURER

- An introduction for PCC treasurers.
- Role profile – treasurer.

OTHER AIDS

- Example code of conduct.
- PCC induction event.
- PCC meeting evaluation.
- PCC members' list.
- Terms of reference template for sub committees.
- The PCC – an introduction for church members.
- The PCC – an introduction for new members.
- Churchwarden's role description.
- Your church's annual meeting – do's and don'ts.
- How to lead a Zoom PCC meeting.

RESOURCES

PCC RESOURCES

- **PCC Tonight pack** – the pack is available in two formats, [printed](#) at £18.75 and a [downloadable](#) version at £15.
- **Multi-Parish Benefice Sessions** – [six sessions for MPBs](#) wanting to explore how to operate well as a benefice, available as a download at £4.50. You can access a free [taster](#) session.
- **Leading in Evangelism** – six sessions exploring [how to lead your church in evangelism](#), available as a download for £4.50.

For further details on all these and other CPAS resources go to www.cpas.org.uk.

In addition we recommend:

- **The PCC Member's Essential Guide, Mark Tanner (CHP)** – an excellent introductory guide for every PCC member on what a PCC is about and how to contribute your best.
- **Tracks of Trustworthiness, Heather Wraight (Instant Apostle)** – a wide ranging book exploring biblical and contemporary insights for being a church or charity trustee.



Lead On

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Leading Evangelism Learning Hub

Want to see the ministry of evangelism central to church life rather than on the periphery? Then sign up for our 14 month Hubs for incumbents to attend with others involved in leadership. www.cpas.org.uk/hub.



How to Nurture a Faith Sharing Culture

An exciting and accessible church resource to help leaders nurture a faith-sharing culture in their church, congregation, fresh expression or church plant. www.cpas.org.uk/faith-sharing.



Venture and Falcon Holidays

CPAS runs around 50 fun-filled holidays for 8-18 year olds each year. The holidays are run by volunteers, and if you are interested in helping on one or know a young person who would benefit from a great holiday with a focus on Jesus visit www.ventures.org.uk.



Making Mission Possible

CPAS enables churches to help every person hear and discover the good news of Jesus. We are a registered charity working with individuals, churches and dioceses to resource local churches for mission in the UK and Republic of Ireland. To support our work or find out more, please visit www.cpas.org.uk or contact 0300 123 0780.