

## **PCC Secretary and Treasurer Sessions in 2020**

**An opportunity for learning, updating and networking**

Sessions provide an opportunity to meet some of the people you are likely to contact in the Diocesan Office and to discuss common issues.

Thursday 28 May, 2 - 4.30 pm, Frampton Village Hall (near Dorchester)

Tuesday 9 June, 2 – 4.30 pm, St Nicholas Church Centre, Corfe Mullen

Saturday 20 June, 10 am - 12.30 pm, Church House, Salisbury

Thursday 16 July, 2 – 4.30 pm, Market Lavington Community Hall

Saturday 19 September, 10am – 12.30 pm, Church House, Salisbury

### **What do we cover?**

#### **Combined**

- Understanding our Diocese – structures and governance
- Status and functions of the PCC
- Responsibilities of PCC members as charity trustees
- Resources to support our parishes

#### **Secretary**

- What does a secretary do?
- PCC meetings and Sub-Committees
- The Annual Parochial Church Meeting and preparing the Annual Report
- Membership of the PCC and Elections
- Data Protection and GDPR

#### **Treasurer**

- Records and Accounts
- Independent Examination / Audit
- Accountability
- Parochial Fees
- Gift Aid
- Excepted Status
- Listed Places of Worship Grant Scheme
- Share

*To attend, please complete the reply slip on the back page and post or email to:*

**Lucy Norbury**, PCC Training, Church House, Crane Street, Salisbury, SP1 2QB  
(01722 411922) [lucy.norbury@salisbury.anglican.org](mailto:lucy.norbury@salisbury.anglican.org).

*Your place is booked **unless** you hear from us!*

### **Useful Books**

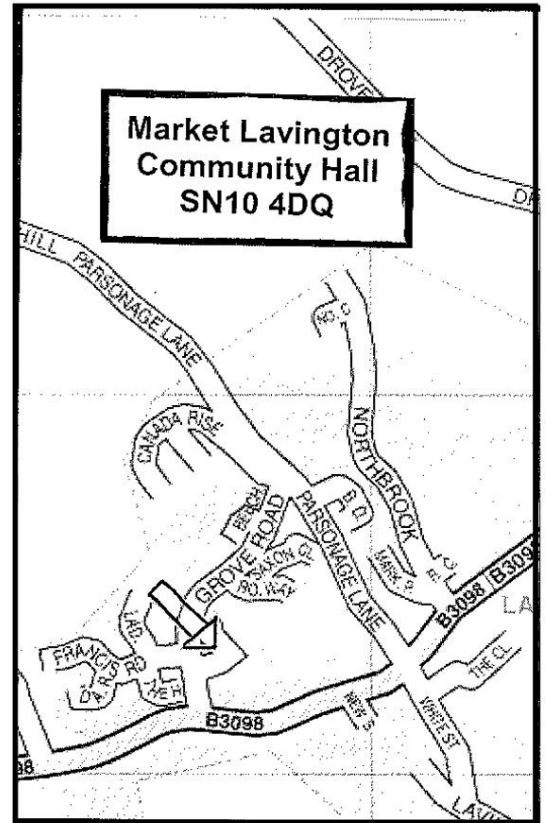
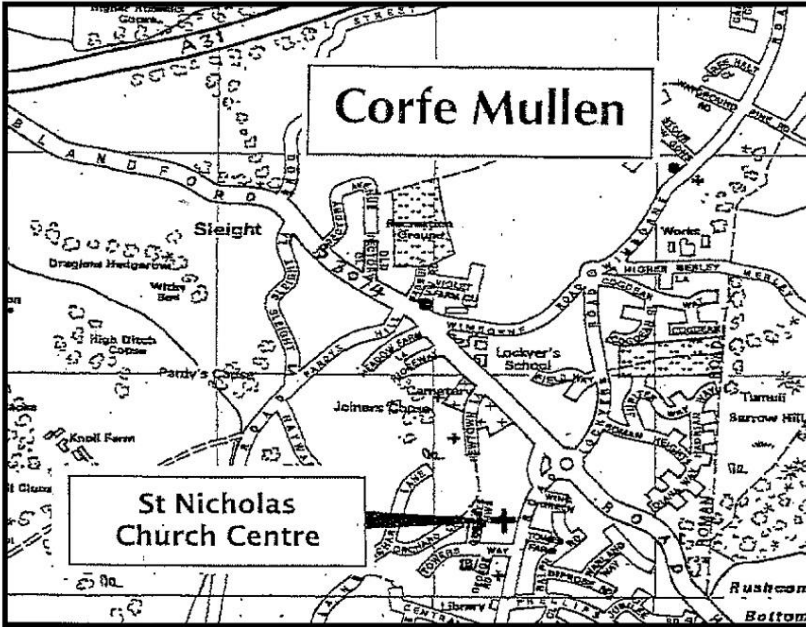
We recommend the following sources of reference for secretaries (S) and treasurers (T):

(S) Church Representation Rules 2020

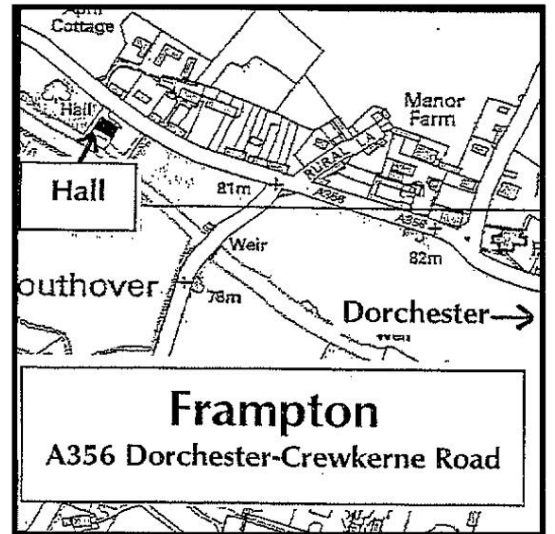
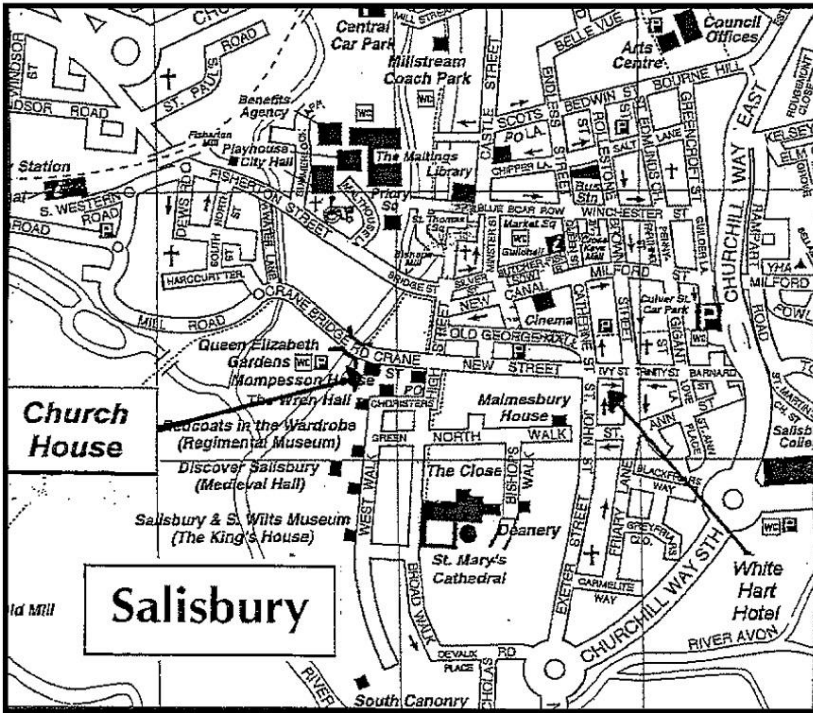
(S/T) Practical Church Management 2014

(T) The Charities Act 2011 & the PCC (PCC Accountability)

These are available from the Sarum College bookshop, Salisbury or at **discounted rates** at the training sessions and from the Diocesan Office.



**There is parking at all venues**



**PCC Secretary & Treasurer Training 2020**

I am/ will be a (please circle): PCC Secretary/ PCC Treasurer

Parish: .....

I would like to attend on (please circle *ONE* only):

Thursday 28 May (Frampton)      Tuesday 9 June (Corfe Mullen)      Saturday 20 June (Salisbury)

Thursday 16 July (Market Lavington)      Saturday 19 September (Salisbury)

Name: .....

Address: .....

Post code: ..... Tel: ..... Email: .....