



## **Code of Conduct: PCC** **St Mary's Church, Haverhill**

**Policy last reviewed and adopted by PCC:** Monday 12<sup>th</sup> May 2025

**Policy due for review:** Annually after APCM

These 'ground rules' are designed to underpin the conduct of our PCC meetings. They assume that our purpose as a church is to be a welcoming, hospitable community, enhancing the life of the people of Haverhill, as we seek to follow Jesus.

The functions of a PCC are: -

- to enable the church to play its part in God's mission to his world.
- to co-operate with the clergy in sharing leadership.
- to ensure legal compliance with charity law and ecclesiastical law, in particular in the areas of finance, employment and appointments.
- to care for the church building so that they may be best suited for the purpose of the church's ministry and mission.
- to be a channel of consultation within the wider church through its synodical structures on matters that affect the church locally and nationally.
- to ensure the worship of the church is worthy of God and fitting for the local context.

### **Expectations of PCC members**

As trustees of St Mary's Church and in accordance with our safeguarding policy all PCC members agree to

- complete a fit and proper person declaration.
- undergo a DBS check, if the PCC is deemed to be sponsoring or approving regulated work with children or vulnerable adults in its own name, and the PCC requests a check to be made on all members of the body.
- completing training in basic and foundation safeguarding awareness.
- give a high priority to attending meetings and if this is not possible send apologies in advance to the PCC secretary.

### **Before the meeting:**

The date for adding contributions to the following meeting's agenda is published in advance so that all PCC members can add items to the agenda.

The agenda and all papers will be circulated to members long enough in advance for them to be able to read and pray through the agenda items.

**During the meeting:**

We only allow one person to talk at a time and expect everyone to listen respectfully.

We encourage members to ask questions in meetings and are committed to answering them where possible, even at a later meeting.

We always open our meetings with prayer and a Christian focus (e.g bible reading). We also end in prayer.

**After the meeting:**

We communicate with the wider congregation by:

- summarising relevant PCC discussions and highlighting forthcoming agenda items in the notice sheet.
- making approved minutes available to those who are entitled to view them.
- preparing an annual report for reception by the APCM each year.
- actively seeking out the views of the congregation and community on issues of concern, listening critically and bringing feedback to subsequent meetings.

We aim to keep one another informed between meetings by use of email, phone or face-to-face conversations.

Personal views and contributions to discussion within a PCC meeting are confidential and should not be shared outside the meeting.