Diocese of Salisbury
Making Jesus Known

Role profile: Parochial Church Council (PCC) Secretary

The PCC Secretary manages PCC communication and record-keeping, serving as a vital link between the diocese and parish.

Duties

The PCC Secretary will:

- Organise regular PCC meetings, preparing and issuing agendas and supporting papers in good time
- Attend PCC meetings, accurately recording attendance and minuting the discussion
- Work with the diocese team, responding to requests for information and informing them of changes to parish officers
- Organise the Annual Parochial Church Meeting (APCM)
- Record and monitor all resolutions passed at PCC meetings and the APCM, together with voting details
- Ensure parish representation on Deanery Synod
- Handle correspondence on behalf of the parish
- Ensure each PCC member signs a "fit and proper persons" declaration and has an enhanced DBS check, maintaining subsequent records

Skills and qualities

A PCC Secretary is someone who:

- Is naturally well organised
- Is a competent administrator able to deal with confidential information
- Can capture often lengthy discussions in clear and concise minutes
- Is willing to learn simple online systems for data entry
- Meets the eligibility requirements for charity trustees

If a PCC Secretary is paid for their work, they cannot be a PCC member, as charity trustees are not normally permitted to be paid.

We are committed to safeguarding across the Diocese of Salisbury. Each volunteer will be required to go through the safer recruitment process and relevant DBS check for their role.

Created: 20 August 2026 Updated: