



**ALL SAINTS WESTON**

**PCC  
HANDBOOK  
2025 - 26**

**Date of Issue: September 2025**



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## INTRODUCTION

Thank you for being a member of the PCC at All Saints Weston, Bath. This handbook has been written to give PCC members (especially if new to the PCC) a clear statement of responsibilities and duties that come to the PCC as a whole and to individual members of the PCC. In an age of increasing state and church regulation, it is essential that PCC members fully understand their role, powers and duties. It can seem a daunting responsibility but it is also a rewarding one.

### A. LEGAL BASIS FOR THE PCC

The Church of England's definition of the role of the PCC is that it should:

*'co-operate with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical'*

The PCC is a body corporate established by the Church of England operating under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. For full information on the PCC Powers Measure (Law), go to:

<https://parishresources.org.uk/the-pcc-as-a-charity/governing-documents-of-the-pcc/>

All PCC members are trustees of *The Parochial Church Council of the Ecclesiastical Parish of Bath, Weston All Saints* (registered charity number 1136968).

## B. THE ROLE OF THE PCC

The PCC's responsibilities include:

- Pursuing **VISION**
- Being Charity **TRUSTEES**
- Employing **STAFF** – fulfilling the responsibilities of an employer for the well-being and management of its employees in accordance with current legislation
- Overseeing **FINANCE** – releasing financial resources, setting budgets and agreeing expenditure in pursuing the vision of the church
- Managing **RISK**– ensuring that all a full range of risks that could hurt both individuals and the church are considered and steps taken to mitigate those risks
- Overseeing **SAFEGUARDING** of children, young people and vulnerable adults
- Stewarding our **RESOURCES** of buildings and equipment
- Agreeing and implementing **POLICY**

### 1. Pursuing Vision

As disciples of Jesus, our calling is always to seek first the kingdom of God and his righteousness – and everything Ise mentioned here follows on!

Our mission statement as a church is '***Sharing the life and message of Jesus***'. From the autumn of 2025 onwards, we want to express that more particularly by committing to a '***Year of Blessing***' in which we as a church finds more ways of blessing our community and those beyond it, and we do so in expectation that as a church we will be blessed in a variety of ways.

The PCC works with the Clergy and Staff Team in leading the ministry and mission of the church, as we pursue the vision we believe God has given us. To do this, we must first of all be prayerful, and open to the voice of God. In all that we do, we are called to live by faith, and not

solely by sight. While it is vital that we use all the abilities God has given us in decision-making, sometimes this will mean acting on prophetic insight, and discerning when to take Godly risks.

## **2. Being Charity Trustees**

PCC Members are Trustees of the Registered Charity of the Ecclesiastical Parish of All Saints Weston Bath (Registered Charity No: 1136968). As such, PCC members carry all the legal responsibilities of Charity Trustees – more information on this role can be found online at:

<https://parishresources.org.uk/news/trusteeship/>

and also in the document published by the Charity Commission ‘The Essential Trustee’ which can be found here:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

The Charity Commission website also has many (!) other booklets and documents providing guidance about all aspects of charity management and governance.

## **3. Employing Staff**

The PCC fulfils the responsibilities of an employer, and in ensuring the co-ordination and release of all church members in their ministries, whether as volunteers or paid staff. The PCC approves the pay policy, annual pay increases and the recruitment of new staff. Much of this work is delegated by the PCC to individual staff members, including the Rector but also to committees such as the Finance Committee, the Standing Committee and the Facilities & Buildings Management Committee. As an employer, the PCC has to comply with employment law.

#### **4. Overseeing Finance**

The PCC agrees budgets to support the ministry and mission of the church, seeking and releasing the necessary financial resources. The Church's financial year runs from 1 January to 31 December. We aim to approve a budget in November or December for the following year. We also approve the church Annual Accounts; this is done in March or April each year, prior to being presented at the Annual Parochial Church Meeting (usually held in May each year). The PCC also sets its financial policies and principles including, for example, the use of legacy money, monies given to mission agencies and reserves policy. Faithful stewardship necessarily involves both boldness and wisdom in fulfilling this responsibility. Much of this work is delegated to the PCC's Finance Committee.

#### **5. Managing Risk**

PCC's have a legal responsibility to ensure that a full range of risks that could hurt both individuals and the church are considered and steps taken to mitigate those risks. These risks cover a number of areas and are not confined to Health & Safety. Other areas of risk include finance, governance, reputation, spiritual health, leadership and staffing. The church maintains and updates a Risk Register, with the most serious risks being more frequently reviewed.

#### **6. Overseeing Safeguarding**

The PCC must give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. We have a responsibility to prevent harm to children and adults wherever possible. Day-to-day oversight of this work is delegated to the PCC's Parish Safeguarding Officer(s). The PCC has to comply with the Church of England policy and practice on Safeguarding. This includes ensuring that all PCC members complete those Safeguarding courses mandatory for PCC members.



## **7. Stewarding Resources**

It is the PCC's responsibility to ensure the maintenance and development of the buildings, grounds and other physical resources in our care to support and resource the mission and ministry of the church. This involves making wise decisions about their maintenance and development. These buildings are:

- The Church, main worship space, crypt, car park (and churchyard)
- The Church Centre, High Street, Weston
- The Scout Hall/Former Infants School Weston High Street
- The Hub, Weston Village
- 19 Chandler Close, Bath

Much of this work is delegated to the PCC's Facilities & Buildings Management Committee. NB In 2025/26 a major strategic issue for the PCC will be deciding on the long term future of the Scout Hall/Former Infants School.

## **8. Policy**

In order to ensure the smooth running and management of the ministry and mission of the church, there are other matters of policy which need the PCC's acceptance and agreement. A list of some of the policies currently in place is included in Part G. They should also be found on the church website.

## **C. HOW THE PCC IS ORGANISED**

The PCC operates at the level of governance, vision and overall strategy – essentially concentrating on the 'Big Picture'. The size of a PCC is governed by the number of clergy and ex-officio members and the size of the church electoral roll. All Saints Weston has an Electoral Roll of over 200, therefore the number of elected PCC Members is 15. However in addition to elected members, there are additional ex officio members ie Clergy, Readers, Members of Deanery Synod and Co-opted members. In the case of All Saints for 2025/26 that means a

maximum of 23 members – a large group. See Section E for list of 2025/26 PCC members.

Inevitably the PCC therefore delegates much of its work to smaller groups. In 2025/26 these include:

- Standing Committee
- Finance Committee
- Facilities & Buildings Management Committee
- Missions Team
- Children's & Youth Committee
- The ROCK *Project Board came to an end in August 2025*

In addition to the above 'permanent' committees, *ad hoc* and time limited Working Groups may be set up under the direction of the PCC. In 2025/26, these include (but others may emerge during the course of the year):

- Missions Team Review Group
- Scout Hall/Former Infants School Project Development Groups
- Risk Register Review

## **1. Standing Committee**

The Standing Committee is the only sub-committee of the PCC required by church law and operates as the principal executive arm of the PCC. Its function is to advance the work of the PCC between meetings, subject to specific guidelines agreed by the PCC. In summary, these authorise the Standing Committee to:

- Set PCC Agendas
- Implement the detail of PCC decisions
- Take urgent and/or emergency action between PCC meetings
- Deal with confidential matters
- Authorise single item discretionary expenditure up to £3,000

Membership of the Standing Committee is determined by church law with the Rector and churchwardens being *ex-officio* and the PCC able to appoint at least two lay members. A previous All Saints PCC agreed that the additional members should be the PCC Treasurer and two others chosen at the first meeting after the APCM to serve for one year. We have also agreed that other clergy licenced to the Parish also attend Standing Committee meetings.

NB Prior to Covid the Standing Committee met very infrequently and only for urgent matters of business. Since Covid (which included a year of vacancy) it has met much more frequently. It has carried on meeting at intervals of 4 - 6 weeks.

## **2. Other PCC Committees**

In addition to the Standing Committee, other PCC Committees) have been established to help the PCC with some of the more detailed and technical aspects of its work, and their remit, terms and conditions are agreed by the PCC. PCC members are asked to join at least one a Committee, alongside other members of the church family with expertise in a particular area.

Current Committees are:

- **Finance Committee** - *with delegated responsibility for providing advice, support and practical guidance to the Standing Committee and PCC in relation to budgets, stewardship and the financial position of All Saints. It also supports the staff in their day-to-day operations of budgeting and financial matters, whilst also discerning what is on God's heart for His provision for the work of the Church. The Finance Team works in co-operation with and supports the role of the Treasurer.*
- **Facilities and Buildings Management Committee**- *with delegated responsibility for the care of the Church building and other buildings owed by the PCC, their fitments and fittings, and surrounding*

*property; together with building cleaning and any caretaking service.*

- **Children & Youth Committee**– *with delegated responsibility for oversight of all aspects of our work with Children and Young People.*
- 
- **Missions Committee** – *with delegated responsibility for recommending the choice of mission partners to the PCC and agreeing the allocation of grants to the approved agencies within the budget allocation agreed by the PCC in the annual budget.*
- **Church & Community Committee** – *with responsibility for developing initiatives that bring together All Saints Church (and other churches in the locality) and the wider community*
- **Risk Management Committee** – *this is an ad-hoc group convened by Mike Everson to review risks across a number of areas of church life and organisation and to draw to the PCC’s attention the most significant risks; staff members and committees will be drawn into the process of risk management and review as required.*

#### **D. PRINCIPLES OF HOW THE PCC SHOULD WORK TOGETHER**

Foundational principles for all ministry at All Saints Weston including the ministry of serving on the PCC include:

##### **1. Serve well**

*“Serve wholeheartedly, as if you were serving the Lord, not people, because you know that the Lord will reward each one of you for whatever good you do, whether you are slave or free.” Ephesians 6:7-8*

## **2. Be loyal and committed**

*“Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other.”*

1 Thessalonians 5:12-13

NB: Loyalty to the leadership of the church does not mean agreeing to everything proposed by the leadership or not asking appropriate questions and expecting the leadership to be willing to be held accountable.

## **3. Working together as followers of Jesus**

*“As God’s chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness and patience. Bear with one another and, if anyone has a complaint against another, forgive each other, just as the Lord has forgiven you, so you must also forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful.”*

Colossians 3:12-17

## **4. Be prayerful**

*“Do not be anxious about anything but in every situation, by prayer and petition, with thanksgiving, present your requests to God.”*

Phlippians 4:6

Jesus is at the centre of all we do. We will make our decisions prayerfully, and in accordance with the way we believe the Lord would wish them. He is present when we meet and we set aside time to meet with and listen to God.

## 5. Be accountable

*“Brothers and sisters, if someone is caught in a sin, you who live by the Spirit should restore that person gently. But watch yourselves, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.”* Galatians 6:1-2

In all we do and say, we are accountable: to God, to each other, to the church family. We are visible at church gatherings, connecting with the wider church family.

## 6. Be exemplary

*“Set the believers an example in speech, in conduct, in love, in faith, in purity.”* 1 Timothy 4:12

PCC members should seek to model godliness, not just at church, but throughout our lives and not bring the church into disrepute by our words, actions, relationships or what we post online.

## 7. Work as a team

*“Make every effort to keep the unity of the Spirit through the bond of peace. .... Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.”* Ephesians 4: 3,15-16

Discussions should be honest and proceed with respect. Conflict is a sign of healthy decision making and should not be shied away from, however differences of opinion should not be personalised. All approaches should be with the intention of coming to agreement. As a united front we hold each other in esteem and work together to build up and strengthen one another.

## **8. Be honest with one another and real with one another**

*“Therefore each of you must put off falsehood and speak truthfully to your neighbor, for we are all members of one body .” Ephesians 4:25*

The PCC is a joint commitment and our discussions are a safe space where everyone’s contributions are important, remembering we are advocates for the wider church family. We are entitled to disagree with each other and we are entitled to change our minds. When agreement is reached all members should be willing to support the decision regardless of how they voted.

## **9. Encourage one another**

*“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.” Hebrews 10:25*

The work of ministry in church, including serving on a PCC, can at times be costly and even dispiriting. We need to encourage one another, especially those who carry more responsibility within the PCC. We need to remember that we are in a spiritual battle and must arm ourselves and protect each other accordingly. By spending time together (informally) and having fun together we can engender a culture of support for one another as we live life together. And yes we need to be good attenders at PCC meetings (as well as church!

## **10. Have a generous spirit**

*“Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you.” Romans 12:3*

Every member has a right to speak and a duty to listen. No one should be afraid of expressing a view which runs contrary to others – even the majority.

## **E. PRACTICALITIES OF PCC MEETINGS**

### **1. Handling discussion and decision making**

We aim to get papers out to PCC members 7 days before each meeting. Please endeavour to read all the papers received before the meeting, and to think and pray through the issues for discussion.

In PCC discussions, everyone's opinion is important. We are each entitled to speak out our opinion; we are entitled to disagree with each other and we are entitled to change our minds.

We aim to reach consensus in our discussions. Voting on decisions is only usually necessary on legal matters, matters of significance, or where a consensus has not been possible. When a vote is taken, the proposer and seconder of the resolution, along with the number of votes for, against and any abstentions will be recorded in the minutes.

On a small number of very significant issues, the PCC may decide that a two-thirds majority is required for a resolution to be approved. Also some votes may be secret votes, to enable members to vote solely according to their own conscience.

Once a decision is made by the PCC, it is important that we stick by it, even if we personally disagreed, and that we promote and defend the decision within the wider church.

### **2. Confidentiality**

Some matters which we discuss must remain confidential to the PCC, especially any discussions concerning staffing or employment matters. When necessary, a member of staff, or those with a close relationship to a member of staff, will be asked to leave a meeting while discussions take place which could concern them.



As a matter of course it is essential that PCC members do not speak about who said what at any meeting, with people who are not members of the Council. This could inhibit an honest sharing of views. We may not be able to always agree with one another in private but once a decision has been reached we should publicly support decisions made.

### **3. Conflict of Interest**

if a PCC member is also a member of another organisation that may have a conflict of interest with ASW, then they must declare this to the PCC in advance and be transparent as to whose interests they represent in any matter of PCC business.

### **4. Effective and efficient working**

The Standing Committee usually meets prior to a PCC meeting and will set the agenda for the forthcoming meeting.

Efficient working of the Council requires the use of Committees and some discussions between and before meetings. However, PCC members are discouraged from entering into email debates between meetings. There is a danger that such email discussions generate more “heat” than “light”, they are not an effective use of time, and some members can find themselves excluded from the discussion. Please wait until the meeting itself to debate!

Matters of disagreement, concern or clarification should be raised with the chair of the relevant committee before the meeting in order that necessary discussions are constructive and productive. Essentially a ‘no surprises’ rule. This does not mean that disagreements are not to be aired – but to be done so in a way which ensures proper discussion.

Recommendations from Committees and Working Groups: Where agreement of the whole Council is required, recommendations should usually be either: agreed; agreed with small amendments; or returned

to the Committee/Group for further work with the comments of the full PCC following discussion.

## **5. Minutes and notes of meetings**

The minutes of PCC meetings are not designed to be a complete transcript of the meeting. They are there to record what was decided, what actions are necessary as a result and give a brief indication of the discussion leading up to the decision. Minutes are written to help those who will be reading them in the future to understand what was decided and why.

Draft PCC minutes are circulated to members as soon as possible after the meeting and after they have been reviewed by the Chair of the PCC. We invite members to suggest amendments to minutes direct to the PCC Secretary before the next meeting to avoid time spent discussing previous minutes.

Minutes of PCC meetings are published on the church website and made available to church members on request subject to any confidential notes being removed. Where confidential notes have been removed this will be indicated in the published minutes.

Summary information of important decisions made by PCC is passed on to the whole church in the Friday e-newsletter.

Minutes are kept of Standing Committee meetings and these are circulated to the PCC for their information once they have been approved by the following Standing Committee meeting or the Chair of the Standing Committee (if no meeting has taken place before the PCC meeting).

PCC Committees are not required to keep formal minutes but are asked to report regularly in writing to the PCC in accordance with an annual PCC Agenda Planner. Time will be provided on the PCC Agenda

for this and non-PCC members of the Committee may be invited to PCC to give input.

## **6. And Finally!**

It is quite in order for the Church Council to be enjoyable!

## **F. MEMBERSHIP OF THE PCC 2025/26**

Membership of the PCC is governed by the Church Representation Rules and is made up of all clergy licenced to the parish, elected churchwardens, those on the electoral roll of the parish who are lay members of deanery, diocesan or general synod and (for a church of our size) 15 elected lay members. A PCC with 15 elected lay members may also co-opt up to three members during the year. If eligible, any members so co-opted will normally stand for full election at the next APCM.

### **Current Representation (2025/26):**

#### **2 Clergy – ex officio**

- Tom Yacomeni
- Emma King

#### **2 Churchwardens - ex officio**

- Peter Ward
- Rosie Coates

#### **2 Readers- as agreed at the APCM**

- Tom Peryer
- *[Pippa Page – on PCC through being a Deanery Synod Representative of ASW]*

### **(up to) 4 Current Elected Deanery Synod Members**

- Hylton Aspen
- *[Peter Ward – on PCC through being an elected Churchwarden )*
- Pippa Page

### **15 Elected PCC Members for a Electoral Roll of over 200**

- Tim Atkins
- Pat Dunlop
- Michael Everson
- Robert Groezinger
- Peter Heywood
- Steve Jones
- Sarah Kwan
- Anne-Marie Lewis
- Robin Lewis
- Vera Podger
- Nathan Ward
- Pam Wendzina
- Vacancy
- Vacancy
- Vacancy

### **Co-opted Member(s)**

- Rob Gray (Treasurer)

### **PCC Secretary**

- Pat Dunlop

*Staff members are invited from time to time to share with the PCC news from their specific ministry department.*

## **G. PATTERN & DATES OF MEETINGS**

The normal pattern of meetings for the PCC is 8 evening meetings per year plus a Saturday AwayDay in the autumn term. If there are very significant and complex decisions to be made, a special meeting may also be convened. No record of attendance is kept (other than in the minutes) but PCC members are requested to give priority to attending meetings. The dates for the 2025/25 year are:

**2025:**            2 June  7 July  6 October  3 November  1 December

**AwayDay:**    13 September 2025 at Freshford

**2026:**            TBC

## H. PCC POLICIES

This list is work in progress!

<b>Policy Name</b>	<b>Author</b>	<b>Approval Body</b>
Approval of Expenditure and Procurement	Finance Committee	PCC
Statement of Financial Principles	Rob Gray	PCC
Legacies	Finance Committee	PCC
Safeguarding	Safeguarding Officers	PCC
Employee Handbook	Finance Committee	PCC
Salary Structure	Finance Committee	PCC
Redundancy and Redeployment Policy	Finance Committee	PCC
Handling of Disclosure Information	Kevin Hurley	PCC
The function and role of the Standing Committee	Standing Committee	PCC
Risk Assessment and Mitigation Review	Mike Everson	PCC
Mission Team Guidelines	Mission Team	PCC

# I. ALL SAINTS CHURCH ORGANISATION CHART - SEPTEMBER 2025



## ALL SAINTS WESTON BENEFICE CHURCH STRUCTURE SEPT 2025







