



DIOCESE OF WINCHESTER

PCC Secretaries' Handbook

Welcome

Welcome to the office of PCC Secretary. Every year a number of enquiries are received at the Diocesan Office for information about the responsibilities of a PCC Secretary, particularly from new holders of the office.

This booklet attempts to set out the main responsibilities of the PCC Secretary and offer useful guidance on best practice. However, it is in no way a definitive reference tool and should always be read in conjunction with the *Church Representation Rules*.

Please do let us know if you have any suggestions for additional information you would like included or areas where further clarification would be helpful. It is our intention to make this handbook available on the Diocesan website in the near future to allow us to keep it regularly updated.

We hope that this will further enable us all to work together in supporting the work of the Church.

Finally, please ensure that this booklet is passed on to your successor when there is a change of PCC Secretary.

Colin Harbidge
Assistant Diocesan Secretary

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Our calling under God
mission led . caring . learning . expectant . generous

Role

The primary responsibilities of a PCC Secretary are to support the Chairman in the preparation and organisation of meetings and to handle all correspondence on behalf of the PCC. The Diocesan Office will also need to contact you from time to time requesting specific information. Every effort is made to keep this to a minimum so we should be grateful if you would respond to all communications as soon as possible.

Key Tasks

- î To inform the Diocesan Office of his/her name and that of the other officers elected at the Annual Parochial Church Meeting (APCM) by returning the Return of Parochial Officers form sent in the Secretaries' mailing.
- î To liaise with the Parish Priest, who is the Chairman of the Parochial Church Council (PCC), over the preparation of the agenda and supporting papers for meetings of the PCC (to liaise with the Vice Chairman during a vacancy).
- î To advise PCC members at least ten days in advance of the next meeting, and to prepare, produce and issue the agenda and supporting papers to every member in good time, at least seven days before the meeting.
- î To attend PCC meetings and take accurate notes from which to prepare the minutes.
- î To produce and distribute the minutes of each meeting.
- î To ensure that a copy of the minutes and any supporting papers (but excluding any confidential items) are available for public inspection.
- î To keep an accurate record of attendance at meetings.
- î To ensure that the PCC fix the dates of future meetings.
- î To record all resolutions passed by the Council, together with the names of the proposer and seconder and voting figures.
- î To handle correspondence on behalf of the Parish.
- î To respond to requests from the Diocesan Office from time to time, eg to convene a Section Eleven meeting which must be held within four weeks of receiving notice of a

forthcoming vacancy in the benefice from the Designated Officer (jointly with fellow PCC Secretaries in a multi-parish benefice).

- î To organise the Annual Parochial Church Meeting (APCM); post the appropriate notices and commission; collect, duplicate and issue written reports, agendas and minutes.
- î To prepare, or have prepared, an Annual Report to the APCM on the work of the PCC and send, or arrange to have sent, a copy to the Diocesan Secretary together with a copy of the Annual Accounts.
- î To ensure that there is an up to date copy of the *Church Representation Rules* available at the meeting and understand particularly the rules relating to voting procedures and the eligibility of persons to vote.
- î To notify the Diocesan Office of any change in parish officers, or their contact details as soon as possible, ie PCC Secretary, Treasurer or Electoral Roll Officer.
- î To notify the Diocesan Office and Deanery Synod Secretary of changes in Parish Representatives on Deanery Synod.

In addition Secretaries may be asked:

- î To post the appropriate notice and certificate for the Electoral Roll (in the absence of an Electoral Roll Officer).
- î To service meetings of other groups in the Parish.
- î To seek information from the Diocesan Advisory Committee (DAC) and/or to handle applications for Faculties.

Correspondence

The PCC Secretary will respond to correspondence on behalf of the parish after consultation with the Chairman.

Key Rules Governing PCCs

(See *Church Representation Rules*)

Number of meetings

PCCs must hold at least four meetings a year (as well as the Annual Meeting), spread evenly throughout the year.

Membership

A PCC is made up of all licensed clergy, readers* and lay workers in the parish, benefice or team; the churchwardens; any lay representatives on Deanery Synod, Diocesan Synod or General Synod who are on the electoral roll of the parish; and a number of elected lay representatives whose names must appear on the electoral roll. The number of elected representatives a PCC can have is dependent on the size of the electoral roll.

The PCC can also decide to co-opt at least two additional members on to the PCC as long as this is not higher in number than one-fifth of the elected lay representatives on the Council. All co-opted members have to be either ordained or be lay communicants over sixteen years old.

The number of elected lay members a parish can have on their PCC is dependant on the size of their

Number on the Electoral Roll	Number of Elected Representatives
50 or under	6
51-100	9
101-200	12
201-300	15

electoral roll. For a roll of:

If a parish wishes to have more than 15 elected representatives this must be agreed at an APCM and a special resolution passed.

Quorum

A PCC is quorate, ie can conduct business, if a third of its current membership is present.

Business

Three quarters of the members present at a meeting must consent to the transaction of any non-Agenda item of business.

Voting

This is decided by a simple majority of those members present and voting (the Chairman has a second, or casting vote if necessary).

Postponed Meeting

If a meeting has to be postponed, PCC members must be given written notice of the date of the reconvened meeting within fourteen days of the postponed meeting.

Emergency Meetings

- Can be convened by the Chairman with at least three clear days' notice in writing.
- The quorum for such a meeting is a majority of PCC members.
- Only business specified in the notice convening the meeting may be transacted.

Committees

The PCC must appoint a Standing Committee of at least five people (the Parish Priest and Churchwardens are members ex-officio; the PCC must appoint at least another two PCC members).

The PCC may appoint other committees (eg for Mission and Evangelism, Fabric, Worship, Stewardship, etc).

Two of the main regular duties of a PCC Secretary are the production of agendas and the recording of minutes. Advice on this is set out overleaf.

* Readers are not automatically ex-officio members of the PCC. But are only members of the PCC if the APCM so determines, and it can decide which and how many of the readers if there are several. The determination of the APCM continues until it is changed at another APCM, and does not have to be addressed every year. Readers will also be eligible for election to the PCC as representatives of the Laity if they are on the electoral roll of the parish.

Template—Agenda

DRAFT AGENDA FOR PCC MEETINGS (GENERAL GUIDE ONLY)

PCC FOR THE PARISH OF ST MARK'S, BOURNECHESTER

A meeting of the PCC for the parish of St Mark's Bournechester will be held on
Wednesday 14 January 2009 at 7.00 pm in the church hall.

PCC Secretary [Your Name], [Date of Circulation]

AGENDA

1	Welcome & Prayers	
2	Apologies	
3	Declarations of Interest	
4	Minutes (previously circulated) To approve the minutes of the last meeting held on the 16 January 2009 as an accurate record.	
5	Matters Arising from the Minutes i. Fabric Committee report, Minutes PCC 09/03 To note that three quotes have been received for the works to the roof. See Fabric Report attached.	<i>Decision required</i>
6	Quinquennial Inspection Report The Church Architect will be attending the meeting to present his latest inspection report to the PCC.	<i>Item for information</i>
7	Deanery Synod Report To receive a report from our Deanery Synod representatives following their last meeting, paper PCC 09/01, re a proposal to appoint a part-time youth worker for the Deanery.	<i>Decision required</i>
8	Correspondence	
9	Any Other Urgent Business Items to be notified to the Chairman in advance.	
10	Date of Next Meeting: 27 March 2009 at 7.00 pm Including a review of the Annual Accounts and Report.	
11	Confidentiality To agree any items which should not be contained in the public record.	

Notes

If a guest is attending for one or a limited number of items it is helpful to place the item(s) near the beginning of the agenda so that the guest need not remain for items for which he/she is not required.

Any other urgent business - any item requiring an answer should be notified to the Chairman or Parish Priest at least forty-eight hours before the meeting. Major items of business should NOT be raised under this heading, except in an emergency. They should be included as separate items on the next agenda.

Agendas

Agendas should be prepared in consultation with the Chairman and finalised by the Standing Committee. Agendas should be circulated seven days prior to the meeting. Remember that any member of the PCC is entitled to ask for an item to be included (however, it does not have to be accepted). Any additional papers should be attached and a copy should be available in the church for inspection by the public, with the exception of confidential matters.

Regular agenda items will be:

- î Apologies for absence.
- î Conflicts of interest.
- î Confirming the minutes of the last meeting.
- î Matters arising from the minutes.
- î Receiving minutes of sub-committees and working parties (if these have been established by the PCC).
- î Matters arising from these minutes.
- î Correspondence.
- î Any items requested by the Deanery or Diocese.
- î Confidentiality.

Each agenda item should be worded in a way that makes its purpose clear. It may even be helpful to indicate how much time is expected to be spent on each item.

Ten clear days before the meeting a notice announcing the meeting and signed by the Parish Priest should be posted in the church porch.

Minutes—Ten Points for Success!

1. Listen to the discussion and note the points on which the meeting reaches general agreement. If there is a clear split in opinion summarise both sides. Record the decision, but don't try to write a transcript.
2. If you are unsure of the decisions taken on a particular item you must ask the Chairman to summarise the discussion. A good Chairman will do this anyway, for the benefit of the meeting as a whole, especially if the discussion has been a long one.
3. Make notes during the meeting and write up the minutes afterwards. Do this as soon as possible while the proceedings are still fresh in your mind.
4. Minutes are effectively a history of the PCC and as such should normally be written in the past tense. They should be written so as to give someone who was not at the meeting a clear summary of what took place.
5. Sections and paragraphs within the minutes should be numbered for easy reference and should have clear headings. It will help to start with the year, eg 09/03.
6. Matters discussed in different parts of the meeting can be brought together in the minutes if this makes the record of the meeting more understandable.
7. When the PCC decides on action to be taken, make sure that both the action and the person taking it are clearly shown in the minutes. You may find it helpful to include an 'Action Column' which lists the person responsible against each item. Alternatively you could underline, or show in capital letters both the action and the person taking it.
8. The PCC as a whole is responsible for the decisions taken at its meetings. However, any member can ask to have his/her dissent formally recorded in the minutes.
9. Where the PCC decides that part of the meeting is confidential, you should minute those items separately (preferably on coloured paper and marked 'Confidential').
10. When you have written the draft minutes show them to the Chairman for approval. Then get them typed, photocopied (keep some spares) and circulated. It is best if the minutes are circulated as soon as possible after the meeting. They will not, of course, be formally agreed until the next full meeting of the PCC so retain your original notes.

Template—Minutes

PCC FOR THE PARISH OF ST MARK'S, BOURNECHESTER

Minutes of the meeting held at 7.00 pm on Wednesday 14 January 2009 in the church hall.

Present:	The Revd J Smith (Chair)	Mr J Bloggs (Churchwarden)
	Mrs J Doe (Churchwarden)	Mr A Darling (Treasurer)
	Mr A Robinson (Secretary)	Mrs P Green
	Mr C Grant	Miss C Jones (Deanery Synod Rep)
In Attendance:	Mr C Wren	
Apologies:	Mr A Hopkins (Reader)	

09/01	WELCOME & PRAYERS The Vicar welcomed the members and opened the meeting with prayer.	
09/02	There were no declarations of interest.	
09/03	MINUTES OF THE MEETING HELD 22 NOVEMBER 2008 The Minutes were signed as an accurate record.	
09/04	MATTERS ARISING FROM THE MINUTES i. Fabric Committee report, Minutes PCC 09/03 Mr Grant, as Chairman of the Fabric Committee, reported that three quotes had now been received for the repairs to the roof and that he would be asking the PCC for approval to apply for a Faculty at their next meeting.	Action: CG
09/05	QUINQUENNIAL INSPECTION REPORT The Chairmen welcomed Mr Wren, the church architect to the meeting. Mr Wren went through his report in detail with the Council and specifically asked them to be aware of the urgent need to repair the gutters on the church porch. The Council thanked Mr Wren for his presentation and all his work on this matter and asked Mr Grant to ensure the necessary work was carried out as soon as possible. Mr Wren left the meeting at this point.	Action: CG
09/08	REPORT FROM DEANERY SYNOD Miss Jones introduced her report (paper PCC 09/01) of the last meeting of the Deanery Synod. Amongst the items discussed had been a proposal to appoint a part-time youth worker for the Deanery. The Council thanked Miss Jones for her report and asked that she inform the Deanery Synod of their support for the principle of the youth worker and would welcome further details.	Action: CJ
09/09	CORRESPONDENCE The Secretary reported that a letter had been received from the District Council concerning the War Memorial repairs.	
	NEXT MEETING - 27 MARCH 2009 at 7pm in the Church Hall.	
	CONFIDENTIALITY It was agreed that item # from the Deanery Synod Report would not be included in the public record.	
	There being no other business the meeting closed with the Grace at [time].	

Minutes

The Secretary must keep a record of the proceedings of meetings of the PCC. The purpose of taking minutes is to provide a record of a meeting that is:

- î Accurate
- î Brief
- î Clear

The minutes must include:

- î the title, date, time and location of the meeting.
- î a complete list of everyone present at the meeting.
- î apologies for absence.
- î minutes of the last meeting.
- î record of any corrections.
- î note that minutes were approved.
- î matters arising from the minutes - normally this reports action taken as a result of decisions at the last meeting.
- î a record of all papers that were viewed by the Committee during the meeting.
- î the precise wording of motions, resolutions and amendments together with the names of the proposer and seconder. The results of any votes must also be recorded.
- î only the main points of discussions held. A full transcript of everything that is said is not required.
- î a record of what actions are to be taken and by whom.
- î confidentiality, ie deciding whether any items should not be discussed outside the meeting, and whether any items should be recorded separately in a confidential section.
- î the date of the next meeting.

All minutes should be signed at the next meeting by the Chairman to confirm that they are an accurate record. Any amendments should be added before the minutes are signed.

Circulating the minutes

You should circulate the minutes as soon as possible after the meeting (preferably within two weeks) to prompt those responsible for taking action. At the latest, the minutes must be circulated with the agenda for the next meeting. You must establish with the PCC which arrangements they prefer (if this has not been agreed already). Copies of the minutes should be sent to each member of the PCC, and a copy of the minutes (but not the confidential part) must be available for public inspection.

It is helpful to keep a file with the agenda and minutes (in date order) and you should take the file to each meeting and ensure that the Chairman signs the file copy of the minutes.

Maintaining records

It is important that a complete record of minutes is maintained. An incoming PCC Secretary should check the dates of the earliest minutes taken over and then ask the Records Office for the latest dates of minutes which have been deposited there. Should there be a gap between the two, a search should be instituted in the parish for the missing ones.

Records can be harmed by being stored in the wrong conditions. **All records other than current minutes and accounting records in the custody of the PCC Secretary and Treasurer should be kept in the church safe.** Records, ie parish registers, minute books, deeds, etc, which no longer need to be consulted should be deposited in the appropriate Records Office.

The County or City Archivist will always be pleased to answer queries relating to the storage and disposal of records (*see page 12*).

APCM

The PCC Secretary will organise the Annual Parochial Church Meeting (APCM), posting the appropriate notices, collating the Annual Report of the parish, including the reports required by the *Church Representation Rules* and *Church Accounting Regulations*, and writing the APCM minutes. Two meetings must be held each year before 30 April. The first is the **Annual Meeting of Parishioners** at which Churchwardens are elected; the second is the **Annual Parochial Church Meeting (APCM)**. They are usually held one after the other on the same day and at the same venue.

Notices to be published

These must be on the correct forms as shown in the Appendices to the *Church Representation Rules* and will be available on the new Diocesan website:

a) In Connection with the Electoral Roll

Many parishes will now have an Electoral Roll Officer who carries out these responsibilities. The Electoral Roll is revised annually before the APCM and renewed every six years. The next renewal will be in 2013.

- i) **Church Electoral Roll Certificates** (see *Church Representation Rules*). Certificates are sent to all parishes by the Diocesan Office for completion and return by **1 June**.
- ii) **Annual Revision** (see *Church Representation Rules*). Four to six weeks before the APCM, display the notice of intended revision (fifteen days' notice must be given and revision must be completed between fifteen and twenty eight days of the APCM). At least fifteen days before the APCM, display the revised roll.
- iii) **Renewal of Roll**. The Diocesan Office will advise on the procedure and timetable.

b) In Connection with the Meeting

- i) Election of Churchwardens.
- ii) Notice of APCM
Must be posted for a period to include the two Sundays immediately preceding the meeting.
- iii) Results of the elections must be posted as soon as possible after the meeting for a period of fourteen days.

Annual Meeting of Parishioners (Business) (see *Church Representation Rules*)

- î **Purpose:** to elect the Churchwardens.
- î **Who may attend and vote:** all members of the Church Electoral Roll and those resident in the parish and on the Civil Voters List.

Annual Parochial Church Meeting (Business) (see *Church Representation Rules*)

- î **Who may attend:** only members of the Church Electoral Roll may speak and vote.
- î **Essential business:** The APCM shall receive from the PCC and shall be free to discuss:
 - a) A copy of the electoral roll.
 - b) An annual report on the proceedings of the PCC and the activities of the parish generally.
 - c) The financial statements of the PCC for the year preceding 31 December, independently examined or audited (see Rules).
 - d) Audited statements of funds or property if any, remaining in the hands of the PCC at the preceding 31 December.
 - e) A report on the fabric, goods and ornaments of the church or churches in the parish.
 - f) A report on the proceedings of the Deanery Synod.

Elections

Please ensure that before the APCM you and/or the Chairman have studied the relevant *Church Representation Rules* relating to the conduct of such meetings, particularly the rules relating to voting procedures and the eligibility of persons to vote. If you have any queries please contact the Diocesan Office.

THE ANNUAL REPORT

The Charities Act 1993 specifies that 'an Annual Report on the proceedings of the PCC and the activities of the parish generally' should be presented at the APCM.

The Annual Report should also include details of the PCC's finances for the year. The Diocesan Finance Department gives PCC Treasurers advice on preparing this.

Please liaise with your Treasurer when putting together the Report.

For more information on the Annual Report please contact the Diocesan Office.

Forms

Forms for use in connection with APCM and election of churchwardens are listed below, and will be available to download from the Diocesan website:

- î SG1 Application for enrolment on church electoral roll
- î SG2 Revision of church electoral roll
- î Electoral Roll Certificate
- î SG4 Notice of APCM
- î SG5 Election of churchwardens
- î SG6 Nomination of churchwardens

Frequently Asked Questions

1 Do the PCC Secretary and Treasurer need to be an elected member of the PCC?

No, they can simply serve as part of the support staff.

2 Can ex-officio and co-opted members of the PCC vote at meetings?

Yes. Ex-officio members, such as the Parish Priest and Churchwardens, can vote on all agenda items, as can any co-opted members.

3 How long can someone stay on the PCC?

Elected members of the PCC can serve for a term of three years, with a third of all elected members retiring each year. All members are entitled to stand for another term after they have stood down unless the PCC votes to limit the number of years members can serve. *Further details are available under sections 16 and 17 of the Church Representation Rules.*

4 Do we need to tell the Diocesan Office who is on the PCC?

No. The Diocesan Office needs to know details of the Churchwardens, PCC Secretary and PCC Treasurer, but we do not need to know the details of your PCC members, sidesmen, etc. Additionally, we also need to know the details of your Electoral Roll Officer (if you have one) and your Deanery Synod Representatives.

5 How often should our PCC meet?

PCCs are required to meet at least four times a year but may meet more frequently if required. *Further details are available under section 2 of Appendix II of the Church Representation Rules.*

6 How many people need to attend a meeting for it to be quorate (ie, legitimately able to proceed with the business of the agenda)?

For a meeting to be quorate at least a third of the members must be present. If this number (the quorum) is not achieved, the meeting can not make any binding decisions or vote on any agenda issues. The meeting must be rearranged until a quorum is achieved. *Further details are available under section 6 of Appendix II of the Church Representation Rules.*

7 Are we allowed to add extra items to an agenda at the start of the meeting?

If an urgent matter arises for the PCC to discuss after an agenda has been circulated then it is possible for this to be discussed at the meeting under Any Other Business. However, no additional agenda items can be discussed unless three quarters of the members present agree. *Further details are available under section 6 of Appendix II of the Church Representation Rules.*

8 Do we need to have sub-committees?

PCCs are required to have a Standing Committee consisting of the Parish Priest, the Churchwardens and at least two other members of the PCC. The PCC can choose to create sub-committees for specific areas of work, such as church fabric, but there is no requirement to do so. *Further details are available under sections 14 and 15 of Appendix II of the Church Representation Rules.*

9 Can a Fabric Committee apply for Faculties without consulting the PCC?

Although a Fabric Committee can start the Faculty application process no permission can be given for the work to proceed until it has been discussed and approved by the PCC. A copy of the relevant minute will need to be submitted to the Diocesan Office.

10 What steps should the PCC take if it is worried it will not be able to pay its Parish Share in full?

If the PCC is worried about its finances there is support and guidance available. In the first instance it is a good idea to contact your Archdeacon and advise him of your situation, followed by your Rural/Area Dean and Deanery Finance Committee Chairman. The Discipleship Department at the Diocesan Office is always available to provide help and guidance on running stewardship programmes and general fundraising.

11 When does the Electoral Roll have to be renewed?

The Electoral Roll should be revised annually and renewed every six years. This was last done in 2007.

12 When are the next Deanery Synod elections?

Deanery Synod elections are held every three years. This was last done in 2011.

13 How many representatives can each parish have on the Deanery Synod?

The number of representatives a parish can elect on to their Deanery Synod is dependent on the size of their electoral roll. This is calculated as follows:

Electoral Roll Size	Number of Deanery Synod Representatives
1-50	1
51-100	2
101-200	3
201-300	4
301-400	5
401-500	6
501-600	7
601-700	8
701-800	9
801-900	10 (maximum)

14 What should be done with old Church Records and Minute books?

Once a minute book or other parish register is full it should be deposited at the Hampshire or Southampton Records Office. *For further information see page 11 of this handbook.*

15 When will we receive the forms to be returned after the APCM?

The Returns of Parochial Officers (PCC Secretary and PCC Treasurer), of Deanery Synod Representatives and the Electoral Roll Certificate are sent out each year in March/April.

Churchwardens are sent their returns separately.

16 What if we do not have a PCC Secretary?

If the PCC Secretary's post is vacant, the Diocesan Office will send correspondence to the Parish Priest, or the Churchwardens if there is no Parish Priest. However, these people have many other important responsibilities and should not be expected to take on the extra role of PCC Secretary. The PCC should make every effort to find a parishioner willing to serve in this way.

Support & Helpline

As well as the production of papers for the meetings it is advisable for a PCC Secretary to be familiar with the rules governing PCCs. The Diocesan Office will make every effort to keep you updated as to any changes in the Rules but please feel free to contact us directly if you have any queries.

Electronic Templates

Templates for agendas and minutes are available from the Diocesan Office. Please email jayne.tarry@winchester.anglican.org to request your copy.

Data Protection

From time to time you may receive requests or queries regarding Data Protection. If you have any concerns in this area please contact the Diocesan Office.

Records

Please note that very few records are stored at the Diocesan Office. All major records are kept in the Records Offices below.

Mainland parishes except Southampton
Hampshire Archives & Local Studies
 Hampshire Record Office
 Sussex Street
 Winchester SO23 8TH
 01962 846154
enquiries.archives@hants.gov.uk
www.hants.gov.uk/archives

Southampton Parishes
Southampton Records Office
 Civic Centre
 Southampton SO14 7LY
 023 8083 2251
city.archives@southampton.gov.uk
www.southampton.gov.uk/archives

Publications

Below is a list of some publications that provide some useful information relating to the regulations and daily running of PCCs. Copies of these and further publications are available to consult in the Resource Centre at the Diocesan Office, which is open Tuesday to Friday.

Church Representation Rules

2011 edition
 Church House Publishing ISBN 978-0-7151-1041-6

An ABC for the PCC

5th edition 2008
 John Pitchford
 Mowbray ISBN 978 1 906286 01 1

A Handbook for Churchwardens and Parochial Church Councillors

Revised 2006
 Kenneth M Macmorran & Timothy T Briden
 Mowbray ISBN 0 826 4 8153 1

Practical Church Management

2nd edition 2005
 James Behrens
 Gracewing ISBN 0 852 44 602 0

The Diocesan Handbook

Copies have already been issued to your church and the Parish Priest.

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Large print versions of this publication are available on request.

**Our calling under God
mission led • caring • learning • expectant • generous**