

# LOCAL CHURCH COMMITTEE<sup>1</sup>

## EXAMPLE Terms of Reference

### Introduction - Legal situation

1. Each LCC is a sub-committee of the PCC and are to adhere to the Terms of Reference laid down in this document.
2. The PCC is ultimately responsible for the ministry and mission of each local church, is the only legal trust body and therefore cannot delegate overall financial responsibility or overall safeguarding responsibility or overall responsibility for buildings and property. The LCC cannot employ anyone, only the PCC can do this.
3. The LCC exists to assist the PCC in its mission and ministry at a local level. It has no authority or legal status of its own but acts under delegation from the PCC. If an occasion arises when the LCC is unable to make a decision or serious disagreement occurs, the matter may not be resolved by the majority view of the locally elected PCC members, nor by the decision of the churchwardens, but must be referred to the full PCC for resolution.
4. The PCC must agree the ToR for the LCCs.

### Structure

5. The membership of the LCC will include
  - a. The incumbent/priest in charge (ex-officio a member of the LCC but is not expected to attend regular meetings)
  - b. The churchwarden(s) (where relevant)
  - c. Any minister who in their license has a responsibility for the area covered by the church
  - d. Lay members of the PCC living in the village
  - e. Members of the congregation invited by the PCC members of the LCC, invited to serve on the committee in order to fulfil various roles. These individuals may become permanent members of the LCC or they may be invited to attend meetings as required, or for a limited period.
6. At the first meeting following the APCM the LCC elects its own chair.

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<sup>1</sup> This title could be 'Village Church Committee' or 'Local/Village Church Group' or similar.

## Role

7. The role of the LCC is to manage the day-to-day functioning of the church in ... and in particular
  - a. To action any tasks assigned to it by the PCC and under the authority of the PCC.
  - b. To attend to daily administrative matters relating to the local church.
  - c. To refer matters of legal import to the PCC for approval or action.
  - d. To act as a link between the local church and village and the work of the PCC.

## Areas of responsibility

8. Reporting any safeguarding issues to the Parish Safeguarding Officer (or when a more urgent response is needed the Diocesan Safeguarding Adviser and when someone might be in immediate danger the Police).
9. Care of the church building and its resources, health and safety, and preparations for Quinquennial inspections and reporting any concerns of import to the PCC.
10. Care of the churchyard and reporting any concerns of import to the PCC.
11. Keeping the church registers up to date and secure.
12. Following PCC guidance in counting, recording, holding and banking financial collections and donations.<sup>2</sup>
13. The organisation and running of fundraising and church social events.
14. Only spending within agreed budget unless PCC authority is given.
15. The provision of necessities and personal staffing (other than by clergy) for the purposes of public worship and occasional offices.
16. Management of rotas for readers, intercessors, cleaners, sidespersons and hospitality.
17. Opening and locking the church.
18. Keeping an up to date list of church members, in accordance with GDPR guidelines.
19. Local pastoral care, keeping the incumbent/priest in charge informed of any significant pastoral concerns.
20. Communication within the village of local and benefice events.

## Frequency of meetings

21. The LCC is to meet

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<sup>2</sup> An LCC is not required to have a Treasurer and/or other officers, etc but some members of the LCC may carry out some of the related tasks locally to share the load of the PCC/PCC Officers.

- a. At the request of the PCC or its Standing Committee.
- b. When a matter is referred to the LCCC by the PCC for discussion or action.
- c. Before an Annual Parochial Church Meeting in order to discuss PCC membership for the coming year and local contributions to the Annual Report.
- d. At any other such times as it sees fit in order to achieve the work of the church in that place.
- e. In total not less than three times a year.

**Reporting**

22. Brief minutes of decisions should be made and passed onto the PCC Secretary and incumbent/priest in charge within a week of any LCC meeting.

**Areas LCC may not be involved with**

23. The LCC may not
- a. sign contracts (fire extinguishers/photocopiers)
  - b. have responsibility for trust fund (such as property) even if it relates to a local matter
  - c. change patterns of worship
  - d. insist on specific representation for parish representatives during a Vacancy

**Review**

24. These Terms of Reference are to be reviewed by the PCC after 6 months and thereafter on an annual basis following the APCM.

**Termination**

25. Once set up, a LCC can only come to an end by a decision from the Diocesan Mission and Pastoral Committee, which can only be made after consulting both the LCC and PCC.

26. A request to close a LCC may come from the LCC, PCC or Bishop.

***Date of review.....***

Richard Brand 30/08/19