

Role Description: Church Council Member

We long to be a people who are, 'All for Jesus' because he is Lord of All and gave his All for us.

Role:

Member of the All Souls Parochial Church Council

Accountable to:

Charity Commission and, as an elected role, you are also accountable to the church family.

Person:

To be eligible to stand for election to the Church Council, candidates must:

- Be 16 years old or older;
- Have been on the electoral roll of the parish of All Souls, Langham Place for at least 6 months; and
- Be a communicant at the church¹.

There are no legal obligations beyond that but we ask that people who stand for election are committed to:

- All Souls Church's Vision and Values;
- Working with the Rector in promoting in the parish the whole mission of the church. This includes almost everything to do with the church's work in the parish, and its relationship with the deanery and the diocese; and
- Adhering to the Code of Ethics for Those In Ministry and Senior Leadership within All Souls Church.

You don't need any particular expertise - the most important qualification of serving on Church Council is that you love the Lord, his Word and his people. You do, however, need to be nominated by a member of the church who is on the electoral roll. The nomination forms are available from the Church Council secretary: pccsecretary@allsouls.org.

¹ A "communicant" is a person who has received Communion at least three times during the twelve months before the election and whose name is on the Electoral Roll. For full details see the [Church Representation Rules](#).

What does the Church Council do?

The Parochial Church Council works with the Rector in promoting in the parish the whole mission of the church: pastoral, evangelistic, social and ecumenical. It is responsible for the maintenance and repair of the church buildings and moveable objects. It also has overall charge of all expenditure by the church, which includes setting budgets, with the advice of the church's Treasurer. Church Council is the employer of all All Souls staff except for the clergy, who are employed by the diocese.

The powers and duties of the Church Council are defined by legislation and can principally be found in the Parochial Church Councils (Powers) Measure 1956.

The Church Council is a "body corporate", which means that individual members have no decision-making powers apart from the Church Council.

Church Council members are the Trustees of the church, which carries a range of legal obligations, including to make decisions as a Church Council only in the best interest of the Church. As well as those elected from the laity, Church Council members also include clergy, readers, churchwardens and synod members.

Church Council members are normally elected for a term of 3 years and usually stand for no more than 2 consecutive terms.

Detail of the role:

1. Members are expected to attend the monthly Church Council meetings which are held at All Souls church (**7pm one Monday a month**). The meetings are chaired by the Rector who is the Chair of the Church Council. There is also an annual away day, usually in the summer term.
2. Papers for Church Council meetings are generally provided a week in advance of the meeting. They vary in length - some meetings are very light on pre-reading, while others may require several pages. Church Council members are asked to read them carefully, consider any recommendations prayerfully and may raise any questions they have in advance or at the meeting.
3. Upon joining Church Council, new members will receive an induction over the course of an evening, which sets out their duties and obligations as trustees as well as helpful information, such as how the budgeting process works at ASLP, etc. New members must also complete Safeguarding training, which is outlined below.
4. Some Church Council members are asked serve on governance committees (i.e. Finance, Buildings, Risk & Governance, HR & Remuneration, and Safeguarding) which either provide advice or decision making on key areas of the church business, or other ad hoc committees (recent examples include the House Review Committee, Expenditure Review Committee). See the Terms

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For more information, contact pccsecretary@allsouls.org



of Reference for each committee for full details. Governance committees typically meet quarterly.

5. Church Council members are asked to outline any relevant expertise they have, which will be considered when committee vacancies arise. The term in the committee will normally be 3 years, which can be extended by a further term at the discretion of the chair, but normally ends if the member ceases to sit as a member of the Church Council, even if that is less than 3 years.

Safe Recruitment

All Church Council members must complete the Safeguarding Basic Awareness training as well as Foundations and Domestic Abuse training which can be found on the [Church of England Safeguarding Portal](#). Instructions on completing the training will be provided during the induction process.

All Souls Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse to report it immediately.

Safe Recruitment checklist for this role:

1. Enhanced DBS Check will be performed
2. You will receive a Role Description
3. Safeguarding Online Training courses
4. Please look at the [Code of Safer Work](#) practice

Safeguarding Questionnaire/Reminder:

- **Who will you talk to if you observe or are told about child or adult safeguarding concerns?**
Name: Bryan Drummond
Contact: safeguarding.officer@allsouls.org
- **Who is your Diocesan Safeguarding Adviser?**
Name: Vicki Boxall
Contact: vicki.boxall@london.anglican.org

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