

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 ("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.

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.

While you don't need any particular expertise, it is really helpful to have a mix of experience, skills and qualifications among our Church Council members, such as: mission, ministry, ecclesiastical law, disability

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](#).

and inclusion, cross-cultural mission, children and youth, finance, evangelism, human resources, safeguarding, discipleship, governance, risk management, architecture, pastoral care, health and safety, counselling, energy and sustainability and more.

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 most if not all the Church Council meetings, which are held either at All Souls church or All Souls Cleveland Street. They are typically 7pm-9pm and are held in October, November, February, and April. There is also an annual away day, usually in the summer term.
2. The meetings are chaired by the Rector who is the Chair of the Church Council.
3. Papers for Church Council meetings are generally provided a fortnight 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.
4. 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.

5. Church Council members can be asked serve as members of governance committees (i.e. Finance, Buildings, HR & Remuneration, and Safeguarding) which either provide advice or decision making on key areas of the church business. All Church Council members are free to attend any governance committee meeting and are recommended to attend at least one meeting a year. Meeting dates and agendas are published in advance. Governance committees typically meet quarterly.
6. From time to time, there are other ad hoc committees (recent examples include the Housing Review Committee, Income Review Group), where council members may be asked to serve. See the Terms of Reference for each committee for full details.
7. 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, with a maximum of two terms served consecutively. A committee member's term 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 Souls Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy.

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

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: Louise Cathrow, Parish Safeguarding Officer

Contact: safeguarding.officer@allsouls.org

- **Who is your Diocesan Safeguarding Adviser?**

Name: Claire Meaney, Two Cities Diocesan Safeguarding Advisor

Contact: Claire.meaney@london.anglican.org

For more information, contact pccsecretary@allsouls.org

