Role Outline: DCC Secretary

The 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 immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

In embarking on your journey as DCC secretary, we give thanks for your time, talents and dedication to service to God and our church community. The DCC holds a sacred responsibility, serving as the governing body that upholds the mission of the church in harmony with our clergy. It acts as a bridge, carrying information and resolutions between the Diocesan and Deanery Synods and our congregation. As Secretary, you are the heart of communication for the DCC, ensuring the smooth flow of information and the well-being of our operations. May this role description illuminate your path, providing an overview of the tasks that await you and the legislation that guides our path. Remember, this document is not an all-encompassing map, but rather a compass to guide your journey as a DCC secretary.

Your primary role is to be a pillar of support for the Chair, Vice Chair, and Churchwardens, facilitating the organisation of meetings and managing all correspondence on behalf of the DCC. The Diocesan Office may also seek your assistance from time to time, and your prompt response to all communications is necessary and greatly appreciated.

May your service be a blessing to our church community

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| **Role** | DCC Secretary |
| **Responsible to** | Incumbent or Chair (Vice Chair in their absence) and Churchwardens |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
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| *As a volunteer:* |
| * To liaise with the Incumbent who is the Chair of the District Church Council (DCC), Vice Chair and Churchwardens over the preparation of the agenda and supporting papers /reports for meetings of the DCC.
* To advise DCC members at least **10** days in advance of the next meeting, and to prepare, produce and issue the agenda and supporting papers/reports to every member in good time, at least **7** days before the meeting.
* To attend DCC meetings and take accurate notes from which to prepare the minutes.
* Produce draft minutes as soon as possible after the meeting and distribute to Chair, Lay Chair and Churchwardens.
* To distribute the meeting minutes to all DCC members at least **1** week before the next meeting.
* To ensure that a copy of the minutes and any supporting papers (but excluding any confidential items) are available for public inspection.
* To keep an accurate record of attendance at meetings.
* To ensure that the DCC fixes the dates of any future meetings.
* To record all resolutions passed by the Council, together with the names of the proposer and seconder and voting figures.
* Disseminating any information between meetings as required and without delay.
* To handle correspondence as directed.
* To respond to requests from the Diocesan Office from time to time
* To organise the Annual General Meeting (AGM); post the appropriate notices and commission, collect, duplicate and issue written reports, agendas and minutes.
* To encourage the incumbent to prepare an Annual Report to the AGM on the work of the DCC
* **A DCC is quorate**, ie can conduct business, if **one third** of its current membership is present and the majority of persons present are lay.
* **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, DCC members must be given written notice of the date of the reconvened meeting within **14** days of the postponed meeting
* **Business by Correspondence**: The DCC Secretary will circulate items notified to them as business by correspondence by the Chair Vice Chair or Churchwardens in a timely fashion, keeping full details of the item and number of responses and circulate the outcome to the DCC.
* **Maintaining confidentiality at all times**.
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| **Any arrangements for induction, training & support**  |
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| DCC members are required to complete the following training modules within **6** months of their appointment.* **Basic Awareness safeguarding module**
* **Foundation safeguarding module**
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| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)*  |

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| Report to Incumbent or Chair, Lay Chair and Churchwardens |
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| **Role to be reviewed** |

 | As required by the Incumbent and if there is any change to the church structures. |
| **The role is eligible for a criminal record (DBS) check which is renewable every three years.** | No |
| **Level of criminal record (DBS) check which is required for this role** |  |