

**CHURCHWARDENS, PCC and DCC OFFICERS**

**RESOURCING EVENT 2024**

For new and returning Churchwardens and PCC Officers

**Saturday 21st September, 9.20am – 1pm**

[Arrival and coffee from 9.00am]

St Andrew’s, Hinckley Road, Leicester LE3 3PF

This morning session is being offered as an introduction to the work for new churchwardens, deputy churchwardens and church council officers and as a refresher for the more experienced as well as providing time and space to reflect with others on the challenges and opportunities of this vital ministry.

The morning will provide workshops that offer opportunities to consider different dimensions of the duties and roles of PCC and DCC officers particularly focusing on Mission, Governance, Fabric and Finance as well as highlighting resources available with opportunities to ask questions.

Programme

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| --- | --- |
| **9.00 am** | **Arrival**  |
| **9.00am - 9.20am** | **Refreshments** |  |
| **9.20am – 9.30am** | **Welcome & Prayers** |  |
|  |  | **A** | **B** |
| **9.35am – 10.05am** | **Session 1** | Governance  | Bishops Lodge/Communications |
| **10.05am – 10.35am** | **Session 2** | Diocesan Advisory Committee | Church Buildings Team |
| **10.35am – 10.55am** | **Coffee Break** |  |
| **10.55am – 11.25am** | **Session 3** | Finance | Community Engagement and Financial Sustainability |
| **11.25am – 11.55pm** | **Session 4** | Safeguarding | Registry |
| **11.55pm – 1.00pm**  | **Lunch**  | With the Archdeacons – Q and A session |
| **1.00pm** | **Depart** |

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BOOKING INFORMATION

Churchwarden PCC/DCC PCC/DCC Officer

Name:

Address:

Tel: Mobile:

Email:

From the parish of:

Any special dietary requirements:

|  |
| --- |
| **Workshops**: please tick your choice from the following options |
|  | **✓** | A | **✓** | B |
| 9.35 – 10.05am |  | Governance |  | Bishops Lodge/Communications |
| 10.05 – 10.35am |  | Diocesan Advisory Committee [DAC] |  | Church Buildings Team[CBT] |
|  |  |  |  |  |
| 10.55 – 11.25am |  | Finance  |  | Community Engagement and Financial Sustainability |
| 11.25 – 11.55am |  | Safeguarding |  | Registry |
| 11.55am - 1pm |  | Lunch with the Archdeacons Q + A |

**Governance:** Human Resources - where people are employed by the PCC i.e administrator. Running PCC meetings. General Data Protection Regulations.

**Bishops Lodge / Communications**

BL - how announcements are made following appointments / resignations

Comms - how we support parishes when there is media interest in a parish

**DAC:** Explains the faculty process. Churchyards.

**CBT:** Capital projects and funding. Development of proposals. Consultations with communities on building issues.

**Community Engagement and Financial Sustainability:** How the system works. Support for communications with congregations and the wider community around the sustainability of the church.

**Safeguarding:** PCC responsibilities. Attendance agreements. How churchwardens are involved in safeguarding matters and core groups.

**Registry:** Meet the Diocesan Registrar, Lee Colley. How the Registry can support PCCs with all sorts of legal transactions i.e hire agreements, weddings, land and property matters etc.

Please return the completed booking form by **4th September** to:-

Tasha Bhardwaj. St Martins House, 7 Peacock Lane, Leicester LE1 5PZ

or email Tasha.Bhardwaj@LeicesterCofE.org