

Secretary to the
Parochial Church Council
The Parish of Abingdon-on-Thames

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- The secretary works chiefly with the chair of the PCC, the Team Rector, the Parish Administrator and the Diocese of Oxford to facilitate communication within the PCC and with the District Church Councils of the Parish. The postholder will be asked to:
 - distribute agendas for 13 meetings per year (6 PCC; 6 Standing Committee + the Annual Parochial Church Meeting);
 - take minutes and circulate them for PCC meetings and Standing Committee meetings, and support the Parish Administrator and editor of the Parish's Annual Report;
 - receive and send communications between the Diocese of Oxford and the PCC, and circulate relevant information to parish officers and others, as required;
 - liaise with local churches to organise venues for meetings;
 - liaise with those whom the PCC may from time to time invite to meetings;
 - maintain an accurate record of PCC members and contact details.

- The secretary would receive an hourly wage of up to £10 per hour, based on experience.

- The secretary will use IT with ease (Outlook Word, Excel, Power Point), since most PCC communications are electronic.

- The secretary will work with the administrator in maintaining an up-to-date file of PCC minutes and business in hard copy in the Parish Office, and will liaise with the administrator for support in the production of hard-copy documents for the PCC, as required.

- The secretary will have access to a desk available in the Lounge of the Parish Centre and access to the Parish Office computer system and phones.