



# Standing Orders

2018/19

## 1.0 Introduction

1. The Halas Parish is a single Parish and single Benefice, made up of five districts, each with its own Parish Church.
2. The five Districts are:
  - (a) Cradley (Parish Church of St Peter)
  - (b) Halesowen (Parish Church of St John the Baptist)
  - (c) Hasbury (Parish Church of St Margaret of Antioch)
  - (d) Lapal (Parish Church of St Peter)
  - (e) Romsley (Parish Church of St Kenelm)
3. The legal entity and governing body for the Parish is the Parochial Church Council of the Ecclesiastical Parish of Halas.
4. The PCC is governed by charitable legislation and is registered with the Charity Commission (No. 1132731).
5. The roles of the Team Rector, Team Vicar and other members of the Team can be found in the Mission and Pastoral Measure 2011 Code of Recommended Practice.
6. The membership of the Team Chapter is:
  - (a) The Team Rector or Priest-in-Charge
  - (b) Team Vicars
  - (c) Any other clerks in Holy Orders who are licensed to the Halas Parish
  - (d) Any other clerks in Holy Orders who are not licensed to the Halas Parish but hold Permission to Officiate within Worcester Diocese and are habitual worshippers within the Halas Parish.
7. The Team Rector or Priest-in-Charge is an ex-officio member of all committees and may choose to attend any meetings of those committees.
8. The Vice-Chair of the PCC is an ex-officio member of all committees and may choose to attend any meetings of those committees.
9. These Standing Orders are based on, and should be read alongside, the following:
  - (a) Church Representation Rules 2017
  - (b) Churchwardens Measure 2001
  - (c) The Parochial Church Council (Powers) Measure 1956
  - (d) Pastoral schemes which have created the Halas Parish
  - (e) Mission and Pastoral Measure 2011 Code of Recommended Practice
  - (f) Legislation relating to Parish Appointments and Representation
  - (g) Canon Law
  - (h) Benefice and Parish of Halas – scheme made pursuant to Church Representation Rule (CRR) 18 (“the Section 18 Scheme”)

10. Should there be any dispute about the interpretation of these Standing Orders the Chair of the PCC shall consult the measures, schemes and rules listed in 1.9 and determine a response to the dispute. Should this not resolve the issue the dispute should be referred to the Bishop of Worcester and any decision taken by **him or her** will be final.
11. Should any new measures or rules come into force which impact on these Standing Orders the PCC shall be able to amend them accordingly and report this to the following APCM for ratification.
12. Should a District be added to or leave the Parish a Special Parochial Church Meeting shall be called and amended Standing Orders (including the revised Section 18 Scheme) presented to it for consideration.
13. These Standing Orders shall be reviewed and revised each year in preparation for consideration by the Annual Parochial Church **Meeting** (APCM).

## **2.0 Electoral Roll**

- 2.1 There is one Parish Electoral Roll which then informs Electoral Rolls for each District.
- 2.2 There shall be an Electoral Roll Officer for the Parish who shall appoint, at the recommendation of each District Church Council, an Electoral Roll Officer for each District.
- 2.3 The Electoral Roll shall be administered in accordance with Part 1 of the current Church Representation Rules and section 3 of the Section 18 Scheme.
- 2.4 Any nominations to the electoral roll during the year shall be passed to the District Electoral Roll Officer who shall then pass it to the Parish Electoral Roll Officer. If the individual meets the requirements outlined in the Church Representation Rules to be entered on the roll, then his/her name is entered onto the Parish Electoral Roll and the District Electoral Roll is informed.
- 2.5 Any amendments to the electoral roll during the year must be notified to the next PCC.

## **3.0 Annual Meeting of the Parishioners and the election of Churchwardens**

- 3.1 The Annual Meeting of the Parishioners (AMP) shall meet once each District has held its Annual District Meeting of the Parishioners (ADMP) unless an ADMP has not met in sufficient time for the AMP to take place before 30 April. In this instance this Order shall be waived.
- 3.2 The AMP shall be convened by the Team Rector or Priest-in-Charge.
- 3.3 The AMP shall be held at such a place on such date and at such hour as shall be directed by the previous APCM or by the PCC (which may vary any direction given by a previous APCM) or in the absence of any such direction shall be appointed by the Team Rector or Priest-in-Charge.

- 3.4 The Chair of the AMP shall be the Team Rector or the Priest-in-Charge.
- 3.5 In the event of a vacancy of the Benefice or the inability of the Team Rector or Priest-in-Charge to convene or chair the meeting the Vice-Chair of the Parochial Church Council (PCC) shall chair the meeting. If the Bishop of Worcester has appointed an Acting Priest-in-Charge in that situation they may convene or chair the meeting instead.
- 3.6 There shall be two churchwardens for each Parish Church within the Parish however, they shall be churchwardens for the whole Parish. These shall be presented to and voted on by the AMP of the Halas Parish from the ADMPs.
- 3.7 Where an ADMP does not nominate sufficient people to fill its two Churchwarden positions these positions shall remain vacant until such time as nominees can be found. This will then be voted on by PCC and the nominations will be made to the Bishop to fill the vacancy.
- 3.8 A person may serve as Churchwarden in the Halas Parish for six successive periods of office. In the event of no one being nominated to become Churchwarden this Order can be suspended.
- 3.9 The ability to stand and the election of churchwardens shall be done in accordance with the Churchwardens Measure 2011.
- 3.10 Those entitled to vote on the election of churchwardens are:
- (a) the persons whose names are entered on the church electoral roll of the Parish
  - (b) the persons resident in the parish whose names are entered on a register of local government electors by reason of such residence
- 3.11 The AMP shall receive the Parish electoral roll.

#### **4.0 Annual Parochial Church Meeting**

- 4.1 The APCM shall meet in accordance with Part II of the Church Representation Rules 2011.
- 4.2 The APCM shall meet once each District has held its Annual District Church Meeting (ADCM) unless an ADCM has not met in sufficient time for the APCM to take place before 30 April. In this instance this Order shall be waived.
- 4.3 The APCM shall be convened by the Team Rector or the Priest-in-Charge.
- 4.4 The APCM shall be held at such a place on such date and at such hour as shall be directed by the previous APCM or by the PCC (which may vary any direction given by a previous ADCM) or in the absence of any such direction shall be appointed by the Team Rector or Priest-in-Charge.
- 4.5 The Chair of the APCM shall be the Team Rector or the Priest-in-Charge.

- 4.6 In the event of a vacancy of the Benefice or the inability of the Team Rector or Priest-in-Charge to chair the meeting the Vice-Chair of the Parochial Church Council (PCC) shall chair the meeting. If the Bishop of Worcester has appointed an Acting Priest-in-Charge in that situation they may chair the meeting instead.
- 4.7 All lay persons whose names are entered on the electoral roll of the Halas Parish shall be entitled to attend the annual meeting and to take part in its proceedings.
- 4.8 All Clerks in Holy Orders who are licensed to the Halas Parish shall be entitled to attend the annual meeting of the Parish and take part in its proceedings.
- 4.9 All Clerks in Holy Orders who are resident in the Halas Parish but are not licensed to the Parish shall be entitled to attend the annual meeting of the Parish and take part in its proceedings.
- 4.10 All Clerks in Holy Orders who are not licensed to the Halas Parish and do not live in the Parish but are habitual worshippers in the Parish shall be entitled to attend the annual meeting of the Parish and take part in its proceedings.
- 4.11 The APCM shall elect the Vice-Chair of the PCC (who must be on the Parish electoral roll).
- 4.12 The APCM shall elect lay representatives to the Dudley Deanery Synod every three years. There will be one representative from each District listed in 1.2 and any further seats on the Deanery Synod will be filled from any District in the Parish. Where a vacancy arises on the Deanery Synod the PCC shall elect a new representative to the Deanery Synod until the following APCM when this appointment will be voted upon.
- 4.13 The APCM shall elect lay representatives to the Dudley Deanery Pastoral Committee every three years. There will be one representative from each District listed in 1.2. Where a vacancy arises on the Dudley Deanery Pastoral Committee the PCC shall elect a new representative to the Dudley Deanery Pastoral Committee until the following APCM when this new appointment will be voted up.
- 4.14 The APCM shall receive ten members of the laity elected to the PCC, two nominations taken from each ADCM.
- 4.15 The APCM shall elect members of the laity to the following committees:
- (a) Goodman Bequest Committee (one representative for the Parish)
  - (b) Churches Together Halesowen Committee (two representatives per District)
  - (c) Deanery Pastoral Committee (one representative per District for three years, to serve for the same period of duration as the Deanery Synod)
  - (d) Outward Giving Committee (one representative per District)
  - (e) Halas Parish Charities (one representative per District)
  - (f) Team Safeguarding Officer (nominated by the Team Rector or the Priest-in-Charge)
- 4.16 The APCM shall receive the following nominations made by each Team Vicar for their individual district:

- (a) Safeguarding Officer (one representative per District)
- (b) Parish Employment Committee (PEC) (one representative per District)

- 4.17 The APCM shall appoint sidespersons.
- 4.18 The Parish Auditor or Examiner shall be appointed annually by the APCM in accordance with the requirements of the Charities Act 2011 and subsequent legislation.
- 4.19 No clerk in Holy Orders shall be entitled to vote in the election of any parochial representatives of the laity.
- 4.20 Safeguarding policies for children and vulnerable adults shall be reviewed and considered by the APCM on an annual basis and shall be implemented at a Parish and District level. Every member of the PCC has responsibility for owning and upholding the Parish safeguarding policies.
- 4.21 The APCM shall review and confirm the maximum limit of expenditure and the maximum incurrence of any liability that can be delegated to each DCC and the PEC without reference to the PCC. This Order excludes the conclusion of routine contracts for the provision of energy and insurance (but each DCC must advise the PCC and PFC when such agreements are concluded).
- 4.22 The APCM shall review and confirm the maximum limit of expenditure and the maximum incurrence of any liability which can be delegated to the Parish Employment Committee without reference to the PCC.

## **5.0 Parochial Church Council**

- 5.1 The Chair of the PCC shall be the Team Rector or Priest-in-Charge of the Halas Parish.
- 5.2 If the Chair of the PCC is not present the Vice-Chair of the PCC shall chair the meeting of the PCC.
- 5.3 Full voting members of the PCC are trustees of the Parish and shall be suitably trained to ensure they understand their role as trustee.
- 5.4 Full voting members of the PCC are as follows:
- (a) All clerks in Holy Orders beneficed in or licensed to the Halas Parish
  - (b) Any deaconess or lay worker licensed to the Parish
  - (c) All Parish churchwardens
  - (d) All members of any deanery synod, diocesan synod or the General Synod who are on the electoral roll of the Halas Parish
  - (e) 10 members of the laity, two from each District
  - (f) The Parish Safeguarding Officer
  - (g) The Chair of the PFC.
- 5.5 The following people shall be invited to PCC and will have the right to speak but not vote:

- (a) Any clerk in Holy Orders who is a habitual worshipper within the Parish who is not a full voting member of the PCC by virtue of 5.4
  - (b) All Readers licensed to the Parish who is not a full voting member of the PCC by virtue of 5.4
  - (c) The Parish Administrator
  - (d) Any other person voted upon by the PCC
- 5.6 The PCC can elect co-opted members to it. Co-opted members will be accorded full speaking rights at the PCC. **The PCC will decide whether the Co-opted member will be given full voting rights at PCC meetings.**
- 5.7 The number of co-opted members shall not exceed half the number of elected members of the PCC.
- 5.8 At the first PCC of the year the following officers shall be elected:
- (a) Parish Treasurer (who may or may not be a member or co-opted member of the PCC and who may or may not be on the electoral roll)
  - (b) Secretary (who may or may not be a member or co-opted member of the PCC and who may or may not be on the electoral roll)
  - (c) Electoral Roll Officer (who may or may not be a member or co-opted member of the PCC and who may or may not be on the electoral roll)
- 5.9 There shall be at least four PCC meetings each year.
- 5.10 The quorum for the PCC is one third of all voting members.
- 5.11 Agendas for meetings of the PCC along with the minutes of the preceding meeting shall be displayed in each Church for one Sunday in advance of the meeting.
- 5.12 Items for PCC agendas which require a decision will be given to the Secretary two weeks in advance of the meeting. Where an urgent issue requiring decision occurs after this period the Chair and Vice-Chair will decide whether it should be considered by the meeting.
- 5.13 Any other business at PCC will only be taken on the agreement of the Chair of PCC or the Vice-Chair in their absence.
- 5.14 The following delegations are made from the PCC to the DCCs:
- (a) The amount which can be spent and any liability incurred up to this amount without reference to the PCC.
  - (b) responsibility for the fabric of the church in the District, including insurance and maintenance of the Church and its fittings
  - (c) responsibility for the finances of the Church in the District and in particular expenditure in connection with the exercise of Church ministry in that District
  - (d) for raising the appropriate proportion of the diocesan quota (parish share)
  - (e) to establish any subcommittee of the DCC
- 5.15 The PCC shall not revoke any delegation without the consent of either the DCC or the APCM or a Special Parochial Church Council called to consider the revocation.

- 5.16 The following powers shall not be delegated:
- (a) functions of an interested party under the Pastoral Measure 1983 Part 1
  - (b) the functions of a parochial church council under Part II of the Patronage (Benefices) Measure 1986
  - (c) the functions of a parochial church council under Section 3 of the Priest (Ordination of Women) Measure 1993
  - (d) in respect of producing the financial statement of the Parish
  - (e) functions concerning with the holding or real property and other matters for which separate legal personality is required

Provided that in relation to real property used only by one District the PCC shall follow the directions of the relevant District unless it considers that such action would prejudice the legitimate interests of the Parish.

- 5.17 The financial statement of the Parish must be agreed by the PCC prior to its presentation to the APCM.

- 5.18 The following delegation is made from the PCC to the Vice-Chair of the PCC:

- (a) to hear and make a decision on any stage one employee grievance referred to it by the employee in question

- 5.19 The following delegation is made from the PCC to the Parish Employment Committee:

- (a) to hear and make a decision on any stage two employee grievance referred to it by the employee in question.

- 5.20 The following delegation is made from the PCC to the Team Rector or Priest-in-Charge (or in their absence a Team Vicar to be agreed by the Team Chapter) and the Lay Chair of PCC, unless the interview is for a District position and then the delegation is made to the team Vicar for that District and the Lay Chair of that District DCC:

- (a) to undertake interviews and make appointments to any employment vacancies within the Parish.

## **6.0 Parochial Church Council Standing Committee**

- 6.1 The membership of the PCC Standing Committee is as follows:

- (a) All clerks in Holy Orders beneficed in or licensed to the Halas Parish
- (b) One churchwarden from each Parish Church
- (c) Vice-Chair of the PCC
- (d) A lay representative of the Parish Finance Committee

- 6.2 At the start of each year the PCC Standing Committee shall set the dates of the PCC meetings and submit them to the APCM.

- 6.3 The PCC Standing Committee shall set the agenda for PCC meetings.

- 6.4 The Standing Committee shall have power to transact the business of the PCC between its meetings subject to any directions given by the PCC.



## **7.0 The Vice-Chair of PCC**

- 7.1 The Vice-Chair may also be known as the Lay Chair of PCC.
- 7.2 The Vice-Chair will also be responsible for convening and chairing meetings of the churchwardens of the Halas Parish when necessary to discuss matters of common concern.

## **8.0 Annual District Meeting of the Parishioners**

- 8.1 There shall be an Annual District Meeting of the Parishioners (ADMP) held in each District which will be held not more than 28 days and not less than seven before the Annual Meeting of the Parishioners (AMP).
- 8.2 ADMPs will be advisory only and make nominations to be voted upon by the AMP.
- 8.3 The ADMP shall be convened by the Team Vicar for that Parish Church.
- 8.4 The ADMP shall be held at such a place on such date and at such hour as shall be directed by the Chair of the ADMP.
- 8.5 The Chair of the ADMP shall be the Team Vicar for that Parish Church.
- 8.6 In the event of a vacancy of the Team Vicar for the District or the inability of the Team Vicar to convene or chair the meeting the Team Rector or Priest-in-Charge or the Vice-Chair of the District Church Council (DCC) shall convene or chair the meeting.
- 8.7 Each ADMP shall nominate and present to the AMP two Churchwardens.
- 8. Those entitled to vote on the nomination of churchwardens are:
  - (a) the persons whose names are entered on the electoral roll of the District section of the Parish Electoral Roll
  - (b) the persons resident in the District whose names are entered on a register of local government electors by reason of such residence
- 8.9 The ADMP shall receive its District section of the electoral roll.

## **9.0 Annual District Church Meeting**

- 9.1 There shall be an annual meeting held in each District which will be held not more than 28 days and not less than seven before the APCM.
- 9.2 The ADCM shall be convened by the Team Vicar for that Parish Church.

- 9.3 The ADCM shall be held at such a place on such date and at such hour as shall be directed by the Chair of the ADCM.
- 9.4 The Chair of the ADCM shall be the Team Vicar for that Parish Church.
- 9.5 In the event of a vacancy of the Team Vicar for the District or the inability of the Team Vicar to convene or chair the meeting the Team Rector or Priest-in-Charge or the Vice-Chair of the DCC shall convene or chair the meeting.
- 9.6 All lay persons whose names are entered on the electoral roll of the District section of the Parish Electoral Roll shall be entitled to attend the annual meeting and to take part in its proceedings.
- 9.7 All Clerks in Holy Orders who are licensed to the Halas Parish shall be entitled to attend the annual meetings of all Districts and take part in their proceedings.
- 9.8 All Clerks in Holy Orders who are resident in the Halas Parish but are not licensed to the Parish shall be entitled to attend the annual meetings of all Districts and take part in their proceedings.
- 9.9 All Clerks in Holy Orders who are not licensed to the Halas Parish and do not live in the Parish but are habitual worshippers in the Parish shall be entitled to attend the annual meetings of all Districts and take part in their proceedings.
- 9.10 All Lay Ministers who are licensed to the Halas Parish shall be entitled to attend the annual meetings of all Districts and take part in their proceedings.
- 9.11 Each ADCM shall:
- (a) elect six representatives to serve on the DCC (in line with 9.12 below)
  - (b) make nominations for submission to the APCM as to the persons to be elected lay representatives to serve on Dudley Deanery Synod
  - (c) make nominations for submission to the APCM as to the persons to be elected lay representatives to serve on Dudley Deanery Pastoral Committee
  - (c) discuss matters of concern to the Church in the District
  - (d) make nominations to the APCM for sidespersons
  - (e) elect two lay people to be members of the PCC
  - (f) elect or ratify any other officers required at an individual District level
- 9.12 Representatives of the laity (9.11a above) serving on the DCC shall hold office from the conclusion of the annual meeting at which they were elected until the conclusion of the following APCM.

## **10.0 District Church Councils**

- 10.1 There shall be a District Church Council for each District within the Parish and each District shall appoint its own DCC.
- 10.2 DCCs are not legal entities and therefore do not have corporate nor charitable status.

- 10.3 The Chair of the DCC shall be the Team Vicar for that Parish Church.
- 10.4 If the Chair of the DCC is not present the Team Rector or Priest-in-Charge or the Vice-Chair of the DCC shall chair the meeting of the DCC.
- 10.5 Full voting members of the DCC are as follows:
- (a) The Team Rector or Priest-in-Charge
  - (b) The Team Vicar for the Parish Church
  - (c) All other clerks in holy orders beneficed or licensed to the Parish
  - (d) Any clerk in Holy Orders who is a habitual worshipper within the District
  - (e) The churchwardens for whom the District is their home church
  - (f) Readers for whom the district is their home church
  - (g) All members of any deanery synod, diocesan synod or the General Synod for whom the District is their home church
  - (h) Eight members of the laity (which must include those elected to the PCC to represent that District)
- 10.6 At the first DCC of the year the following officers shall be elected:
- (a) Vice-Chair of the DCC (who must be a lay member of the DCC)
  - (b) A District Treasurer (who may or may not be a member or co-opted member of the DCC and who may or may not be on the electoral roll)
  - (c) A District Secretary (who may or may not be a member or co-opted member of the DCC and who may or may not be on the electoral roll)
  - (e) Any additional lay members of the DCC Standing Committee
  - (f) One representative to the Parish Finance Committee (PFC)
- 10.7 The DCC shall recommend a District Electoral Roll Officer to the Parish Electoral Roll Officer.
- 10.8 The DCC can elect co-opted members to it. Co-opted members will be accorded full speaking rights at the DCC. **The DCC will decide whether the Co-opted member will be given full voting rights at DCC meetings.**
- 10.9 The number of co-opted members shall not exceed half the number of elected members of the DCC.
- 10.10 There shall be at least four DCC meetings each year.
- 10.11 The quorum for the DCC is one third of all voting members.
- 10.12 Agendas for meetings of the DCC along with the minutes of the preceding meeting shall be displayed in each Church for one Sunday in advance of the meeting.
- 10.13 Items for DCC agendas which require a decision will be given to the Secretary two weeks in advance of the meeting.

- 10.14 Any other business at DCC will only be taken on the agreement of the Chair of DCC or the Vice-Chair in their absence.
- 10.15 The DCC shall monitor their financial position and abide by the requirements of PCC financial policies and charitable and Diocesan guidelines.

### **11.0 District Church Council Standing Committee**

- 11.1 The membership of DCC Standing Committees shall be:
- (a) The Team Vicar for the District
  - (b) Any clerk in Holy Orders who is exercising ministry within the Halas Parish and is a habitual worshiper within the District
  - (c) Any lay ministers who are licensed to the Halas Parish and are habitual worshippers within the District
  - (d) The churchwardens for whom the District is their home church
  - (e) The Vice-Chair of the DCC
  - (f) The Treasurer of the DCC
  - (g) Any other lay persons as elected by the DCC
- 11.2 The DCC Standing Committee shall set the dates of the DCC meetings and submit them one year in advance to the ADCM.
- 11.3 The DCC Standing Committee shall set the agenda for DCC meetings.
- 11.4 The Standing Committee shall have power to transact the business of the DCC between its meetings, subject to any directions given by the PCC and/or the DCC.

### **12.0 Parish Finance Committee**

- 12.1 There will be a Parish Finance Committee (PFC).
- 12.2 The Parish Treasurer will be responsible for the administration of such financial matters within the Halas Parish as concerns all constituent churches, as determined by the PCC.
- 12.3 Membership of the PFC is as follows:
- (a) The Team Rector or Priest-in-Charge
  - (b) All Team Vicars
  - (c) The Parish Treasurer
  - (d) DCC Treasurers
  - (e) One Churchwarden from each District
  - (f) One lay member elected by each DCC
- 12.4 The PCC can elect co-opted members to the PFC, co-opted members shall have speaking, but not voting rights.

- 12.5 The Team Vicars will decide one person from amongst them who will exercise a vote at each meeting (this person can vary from meeting to meeting).
- 12.6 The PFC may invite other individuals to attend its meetings at any time in a consultative and non-voting capacity.
- 12.7 The PFC shall undertake such work as is delegated to it by the PCC namely:
- (a) to monitor the financial position of the PCC and DCCs and report these to the PCC
  - (b) to review and make recommendations to the PCC on any proposal regarding finances which is in excess of the agreed delegated limit
- 12.8 The quorum for PFC is one third of the number of voting members.
- 12.9 At the first PFC after the APCM the following officers shall be elected:
- (a) Chair
  - (b) Vice-chair
  - (c) Secretary

### **13.0 Employment by the Parish**

- 13.1 The PCC is the employer of staff paid for by the Parish and shall agree employment contracts and terms of employment.
- 13.2 Interviews and appointments for employment by the Parish shall be conducted by the Team Rector or Priest-in-Charge and the Lay Chair of PCC.
- 13.3 The Team Rector or Priest-in-Charge will act on behalf of the PCC in all day-to-day line management responsibilities. In the event of a vacancy of the Benefice or the inability of the Team Rector or Priest-in-Charge to act as line manager of employees a Team Vicar shall act in this capacity (to be decided by the Team Chapter).
- 13.4 The person acting as line manager can implement any required disciplinary measures, including suspending or dismissing an employee.
- 13.5 There will be a Parish Employment Committee (PEC).
- 13.6 Membership of the PEC shall be:
- (a) A member of the Team Chapter (who cannot be the Team Rector)
  - (b) One lay representative from each District (which cannot include the Vice-Chair of the PCC)
- 13.7 The PCC can elect co-opted members to the PEC, co-opted members shall have speaking, but not voting rights.

- 13.8 When the PEC is considering contracts and terms of employment the Chair of the PFC shall be invited to attend and speak at the PEC but shall not have voting rights.
- 13.9 PEC shall hear stage two grievances. This is a fully delegated power from the PCC and its decision shall be final. There is no internal recourse after the stage two grievance. Stage two grievance outcomes shall be reported to the next PCC for information.
- 13.10 The PEC shall be responsible for developing employment policies and guidance for all types of employees engaged by the Parish including those who are self-employed or contractors.
- 13.11 All employee guidance and policies shall be reported to the PCC for consideration.
- 13.12 The PEC shall be responsible for developing any policies and guidance required for volunteers acting with the Parish.
- 13.13 All volunteer guidance and policies shall be reported to the PCC for consideration.
- 13.14 Where the PEC requires additional professional support in any of its work HR consultants shall be employed.