

PARISH COUNCIL SECRETARY

The parish council secretary is responsible for:

- Taking the minutes of the parish council meetings and sharing them with the Priest for approval and circulating and ensuring people have time to follow up on agreed actions.
- Making sure the correspondence is given to the priest and where appropriate the churchwardens for action.
- Taking direction from the priest in their duties and responsibilities.
- Keeping a record of all the minutes and ensuring resolutions and decisions are recorded clearly.
- Making the minutes available to parishioners as required and as previously approved by the priest and having a copy ready at the AMP for information for the parishioners.

When this is a paid position (and for those who volunteer in this role), there must be a duty statement which is approved by the Diocese and an employment contract signed by the Diocese to enable appropriate pay levels and accountability for the paid position.