**PCC Code of Conduct- St Cuthberts.**

‘Ground rules’ which underpin the conduct of the meetings.

Some may feel a little prescriptive but over time they may well prove their worth for all involved in facilitating trust, honesty and accountability. These ‘ground rules’ are as follows:

* Contributions to discussions are made through the chair.
* We aim to listen carefully to one another.
* While verbal discussion about agenda items with members of the congregation and other Council members is to be encouraged, to avoid confusion and factions, it is asked that PCC members do not use emails, letters, or social media as a means of discussing Council decisions, following a meeting or of debating an issue prior to a meeting. This sadly leads to PCCs being undermined in their decision.
* Please ensure all your papers are read previously to meeting and any questions sent in advance via PCC secretary. (not all questions can be done this way and discussion is encouraged but simple clarifications can be answered and deeper problems may mean some research can be brought by vicar)
* If a PCC member is unable to attend a meeting and wishes their views to be taken into consideration, an email or letter outlining these views should be sent to the chairperson who will then ensure that the views are fed into the discussion at the meeting.
* Discussions at PCC are confidential, but decisions and minutes belong to the whole church and will be communicated later.
* Discussions are to be conducted with grace and love, speaking and listening to each other with respect –particularly when we disagree with one another – remembering that we are elected to represent the views of church and not just our own agenda.
* If a decision is taken by the majority of the Council it is the responsibility of the whole Council to then support it.
* If there is a paper or indeed any supporting document that is maybe of interest or help to the whole Council, relating to an agenda item, it should first be sent to the vicar.