



VESTRY SECRETARY RESPONSIBILITIES

The following comprises a list of the main responsibilities which are likely to be expected of the Vestry Secretary. The list is not exhaustive, and each charge may have other needs specific to their situation or constitution.

Vestry Meetings

1. Arranging of Vestry meetings including agreeing and circulating Agendas, reports and discussion papers in advance.
2. Taking minutes at meetings (some charges may have a minute taker), circulating to Vestry members and officials.
3. Convening the Annual General Meeting, circulating reports and papers as necessary, and taking minutes of the meeting.
4. Attending to any relevant action points arising.

Other Responsibilities

Attending to the execution of routine Vestry responsibilities, where those duties have been delegated, which may include:

1. Maintenance of the Diocesan Schedule.
2. Annual submission of Schedules to the Diocesan Office.
3. Notifying the Diocesan Office of any changes to the Annual Schedules.
4. Notifying the Diocesan Office of changes to Clergy personnel on form CLAR/I (available from [the SEC Website](#)). One copy should be sent directly to the General Synod Office (GSO) and another to the Diocesan Office for verification.
5. Notifying changes to charge personnel using form CAR/I [from the SEC website](#).
6. Retaining for reference a copy of the Code of Canons, Digest of Resolutions and the Charge constitution. The Code of Canons and Digest of Resolutions are available [on-line at the SEC website](#).
7. Liaising with secretaries in any Linked Charges as necessary.
8. Assisting Clergy in the completion of the annual statistical returns to the Diocese Office, and maintaining congregational records as agreed/delegated by the Clergy.



New Vestry Members

The whole Vestry is responsible for ensuring that Safer Recruitment processes have been used in the recruitment of new Vestry members and others within the charge.

Secretaries should ensure that new members of the Vestry receive an appropriate induction to their role including:

- Signing the appropriate declarations of eligibility and “Fit and Proper Person”, both are [available from the SEC website](#).
- Issuing them with the SEC guidance for Vestries ([available from the SEC website](#)) and the guidance produced by the Office of the Scottish Charity Regulator (OSCR) for Charity Trustees ([available online](#)). It is important that members of the Vestry don't just read this guidance but fully understand the personal responsibilities of being a trustee of a charity in Scotland.
- Ensuring that Vestry members are aware of the contents of the Charge's Constitution and that decisions taken at meetings are in line with the stated objectives of the charge.
- Attending training as provided by the Diocesan Office.

Regulatory Returns and Compliance

1. Ensure the submission to the Office of the Scottish Charity Regulator of all necessary returns, including the Annual Return and, if necessary the Supplementary Monitoring Return, as well as notifications of any changes to the principal contact maintained for the charity by OSCR and changes in the constitution. Guidance notes are available [on the SEC website](#).
2. Ensure that all relevant documents include the prescribed charity reference in accordance with the Charities References in Documents (Scotland) Regulations 2007. OSCR has issued [a guide to all charities](#).
3. Ensure that the congregation complies with the copyright licensing and performing rights requirements. Guidance notes are available [on the SEC website](#).
4. Ensure that all records comply with the principles of the Data Protection Act and GDPR. Guidance notes and templates are available [on the SEC website](#).
5. Ensure that Vestry members are kept up-to-date on guidance issued by OSCR, the Diocesan Office and/or the General Synod Office.

NOTE: This information has been taken from [the Scottish Episcopal Church website](#).