

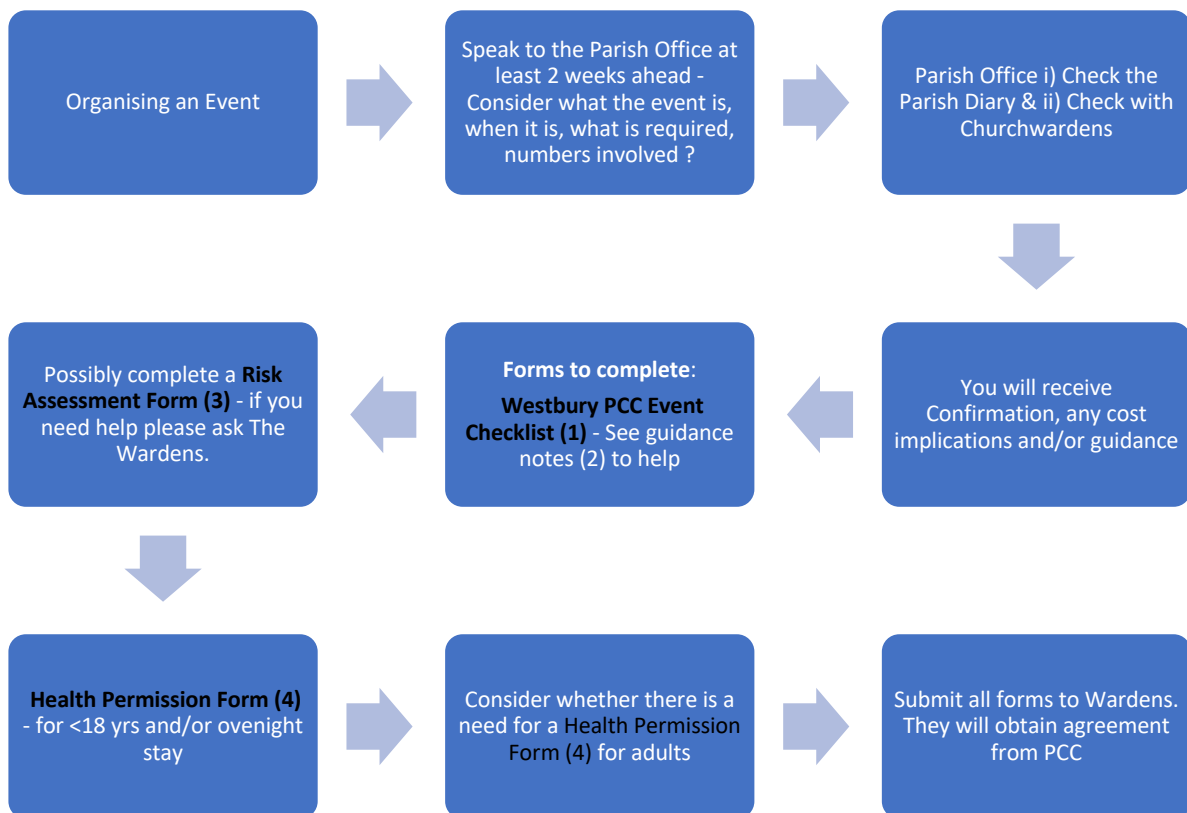
Forms and Procedures

Flow charts and Form List

1) Organising an event – either as a one-off or an activity within a Group.

Where a group meets throughout the year, please can the leader go through Flowchart 1 at the beginning of the year (or probably each term in respect of youth activities) and submit to Wardens with a programme of events/activities. Please also Review Flowchart 2 at that time and Flowchart 4.

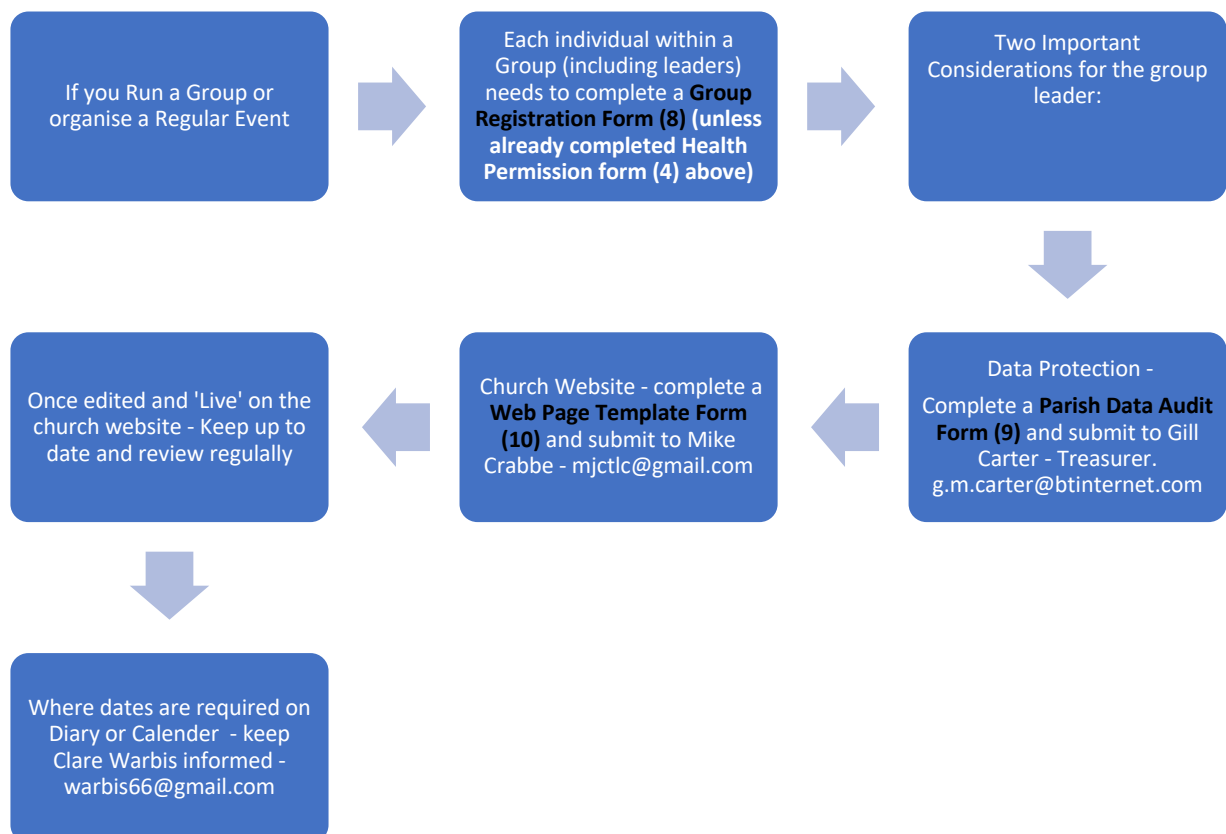
Numbers in brackets are the Form Numbers as below.



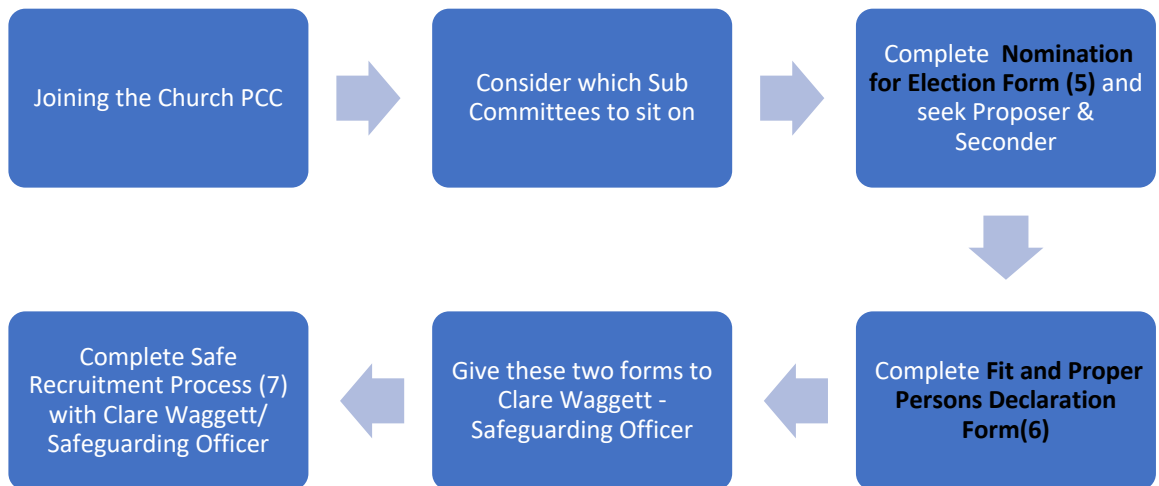
2) Regular meeting/activity of a Group – In addition to 1 above

Not intended for Church House Groups or many committees – undertaking the daily business of the church – i.e. Worship Committee, Pastoral Committee, Standing Committee, Missionary Committee etc.

Where a committee is involved in organising events, that require PCC approval, like Social Committee, Youth Committee, then it is recommended to follow the flowchart below.



3) Joining the PCC



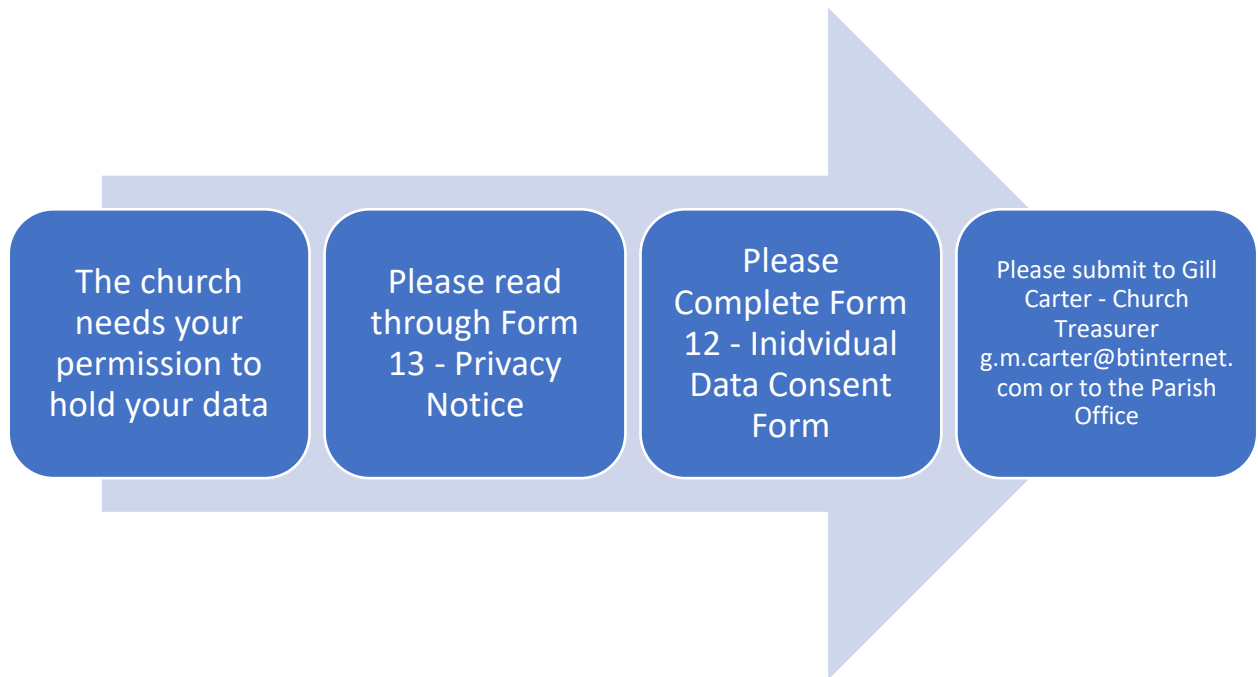
Please be aware that an application is not confirmed until the full process is completed.

4) Volunteering as a Leader/ Assistant in a Group/Event



Please be aware that an application is not confirmed until the full process is completed.

5) Data Protection – GDPR Regulations



Library of Documents

- **Form 1 - PCC Event Checklist Form**
- **Form 2 - PCC Event Checklist Form (guidance notes)**
- **Form 3 - Risk Assessment Form**
- **Form 4 - Health Permission Form**
- **Form 5 - PCC Nomination for Election Form**
- **Form 6 - PCC Fit and Proper Persons Declaration Form**
- **Form 7 - Safe Recruitment Process – Clare Waggett issues**
- **Form 8 - Group Registration Form**
- **Form 9 - Parish Data Audit Form (Data Protection)**
- **Form 10 - Web Page Template Form**
- **Form 11 - Flowchart for Information Sharing (group leaders/Data protection)**
- **Form 12 Individual Data Consent Form**
- **Form 13 Privacy Notice – i.e. Reason for individual date consent**

