

Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: Circuit Steward

Group: 2 Workforce (Child/Adult): Adult & Child

Volunteer Role Outline

Role information: Circuit Stewards share collective responsibility for leadership as members of the Circuit Leadership Team along with the Superintendent and Circuit Ministers and in that role have specific duties.

Location: Forest Circuit

Responsible to: The Circuit Superintendent

Eligibility: A confirmed member of The Methodist Church

Commitment: To attend Circuit Meetings and Circuit Leadership Meetings and as part of a team attend Local Church Councils.

Key volunteer activities

Circuit Stewards share collective responsibility for leadership as members of the Circuit Leadership Team along with the Superintendent and Circuit Ministers and in that role have specific duties. From that general responsibility, it follows that the Circuit Stewards should:

- Exercise a general pastoral care for the Circuit staff and their families including issues around stationing;
- Meet as a Leadership Team at least three times a year, before the Circuit Meeting;
- Keep themselves informed of the activities of each local church;
- Be aware of District and Connexional policies affecting the Circuit and its churches;
- Be sensitive to the needs of the Circuit and its officers and staff;
- Inform themselves of developing movements in Methodism and the Church generally;
- Be alert to and take advice on the legal consequences of their office and its responsibilities, eg lay employment, finance, property, and safeguarding, and;
- Develop vision and plan for mission within the Circuit, ensuring appropriate consultation

Personal Skills

- Has a working knowledge of Methodist church structures and protocols and some experience of Circuit Meetings and events;
- Is willing to be supportive and affirming of others;
- Able to maintain confidentiality, be committed and willing to work in a voluntary capacity;
- Has strong communication skills, ideally able to speak at Circuit events and to contribute within services and elsewhere on behalf of the Circuit;

- Is able to demonstrate some of the following skills: administrative, financial, minute secretary, property administrator and/or managing trustee;
- Have an understanding and appreciation for cultural diversity;
- Has sensitivity and willing to support ministers and other lay officers;
- Exercise flexibility, is proactive and constructive;
- Is able to ask for help when needed;
- Has a sense of humour;
- Is an agent for change.

Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

Training and support provided

- Volunteers are supported by the Minister and Circuit Meeting
- Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation and advance Module renewable every four years.
- Out of office expenses can be applied for.

Appointment Period

The appointment is for a maximum of 6 years, approved annually by the Circuit Meeting.

This job description is approved by

Signed..... Date
 (Circuit Meeting)

I have seen and if appointed am prepared to accept the responsibilities of this role.

Signed..... Date
 (Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998