

## Role Description

Note:  
Group 1: Must have DBS and Barring check  
Group 2: Must have DBS check  
Group 3-5: No DBS check.

### Role: Church Steward

#### Group: 2 Workforce (Child/Adult): Child and Adult Workforce

##### Volunteer Role Outline

<b>Role information</b>	Circuit Stewards are corporately responsible with the Superintendent Minister for giving leadership for the spiritual and material well-being of the Circuit, and for upholding and acting upon the decisions of the Circuit Meeting. They add a vital element of continuity to the Circuit
<b>Location:</b>	Circuit wide
<b>Responsible to:</b>	The Circuit Meeting
<b>Eligibility:</b>	Confirmed member of the Methodist Church
<b>Commitment:</b>	Volunteers should be willing to commit to attend circuit Meetings and various monthly meetings.

##### Key volunteer activities

- To be a member of the Circuit Leadership Team and to attend monthly Circuit Leadership Team meetings.
- To attend monthly Circuit Stewards meetings in order to have oversight of the circuit finance, property, staffing and ecumenical responsibilities (SO 553).
- To attend Circuit Meetings.
- To attend some local church council meetings in various parts of the Circuit. (Actual attendance is agreed between the circuit stewards so whenever possible there is a circuit steward present at most church council meeting)
- Where appropriate representing the Circuit at District Synod (meets twice yearly)
- To help to form strategies and proposals to the Circuit Meeting.
- To be a member of at least one of the Circuit "Our Calling Groups" looking at the continued development and growth of the Circuit and its churches, and after an induction period you may be asked to take lay lead responsibility for a particular area of the Circuit's operation
- To carry out the policy of the Circuit Meeting and the general responsibilities of maintaining the Circuit's life and ministry.
- With the Circuit Accountant, ensure that all financial responsibilities are met.
- To be aware of, and where applicable implement, district and connexional policies as they affect the Circuit and its local churches.
- To take responsibility for the appointments of Ministers and Circuit staff as the Circuit Invitation Committee.
- To provide pastoral support for the Ministers, and their families.
- To provide general support for the Circuit staff and volunteers

Further notes on the role can be found in the Methodist Church Constitutional Practice and Discipline Vol 2 section 531, which can be downloaded from [www.methodist.org.uk](http://www.methodist.org.uk)

## **Other**

- Represent the Circuit at Circuit meetings and in Stationing process.
- Be available to attend Committee meetings as appropriate, shared across the team, then report back to the steward's meetings.
- Be caring, supportive and mindful of other's needs, and sensitive to anxieties and issues within the churches. Assess if these need to be passed onto the minister/ Church Council/ circuit.
- Work closely with Safeguarding officer to ensure services comply with safeguarding procedures so all children and vulnerable adults are safe.

## **Personal Skills**

- A love of God and desire to serve the Church in its mission
- A willingness to commit time and energy to the role
- Good communication and administrative skills.
- A willingness to take responsibility and make pragmatic decisions.
- Ability to recognise and develop the gifts of others.
- Have vision and good planning skills and work in a team as an agent for change.
- Ability to organise yourself in order to manage your workload efficiently and to delegate tasks so as not to overburden one person.

## **Boundaries**

In carrying out their role Circuit Stewards must be mindful of not assuming responsibilities proper to the Circuit Meeting.

## **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 other Stewards and the Superintendent Minister
- Volunteers are required to attend safeguarding training; Creating Safer Space - Foundation and Advanced Modules & EDI training.
- Chair of District and
- For further information & help: <https://www.methodist.org.uk/for-churches/office-holders/church-stewards/>
- Expenses can be applied for.

## **Appointment Period:**

This is an annual appointment, initially for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended.

The period of office begins in September

This job description is approved by

Signed..... Date.....  
( on behalf of the Circuit Meeting)

I have seen and accept the responsibilities of this role

Signed..... Date.....  
(Applicant)

NAME: .....

CONTACT DETAILS: .....

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