

Lincoln Circuit

www.lincolnmethodistcircuit.org

Registered Charity No: 1134886

## Role Outline

<b>Role title</b>	<b>Manse Steward</b>
<b>In</b>	Lincoln Methodist Circuit
<b>Responsible to</b>	The Circuit Leadership Team and the Circuit Meeting

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### Overall Responsibility

To be responsible to the Circuit Meeting for one or more of the manses owned by the Lincoln Methodist Circuit

### Part 1

#### Key Responsibilities

*The following duties will be undertaken as part of the role outlined above. All roles within the Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Lincolnshire District Safeguarding Policy.*

- To ensure that the manse is prepared prior to occupancy by a new occupant and that all necessary repairs, replacements and decorations have been carried out, subject to the agreement of the Circuit Meeting;
- To liaise with the New occupant after the commencement of occupancy regarding maintenance and repair;
- To ensure that work is carried out by accredited tradesmen.
- To ensure that the property has the necessary safety certificates and that gas and electrical equipment is checked routinely.
- To visit the manse at least once each year to review the condition of the property and to complete the appropriate Property Schedule.
- To communicate to the Circuit any inadequacy in the accommodation
- To ensure that the Manse log book (held in the Circuit Office) is kept up to date with the annual property schedules and other relevant property related documents. (This will be done in liaison with the Circuit Administrator)
- To ensure that the property file held in the manse is updated with a copy of Quinquennial reports, work sheets, invoices, guarantees, inspection certificates, etc.
- To be a member of the Manse Committee and Property Sub-group
- To be aware of the funds available for manse maintenance as agreed annually by the Circuit Meeting.
- To be aware of P11D taxation implications - This is because some work done on manses when the Minister is in residence can be classed as 'benefit in kind' and would be taxable and have to be reported.

### Skills Required

- Interest and experience in property maintenance
- Administrative skills
- Pastoral sensitivity

The person appointed will usually be a member of the Methodist Church

### Part 2 - Accountability:

This role will be accountable to the Circuit Meeting

This role requires a standard DBS check