

Role Outline

Role title	Circuit Steward
In	Lincoln Methodist Circuit
Responsible to	The Circuit Meeting

Overall Responsibility

The Circuit Stewards are responsible, with the Superintendent and the Ministers appointed to the Circuit, 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

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 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 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 each 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 working 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 appointed circuit treasurer, 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
- To provide pastoral support for the Ministers, and their families where appropriate
- 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

Skills Required

- A love of God and desire to serve the Church in its mission
- A willingness to commit time and energy to the role
- Various skills and individual qualities are required to make an effective Leadership Team, so it is not possible to be prescriptive in this area. *Skills and qualities might include vision; pastoral gift; ability to understand policies & procedures; attention to detail.*

The person appointed will be a member of the Methodist Church

Appointment

This is an annual appointment of the Circuit Meeting, although circuit stewards usually serve for a number of years. However, the appointment will normally be for a maximum of six years. The period of office usually begins in September each year.

Part 2 - Accountability:

This role will be accountable to the Circuit Meeting

This role requires a standard DBS check