



The **Methodist Church**

**Lincoln Circuit (17/2)**

[www.lincolnmethodistcircuit.org](http://www.lincolnmethodistcircuit.org)

Registered Charity No: 1134886

**Lincoln Methodist Circuit  
Circuit Office  
Burton Road Methodist Church  
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Lincoln LN1 3LT**

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## **Background Information for the post of Administrative Support Officer**

***Before completing the Application Form, please read this background information, the Role Description and Person Specification***

### **Who are we?**

The [Methodist Church in Great Britain](http://www.methodistchurch.org.uk) is one of the main denominations of the Christian Faith, with members across the country. We express *Our Calling* through:

- **WORSHIP** - *The Church exists to increase awareness of God's presence and to celebrate God's love.*
- **LEARNING & CARING** - *The Church exists to help people to grow and learn as Christians, through mutual support and care.*
- **SERVICE** - *The Church exists to be a good neighbour to people in need and to challenge injustice.*
- **EVANGELISM** - *The Church exists to make more followers of Jesus Christ.*

The [Lincoln Circuit](http://www.lincolnmethodistcircuit.org) has about 600 members based in 17 churches. The Circuit sits within the [Lincolnshire District](http://www.lincolnmethodistcircuit.org). We have just updated our [Mission, Vision and Values Statement](http://www.lincolnmethodistcircuit.org).

### **Where are we?**

This post is based in the city of Lincoln, being employed by the Lincoln Methodist Circuit. The Circuit spreads from the centre of Lincoln out into the suburbs of Lincoln and the rural community beyond including a number of commuter villages along the way.

### **How are we organised?**

At present each local church has its own trustee body. These are supported by ministers and local preachers who are organised through a gathering of resources into a "circuit", an historic term used since the founding of the Methodist Church.

The Circuit Leadership Team (CLT) comprises three full time presbyters, two part time presbyters (one is also the District Agricultural Chaplain), two part time active retired ministers (supernumerary ministers), a community worker seconded by The Message Trust, three support posts and four volunteer Circuit Stewards.

The Circuit has been considering how we can improve the way in which our churches can be supported in their organisational functions so that they can spend more time on mission and service to their communities and members. In reviewing the trustee arrangements, we anticipate that worshipping communities will collaborate with each other and with the circuit to become more effective.

## **Opportunities and threats**

We believe that everyone has spiritual needs, even though many people choose not to express these in a religious way by belonging to a church. We know too that people have physical needs that are not always met by statutory authorities. As a church with a strong ethos of social justice, we aim to be active in our communities helping people beyond the church as well as those within it.

The Greater Lincoln area will grow considerably over the next 15 years as more houses are built to match demand and economic growth. There is every reason to believe that there will be much for us to do in helping a greater number of people to meet their physical, social and spiritual needs.

Our churches want to be “worshipping communities”, who seek to serve their communities. The Circuit is the means of connect our churches to work collaboratively through the ministerial team. The Circuit co-ordinates activities across its area and provides information and support to individual churches, some of which are finding self-governance a strain. The Circuit is able to support churches and lead initiatives that may be too great for any one church to undertake on its own..

## **How will we address the Circuit’s needs?**

Our aim is to employ people with various skills to complement the work of ministers and the Circuit Leadership Team and support volunteers in our churches. We have a small team of part-time employees with relevant skills who will provide professional support and advice.

## **Who are you?**

You are someone who has an empathy with what we want to achieve.

You have secretarial and administrative skills with the ability to use the latest information and communications technology .

You are able to deliver what others have decided while feeling sufficiently confidence to take informed decisions on matters relevant to your role. You like working in a team and with volunteer trustees while being capable of working on your own initiative.

You like to follow good practice while loving the challenge of finding creative ways to solve new problems.

You are proud of what you achieve and know that there is more to learn.

September 2022

## ORGANISATION CHART

