

## **Circuit Steward**

### **Background and introduction:**

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Minister (ministers name) or Safeguarding Officer (safeguarding officers name)

Steward in the

North Bedfordshire Circuit

Responsible to: The Circuit Meeting

### **Purpose and Objectives:**

Circuit Stewards are appointed in accordance with CPD standing order 530-534 to work as part of a team with the Superintendent, ministers and probationers appointed to the circuit for the spiritual and material well-being of the Circuit.

### **Main tasks:**

- To work for the spiritual and material well-being of the Circuit
- To uphold and act upon decisions of the Circuit Meeting
- To be treasurers of the circuit fund (S.O. 532) and receive and disburse funds as directed by the circuit budget
- To report to the Circuit Meeting on the circuit accounts
- To ensure adequate interior decoration, furnishing and energy efficiency of the manses (S.O. 533)
- To oversee the process of invitations and re-invitations of circuit ministers (S.O. 534)
- To be sensitive to the needs of ministers and probationers and their families
- To keep themselves informed of the activities of each Local Church in the Circuit
- To meet with ministers and probationers at least twice each year, before the Circuit Meeting
- To be aware of district and connexional policies, including safeguarding policies, as they affect the Circuit and its Local Churches
- To complete designated safeguarding training within 6 months of taking up the role

### **Mutual support and accountability As a**

circuit steward you:

- Are appointed from [Date] for 12 months (in accordance with CPD standing order 606-607)

- Will undergo an initial review after an agreed period and then as appropriate
- Will be offered support, guidance and appropriate training.

The persons you are responsible to will:

- Familiarise themselves with your role.
- Help determine priorities for the work.
- Ensure good communications at all levels

Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.

#### **DBS**

Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.

A DBS certificate is required for this role.

I have read and understood this role description.

Signed \_\_\_\_\_

Date \_\_\_\_\_