

## Example Role Outline

These role outlines are **examples only** and need to be adapted to each local situation.

NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements remain the same.

<b>Role</b>	<b>Responsible to</b>	<b>Duties</b>	<b>DBS</b>	<b>Workforce</b>	<b>Training</b>	<b>Forms Required</b>
<i>Circuit Steward</i>	<i>Circuit Meeting</i>	<p><i>Appointment:</i>  <i>The circuit stewards are appointed annually by the circuit meeting. The normal duration of the appointment would be for a maximum of six years.</i></p> <p><i>Key responsibilities and duties:</i>  <i>Each circuit steward has different skills and responsibilities. Combined with the skills of others, they enable the development of God's work in the circuit. With other circuit stewards, you will aim to have responsibilities towards:</i></p> <ul style="list-style-type: none"> <li>- <i>Exercising a general pastoral care for the circuit staff and their families</i></li> <li>- <i>Meeting as a leadership team usually between 4 and 6 times a year.</i></li> <li>- <i>Keeping yourselves informed of the activities of each local church</i></li> <li>- <i>Being aware of district and Connexional policies affecting the circuit and its churches</i></li> <li>- <i>Being sensitive to the needs of the circuit, and its officers and staff</i></li> </ul>	<i>Enhanced DBS check</i>	<i>Children and vulnerable adults.</i>	<i>Foundation and Advanced Module</i>	<p><b><i>Volunteer Application Form</i></b>  <a href="http://www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/">www.methodist.org.uk/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</a></p>

		<ul style="list-style-type: none"> <li>- <i>Informing yourselves of developing movements in Methodism and the wider Church</i></li> <li>- <i>Being alert to, and taking advice on, the legal consequences of this office and its responsibilities, eg lay employment, finance, property.</i></li> <li>- <i>Developing a vision and plan for mission within the circuit, ensuring appropriate consultation.</i></li> </ul> <p><i>With your team of circuit stewards you will arrange, in a manner suitable to your circuit, how these responsibilities are exercised.</i></p> <ul style="list-style-type: none"> <li>- <i>Share pastoral concerns with the Minister and/or leader/s.</i></li> <li>- <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i></li> </ul> <p><i>There are also specific duties relating to circuit life that circuit stewards are expected to share between them:</i></p> <ul style="list-style-type: none"> <li>- • <i>Finances and the circuit fund</i></li> <li>- • <i>Meetings, eg Church Councils, Circuit Meetings and District Synods.</i></li> <li>- • <i>Invitations and appointments</i></li> <li>- • <i>Manses and other circuit property</i></li> <li>- <i>More Details: go to: <a href="http://www.methodist.org.uk/for-churches/office-holders/circuit-stewards/">www.methodist.org.uk/for-churches/office-holders/circuit-stewards/</a></i></li> </ul>				
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