

Circuit Steward - Job Description

Responsible to: *Circuit Meeting*

Purpose and Objectives

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.

Key Responsibilities of a Circuit Steward

The Stewards work collaboratively, with the Circuit ministers, to fulfil the responsibilities of a circuit steward. *Not every steward will do all of these things, but the team of circuit stewards will share in these responsibilities working to individual strengths and gifts. Each Steward will have a specific area of responsibility across the circuit (e.g. Property, Finance, Staffing, IT, Safeguarding, Trustees Annual Report and Compliance (with Charity Commission and Methodist Church)) and further more detailed job descriptions are available for each specific role. If interested in a specific role, please contact the circuit stewards for further information*'.

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 District Safeguarding Policy.

- exercising a general pastoral care for the circuit staff and their families
- meeting as a leadership team regularly.
- Keeping informed of the activities of each local church
- being aware of district and connexional policies affecting the circuit and its churches
- being sensitive to the needs of the circuit, its officers, and staff
- remaining informed of developing movements in Methodism and the wider Church
- being alert to, and taking advice on, the legal consequences of this office and its responsibilities, e.g. lay employment, finance, property
- developing a vision and plan for mission within the circuit, ensuring appropriate consultation.
- invite ministers to serve in the circuit and give a warm welcome to new ministers and their families when they move to the circuit.
- look after the houses in which ministers live while they serve in a circuit.
- plan induction courses for new presbyters, deacons and pastoral workers, covering issues such as
 - information about the community
 - the ethos of the local church
 - what resources are available for collaborative ministry between the circuit staff and for ecumenical work
 - what resources are available for collaborative work with local community
 - holidays, days off and places for retreat
 - how pastoral support may be offered in the future

This role requires a standard DBS check and a willingness to complete Mandatory Safeguarding and EDI training.