



Supporting Churches to Flourish
Yorkshire North & East
Methodist District



Safer Recruitment Policy 2024 Role Outline

Role title	Circuit Steward / Trustee – Bridge Circuit
Location	Bridge Circuit – Goole & Selby Mission Area
Overall purpose	To work with the ministry team in the Goole & Selby Mission Area, and Lay Superintendent of the Bridge Circuit to develop God's work in the Circuit.
Responsible to	Bridge Circuit Trustees
Relationships	Superintendent – Mission, Lay Superintendent, Mission Area volunteers, local churches within the Mission Area
Review	Circuit Trustees
Training	Foundation and Advanced Safeguarding Training, EDI training. Any other appropriate training.
Supervision and Support	Superintendent – Mission and Lay Superintendent
Expenses	May be applied for.
Accountability	Circuit Trustees

PART 1

The following duties will be undertaken as part of the role outlined above.

All roles within the District carry with them the responsibility to take the safeguarding of children and adults seriously whether or not they have direct contact with them and any concerns that arise within the role should be reported as per the Yorkshire North and East District Safeguarding Policy 2024

Appointment:

The Circuit Steward is appointed annually by the Circuit, the proposal for the role will come from the relevant Mission Area. Given the developing nature of the role, the initial appointment will be for one year and may be extended by agreement to the usual six-year term.

Key responsibilities and duties:

Each Circuit Steward / Trustee has different skills and responsibilities. Combined with the skills of others, they enable the development of God's work in the Circuit via the Mission Area, you will aim to have responsibilities towards:

- To meet with other Circuit Trustees twice a year for the Circuit meeting.
- Exercising general pastoral care for the staff within the Mission Area and their families.
- Keeping yourselves informed of the activities of each local church within the Mission Area.
- Being aware of district and Connexional policies affecting the Circuit and its churches.
- Being sensitive to the needs of the Circuit and its officers and staff.
- Informing yourselves 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, and property.
- Developing a vision and plan for mission within the Circuit alongside other Trustees, ensuring appropriate consultation.

With the team of Trustees you will arrange, in a manner suitable to your Circuit, how these responsibilities are exercised.

- Share pastoral concerns with the Minister and/or leader/s.
- Notify the Safeguarding Officer or Minister of any safeguarding issues.

There are also specific duties relating to Circuit life that Trustees are expected to share between them with the support of the Lay Superintendent taking the lead:

- Finances and the Circuit fund.
- Meetings, e.g. Church Councils, Circuit Meetings, and District Synods.
- Invitations and appointments – with the Circuit Steward for the Mission Area taking the lead.
- Manses and other Circuit property.

More Details: go to [Circuit Stewards - Methodist Church](#)

PART 2

Criminal record check (DBS):

Enhanced check for both workforces (Child and Adult) will be required.

The confidential self-declaring section of the volunteer recruitment form or the data collection form for existing volunteers should also be filled in.

Lone working considerations:

Will a lone worker risk assessment be needed for this role or do specific issues need to be addressed: **NO**

This job description is approved by

Signed _____ Date _____
(Circuit Trustees)

I have seen and accept the responsibilities of this role:

Signed _____ Date _____
(Applicant)

NAME: _____

CONTACT DETAILS: _____

COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER BY THE METHODIST CHURCH
NB All information will be held in accordance with GDPR

Please complete the signature sections and return this form as soon as possible to:
Susan Smith (formerly Hodgson), Bridge Circuit Administrator
bridgecircuit@outlook.com