

## London District Appointments – Vacancies 2017

There are many positions in need of new, inspiring leadership. In this document is a complete list of the vacancies and job descriptions for each.



### District Officers

#### Presbyteral Synod Secretary

Role: As a member of the District Council, and in collaboration with the Chairs, to make all necessary arrangements for Presbyteral Sessions of Synod and to ensure its effective running by:

- Identifying and briefing appropriate venues
- Liaising with venues to ensure Synod runs smoothly
- Contributing to Synod's Agenda and programme
- Ensuring the relevant Superintendents prepare any obituaries in accordance with Conference guidelines and present them to the Synod
- Making sure all essential business is conducted
- Liaising with the District Office to ensure payment for Supernumeraries travelling expenses
- Writing letters of greeting and condolence as directed by the Synod
- Expressing the thanks of the Synod to the venue and to anyone invited to take a leading role
- Writing up the minutes of the Synod in accordance with Conference guidelines and forwarding a copy to the District Synod Secretary
- Reporting the business and decisions of the Synod to the Conference Office as required.

The District Office will provide administrative support where and when required.

The candidate for this role will need to be ordained.

*The Secretary is also an ex officio member of the Authorised Ministries' Commission, charged with maintaining an overview of matters pertaining to Presbyteral ministry and contributing to District policy and decisions.*

#### Candidates Secretary

The District Candidates Secretary will support those exploring vocation and especially those who are seeking to offer as candidates for presbyteral and diaconal ministry within the District. Administrative support will be provided from the District Office, but the role will be responsible for the following:

- Keeping up to date with the latest developments in ministry and the candidating process and ensuring these are communicated appropriately around the District
- Overseeing and facilitating the work of the District Candidates Committee
- Drawing together a panel of Candidates Committee members who represent something of the diversity of the District and complies with Standing Orders

- Training members of the Candidates Committee
- Ensuring that reports on all candidates are received from the Circuit and Connexion and distributed to the committee in good time.
- Completing necessary reports for the Connexion in a timely way following the District Candidates Committee
- Training, equipping and supporting Superintendents and other appropriate people in circuits that have candidates for the ministry
- Meeting with all candidates as they begin the process to ensure they understand the candidating process and have the support they need through the process and in particular completing the candidates portfolio and preparing for the committees
- Offering to meet with candidates following the District Committee to offer feedback and ensure appropriate support as they continue their exploration
- Attending meetings of the Authorised Ministries Commission to ensure that any policy matters or emerging issues are fed back to that Commission
- Encouraging vocational exploration courses and preparing to candidate courses within the life of the District, in partnership with others in the Regional Training Forum
- Attending the annual meetings organised by the Connexion

It is estimated that the work will take up to half a day per week and is particularly intensive in January/February when the District Candidates Committee meets – currently on 3 or 4 Saturdays.

The person appointed will need to be ordained and have:

- Excellent pastoral skills.
- Good organisational skills.
- Good working knowledge of the candidating process and in particular what is required of the Connexion, superintendents, candidates and mentors or the capacity to quickly develop this.
- Excellent communication skills.
- Good theological understanding.

## **Local Preachers' Secretary**

In conjunction with the District LP group:

- To liaise with and support the Circuits on all matters relating to Local Preachers
- To promote CLPD and, as appropriate, provide opportunities for District-wide training
- To receive and process applications for extensions for those completing the Faith& Worship course
- To distribute, collect and forward the connexional Annual Returns
- To liaise with connexional team members and events relating to Local Preachers (eg. through meetings for District LP Secretaries)

## **Ecumenical Officers (*one for the North and one for the South*)**

The two newly appointed ecumenical officers will join the Ecumenical Officer already appointed for the West.

The Ecumenical Officer for the South will relate to Churches Together in South London and to a much more limited extent Churches Together in Kent. The Ecumenical Officer for the North will related to Churches Together in Essex and East London.

Working with the wider groups of Ecumenical Officers in these areas, the main task are to promote ecumenical understanding within the area; to support and monitor the work of LEPs – in particular in connection with their constitutions and periodic reviews and (in conjunction with the other Methodist Ecumenical officers) to advise the District Council in the fulfilment of tis responsibilities under SO 434 (3)

## **Property Group member**

The Group will be convened by the District Property Secretary and will seek to offer support to the circuits and District in the areas of:

- Property Consent
- Strategic advice on property matters including redevelopment schemes, developing property to maximise returns
- Guidance and support on day to day property matters
- Manse inspections across the District
- Care of the District manses
- Training of church and circuit officers in Property matters

Members are sought who have experience of or expertise in any of these areas.

## **Notes**

1. All appointments are open to lay people who are members of the Methodist Church, and presbyters and deacons who are stationed within the district unless otherwise stated.
2. All appointments are voluntary, though all travelling and other necessary expenses will be met.
3. All appointees must be willing to endorse the District Vision and ways of working and be committed to these in the posts they hold.
4. All appointments are subject to annual review by the District but a willingness to be appointed initially for up to three years would be helpful.

5. Unless otherwise stated, the appointments will begin in September 2017, after the District Synod has approved them.
6. A wide knowledge and understanding of London Methodism is desirable; a willingness and ability to contribute to the new ways of working required of the London District is essential.
7. The District recognises that some of the posts as outlined above are looking for significant time commitments from individuals. We believe this time is needed if the work of the District is to move forward, however we are open to conversations about alternative ways of working which would achieve the same results by interested and suitably qualified people.

## **Deadlines**

Applications/Nominations for all posts should be submitted by the 17 April 2017.

Applications/Nominations should be sent to: London District Office, Central Hall Westminster, Storey's Gate, Westminster, London SW1H 9NH

In the event of any query please contact: Sam Redding on 020 7654 3850 or [administration@methodistlondon.org.uk](mailto:administration@methodistlondon.org.uk)