

**JOB DESCRIPTION**

<b>Job Title</b>	<b>District Secretary for Ministries and Vocations</b>		
<b>Reports to</b>	<i>A person appointed by the District Trustees</i>	<b>Location</b>	<i>TBC</i>
<b>District/ Circuit/ Church</b>	<i>North West England District</i>	<b>Salary</b>	<i>£ 45,000-55,000 if a lay person; ministerial stipend (plus allowance) if ordained.</i>

**Job Purpose and Objectives**

*To share in the leadership of the North West England District, and in particular to lead and manage the District’s responsibilities within the Ministries & Vocations Hub.*

<b>Responsible to:</b>	If the District Secretary is a lay person, they will be employed by the Trustees of North West England District and will be line managed by a person appointed by the District Trustees. If an ordained minister is appointed, they will be stationed in the District with applicable oversight arrangements for a deacon or presbyter, and in respect of their duties under this Job Description, they will be primarily accountable to a person appointed by the District Trustees.
<b>Responsible for:</b>	Any employees within the Ministries & Vocations Hub.  The relationship with any external partner connected to the Ministries & Vocations Hub (such as the Learning Network, Methodist Women in Britain, etc.).  Any volunteer officers, posts, committees, groups or networks appointed within the Ministries & Vocations Hub to fulfil the various functions and responsibilities within that hub.

**Main Responsibilities**

1. Collaboration with the District Chair and the District Secretary for Administration & Compliance in the leadership of the District, and promoting the values of the District in all work practice.
2. Collaboration with the Mission Area Leads to facilitate support of the circuits in relation to the responsibilities of ministries and vocation issues.
3. Responsibility for managing the District Supervision Implementation Plan, promoting good practice in reflective supervision, and continued development for supervisors across the District.

4. Responsibility for ensuring Ministry Development Review arrangements for all ordained ministers in the District.
5. Responsibility for District processes regarding Lay Authorisations to Preside, Local Lay-Pastors, and applications for Authorised or Associate Minister Status.
6. Responsibility for ensuring that District Local Preacher and Worship Leading responsibilities are fulfilled, including supporting initial Local Preacher training and continuing Local Preacher Development, in partnership with any District Local Preachers Secretary, Tutor and Group, circuits, and the Learning Network.
7. Promoting continuing development for all in ministry roles, including development for lay employees in ministry roles, and convening or ensuring the District Early Years in Ordained Ministry arrangements and the District Sabbaticals Group.
8. Supporting and ensuring the convening of chaplaincy networks or forums within the District.
9. Responsibility for ensuring that the District's responsibilities for probationer ministers are fulfilled, including through any District Probationers Secretary (or Secretaries) and Committee.
10. Encouraging vocational development in the District, including (but not limited to) support for those exploring and discerning candidating for ordained ministry.
11. Being the primary point of contact for the District with the Learning Network and other relevant partners in connection with the Ministries and Vocations hub, and encouraging engagement with their work across the District.
12. Liaison and support with the other District Leaders regarding the District's Reconciliation and Complaints Support arrangements, and responsibility for encouraging wider engagement in the District with *Positive Working Together*.
13. Responsibility, together with *Justice, Dignity and Solidarity/Equality Diversity and Inclusion* officers, group(s) and networks, for ensuring that JDS/EDI policy and practice is promoted and fulfilled within the District.
14. Engagement with the District Policy Committee and, as appropriate, the District Scrutiny Group, processes and meetings.
15. Fostering good and collaborative working relationships with holders of relevant district volunteer posts.
16. Other areas of responsibility as agreed and assigned by the Trustees.

## Terms and Conditions

- Terms of appointment: For lay post holder: Permanent. For an ordained post holder: an initial 5 year invitation, followed by a process for extension parallel to that in S.O.s 545 or 546.
- The salary/rate of pay will be: £45,000 to £55,000 per annum if a lay employee, or standard stipend plus 25% allowance plus use of a manse if ordained.
- Normal working pattern: For lay post holder 35 hours a week, including flexibility for evening and weekend working as needed. If the post holder is ordained the standard provisions of CPD will apply, and some Sunday preaching within the District would be an expected part of the role.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to

certain provisions. For an ordained postholder, standard Methodist ministerial pension provisions will apply.

- At least one day free of responsibilities each week.
- For lay post holder 28 days annual leave entitlement per year including statutory public holidays (pro-rata for part-time employees). If the post holder is ordained then standard provisions of CPD will apply.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure, and fulfilment of Advanced Level Safeguarding training requirements.
- Fulfilment of any training required by the Methodist Church.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period if a lay person.
- Opportunities for study and for training.

## Management

The District Secretary will have a Line Manager if a lay employee, or a relevant appointed person if ordained, whose responsibilities will be to:

- Become familiar with the work of the District Secretary.
- Determine priorities for the work with reference to decisions of the District Policy Committee.
- Prepare a personal development plan with the District Secretary.
- Encourage good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the District Secretary on a regular basis (generally, meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the District Secretary.

Additionally, a District Leaders Reference Group will support the District Secretary and their Line Manager in the fulfilment of their respective responsibilities, and will meet with them on a periodic basis.