

## **BACKGROUND INFORMATION**

Every Methodist District is required to have a Synod Secretary whose role is to co-ordinate the meetings and work of the Representative Synod.

The Representative Synod takes place twice a year in Lincolnshire District, on a Saturday in September and a Saturday in March or April and is the policy-making body of the District. It serves as a link between the Methodist Conference and the Connexional Team on the one hand and the circuits and local churches on the other. It has oversight of all District affairs. The Synod formulates and promotes policies, through its various officers and committees, to assist the mission of the Church, to give inspiration to the leaders in the circuits and to ensure the interrelation of all aspects of the Church's life throughout the District. Synod is also a forum in which issues of public concern relevant to the witness of the Church may be addressed. The Synod's business is the work of God in the District, expressed in worship, conversation, formal business, the communication of Conference matters to the circuits and the submission of memorials to the Conference.

Lincolnshire District is seeking to appoint a new Synod Secretary due to the retirement of the current post holder. Applicants need to be members of the Methodist Church. This is a key role in the life of the District and the post holder is expected to work with others as a trustee of the District Council as well as carry out the administrative functions described in the job description.

## **JOB DESCRIPTION**

<b>Job Title:</b>	Synod Secretary
<b>Lay Employee in the:</b>	Lincolnshire Methodist District
<b>Location:</b>	Based at home but with travel throughout the District as required
<b>Accountable to:</b>	Chair of District
<b>Purpose and Objectives:</b>	To plan and co-ordinate the two Representative Synods per year in order to fulfil the requirements of the Methodist Church.

### **Main Responsibilities**

- Plan and co-ordinate the two Representative Synod sessions including preparation and distribution of agendas and papers (in conjunction with Chair of District) and all arrangements regarding venue etc.
- Take minutes and record decisions at the two Representative Synods.
- Provide three signed copies of the minutes and agenda as described in Standing Order 415 (1+2)
- Supply to the Secretary of the Conference the information as to elections and other matters required for the business of the Methodist Conference as described in Standing Order 415 (3)
- Receive Memorials to Conference in accordance with Standing Order 419
- All other secretarial and administrative duties following Synods such as preparing letters of greeting
- Liaise between Connexion and District Conference representatives regarding any administrative arrangements for attendance at Conference
- Collate and distribute the annual Synod reports booklet
- Collate and distribute the Synod Handbook and Directory
- Write reports for the Methodist Recorder following each Synod

- Membership Secretary using the online system for Methodist returns
- Be a trustee of the District as a member of the District Council (meeting approx. 6 time per year) and as such be part of the leadership team of the District
- Attend other meetings appropriate to the role e.g. with other synod secretaries
- Ex-officio member of other District committees

### **Terms and conditions**

Terms of appointment: Permanent with annual review

The salary will be £9.90 per hour.

Normal working pattern: Annualised hours of 200 hours per year with the majority of hours undertaken in the periods prior to each Synod.

All reasonable expenses will be reimbursed.

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.

28 days statutory annual leave entitlement per year equating to 22 hours a year for this part time role.

Appointment will be subject to satisfactory references

Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Revised 1/2/2022



# The Methodist Church

## PERSON SPECIFICATION

**Job Title:** Synod Secretary

**District:** Lincolnshire Methodist District

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to at least GCSE level or equivalent		A, Q
Proven Ability	Strong administrative and organisational skills		A, I
	Proven ability in use of Information Technology (including word processing and databases)		A
Special Knowledge & Skills	Excellent written and other communication skills		A, I
	Experience in taking minutes of meetings		A, I
		Knowledge of the requirements of the General Data Protection Regulation (GDPR)	A, I
	Knowledge of the working of the Methodist Church		A, I
Special Qualities or Aptitudes	Ability to plan and carry out own work, meet deadlines and remain motivated when working alone		A, I
	Able to work well as a member of a team		A, I
	Eye for detail and accuracy		A
	Highly confidential		A, I
Any Other Requirements	Flexibility to work occasional Saturdays		I
	A member of the Methodist Church		A, I

Method of Assessment: A – Application Form, I – Interview, E – written exercise Q – proof of qualification

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