

The Methodist Church



Lincolnshire Methodist District

Serving locally, connecting the county

Role Outline

Role title	Manse Secretary – District and Connexional
In	Lincolnshire Methodist District
Responsible to	Synod via the District Council

Overall Responsibility

District: To co-ordinate a team of Manse Visitors who will visit each manse in the District on a five year rotation.

To be responsible to the Lincolnshire District for the manse allocated to the Chair of District.

Connexion: To act as the Local Contact for any manse in the Lincolnshire Methodist District owned and maintained by the Methodist Connexion;

Workforce:

Part 1

Key Responsibilities

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 vulnerable adults seriously and any concerns that arise within them should be reported as per the Lincolnshire District Safeguarding Policy.

District Manses Committee

- To co-ordinate a team of Manse Visitors who will visit each manse in the District on a five year rotation.
- To draw up a rota for visits to manses across the District
- To supply the Manse Visitors with the necessary paperwork in preparation for their visit
- To collate and sign off the reports of visits made by Manse Visitors
- To prepare a report on the manses which should be presented to Synod in the Synod agenda and to circulate relevant parts of the report to the Superintendent, Circuit Steward or other responsible Officer as detailed in SO 965
- To gather reports from Circuits on what action has been taken to carry out the recommendations made by the Committee in the previous year.
- To communicate immediately to the Circuit or other responsible body any inadequacy of accommodation which the report reveals

District Manse

- To assist District Officers in the sale and/or purchase of a manse for the Chair of District and his/her family;
- To ensure that any such manse meets the requirements and standards specified by Connexion;
- To ensure that the manse is prepared prior to occupancy and that all necessary repairs, replacements and decorations have been carried out, subject to the agreement of the District Treasurer;
- To liaise with the Chair of District after the commencement of occupancy regarding maintenance and repair;
- To ensure that work is carried out by accredited tradesmen.
- To ensure that the property has the necessary safety certificates and that gas and electrical equipment is checked routinely.
- To visit the manse at least once each year to review the condition of the property and to complete the appropriate Property Schedule.

Connexion (the one Connexionally owned manse is currently being sold and no further purchases are expected)

- To maintain contact with the appointed Connexional Manse Trustees and the Connexional Manses Administrator at Methodist Church House, London
- To assist Connexional Officers in the purchase of property and sale of property should that be necessary
- To ensure that any such manse complies with the requirements of CPD and is in good condition and decorative order before occupancy
- To liaise with occupants over any maintenance and repair
- To ensure that accredited tradesmen carry out work
- To obtain prior agreement from the Trustees for any work to be carried out
- To ensure that the property has the necessary safety certificates and that gas and electrical equipment is checked routinely
- To visit the manse at least once a year and complete the relevant Property Schedule

Skills Required

- Interest and experience in property maintenance
- Administrative skills
- Pastoral sensitivity

The person appointed will usually be a member of the Methodist Church

Part 2

Accountability: This role will be accountable to the Synod via the district Council

Criminal record check (DBS)

- No check