

The Methodist Church



Lincolnshire Methodist District

Serving locally, connecting the county

Role Outline

Role title	District Archivist
In	Lincolnshire Methodist District
Overall Responsibility	To advise District, Circuits and Local Churches as to the proper custody or disposal of all documents and records

Workforce: (children or VA or both): N/A

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.

- To advise District, Circuits and Local Churches as to the proper custody or disposal of all documents and records.
- To give special attention to cases where properties are passing out of Methodist use including guidance on disposal of artefacts
- To monitor the proper deposit of records locally, for keeping lists of items deposited and for notifying the liaison officer for Methodist archives of any deposit of material which appears to be of wider Connexional significance. (CPD SO 473)
- To advise on the correct storage of safeguarding records
- Ex-officio member of Representative Synod
- Ex-officio member of the Lincolnshire Methodist History Society (LMHS)
- Sharing pastoral concerns with the clergy and/or leader/s

Skills required

- Interest in Methodist history
- Experience in Archive work
- Good organisational skills

Part 2

Accountability: This role will be accountable to the Synod

Criminal record check (DBS) : No check required for this role

Date of District Council Approval: July 2014