

Application Information Pack

Convener of the Stationing Advisory Committee

May 2024

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1. Introduction

Thank you for considering volunteering for the role of the Convener of the Stationing Advisory Committee. While this role is not limited to ministers (presbyters/deacons) of the Methodist Church in Great Britain, it does require that the post-holder has a good understanding of the stationing process of our Church.

If you would find it helpful to discuss the role before applying, please e-mail: HR@methodistchurch.org.uk to arrange a phone conversation with a member of the Nominations Committee.

2. Background Information

Information about the purpose of the Stationing Advisory Committee can be found in the CPD of the Methodist Church, especially S.O 323(2). These duties include:

- (2) (i) explore the opportunities for ministry in various areas of society and community life and in ecumenical agencies and, where appropriate, encourage presbyters and deacons with suitable qualifications to consider applying for such appointments;
- (ii) receive, co-ordinate and interpret reports of such ministries;
- (iii) consult with the members of the Connexional Team who have responsibilities for work done by presbyters and deacons in chaplaincies and appointments not within the control of the Church;
- (iv) consider applications from presbyters and deacons in Full Connexion and probationers for full-time service in chaplaincies and appointments not within the control of the Church, and from employing authorities;
- (v) report on such applications and opportunities with recommendations to the Stationing Committee to be presented, if they are approved, to the Conference as an integral part of the stations;
- (vi) advise on the movements of presbyters and deacons within such appointments and between them and Circuits in the light of the initial and subsequent reviews of deployment prescribed by Standing Order 781;
- (vii) perform the functions prescribed by Standing Order 802 in relation to part-time appointments;
- (viii) *[deleted]*
- (ix) perform the functions prescribed by Standing Orders 790(3) and 793(1) in relation to applications to become a supernumerary or to return to the active work;
- (x) advise the President or the Vice-President on his or her behalf on recommendations which would involve a presbyter's or deacon's moving during the course of the connexional year;
- (xi) perform such other functions as may be required from time to time by Standing Orders.

The primary role of the Convener of the Stationing Advisory Committee is to ensure the smooth running of the ministerial panels. This role is quite administrative and you will work primarily on your own but will also need to be able to liaise effectively with the Chair of the Stationing Advisory Committee, and with ministers applying to see a Panel and those in oversight of them.

Specifically, the Convener's duties will include:

- As each minister e-mails for an appointment, e-mail them back with a suggested time for an appointment. Keep a note of the time offered, to ensure not to offer that time to anyone else, unless it is not accepted. If a Panel is full, offer a date for a later panel. Attach the appropriate background information form and ask them to fill it in and return it, sending a copy to their District Chair, Circuit Superintendent, and the Warden of the MDO, as appropriate.
- About ten days before each panel meeting write to the District Chairs and the Circuit Superintendents of those coming to request any information from them helpful to the panel. Write also, where relevant, to the Warden of the MDO. Send out the timetable for the day to panel members, including the Zoom link. Email each minister coming to the panel reminding them of the time and date, also including the Zoom link, and telling them the names of panel members as they have the right to object to any members being present.
- A few days before the panel, send the forms and comments received to the Panel members.
- Be a member of the Panel.
- Following the Panel, receive the notes taken by the designated note-taker for proof reading and possible editing, add the relevant top (name, Circuit, year of travel, panel members, date of panel) and bottom (permission recommended). Send the reports to the Panel members for their comments. Once they have been agreed, send them to the minister, and copy them to the District Chair and, where relevant, the Superintendent and the Warden of the MDO. Send all of the reports to the Panel Chair and to the designated administrator at Methodist Church House, for them to store centrally. Keep an electronic copy of the report in a file. The administrator will update the Table of Permissions.
- In June, send the Table of Permissions to the District Chairs and the Warden of the MDO, asking them to check for any inaccuracies, and ask the administrator to update the table as necessary. Also send a request asking District Chairs to encourage suitable people to consider being Panel members, including a role description and an application form. Take up references as necessary, and arrange an interview with the applicant and the Chair of the Stationing Advisory Committee.

- In July, agree dates for the following Connexional Year with the Chair of the Stationing Advisory Committee. Write to all panel members asking if they are still willing to serve and for their available dates for the next year. Draw up a rota and send it to the Panel members.
- Be a member of the Stationing Advisory Committee.
- Prepare a brief summary of each report for the Stationing Advisory Committee meetings and present it to the Committee. Liaise with the designated administrator over the distribution of papers to the Committee members.

3. Time commitment and term

The Stationing Advisory Committee usually meets twice a year for two hours. These meetings are held online. The management of meetings will be such as to enable the participation of those who are not ministers or employed by the Church.

The Convener will be appointed annually by the Conference, for a period not exceeding six years.

Due to the nature of the job, much of which can be done online, we welcome applications from all parts of the Connexion.

4. Recruitment process

4.1 Indicative Recruitment Timetable

	Convener of the Stationing Advisory Committee
Closing Date:	3 June 2024
Shortlisting Date:	5-7 June 2024
Interviews Date:	11 June 2024
Provisional appointment start date:	1 September 2024

4.2 How to apply

To apply for a role online, just click the '**Apply Now**' button in the advert. You will need an email address to register for our online system and create your 'applicant profile'. If you already have an applicant profile, you will be asked to enter your details.

To apply, all applicants are required to fill in an **on-line Expression of Interest Form**.

Information on the 'Expression of Interest Form' will comprise of the following sections:

- Appointment/Employment history
- Education, training & qualifications
- All Roles held within your local church(es), and any other roles held within charities
- Why you are applying with reference to Role Descriptor & Person Specification

4.3 Equal Opportunity Monitoring

We will use the information collected from this part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working. This part of the form will be stored in a separate part of our system. It will not be visible when you or others view your application, and it will not be used as part of the selection process.

For information about how your personal data is used, please see the [Privacy Notice](#), which is published on the Methodist Church's website.

4.4 Submission and Applicant Declaration

During the application process, you can press the 'Save' button at the top of the page at any time. Clicking the 'Next' button at the bottom of the page will also automatically save the information you have entered.

Please kindly note that if you leave your application inactive for a period of 15 minutes you will be logged out automatically and you may lose any unsaved work. Therefore, to ensure that your work is saved, **please click the 'Save' button regularly** while completing your application.

The final section, 'Submit', would list any fields with an asterisk (*) that you would still need to complete.

When you are ready to submit your application, you need to read and agree to the Applicant Declaration on the 'Submit' page. This includes you confirming the accuracy of the information you have provided and that you understand how this will be used and stored.

To confirm your agreement, click 'Yes' and then click on the 'Submit Application' button at the bottom of the page.

Once you have submitted your application, you will receive an auto-acknowledgement on-screen and an email confirming that your application has been received.

Please note that you will not be able to change information on your application once you have submitted it.

You can log into your candidate account at any time to check the process of your application. If you have any questions about the application process, please contact us at: hr@methodistchurch.org.uk

4.5 After Submission – Assessment Process

Once your application has been submitted, your application will progress to the shortlisting stage.

During the shortlisting, the recruitment panel will assess information from the applicant's Expression of Interest Form against the criteria as set in the role description and person specification.

Based on the strength of the field of applicants, the recruitment panel may need to establish a "minimum passable mark" which applicants must meet before they are invited to attend exploratory conversation.

The role of the recruitment panel is to decide objectively which applicants most closely meet the requirements for the role.

Once the recruitment panel has agreed the shortlist, you will be advised of the outcome via email. Shortlisted applicants will be invited to exploratory conversations. Further details about the format of the conversations and the names of the panel will be provided in advance.

4.6 Reasonable adjustments

We are committed to providing an inclusive experience for all those who want to apply for a role and to removing any barriers in our recruitment processes. If you require any reasonable adjustments, please could you either email: hr@methodistchurch.org.uk or call 0207 467 3532 to discuss these.

4.7 Interview/ exploratory conversations and decision

The Recruitment Panel will meet the shortlisted applicants and determine who is appointable to the role. Following the interview, the Chair of the panel will forward the name of the nominee(s) together with a reasoned statement to the Nominations Committee for approval.

The Nominations Committee will present the nomination to the Conference (or Connexional Council) as may be relevant in each case with an assurance that the process has been open, transparent and inclusive. If the Nominations Committee is concerned about any aspect of the nomination process, it will seek clarification as necessary from the interview panel. In some circumstances, the recruitment panel may choose not to appoint any applicant(s) and re-run the nomination process.

Once the decision on the appointment has been made, applicants will be advised of the outcome of their application.

Successful nominees will be asked to provide contact details of two referees including that of their District Chair or Warden of the Diaconal Order, Methodist presbyter or Superintendent Minister and a lay person.

5. Our support for you

You will be asked to undertake the following training within the first 12 months of your role:

- Equality, Diversity and Inclusion
- Unconscious Bias
- GDPR (Data Protection and Confidentiality)
- Health and Safety

A lot of our training is available as e-learning so you can access it from home, and complete at your own pace.

6. Expenses

These are volunteer appointments and not remunerated, although all agreed travel costs and related expenses will be reimbursed in line with the [Expenses Policy for Committee Members and Volunteers](#).

7. Due Diligence

Given the nature of this role, it is important that those appointed to serve on the Church's governing bodies maintain the confidence of the members of the Methodist Church and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Chair of the Recruitment Panel and provide details of the issue(s) in your application.

In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

Those who have been offered the appointment will be asked to sign:

- Confidentiality Agreement
- The Charity Commission Declaration of Eligibility Form : <https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>
- Trustee declaration to confirm that they are not disqualified:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731121/010818_Trustee_Declaration.odt