

## Volunteer Role Description and Person Specification

|                   |   |                 |  |
|-------------------|---|-----------------|--|
| <b>ROLE TITLE</b> | Deputy Chair of the Stationing Strategy Committee |                 |  |
| <b>REPORTS TO</b> | The Ministries Committee                          | <b>LOCATION</b> | Primarily home-based with a requirement to attend all meetings of the Stationing Strategy Committee, either online, in hybrid form and/or in-person. |

### ROLE PURPOSE AND OBJECTIVES

The Stationing Strategy Committee (SSC) will replace the Stationing Committee and will have a strategic overview of stationing across the Connexion, including all priority appointments, with all the necessary data available to make informed decisions. While reporting immediately to the Ministries Committee, the SSC shall recommend to The Conference the stations for the ensuing year of presbyters, deacons and probationers. The Committee will also take on the responsibilities of the Stationing Advisory Committee (SAC) in setting up panels to consider applications to the districts and circuits, including presbyters and deacons in chaplaincies and appointments not within the control of the Church. It shall obtain and consider information and opinions offered by district Policy Committees and the Connexional Team. It shall keep under review the stationing Code Practice and shall determine the number of stations available to ministers of other Conferences and Churches not already serving the Church.

A lay Deputy Chair shall be appointed by the Ministries Committee for a period not exceeding three years in the first instance and may be appointed for further periods of one or more years thereafter. Any nomination for appointment beyond six years shall require a resolution of the Ministries Committee carried by a majority of 75% of those present and voting and reported, with a reasoned statement, to The Conference. No person shall hold office as chair for more than nine years consecutively.

The Deputy Chair and Chair will work collaboratively with each other and, with the Assistant Secretary of Conference, Chair of the Stationing Matching Group, Warden of the Diaconal Order and others to support those who are involved in stationing, including Chairs of District and Lay Stationing Representatives.

Between them, the Deputy Chair and Chair will be expected to offer up to 30-40 days each year of which up to 12 will be away from home, including overnight stays. Once appointed the Deputy Chair and Chair of the Stationing Strategy Committee will decide between themselves which sub committees they will attend and other responsibilities they will hold in conjunction with the Convener of the SSC. These include:

- An annual scrutiny process for all appointments (one day online)
- An annual scrutiny process for all initial stationing appointments (two days in person, two on line)
- Two Initial Stationing Sub Committees (two days in person, one online)
- Diaconal Stationing Sub Committee (three days in person)
- A Stationing Matching Group (four days in person, two online)

- A Stationing Action Group (four, two-hour sessions online)
- Unmatched Ministers Group (one day online)
- Stationing Advisory Group panels (once per month)
- Stationing Strategy Committee (at least four per year)
- Two visits to The Queens Foundation to meet with students who are due to be stationed.

The Deputy Chair supports the Chair in ensuring the effective functioning of the SSC, leads operational coordination and specific delegated workstreams, and provides continuity of leadership by deputising for the Chair when required.

## ROLE DIMENSIONS

### RESOURCES UNDER CONTROL

|                       |  |
|-----------------------|--|
| <b>Direct reports</b> | The Deputy Chair will directly report to the Ministries Committee but may also assist with the Stationing Strategy Committee's report to The Methodist Conference.   |
| <b>Resources</b>      | The SSC will consist of a lay chair, a lay deputy chair, the Secretary of the Conference, and the Assistant Secretary of the Conference (convener), seven Chairs of District representing the regions, one of whom will represent the Armed Forces chaplains and another the Diaconal Stationing Sub Committee, seven district Lay Stationing Representatives (regional), the Ministerial Coordinator for the Oversight of Ordained Ministry, the Diaconal Warden, a lay member of the DSSC, chair of the SMG, and the convener of the Stationing Advisory Committee (see Appendix 1 below for full Terms of Reference). |

## ROLE ACCOUNTABILITIES

### Core Responsibilities (Shared with Chair)

Both the Chair and Deputy Chair will:

1. be a lay member of the Methodist Church in Great Britain in good standing;
2. ensure that decisions and directions determined by the Conference are kept under review insofar as they impact on the stationing processes of the Methodist Church, identifying necessary policy developments;
3. work collaboratively with the Chair of the Stationing Matching Group and liaise with the Assistant Secretary of the Conference as required;
4. advise on matters relevant to stationing and present written reports to the Conference and other relevant committees as required;

5. support and offer advice from a connexional perspective to those holding responsibility in the stationing process;
6. participate in groups that aid stationing (such as Initial Stationing Sub-Committee, Diaconal Stationing Sub-Committee, Stationing Action Group, and Unmatched Ministers Group);
7. provide guidance and assistance as members of the Stationing Matching Group, ensuring adherence to all stationing policies;
8. understand the implications of Conference decisions for stationing and work with other committee Chairs to ensure awareness of issues affecting the stationing of presbyters, deacons, and probationers.

### **Deputy Chair – Distinct Responsibilities**

#### **Operational Coordination**

- Coordinate the implementation of SSC actions and decisions, ensuring progress across workstreams between meetings.
- Act as the main contact for sub-groups to ensure consistency and timely communication back to the SSC.

#### **Chairing Responsibilities**

- Share in the Chairing of SSC meetings by prior agreement with the Chair of SSC.
- Support the Chair in preparing agendas and meeting papers.

#### **Portfolio Leadership**

- Lead a defined portfolio area (e.g., monitoring implementation of new stationing policies, quality assurance, or lay stationing engagement) as agreed with the Chair.

#### **Support for Reporting & Governance**

- Assist with the drafting of reports and recommendations but does not hold final sign-off responsibility.

#### **Succession & Continuity**

- Support long-term leadership continuity by maintaining readiness to step into the Chair role if required.

## Person Specification

|  | Essential | Desirable | Assessment Method |
|--|-----------|-----------|-------------------|
| <b>Proven Abilities and Skills</b>   |           |           |                   |
| An ability to chair meetings as necessary and act in an impartial role, adopting the perspective of The Conference.  | X         |           | A, I              |
| Have an ability to absorb a range of complex issues, recognising the significance of these to the responsibilities of the Stationing Strategy Committee  | X         |           | A, I              |
| Possess the ability to think strategically, as part of a team.   | X         |           | A, I              |
| Have experience of change management.  |           | X         | A                 |
| Able to communicate both orally and in writing, with colleagues.   | X         |           | A, I              |
| The ability to handle difficult situations with sensitivity and in pastoral confidence   | X         |           | AI                |
| <b>Knowledge</b>   |           |           |                   |
| An awareness of the variety of contexts in ministry that ordained presbyters and deacons are called to serve in the life of the Methodist Church   | X         |           | A, I              |
| An awareness of good practice in the managing development of human resources in the context of the covenant relationship of presbyters and deacons with the Methodist Conference   |           | X         | A, I              |
| <b>Personal Qualities</b>  |           |           |                   |
| Prospective candidates must be lay members in good standing of the Methodist Church in Great Britain   | X         |           | A                 |
| Demonstrate an understanding of and be supportive of the work and mission of the Methodist Church  | X         |           | A, I              |
| Possess personal resilience and awareness of one's own limitations   |           | X         | A                 |
| Have the ability to hold sensitive matters in confidence.  | X         |           | A, I              |
| Be dedicated to the role and to the needs of the Church.   | X         |           | A                 |
| To possess a commitment to the JDS strategy and being part of a growing inclusive, justice seeking Church with a recognition of the personal impact on the lives of those responding to a call to ministry as presbyters or deacons and for their families | X         |           | A, I              |
| Candidates must demonstrate a familiarity with operation of existing stationing procedures within the life of the Church.  | X         |           | A, I              |

**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described.)*

## Appendix 1

Terms of Reference for the Stationing Strategy Committee as found in the Stationing Review Group 2025 Conference report ([18. Stationing Review Group.pdf](#))

- (1) There shall be a connexional Stationing Strategy Committee appointed annually by the Conference, which shall consist of:
  - (i) a lay chair, being the person for the time being appointed to that office in accordance with clause (2) below;
  - (ii) a lay deputy chair, being appointed by the Ministries Committee;
  - (iii) the Secretary of the Conference, and the Assistant Secretary of the Conference who shall act as convener;
  - (iv) seven district Chairs, appointed with a view to the representation of suitable regional groupings of Districts; one of whom shall be the district Chair appointed under Standing Order 286 to be a member of the Forces Board, and one of whom shall be Chair of the Diaconal Stationing Sub-committee;
  - (v) seven district Lay Stationing Representatives appointed with a view to the representation of suitable regional groupings of Districts;
  - (vi) the Ministerial Coordinator for the Oversight of Ordained Ministry (MCOOM)
  - (vii) the Warden of the Methodist Diaconal Order;
  - (viii) a lay member of the Diaconal Stationing Sub-committee;
  - (ix) the chair of the group responsible on behalf of the Stationing Strategy Committee for overseeing the matching of particular presbyters to appointments (Stationing Matching Group);
  - (x) The Convenor of panels which offer vocational discernment support for ministers in accordance with clause (8) below.
- (2) A lay person shall be appointed by the Conference as chair of the committee. The chair shall be appointed for a period not exceeding three years in the first instance and may be appointed for further periods of one or more years thereafter. Any nomination for appointment beyond six years shall require a resolution of the Ministries Committee carried by a majority of 75% of those present and voting and reported, with a reasoned statement, to the Conference. No person shall hold office as chair for more than nine years consecutively.
- (3) The chair of the committee and the Assistant Secretary of the Conference shall attend the committee only in their official character as specially charged with the general interests of the whole Church and shall not be eligible for appointment in any other capacity.
- (4) The committee shall, as prescribed in Section 78, recommend to the Conference the stations for the ensuing year of presbyters, deacons and probationers to the several Districts and Circuits, including presbyters and deacons in chaplaincies and appointments not within the control of the Church. Reporting to the Ministries Committee as provided in Standing Order 311 it shall advise on stationing policy, and in particular shall assess priorities for the appointments to be made by the Conference of the next connexional year and, after appropriate consultation, for the appointment of additional presbyters and deacons in the Circuits and Districts. It shall obtain and consider information and opinions offered by district Policy Committees and the Connexional Team. It shall keep under review the stationing code of practice and shall determine the number of stations available to ministers of other Conferences and Churches not already serving the Church.

As to the appointment of additional presbyters and deacons to Circuits, see S.O. 529, 438(1).
- (5) Discussion in the committee about particular ministers and appointments shall be absolutely confidential.

- (6) The committee shall appoint a Diaconal Stationing Sub-committee to advise the Warden of the Methodist Diaconal Order upon the recommendations to be made for diaconal stationing under Standing Order 783 and related matters.
- (7) The committee shall appoint an Action Group to deal with stationing difficulties and emergencies as they arise.
- (8) The committee shall appoint panels to 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
- (10) The committee shall have power to appoint other sub-committees to carry out aspects of its work. All actions of such sub-committees shall be subject to the approval of the committee.
- (11) The committee shall decide which appointments submitted into the stationing matching process, fall into particular categories (for example Priority, Probationer, Diaconal, 'too small').
- (12) The committee shall:
  - (i) perform the functions prescribed by Standing Order 802 in relation to part-time appointments;
  - (ii) 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;
  - (iii) advise the President or the Vice-President on behalf of the President on recommendations which would involve a presbyter's or deacon's moving during the course of the connexional year;
  - (iv) perform such other functions as may be required from time to time by Standing Orders