

Volunteer Role Description and Person Specification

ROLE TITLE	Deputy Chair of the Ministerial Candidates and Probationers Oversight Committee (MCPOC)		
REPORTS TO	The Chair of MCPOC	LOCATION	Primarily home-based with a requirements to all meetings of MCPOC, either online, in hybrid form and/or in person

ROLE PURPOSE AND OBJECTIVES

The Deputy Chair supports the Chair of the Ministerial Candidates and Probationers Oversight Committee in providing effective oversight of candidating, student ministers, and probationer processes within the Methodist Church. The role ensures that the work of the Committee is carried out with diligence, fairness, and pastoral sensitivity, and that decisions are made in accordance with the Standing Orders of the Methodist Church.

The Deputy Chair acts on behalf of the Chair when required and contributes to the leadership, discernment, and development of the Committee's work.

ROLE DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	None
Resources	None

ROLE ACCOUNTABILITIES

Committee Leadership

- Chair designated sections of MCPOC meetings as agreed with the Chair.
- Assist in the preparation of agendas and meeting documentation.
- Support the Chair in ensuring that the Committee's work is conducted in accordance with Standing Orders and Connexional policies.
- Act on behalf of the Chair when the Chair is unavailable.

Discernment and Oversight Processes

- Chair discernment panels, including associated pre-meeting preparation and briefing.
- Scrutinise reports relating to candidates, student ministers, and probationers, ensuring consistency, fairness, and pastoral attentiveness.
- Participate in the training allocation process for student ministers.
- Contribute to the Occupational Health scrutiny process.
- Scrutinise C2 applications and contribute to recommendations.

Working Groups and Development

- Participate in working parties or task groups established to review or develop aspects of the candidating and probationer processes.
- Contribute to the drafting of papers, proposals, or guidance as required.

Liaison and Collaboration

- Attend liaison meetings with the Methodist Diaconal Order (MDO).
- Participate in the annual District Probationers' Secretaries meeting as part of the wider oversight network.
- Maintain effective working relationships with committee members, Connexional Team and the Queens Foundation staff.

Pastoral Support

- Offer pastoral conversations to candidates, student ministers, probationers, or committee members within agreed boundaries.
- Support the induction and orientation of new committee members.

Responsiveness and Availability

- Be available by email or phone for matters arising between meetings.
- Provide occasional written papers or reflections to support the Committee's work.

Accountability

- Accountable to the Chair of the Ministerial Candidates and Probationers Oversight Committee.
- Works collaboratively with the Methodist Diaconal Order and the Ministerial Coordinator for Oversight of Ordained Ministries
- Operates within the Standing Orders of the Methodist Church and the policies governing candidating, training and probationer oversight.

Time Commitment

- Attendance at MCPOC meetings (typically 2 full days and one 24 hour residential per year).
- Participation in assessment panels and associated preparation.
- Attendance at liaison meetings, working groups, and other gatherings as required.
- Additional time for reading, scrutiny, and pastoral contact.

Person Specification

	Essential	Desirable	Assessment Method
Proven Abilities, Knowledge and Skills			
Experience of pastoral care, mentoring, supervision, gained through roles in HR, education, or other people-focused work.	X		A, I
Some experience of chairing meetings or facilitating group discussion.	X		A, I
Experience of serving on committees, groups or meetings where shared discernment and decision-making take place.	X		A, I
Ability to read and weigh reports carefully, noticing themes, concerns, and strengths.	X		A, I
Confident in leading parts of meetings and discernment panels with fairness and clarity.	X		A, I
Strong collaborative skills: able to work well with colleagues, Connexional staff, and partner bodies.	X		A, I
Working knowledge of Microsoft Office skills, including Outlook, Word, Excel and PowerPoint and other applications such as Microsoft 365, SharePoint, Teams and OneDrive.	X		A, I

Clear and compassionate communicator, able to engage with a wide range of people.	X		A, I
Organised and reliable, able to manage preparation, follow-up, and occasional time-sensitive tasks.	X		A, I
Understanding of confidentiality, safeguarding principles, and appropriate boundaries.	X		A, I
Willingness to engage with Standing Orders and Connexional processes relevant to candidating and probationer oversight.	X		A, I
Experience in ministerial formation, theological education, vocational discernment, or similar oversight contexts.		X	A, I
Ability to contribute to drafting guidance, shaping processes, or reviewing policy.	X		A, I
Familiarity with Methodist governance, Standing Orders, or Connexional processes.	X		A, I
Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A, I
Awareness of and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		A, I
A committed Christian whose life reflects the values and ethos of the Methodist Church.	X		A, I
Fair-minded, patient, and able to hold complexity without becoming overwhelmed.	X		A, I
Naturally collaborative, valuing shared discernment and mutual respect.	X		A, I
Respectful and committed to inclusion and the flourishing of others.	X		A, I

Method of Assessment: **A** – Application Form; **I** – Interview; **W** – Written exercise; **P** – Presentation; **G** – Group exercise; **Q** – Proof of qualification (e.g., certificates or transcripts)

Please note: We reserve the right to assess any other aspects of the role using a format not previously described.

TERMS AND CONDITIONS

Time Commitment

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- Participation in assessment panels and associated preparation.
- Attendance at liaison meetings, working groups, and other gatherings as required.
- Additional time for reading, scrutiny, and pastoral contact.

Term of Office

- The appointment is for a period of 3 years, renewable subject to review and agreement.

Expenses

- Reasonable expenses will be reimbursed in line with the Connexional expenses policy.