

# Application Information Pack

## Chair of the Methodist Heritage Committee

2024

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# 1. Introduction

Thank you for considering putting your name for the role of Chair of the Methodist Heritage Committee.

If you would find it helpful to discuss the role(s) before applying, please e-mail: [HR@methodistchurch.org.uk](mailto:HR@methodistchurch.org.uk) to arrange a phone conversation with a member of the Connexional Team.

## 2. Background Information

The Methodist Conference of 2008<sup>1</sup> approved establishing a Methodist Heritage Committee to 'bring into one body the Church's responsibility both for preserving its heritage and for using it for mission ...accountable to the Methodist Council, which could monitor the governance role of locally delegated trusteeship at named sites and hold together some central functions for the benefit of all whilst retaining local management trusteeship.'

This Committee rapidly evolved to take on responsibility for oversight and advising on all of the Methodist Church's historic assets, including archives and artefacts. The expertise across the membership of the Committee has been enhanced to support properly the conservation and promotion of these valuable mission resources. Specifically this has been by the creation of expert volunteer roles for a Liaison Officer for Methodist Archives and for Historic Collections, appointed by the Connexional Council, and able to advise the Church on these matters. Also, the appointment by the Methodist Heritage Committee of a specified chair to lead the Archives and Records Advisory (ARAG) sub-committee. New incumbents have recently been appointed to these three roles.

The Archives and Records Advisory Group is the specialist sub group oversees the relationships with the institutions where the Connexional archive collections are deposited, and supports local church archivists with the management of church, circuit and district records and their deposit in Local Record Offices. ARAG's work includes considering electronic record management, and the group supports oversight of our 'family' of four online, user-generated, community archives: [www.MyMethodistHistory.org.uk](http://www.MyMethodistHistory.org.uk)

Standing Order 337 outlines that the specific responsibilities of the Committee: [The Constitutional Practice and Discipline of the Methodist Church \(d1yuutt686hfi0.cloudfront.net\)](http://d1yuutt686hfi0.cloudfront.net)

You can explore the range of interests and mission work of Methodist Heritage at: [Home - Methodist Heritage](#)

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<sup>1</sup> conf08 34 Heritage\_report210808 B6h8I3W.doc (live.com)

In practical terms, the work of the Committee includes:

- Advocating for Heritage as a setting/tool for mission, demonstrating how that can be done and resourcing local churches and communities to tell the story of the people called Methodists to help the Church to engage in God's mission.
- Shaping the direction of and delivering a strategic vision for Heritage as mission across the Connexion, approved by the Connexional Council via the Mission Committee, taking into account *Our Calling* and the prevailing strategies of the Church (such as *God for All*).
- Supporting the four accredited museums (heritage sites recognised by the Methodist Conference to be of Connexional significance) to develop strategically and collaboratively.
- Help determine which other sites (heritage places or historic chapels) should be considered as being of particular importance to retain and develop for mission, and support them to do so. This to be done in close collaboration with the Listed Buildings Advisory Committee and Connexional Property Support team to develop a joint plan.
- The Archives & Records Advisory Group is the only official sub-group of the Committee and was instituted to extend the expertise in record management and archiving, both in liaison with the institutions holding Connexional collections, and with local archivists and administrators managing records.
- Creating working groups to work in areas requiring additional specialist knowledge, e.g., the Committee has responsibility for the care of the Aldersgate Flame memorial in London.
- Receive reports and advise on the care and use for mission of Connexional heritage assets ranging from the disposal of controversial historical artefacts to the digitisation of Connexional records and the development of research projects that increase access to and knowledge of the collections.
- The Committee reports annually to the Connexional Council via the Mission Committee and may be required to report to the Conference on matters of policy etc.

### 3. Time commitment and term

The Methodist Heritage Committee meets at least twice a year, and up to four times for regular business, but may meet additionally as required. Much of the work should be achieved in between meetings, via email or in working groups meeting on Zoom. One of the main committee meetings is usually held in person, while the rest are virtual. The location of the in person meeting is usually London for ease of transport links, but has varied and in the past has visited each of the Methodist museums. The arrangement of meetings will be such as to enable the participation of those who are not ministers or employed by the Church.

The chair is appointed for a period of six years. Obviously, personal commitment varies with passion and availability for any voluntary role, but we estimate the role will require your attention for at least two days per month.

There may sometimes be travel to other parts of the country, e.g., to visit the museums. We welcome applications from all parts of the Connexion. Expenses will be paid for travel on Committee business.

### 4. Recruitment process

#### 4.1 Indicative Recruitment Timetable

|  | Chair of the Methodist Heritage Committee   |
|--|---|
| <b>Closing Date:</b>                               | 12 June 2024 @ 23:59  |
| <b>Shortlisting Date:</b>                          | 17 June 2024  |
| <b>Date of exploratory conversation/interview:</b> | 20 June 2024<br>In person, in London  |
| <b>Provisional appointment start date:</b>         | Ratified 4 October 2024, when the nomination is recommended to the Mission Committee, and will then be reported by them to the Connexional Council.<br>However, following a successful exploratory conversation/interview, you will be invited to start to engage with the work of the committee as soon as you are able, to ensure a smooth handover and good induction. |

#### 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](mailto: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/interview.

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 an exploratory conversation/interview in person in London. Further details about the format of the conversation 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](mailto: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. 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.

# 5. Our support for you

If you are nominated for this role, we will arrange a handover meeting for you with the outgoing chair of the Heritage Committee.

You will be invited to participate in induction discussions (in person in London/via Zoom) with key Connexional Team staff and members of the Committee, and to visit the Methodist museums and Connexional archive depositories, if you are not familiar with them.

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

This is a volunteer appointment and not remunerated. However, all agreed travel costs and related expenses will be reimbursed in line with the [Expenses Policy for Committee Members and Volunteers.](#)

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