

## Volunteer Role Description

### JOB TITLE

**Convener of the Stationing Advisory Committee**

### ROLE PURPOSE AND OBJECTIVES

Information about the purpose of the Stationing Advisory Committee can be found in the *CPD* of the Methodist Church, especially S.O 323(2). This includes, among others:

- (2) (i) explor[ing] 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;
- (iv) consider[ing] 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[ing] 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;

### ROLE RESPONSIBILITIES

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.

**Person Specification**

<b>Experience</b>
A working knowledge of the stationing process of the Methodist Church in Great Britain
Awareness of the variety of positions available for ministers within the MCB.
<b>Abilities, Knowledge and Skills</b>
A competent administrator with knowledge of the Office Suite (Word, Excel, etc.)
Ability to absorb quickly a wide-range of detailed issues.
Ability to work individually but also to communicate effectively both in oral and written form, to the rest of the Committee.
Ability to engage diplomatically on sensitive issues
Good knowledge of the constitutional and organisational arrangements of the Methodist Church.
As the meetings are held twice a year online, the post-holder will need to be comfortable attending and participating in online meetings (Zoom, Teams, etc.)
<b>Personal Qualities</b>
While being a Methodist Church member is not essential to the role, possession of a good understanding of the Church and its processes is highly desirable.
Acceptance of personal and collective responsibility
Exercises sound judgement in decision making
Displays resilience and able to self-manage
Able to hold sensitive matters in confidence