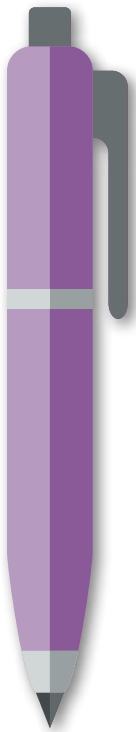




The
Superintendents'
Handbook

A guide for superintendent ministers



Sisters and brothers in Christ,

I am delighted to introduce this handbook for superintendents, and grateful to you for answering the call to serve in this vital role in the life of the Methodist Church.

Christ has many services to be done. Much of this handbook will, for good reason, focus on the tasks and practical responsibilities of a superintendent. But this guidance is held within the understanding, affirmed by the Conference, that superintendents are first and foremost presbyters – called by God to declare the good news, celebrate the sacraments, serve the needy, minister to the sick, welcome the stranger and seek the lost. In the joys and complexities of superintendency, I urge you to hold fast to your calling and to know that the power to do all these things will be given to you in Christ, who strengthens us.

This handbook draws upon the reflections of a number of presbyters who have served as superintendents, to whom we are grateful for sharing their experience. This guidance is intended as an additional resource, but not as a replacement, for *The Constitutional Practice and Discipline of the Methodist Church (CPD)*, to which you will need to refer as you read the material on these pages.

As your calling finds new expression in the work of superintendency, may God increase in you the gifts of his grace for your life and ministry.

In gratitude for our partnership in the gospel,

A handwritten signature in black ink, reading "Gareth J. Powell".

The Revd Canon Gareth J Powell
Secretary of the Methodist Conference

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A guide for the superintendent minister

At your welcome service, the Chair of the District will declare:

**... to you is committed the responsibility
for the life and work of this Circuit.**

And then will ask:

**Will you, with your colleagues, lay and ordained,
care for its people,
inspire its witness
and watch over its life
in the name of Christ?**

And you will respond:

I will, and I ask God to help me.

The Methodist Worship Book

A commitment

Watching over and inspiring the people of God in the life of a circuit in the name of Christ is a significant responsibility – one which the Conference has declared, through stationing you, that you are called to.

Your calling requires from you a commitment to both being and doing (as do all ministry callings). This guide offers some tips on ‘being’ a superintendent and ‘doing’ the tasks involved in the role. Good and thorough preparation will enable you to lead and collaborate well with others. Do not forget the nurturing of your own spiritual health and well-being. There is no doubt you will need feeding in order to resource others.

If you are taking up the role of superintendent minister in a circuit where you are already stationed, you will need to take care not to bolt the superintendent’s duties on to the duties you had previously.

Superintendency has a different focus to other patterns of ministry and you will need to make time to do it well. This may mean a change to your pastoral charge, which will need to be discussed with others.

The 2005 Conference report *What is a Circuit Superintendent?* is a good place to start your reflection on what it means to be a superintendent. To download it, go to: www.methodist.org.uk/2005reports.

Being prepared

The superintendents' induction

Once you know you are going to be stationed as a superintendent minister, make sure that you are enrolled for the superintendents' induction programme.

Details about the induction can be found on the Methodist Church website at: www.methodist.org.uk/superintendentsconferences or from the Ministry Development Coordinator (details at the back of this guide).

The induction looks at what is required of you as a superintendent; how to make a good start and how you might best enable the ministry of others. All new superintendents are expected to attend the induction programme.

Preparatory reading

By the time you become a superintendent, you will have had several experiences of others inhabiting the role. Some will have been inspirational, others less so. To give you a good foundation it will be helpful for you to read the following Conference reports. All are available on the Methodist Church website when you search by date from www.methodist.org.uk/conferencereports

- Called to Love and Praise (1999 Conference report)
- What is a Circuit Superintendent? (2005 Conference report)
- The Missional Nature of the Circuit (2008 Conference report from the Faith and Order Committee, Section A)

It is difficult to over-estimate the importance of the superintendent having a clear understanding of certain parts of *CPD*. Many people think they know what is included. You will need to know what the current Standing Orders are relating to circuit life. Spending some time re-reading specific parts of Volume 2, Book III will be particularly beneficial at this stage:

- Part 5 – The Circuits
- Part 6 – The Local Churches
- Part 9 – Property.

Part 11 – Complaints and Discipline – is also worth noting.

You may also want to download the procedures to *Complaints and Discipline* from the Methodist Church website, just in case you need to refer to it when you have no internet access. You may never need it – but if you do, you need to know where it is and what is in it.

www.methodist.org.uk/complaintsanddiscipline

Remind yourself of the *Creating Safer Space Advanced Module* – in particular the section on safer recruiting for volunteers, local preachers and worship leaders, as well as for paid employees. Up-to-date information on safeguarding can be found at: www.methodist.org.uk/safeguardingpolicy

Supervision training

For many years, it has been a requirement that all circuits receiving probationer ministers offer someone to supervise them. In 2017, the Conference approved the Interim Supervision Policy, which requires all ministers in active work to be in pastoral supervision. Training in supervision is currently being rolled out across the Connexion. Those approved to supervise under the interim policy will be allocated supervisees according to their district's supervision implementation plan.

If you believe you will be acting as a supervisor, please contact the Chair of the district where you will be serving. They will update their district's supervision implementation plan, and this will trigger an invitation to attend training (if you are not already trained).

Those who trained in supervision prior to 2017 will be expected to attend training linked to the new interim policy

More information on supervision can be found at www.methodist.org.uk/supervision

Chairing of meetings and rules of debate

As chair of all meetings in the circuit, you carry responsibility for everything outlined in Standing Order (SO) 520 – even if you choose to delegate a task.

Familiarise yourself with the rules of debate (see SO 517 and SO 413(5) to (7) and (10) to (25)). Circuit Meetings are necessarily more formal than Church Councils. As the chair, you don't want the other attendees of a meeting to be better acquainted with the rules of debate than you are. Likewise it is not helpful to make up your own rules!

The handover

Ideally, to make your transition as smooth as possible, arrange to meet with your predecessor to discuss the important matters of the life and mission of the circuit you are about to lead. This handover meeting should cover matters of legality such as safeguarding, complaints, property issues, finance and employment.

Here we lay out some detail and at the end of the section we offer a checklist to use at your handover meeting.

Safeguarding

- All up to date information on safeguarding is available on the Methodist Church website at www.methodist.org.uk/safeguarding
- Get to know who the circuit safeguarding officer is, bearing in mind that the default person is you, as well as the district safeguarding officer. Get to know the circuit and district safeguarding officers as you will need to work closely with them in the management of safeguarding concerns and their support and advice can be of great assistance.
- Identify whether there are any Safeguarding Contracts in operation. All staff should be aware of the provisions of SO 692 should a person who is deemed to present a safeguarding risk decide to worship in a church other than where their contract is.
- Make sure you know what arrangements are in place to enable those with a Safeguarding Contract to attend circuit services (you may need to refer to the *Creating Safer Space Advanced Module* or consult your district safeguarding officer for further guidance).
- Ask for an up-to-date list of those who have undergone the *Foundation*, *Foundation Refresher* and *Advanced* training for safeguarding (*Creating Safer Space*).
- Find out if there are any specific needs in order to encourage people to attend training. Training can be arranged via your district safeguarding officer.
- Check if the local preachers' safeguarding declarations and DBS clearances are up to date and confirm the location of any relevant records. It is worth asking about local preachers who have transferred between circuits.

Complaints and discipline officer

Find out who the complaints officer is for your circuit. The default position is that if no one has been appointed, then it is the superintendent. Before you take over the superintendency, you will need to know if there are any ongoing cases.

Legal matters

Buildings

Ask if any of the buildings in the circuit are listed, or in conservation areas. If so, you will need to read Section 98 of *CPD*. If the current superintendent can't give you this information, then arrange to have a meeting with your circuit (or district) property secretary as soon as possible once you are in your new station.

Check that all external organisations using church premises have their own insurance. If an organisation uses the premises for three or fewer times per year, then it may be covered by the local church's own policy. However, if they do not have insurance and require it, Methodist Insurance can offer policies.

Ask if any of the circuit churches are in the midst of, or planning, any building projects. You should insist on seeing the certificate of professional liability insurance of any professionals (including architects) with whom a contract is being made.

Buildings registered for marriages

Ask for a list of Authorised Persons for each of the registered buildings in your circuit. This will help with arranging cover in an emergency. It is helpful for all ministers to be capable of solemnising marriages in all churches in the circuit; this is especially important if the requirements of SO 011A(4) – the 'conscience clause' – are to be upheld.

If your circuit covers more than one registration district, it would be wise for ministers to become Additional Authorised Persons in a chapel not in their registration district.

Finance

Ask for a list of the auditors or independent examiners used by each of the Church Councils in the circuit (this comes under the provisions of SO 012(4)-(5)). You must ask for a description of their independence.

It may be helpful to have a similar conversation with the superintendent of a neighbouring circuit to ensure that any auditors of circuit funds are truly independent.

Ask whether any trust bodies (large churches, projects, etc) are registered with the Charity Commission. If your circuit is a registered charity you will have to produce an annual report. You have to write the report yourself, but try to make it interesting! Be creative in showing how your circuit's activities are for the public benefit. The report should be given to the treasurer for each church.

If any of the churches in your circuit run cafés etc, check that they are fulfilling VAT requirements. If you are not sure if a church should be VAT registered, you can check at: www.gov.uk/vat-registration/when-to-register.

Ask if any office holders within the circuit or local churches are subject to an insolvency process (which includes becoming compounded with creditors generally) that makes them incapable of exercising office. This is covered by SO 013(2)-(3A).

Ask if all lay employees are being paid the National Living Wage (note that this is not the same as the National Minimum Wage). For updates on the current Living Wage visit Church Action on Poverty: www.church-poverty.org.uk.

Ask what pension arrangements have been made for lay employees. For the latest advice on pensions, see the lay employment section on the Methodist Church website. You can find this at: www.methodist.org.uk/layemployment. See also the Pensions Trust website: www.tpt.org.uk/.

Copyright law

Ask for a list of churches in the circuit that have licences from Christian Copyright Licensing International and/or Calamus. There are several types of licence; many churches now need a Performing Rights Licence (PRK or PCL) to allow them to show film clips, DVDs or put on live music performances. If a church has a theatre company, it will need a Local Authority Performance Licence. See the table at: churches.uk.ccli.com/licences/quickguide/.

If churches are using word copies of hymn books such as *Singing the Faith*, a licence is not required unless you print or project the words. More details can be found at: http://www.singingthefaitplus.org.uk/?page_id=5926.

Handover meeting checklist

Main topics

Safeguarding	Notes	Follow-up
Who is the circuit safeguarding officer?		
Is anyone operating a Safeguarding Contract?		
What arrangements are in place to enable sex offenders to attend circuit services?		
Ask for a list of those who have undergone modular safeguarding training (<i>Creating Safer Space</i>)		
Are there any specific needs in order to encourage people to attend training?		
Are all local preachers' Safeguarding Declarations and DBS clearances up to date and in the circuit safe?		

Main topics

Complaints and discipline	Notes	Follow-up
Who is the local complaints officer?		

Buildings	Notes	Follow-up
Which buildings are listed?		
Which are in conservation areas?		
Do all external organisations using church premises have their own insurance?		
Are any of the circuit churches in the midst of, or planning, any building projects?		
Have you asked to see the professional liability insurance of builders, architects etc?		

Main topics

Marriages	Notes	Follow-up
Have you been given a list of authorised persons for each of the registered buildings?		
Does your circuit cover more than one registration district?		
<p>If yes:</p> <p>Are ministers registered as Additional Authorised Persons across the circuit?</p>		

Finance	Notes	Follow-up
Have you been given a list of the auditors or independent examiners used by each of the Church Councils in the circuit (including a description of their independence)?		
Are any trust bodies registered with the Charity Commission?		
Is the circuit registered with the Charity Commission?		

Main topics

Finance	Notes	Follow-up
<p>Are any of the churches running cafés, etc?</p> <p>Are they are fulfilling VAT requirements?</p>		
<p>Are any office holders within the circuit or local churches subject to an insolvency process?</p>		
<p>Are all lay employees being paid the Living Wage?</p>		
<p>What arrangements for pension provision have been made for lay employees?</p>		

Copyright	Notes	Follow-up
<p>Which churches in the circuit have licences from Christian Copyright Licensing International and/ or Calamus?</p>		

At the beginning of your time as superintendent

Your first few weeks

There are a number of things that are essential (and one or two that are advisable) in your first few weeks in post:

1. Appoint all the people whom you plan to authorise to deputise for you in the chair at Circuit Meetings or Church Councils, including the Church Councils (whether constituted under SO 610 or SO 611) of those local churches in single congregation local ecumenical partnerships (see SO 502(1)(b)).
2. Both you and the circuit property/finance secretary should see the Standard Form of Accounts (formerly known as Schedule B) for each local church. Make a note of the pertinent figures for each local church in your circuit and get an idea for yourself about their finances. You should also check that the requirements of SO 914 are being upheld (ie investments are sent to be held by the Trustees for Methodist Church Purposes (TMCP)).
3. Organise your diary (see below).
4. Ask your colleagues in local ecumenical **partnerships** (LEPs) to let you have a copy of the LEP constitution. Most single congregation LEPs use buildings on which there is a Sharing Agreement; a copy should be in the circuit safe and it is advisable to be familiar with its provisions. Ask your district ecumenical officer (DEO) or Synod Secretary to indicate whether a direction has been given by the Synod under SO 611 for any single congregation LEPs; this also affects the pastoral care of members under SO 644(11)(iii). This conversation with your DEO is a good opportunity to ask informally if there is anything you need to be aware of concerning LEPs in your circuit, or for advice they might give you.
5. Book a pastoral visit to meet colleagues (lay and ordained) and other significant officers in the circuit (treasurers, secretaries of various meetings, safeguarding officers) within the first quarter.

Organise your diary

In the introduction to this guide, we highlighted the need for good preparation in successful superintendency. Already you will have begun to realise that one of the ways to achieve this is to exercise good diary management. Here are some tips to help you with this.

- Add to your diary any dates your predecessor may have left you.
- Plan well ahead. Planning 18 months ahead for major meetings is useful, but a minimum of 12 months will ensure everyone knows what is being planned. For effective management, you will need to keep this 18-month diary rolling.
- If you are in a single-minister station, you will need to book your district chair well in advance for their annual visit, in keeping with SO 425(1).
- Don't forget to allot time for own holidays, study days (SO 745 (4) (a)) and rest days. Put them in early, even if you end up negotiating a change with a colleague at a later stage.
- Find out what the dates of school holidays are for every local authority in the area your circuit covers, so that you can avoid scheduling meetings during those times. You can usually find these dates on the local authorities' websites.
- Check the Synod diary and ensure you have all the district dates in your diary that are personally relevant for you or need advertising around your circuit (you should especially note Superintendents' Meetings, Candidates' Committee and Probationers' Committee).
- It is always good to speak to the person who has responsibility for supporting vocational exploration in your district to find out any arrangements and dates.
- Add to your diary the dates and times when you will be in supervision. If you are a supervisor in your district, also add the dates when you are acting as supervisor.

Preparation time

Once you have blocked out the main meeting dates in your diary, add some preparation time for each new meeting. Remember, preparing for 'firsts' always takes more time and energy.

Block a catch-up day each month, free from other duties, so that you don't get behind with administration. If you have a circuit administrator you will need time to organise the delegation of work.

Colleagues' holidays

Ask your staff for their proposed holiday dates, quarter days, retreat/training dates and sabbatical dates so that you can arrange adequate ministerial cover. You are responsible for making sure that there is cover for pastoral emergencies in the circuit. Once you have all the dates, pay particular attention to school holidays (especially Christmas and summer) to ensure the circuit has adequate cover.

Pastoral care of ministerial colleagues

It is good practice to visit each colleague (and possibly their households) at least once a year. Some superintendents prefer to invite colleagues and their families for a meal at their manse.

Visit each supernumerary and minister's widow or widower residing in the circuit at least once a year. Many superintendents find the delivery of the Minutes of Conference gives an ideal opportunity to do this.

There are a number of ministers in appointments other than circuit appointments named in SO 780. Arrange to visit the ones in your circuit – or to have a coffee with them at least once a year. Use this time to discuss with them how they wish to participate in the life of the circuit. Consider also your contribution to the pastoral care of those in their households.

If a colleague dies

If a minister or probationer dies in your circuit, please notify the district chair and the Conference Office as soon as possible. Eventually you will need to ensure that an obituary is prepared (SO 487). Similarly, inform the district chair if a local preacher, circuit steward or other significant member of the circuit (or their partner) dies.

Annual tasks

There are certain tasks a superintendent needs to attend to on an annual basis. Some are just good housekeeping; others allow us to work properly as the Connexion.

Decisions of the Conference

You need to know of any decisions of the Conference that may impinge upon your circuit – especially any reports that are commended for local discussion and/or response. See to it that any deferred special resolutions of the Conference (SO 126 (3), (5)) are placed on the agendas of your Circuit Meeting and all Church Councils. The Conference Agenda is available on the Methodist Church website. The Minutes of the Conference will give you the information you need. Listen out for the Conference report from Synod. The Media Team also produce a Conference Digest, which is helpful.

Be sure you are aware of any amendments in *CPD* (the passages in bold italic type) and highlight these amendments to your colleagues. New sections, which do not always appear in bold italic type, are highlighted in the introductory pages to Volume 2.

Statistics for Mission and property returns

Under SO 305, district chairs and superintendent ministers are jointly mentioned as being responsible for statistical and property returns from churches and circuit initiatives. In practical terms, this means knowing who is responsible for completing the online annual returns and how to keep track of progress for filling them in. Superintendent ministers should also report, via the Statistics for Mission church closure procedure, any society closure or merger within their circuit once district approval has been obtained.

The circuit safe

Check and keep an inventory of the documents kept in the circuit safe. This should be done at least once a year (SO 903). These will probably include building deeds, certificates of Registration for Public Worship or Marriage, and other such legal documents. It is good practice to have a witness present when opening the safe.

Stationing needs

Complete the annual form relating to anticipated stationing needs, and return it to the district chair (timetables vary between districts; you will be asked for the information at the required time).

Make sure you are aware of the process for handling the re-invitation of ministers. Refer to the Code of Practice for the invitation and stationing process, which is issued annually and on the Methodist Church website at:
www.methodist.org.uk/stationing.

Curtailment of an appointment

Occasionally a Circuit Invitation Committee or a ministerial colleague may indicate their wish for an appointment to be curtailed. Curtailments are always sensitive and require you to offer pastoral care to the minister (and their family). Details around the curtailment procedures are laid out in SO 544. You will need to inform the Conference Office of any curtailment.

Authorisation for the administration of the Lord's Supper

If the circuit considers it requires an authorisation for the administration of the Lord's Supper by someone other than a presbyter, under the provisions of SO 011, make sure you obtain the required form from your Synod secretary and return it in time for consideration at the relevant District Policy Committee (DPC), which you have the right to attend. You will need to remember that authorisations are renewable annually. In all cases, have a conversation with your district chair about their policy for delegation of instruction under SO 011(6). It is likely to be you to whom this responsibility will be delegated. If you have a presbyteral probationer, you will need to apply for an authorisation if the circuit needs them to be able to preside at Holy Communion.

Grants

If you are applying to the District Policy Committee for grants for employing people, then the form on the Methodist Church website must be returned to the district secretary concerned (SO 439). You and another representative from the circuit may attend the grants committee. Make sure that you know the particular deadlines for applications.

Representatives to Synod

Ensure the Synod secretary is told the names and contact details of your circuit's representatives to Synod for the next connexional year as soon as they are elected.

Building used for non-Methodist public worship

Check that the permissions for any non-Methodist public religious meetings are current and, when necessary, formally renewed for a further period not exceeding twelve months by the appropriate managing trustees. This requires the consent of the Methodist Council (using a Schedule 14a: www.methodist.org.uk/annualschedules) as well as the Superintendent and a TMCP approved licence or booking form. (See Model Trust 14(2A) and SOs 920 and 931(3).)

Helpful details can be found here: bit.do/letting

Be aware of SO 920, which requires you to have an understanding of the teachings of any group worshipping on Methodist premises.

Stewardship: reducing the risk of fraud

Local Methodist churches, circuits and districts are sadly not immune from fraud. Fraud is dishonesty, involving:

- False representation, for example identity fraud.
- Failure to disclose information.
- Abuse of position to make a gain or cause loss to another.

Responsibility for local church finances

Each church treasurer is responsible for keeping the books, presenting the accounts, and providing their Church Council with sufficient information to enable them to make informed decisions. The church treasurer has a duty to ensure that the systems and procedures that support the financial administration keep the possibility of fraud to a minimum. It is the responsibility of the whole Church Council to understand the finances, to question the treasurer and to have sufficient oversight of the finances to ensure the treasurer is not left alone just 'to get on with it'.

The key point to remember is that, whilst a church treasurer looks after a local church's finances throughout the year, they do not have sole responsibility for the finances of the local church. That responsibility rests firmly with the Church Council as the local managing trustee of the church's property. This property is not just about the building; it includes all property, funds, investments and contents held on the Model Trust. The Church Council will also oversee general funds and benevolence funds, as well as money that may have been received from a legacy for a particular purpose. Fraud not only results in financial loss and police action, but reputational damage to the Methodist Church, a loss of morale in the local church and circuit, potential regulatory action by the Charity Commission and an impact on future funding such as lottery grants.

Steps to minimise fraud

Trustees have a legal duty to take adequate steps to protect and detect bribery, fraud, financial abuse and other irregularities. It is important to implement and monitor sound financial controls and procedures.

Minimise the potential for fraud by taking the following steps.

Managing the bank accounts

- In accordance with SO 012(1), ensure that Methodist money is held in properly established and official bank accounts; not in personal accounts.
- All payments must be agreed by at least two trustees.

- A minimum panel of four signatories should normally be available to sign cheques or other payment instructions. Blank cheques must never be signed nor should the payees ever sign the same cheque for which they are receiving payment.
- Each cheque or payment instruction requires two signatures in accordance with SO 012(1).
- No cheque should be signed or countersigned without the signatories having adequate supporting evidence of the authenticity of the payment.
- Retain all spoilt cheques and make them available to the auditor/independent examiner (IE).
- Online banking payments should only be made using software which provides the facility for dual authorisation by personnel approved by the Church Council. In some circumstances a supplementary list of payments made should be subsequently countersigned by a trustee.
- Investments in deposits or other financial products must be approved by the Church Council.
- Similarly any transfers of investments should also be authorised by the Church Council.

Keeping records

- The Church Council must ensure there is supporting documentation for all transactions. These should include, inter alia, offerings journal, offerings record for treasurer, cash receipts record, invoices and receipts, bank statement, expenses claim form and cash analysis book.
- Planned-giving receipts should be recorded on a control sheet, which can then be reconciled with a register of donors committed to supporting the church financially on a regular basis.

Bank statements

- Arrange for your bank to send a copy of the bank statement to you and a senior steward each month.
- Bank statements should be checked by someone in addition to the church treasurer (the person checking should not have a personal or close relationship to the church treasurer).
- If you are able to view your account online, consider having read-only access to the bank account.

Bank mandate

- The Church Council or Circuit Meeting should annually confirm the names on the bank mandate and ensure that there is occasional change.

Cash

- All financial transactions must be recorded gross, which includes all money received and paid out.
- Loose cash from collections should always be counted by two people.
- A Collection Record Sheet should be completed and signed by those counting cash.
- Cash should be banked promptly and intact without any deductions for expense payments.
- Expense-reimbursement claims should be paid by cheque or bank transfer.
- If small expenses are paid in cash then a separate small expenses account should be kept and all payments recorded and supporting vouchers/receipts filed. These payments should then be signed off by a trustee each time the cash float is topped up.

Year-end procedure

- The superintendent minister (or other nominated minister) or senior steward should examine the year-end statements from the bank, Central Finance Board (CFB) and the Trustees for Methodist Church Purposes (TMCP).
- If there has been a long delay in the presentation of the year-end financial statements, the Council or Circuit Meeting should carry out an investigation quickly.
- A senior steward or minister should accompany the treasurer at the signoff meeting with the auditor/IE.

Appointment of auditor or independent examiner (IE)

- For compliance with SO 012 and the requirements of the Charity Commission in respect of audit or IE, depending on the level of income, see the Charity Commission's webpages on www.gov.uk for Independent examination of charity accounts: Directions and guidance for examiners (CC32).
- Independent examiners should be appointed by the Church Council, not just the treasurer and should not be related to, or a close friend of, the treasurer.
- The appointment should be by the Church Council or Circuit Meeting and confirmed by the secretary of the meeting sending a letter of appointment direct to the auditor/IE each year.

Division of responsibilities

- Wherever possible avoid a concentration of financial responsibility into one or two people. Ideally, have different people as treasurer, gift aid secretary, counters of the offertories, controllers of the envelope scheme.

Circuit stewards'/treasurers' responsibilities

- Circuit stewards should be diligent in collecting church accounts by the due date.

- The circuit stewards may wish to review a local church's accounts and point out glaring errors or consider whether the IE is truly independent of the treasurer.
- Annually review the reserves policy and check on those of the churches in the circuit.
- It is recommended that the circuit stewards should not also be either the district treasurer or a treasurer of a church in the circuit.

What to do if you suspect fraud has taken place

Where there is initial evidence that fraud may have occurred, this must be reported immediately to the Superintendent Minister. If your local church or circuit has been the victim of attempted or actual fraud, report this to Action Fraud at www.actionfraud.police.uk or phone 0300 123 2040.

Inform the Conference Office at Methodist Church House.

Email: conferenceoffice@methodistchurch.org.uk

A serious incident report should be made to the Charity Commission, stating the allegations or concerns that have been raised. The email should be sent to:

RSI@charitycommission.gsi.gov.uk

For further information go to www.gov.uk

Charity Commission resources

You will find the Charity Commission at www.gov.uk

For more information on managing your local churches' resources responsibly, review section 7 of [The Essential Trustee \(CC3\)](#)

Other helpful resources include:

- [Compliance Toolkit Chapter 3: Fraud and Financial Crime](#)
- [Internal Financial Controls for Charities \(CC8\)](#)
- [Charities and Risk Management \(CC26\)](#)
- [How to report a serious incident in your charity](http://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)

Meetings

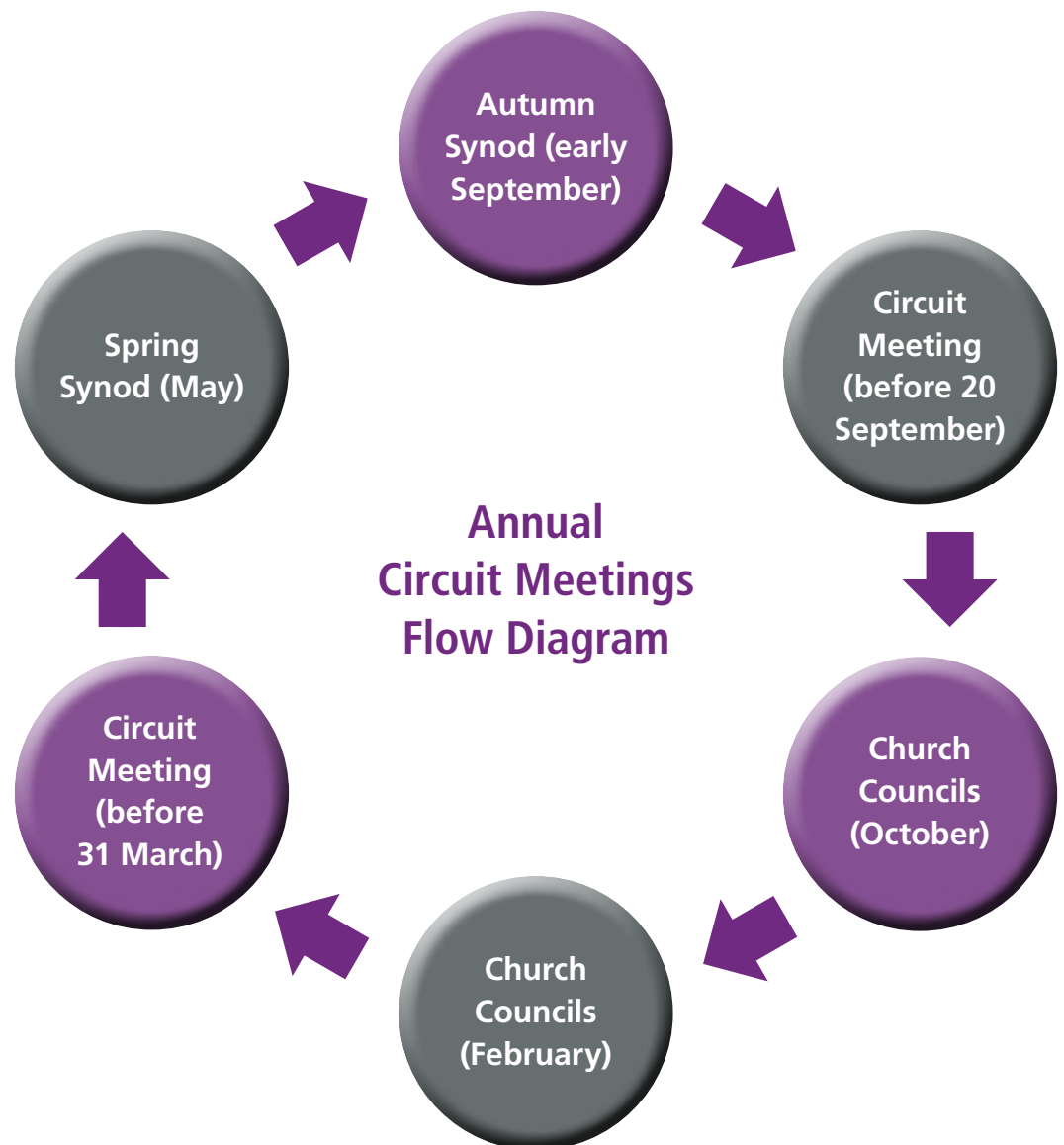
The district Synod

At the Synod, you will need to empty the circuit mail box. Don't do it too early, or you may miss materials that have been added later in the day.

Getting someone to coordinate the travel to Synod will cut down on circuit expenses, and is a more environmentally friendly way of working.

Circuit Meetings

In order that information flows between the various parts of our Church you should ensure that the pattern of Circuit Meetings follows that illustrated below.



The September Circuit Meeting

This should be held after the district Synod and before 20 September. This allows for re-invitations to be considered (SO 545 and 546) and/or stationing needs to be addressed.

If your own invitation is due to be considered, make sure you book your district chair well in advance so that s/he may chair the Circuit Meeting (SO 545(4)(a)). The district chair may nominate a deputy to fulfil this role. There is much to commend having the re-invitation as the last item of business, and chairing the meeting yourself up to that point before handing the chair over.

If your treasurer cannot get the accounts audited in time for the September meeting, then they should present them unaudited (or at the very least summarised). You will then need to make sure your March meeting receives the auditor's report and finalised accounts.

If you are intending to vary the number of representatives from local churches under SO 510(1) (viii), the September meeting is the best meeting to propose this, as it will allow local churches to use their February Church Councils to elect representatives.

The March Circuit Meeting

This should meet after all the February/March Church Councils and in time to send any memorials (SO 516) or the results of any voting on any deferred special resolutions of the Conference (SO 126(3),(5)) to the Conference Office. The deadline for both is 31 March.

If the audited accounts have not been presented to the September meeting, they should be presented to this March meeting.

Other Circuit Meetings

CPD states there should be a minimum of two Circuit Meetings per year, shown in the diagram on page 23. This may not be adequate for your circuit and you may wish to consider additional meetings in December and May/June, which will allow for a more extended discussion of the life of the circuit and an additional opportunity for local churches to bring property approval requests.

When and where

It is worth considering rotating the Circuit Meetings through the week. However, it might be worth avoiding Fridays. Using this pattern, plan the dates at least a year (if not 18 months) in advance.

Likewise, it is worth considering rotating the meeting around the churches in the circuit. This enables churches to offer hospitality and gives non-preaching members of the Circuit Meeting a chance to visit other churches in the circuit.

Make-up of the Circuit Meeting

You should review on a regular basis the make-up of the meeting, asking if it is sufficiently representative with regard to age, sex and ethnic origin (SO 513).

Make sure the Circuit Meeting secretary lists all the members on every agenda, as this will remove all doubt as to who has a vote (SO 514(2)).

It is worth encouraging others who are not members of the meeting to attend and participate in the greater conversation about the work of God in the circuit. If you do this, remember that you may need to go into closed session (SO 514(3)) for confidential items.

Agenda

CPD Book VII Part 6 offers guidance on the agenda. See also sections above on the September and March Circuit Meetings to consider what you might add at specific times of the year.

Ensure that an agenda is drafted and delivered to all members of the Circuit Meeting at least seven days (but preferably fourteen) before the meeting.

It is advisable to publish the dates of all meetings in the circuit diary. Also give notice of the next meeting at the end of each meeting's agenda. If you need to call any extra (non-emergency) meetings, you are required to give 14 days' notice (SO 910(d)).

Specific items that need to be discussed at various times

Annual manse inspections

You will need to ensure that the Circuit Meeting receives a report of the annual manses inspection (SO 954(i)).

It is worth noting that SO 954(vi) requires the circuit to have a discussion at least every four years about the longer-term strategy and condition of the manses. Check past agendas; if this item is not on there, consider it overdue.

Archives

Include archives at least annually, to remind people of the need to preserve minute books etc, and to comply with your responsibilities under SO 015(2)-(2A). A summer meeting is good for this purpose, as officers who might be standing down prepare to hand over old files to new officers.

Building projects

Make sure that the provisions of SO 951 are followed for property projects presented to the Circuit Meeting.

Charities Commission

Try to make the annual report required for registered charities as inspiring, stimulating and informative as possible!

Invitation Committee

SO 541 requires the Circuit Meeting to appoint an Invitations Committee annually. It is often helpful if the Circuit Meeting delegates all invitation responsibilities and duties to the Invitation Committee; if they do so, they will need to report to the following Circuit Meeting. For details, please consult the standing order.

It is worth noting that if you have an LEP in your circuit, it is best practice (and indeed may be required) to include ecumenical partners in drawing up the profile for appointing your own successor as superintendent.

Minimum size of a church

Ensure you are aware of any local churches which are, or may be coming, under the provisions of SO 612 (minimum size), and need to have Church Council members appointed by the Circuit Meeting.

If you have any former local churches which have become classes of other local churches under SO 612, then make sure they appear as an item on the Circuit Meeting agenda at least once per year for you to consider worship provision there (SO 605(5)).

Worship leaders

If you have agreed to permit a worship leader to serve more than one local church, you need to inform the Circuit Meeting and the Local Preachers' Meeting (SO 683(4)).

Creative ideas for the Circuit Meeting agenda

Ask the host church to offer refreshments before or after the meeting.

You might allow a slot for local churches (on a rota basis) to give a presentation about themselves and their mission to the rest of the circuit.

Try forming the agenda around the four aspects of Our Calling. This helps the meeting ensure that everything we discuss brings us back to our core principles: reminding us that all we do is a response to the good news of the gospel.

Rules of debate

As highlighted earlier, it is essential that you understand the rules of debate (see SO 517 and SO 413(5) to (7) and (10) to (25)).

Superintendents in Scotland

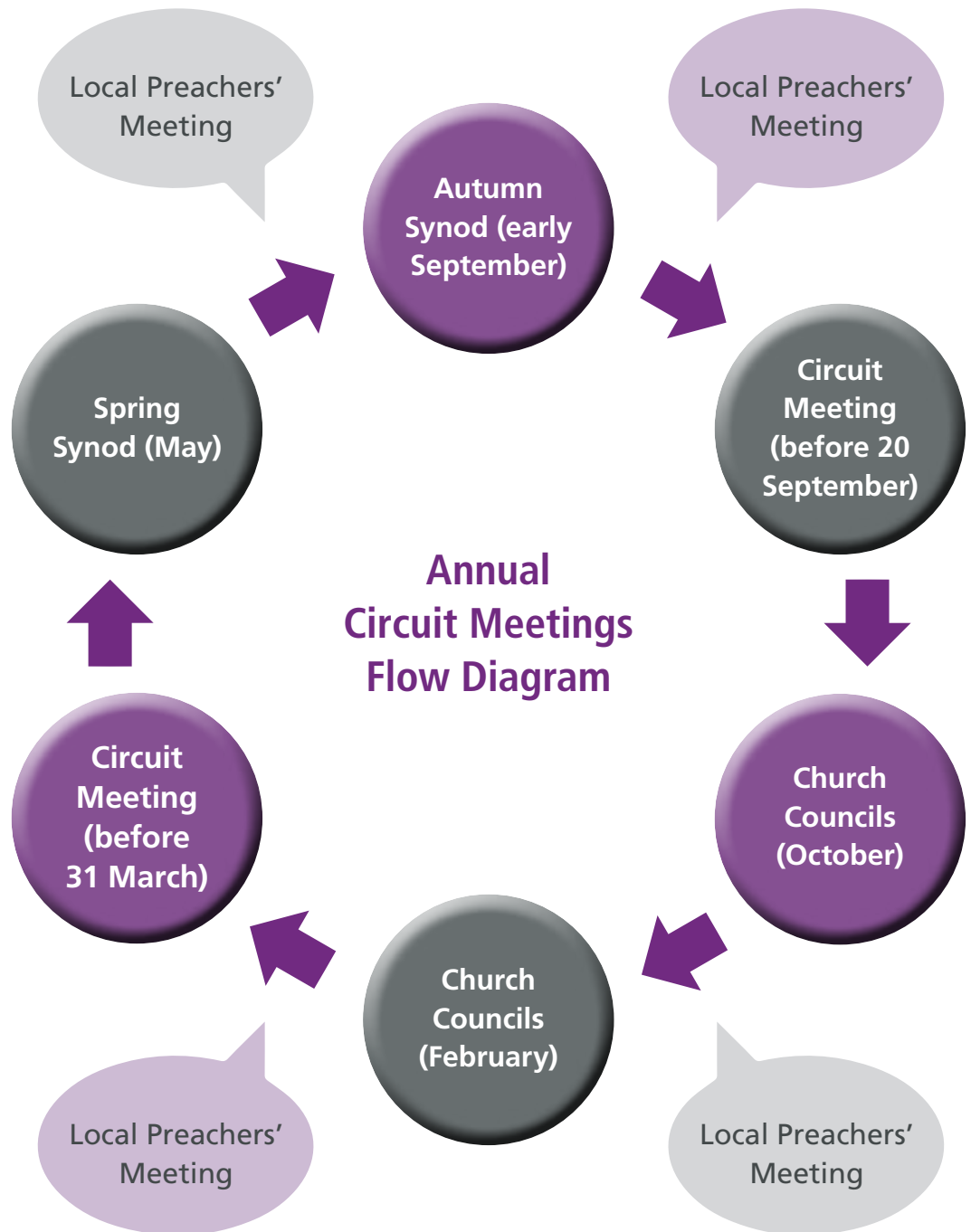
If you are a superintendent in Scotland, ensure that the annual Sunday collection for the Relief and Extension Fund for Methodism in Scotland takes place (SO 476). You have a seat on the General Committee of that fund, which normally meets at Synod.

Single-church circuits

If you are in a single-church circuit, make sure that you are aware of and comply with SO 511, especially clauses (4) and (5).

The Local Preachers' Meeting

According to SO 560(3), the Local Preachers' Meeting should meet quarterly – ideally before the Circuit Meeting, to allow for accreditation recommendations to be presented. Aim to have meetings in September, December, February/March and May/June.



Agenda

CPD Book VII Part 6 offers guidance on the agenda.

Have a conversation with the local preachers' secretary and local tutor(s) before you plan each meeting agenda. You can then determine if you need to allow time for any training issues, such as interviews. It is for you to determine who conducts interviews (SO 566(2)).

Note that all local preachers have a responsibility for continuing development. Consider, therefore, including space for creative conversations at the Local Preachers' Meeting.

You could discuss subjects such as:

- good use of amplification systems
- how to use projection and PowerPoint well in worship
- what the next circuit preaching series should be about
- use of the creative arts
- all-age worship
- complying with copyright law when reproducing words and images
- support for local arrangement services (SO 569)
- evaluating worship – see Mark Earey's latest Grove publication
<https://grovebooks.co.uk/products/w-227-evaluating-worship-how-do-we-know-it-is-any-good>.

You can invite other people to participate at the Local Preachers' Meeting (SO 560(6)), such as worship leaders, stewards and musicians. Even if they are not regularly present, consider inviting them to the annual celebration of the Lord's Supper. Musicians, especially, will appreciate being able to receive Holy Communion without having other duties to perform.

Once a year, read out SO 563(1)-(4), Duties and Rights of Local Preachers, at the Local Preachers' Meeting. The 2018 Conference amended these duties, so please always use to the most recent edition of *The Constitutional Practice and Discipline of the Methodist Church (CPD)* to ensure you refer to the current Duties and Rights of Local Preachers. Guidance notes are offered at www.methodist.org.uk/lp. Ask the Local Preachers' Meeting secretary to send an up-to-date copy of Standing Order 563 to each local preacher who is not present at that meeting.

Make sure you include the celebration of Holy Communion at least once in each connexional year.

A newly drafted service of 'Remembering our Call' is available to use annually from September 2019.

Your responsibilities beyond the Local Preachers' Meeting

Remember that you have responsibility for the development needs of local preachers. Here are some suggestions as to how you might approach this.

- Introduce a rolling programme of local preachers' pastoral interviews, so that you meet every preacher once a year if possible. Use this interview to talk about their continuing development. If there are simply too many local preachers for you to do this, then share this task among the circuit staff. Remember, too, that the pastoral care of preachers is shared with the Local Preachers' Meeting secretary (SO 562(1)(iii)).
- Visit local preachers who come 'on note' and those who are 'on trial'. Keep an eye out for those who are in danger of running over the five-year limit for training and offer them support. Remember that extensions are exceptional and involve you, as superintendent, in a great deal of work (SO 564B(3)).
- Ensure those who are 'on note' for the coming quarter receive a note from you (SO 564A). Remember that they should not receive the first note until they have satisfied the Methodist Church's safeguarding requirements and shared an interview with you (SO 564). The most recent recommendations suggest running a DBS check before issuing a note to preach.
- If the Preaching Plan allows, tell the preachers that you will occasionally turn up to hear them preach, so that you might support them in their ministry. Then it won't surprise them to see you in the congregation. Ideally leave yourself free at least once a quarter to listen to other preachers. Otherwise your oversight of them will always be secondhand.
- Have a conversation with staff and local preachers about the possibility of an occasional (or annual?) circuit-wide preaching series, especially with regard to SO 524 (*Doctrinal Preaching*). This will enable smaller churches to share in what is sometimes only available to the larger churches.
- Have a conversation with the Local Preachers' Meeting secretary about Local Preachers' Sunday. Does the circuit have one? Are there any arrangements with neighbouring circuits?
- More suggestions are on the Methodist Church website, search under local preachers, and in the Local Preachers, Worship Leaders E-Newsletter.

New local preachers

It is the responsibility of the Local Preachers' Meeting secretary to inform the Connexional Team of any changes (additions or removals) to your circuit's plan. This is done by completing the online form, which can be found on the Methodist Church website at: www.methodist.org.uk/localpreachersecretaries

Your Local Preachers' Secretary can also request certificates for recognition services as well as long-service awards. It is worth familiarising yourself with the information required by the Connexion.

If you have the joy of organising a service of admission for a new local preacher, then it is polite to ask the local preacher who they would like to preach at this service. It should be a special service; they have given several years of their life in training and preparation, so it would be entirely inappropriate to tack it on to an existing service, especially as this would preclude many local preacher colleagues from attending.

Circuit leadership team meeting

Circuit leadership teams (CLTs) are formed by and report to the Circuit Meeting (SO 515(2)).

SO 531(3)(ii) requires circuit stewards to meet at least twice a year, however it is worth considering meeting more regularly with circuit stewards, ministers and appropriate lay employees.

If your Circuit Stewards are in the practice of meeting without you, you should ask that they:

- adhere to the same principle as the Staff Meeting (see below) of not formulating policy recommendations without the rest of the CLT
- send you (as chair of their meeting) notes of any meetings they have had.

Training materials are available for circuit stewards, which are also useful for church stewards. Speak to your Learning Network Coordinator, or go to the Methodist Church website at www.methodist.org.uk/circuitstewards

Agenda

Standing Order 531 lists the stewards' duties. Use these meetings to discuss these issues but don't neglect the opportunity to see this meeting as a 'think-tank' away from a formal agenda. Pray together and seek the work of the Holy Spirit. Avoid a rehearsal of everything that a Circuit Meeting should rightly discuss and decide. This only leads to a restless CLT at the Circuit Meeting, whilst the rest of the Circuit Meeting feel disenfranchised because all they are being asked to do is rubber-stamp decisions that appear to have already been made.

Staffing

Keep in the forefront of conversations matters relating to future staffing needs. Consider, for example, the advantages of inviting deacons, using the gifts of supernumeraries, or appointing lay employees. If your circuit is considering changing the number of ministers stationed to it, then remember that the District Policy Committee needs to be consulted and Synod will need to give permission before that decision can be implemented (SO 438).

If you are discussing the change of pastoral responsibility of ministers, and one of those ministers is serving in an LEP, then ensure that discussions take place with the Staffing Advisory Group and the relevant officers of other denominations (eg church wardens, archdeacons, United Reformed Church moderators, Baptist deacons). No change should happen without the Staffing Advisory Group's permission. Don't forget to talk to your district ecumenical officer!

Deacons

The Warden or Deputy Warden of the Methodist Diaconal Order (MDO) is always happy to help circuits consider their staffing needs. Among other things, they can advise on creating or sustaining a diaconal appointment, advise on vocational events or help a circuit develop its own rule of life.

The CLT should remember that deacons are members of a religious order living by a rule of life as well as an order of ministry under the discipline of the Conference. This brings certain obligations, including a requirement to attend Area Groups and Convocation and that the travel expenses related to that are the responsibility of the circuit.

Deacons are to be listed on the plan as staff members and again in the list of local preachers as appropriate. If deacons are local preachers, they are responsible for offering dates for the plan themselves.

Deacons can, of course, conduct weddings if they are authorised, as well as funerals and baptisms with the permission of the superintendent, and offer extended communion.

It is worth remembering that diaconal appointment profiles are usually specific and the focus of the deacon's appointment cannot be changed without the agreement of the Methodist Diaconal Order.

Sabbaticals

It is a good thing to ensure appropriate discussions take place about sabbatical arrangements at the CLT, not just at the staff meeting. Changes were made to the frequency of sabbaticals by the 2018 Conference, so make sure you are up to date. There are more details about sabbatical preparation on the Methodist Church website at: www.methodist.org.uk/sabbaticals

Developing your circuit's mission: conversation partners

Your CLT will need to talk about strategies to implement Circuit Meeting decisions. You may wish to talk to your Learning Network regional coordinator or district development enabler about ways they can help you do this. It is a good idea to invite the district chair to come and take part in the conversation on a regular basis.

Voluntary district officers are also useful conversation partners, and could give advice on their areas of expertise. Such officers might include advisors on disability, property or children's and youth work. Use your Synod handbook/directory as a tool to build your CLT agendas.

Church assessment meeting

It is good practice to hold a separate meeting with the circuit stewards and the individual church treasurers to discuss the assessment. It is important for you to attend as part of the mission of the circuit, even if you invite someone else to chair the meeting.

Working with the CLT to provide an appropriate welcome to incoming ministers

You should work alongside the CLT to ensure any manse that is changing over occupancy is ready in good time to be a place of welcome to the incoming minister. Guidelines are offered in Book VII of *CPD*. Remind circuit stewards of the need to have a current energy performance certificate for incoming ministers (Book VII Part 1 (2)).

Remember, these are minimal standards. It might be useful to ask: "What is the best welcome we could offer?" and then aim for that!

Staff meeting agenda and frequency

The busier circuit staff are, the more important it is that they meet together to pray and take counsel. SO 523 recommends a weekly staff meeting. This is quite feasible for a smaller circuit and means that you can meet for 90 minutes, including coffee and prayer time. The best time to implement this is on arrival at a circuit!

A good working pattern has proven to be:

- Week 1: Prayer and business
- Week 2: Bible study
- Week 3: Prayer and taking counsel.

This allows for the staff to watch over one another in love, and to:

- take counsel together respecting the affairs of the circuit (SO 523)
- discuss how the circuit may maintain doctrinal preaching (SO 524)
- confer, encourage and be accountable (SO 742).

The staff meeting is a good place to hold each other to account. Make sure that ministers have the appropriate number of Sundays off each year. You might find it helpful to set up an online calendar (such as the ones provided by Google) for circuit staff to use.

Monthly meetings should be the absolute minimum but they have their downside: if a member of staff misses one meeting it will be two months before they meet their colleagues again. It is important that staff make the staff meeting a priority, so you may need to encourage them to tell funeral directors, etc, they are not available at that time.

It might be helpful for each member of staff to take it in turns to lead the staff meeting. Likewise, each member may choose to host the meeting or you could hold it in a central location.

It is best not to use the staff meeting to formulate recommendations to the Circuit Meeting about policy. Such a practice excludes others (eg the CLT) who should be part of those discussions.

Be imaginative

Staff meetings are an excellent place to remind staff of good practice. You could:

- discuss the resolutions on pastoral work (Book VI Part 1)
- look at part of the Guidance section of *CPD* (Book VI Part 2)
- discuss Conference reports
- share a discussion on a theological book
- focus on a different local church or project in the circuit

- try using some of the old rules for class meetings
- share learning from sabbaticals
- share Ministerial Development Review (MDR) goals
- hear from probationers about their studies.

Business that needs to be covered when you first arrive

- Check whether there are any building matters you need to be aware of (eg property schemes, insurance claims).
- Check that property schedules are being processed and that quinquennials are done, as well as annual gas and electrical checks and PAT tests. Make sure they are returned to the circuit property secretary.
- Check whether there are any potential candidates for ministry. If there are, you are responsible for arranging (at the candidate's request) a four-way meeting with the district Candidates Secretary, a Learning Network officer responsible for ministry development, and yourself. The purpose of this meeting is to map out the timetable of their exploration and support. See *Steps in Candidating* www.methodist.org.uk/candidatingforms
- Remind staff about the annual reporting of the Statistics for Mission. Some superintendents find it helpful to give out a proforma for attaching to every vestry desk. It is your responsibility under SO 358 to ensure (usually by checking online) that Statistics for Mission information has been input online by your staff before 31 January each year.
- Remind staff about (and read annually yourself) the duties of a superintendent in relation to the use of Methodist premises as set out in section 92 of *CPD*. Remind them of their need to keep you informed.
- Remind your staff annually of the need to inform you of any cases of 'sharing' worship leaders between their local churches.
- Share the meeting dates you have set for the circuit. Remind your colleagues that their Autumn Church Council meetings should meet after the Circuit Meeting, and that their Spring Church Council meetings should take place before the Circuit Meeting (see the pattern in the section titled *Circuit Meetings*). They will thank you when they need property approval from the circuit!
- To provide adequate pastoral care across the circuit, make sure you know when your colleagues are planning holidays during the coming year. Use an early meeting to decide what out of office auto responses and voicemail messages colleagues should leave. Given the increase in thefts from manses, beware of publicising holidays in any way. Out of office and voicemail messages might

Inviting others to the staff meeting

be better, with a message stating only that you are unavailable and who the caller should contact for assistance. This will give clear guidance to those in your pastoral care (and to funeral directors who might be trying to contact staff) without declaring that the manse is empty.

All ministers stationed in the circuit (including those without appointment) should be invited to the staff meeting (SO 523(1)).

If you have ministers who are recognised and regarded (SO732), authorised ministers (AM), authorised to serve (AS) (SO 733) or associate presbyters or deacons (SO733A) then they should be fully welcomed to your staff meeting, but make sure that they are not overburdened by it. There should be negotiation with those ministers (who will also have meetings of their own denomination to attend) to ensure that they are kept informed by, and are able to inform, the circuit about relevant matters.

There may also be ministers working within your circuit who are stationed in other appointments – such as chaplains to prisons, hospitals, etc, members of the Connexional Team or ministers who are working with particular language-based congregations. Make sure they also are welcomed to the staff meeting, even if their duties prevent them from attending regularly.

If you have a neighbouring circuit which is a single minister station, check out with your district chair whether it would be helpful for you to welcome that minister to the fellowship of your staff meeting.

Staff socials

Some staff like to arrange social gatherings, such as Christmas parties or summer barbecues. You can hold a party at a restaurant, or ask if someone is willing to host it at their home. Do remember to invite the additional ministers who are members of your staff meeting under SO 523(1). And be conscious that for some people this type of gathering can be uncomfortable.

Lay employees

If any churches (including LEPs) are thinking of employing lay people, then they should consult the District Chair and the lay employment officer. Before advertising the job vacancies, they should download the lay employment document pack from the Methodist Church website, in keeping with SO 438A and Section 57. You can find the pack at: www.methodist.org.uk/churchemployees

Remember, the Methodist Conference has determined that all Methodist employees should be paid the National Living Wage, not merely the National Minimum Wage.

Supervision and oversight

In order to reduce isolation, attend to good normative, formative and restorative practice whilst being sensitive to risk and safeguarding issues, the Conference has decided that all ministers in the active work should be in Pastoral Supervision.

By 2020 all ordained ministers will be expected to attend a meeting of 1.5 hours at least 6 times a year, with a supervisor who has been trained and/or authorised to supervise under the Methodist Church's Supervision Policy. Together they will reflect on the supervisee's vocation and practice. This is already the case for probationers, where often the superintendent is the trained supervisor.

The model adopted by the Conference is a shared-agenda model where the probationer/minister brings items to discuss and the supervisor may also bring some.

See also CPD Book VII Part 14, 4 (*Guidelines for Good Practice in Confidentiality and Pastoral Care: Supervision*).

Superintendents under the policy (www.methodist.org.uk/supervisionpolicy) are not required themselves to supervise, but must ensure that they and their ordained colleagues receive supervision according to the policy. Those who do supervise must receive the connexional training and be approved to do so.

The District Chair holds and updates the district supervision implementation plan. So any local changes to supervision arrangements should be reported to the District Chair and recorded on that plan. If you have any questions you should approach your District Chair in the first instance.

To help with setting up correct expectations for supervision sessions, you should complete the Supervision Covenant Form in the appendices of this guide. A template for recording your supervision sessions is also included: the Agreed Record of Supervision.

Ministerial development review (MDR)

Whether or not your circuit is currently operating under the interim supervision policy, you need to meet with each minister to arrange their ministerial development reviews (SO 743). Ask them if they already have a lay contributor. If not, you need to have a discussion about who may be appropriate, then organise a time suitable for all three of you to meet. Ministers should be encouraged to share their MDR goals annually with the CLT, the wider team and others.

In the light of supervision, new guidelines for MDRs have been approved by the Ministries Committee and will be issued in the coming months.

Copies of the MDR workbook are available from the Ministry Development Coordinator at Methodist Church House. For further information, see www.methodist.org.uk/mdr

Saying goodbye to colleagues

Early in the connexional year it is worth having a discussion with staff members who are leaving the following August, to ascertain when they intend to take holiday and when their final Sunday in the circuit will be.

Remind them well in advance of the requirements of the charter for incoming ministers (*CPD* Book VII Part 1), especially the need to sort files into:

- (a) those for handover
- (b) those for archiving
- (c) those for shredding (Book VII Part 14 (*Guidelines for Good Practice in Confidentiality and Pastoral Care*) Section 17, 21).

Plan a farewell service collaboratively with circuit stewards and the staff who are leaving (don't just do it yourself!).

When a member of staff is leaving, check with the circuit stewards that they have arrangements in hand to allow words of thanks (and, in some circuits, a gift) from the circuit to be given to the departing staff member. Do not allow this to be left to 'their own churches'. Ministers are welcomed into the circuit and should be bid farewell by the circuit. An appropriate moment for this might be at the refreshments following a circuit service of farewell.

Probationers

For details of the particular needs of probationers, see the *Handbook for Ministerial Probation* at: www.methodist.org.uk/probationers

Here are some pointers gained from past experience:

- If the practice in your district is for probationers to be welcomed at services in their own circuit, ensure that arrangements are made for Holy Communion to be part of that welcome service (SO 723(4)).
- Ideally, probationers should be given one Sunday service slot 'off' a month to hear other preachers lead, or to attend worship elsewhere.
- Set regular meetings for the probationers' Worship Development Group. This group needs at least three meetings before February.
- You (or a colleague in Full Connexion) should be present at the Church Councils of any probationers when they are considering trust business (SO 502(1)(g)(ii)). Remember (and remind others) that probationer presbyters do not have pastoral charge (SO 700(8)) but hold pastoral responsibility.
- It is worth noting that MDR does not begin until after a minister has been received into Full Connexion. However, supervision begins immediately (see below).

Time off for probationers

Make sure that probationers take the Sunday after Christmas off (in addition to their five Sunday entitlement). They should also stop work on the Friday before their probationers' pre-ordination retreat.

Probationers are expected to attend the pre-ordination retreat, and so should not be scheduled to lead worship on the Sunday before the retreat.

Probationers are also strongly encouraged to attend the representative session of the Conference in the year they are ordained, costs of which are covered by the Conference Office.

Authorisation to preside at Holy Communion

It is your responsibility, where appropriate, to see that probationers have authorisation to preside at the Lord's Supper, and to arrange for them to have wedding authorisation.

Make sure that you are (or, if delegated, that the probationer's supervisor is) scheduled to share worship with a presbyteral probationer at least once each quarter. In the case of a probationer without an authorisation to preside at the Lord's Supper, this should be a service of the Sacrament of the Lord's Supper (SO 724(2)).

Probationers' supervision, induction and support

If your circuit has, or desires to have, a presbyteral or diaconal probationer, then you (or a colleague to whom supervision is delegated) must have undergone the required supervision training.

Supervisors should have attended a course in supervision under the interim policy and be recognised by the Methodist Conference 2017.

Please be aware we have a new standard in supervision under the interim policy, under which those trained in probationers' supervision prior to 2018 will need to retrain. Details of training are available from the Methodist Church website. See www.methodist.org.uk/supervision

Probationers must be given the required support and supervision. This is often weekly to begin with, then possibly less frequently later on. In particular, help them plan for the first time they do a specific task and in supervision help them reflect on what they have learned from the experience.

For certain pieces of work, you might need to accompany them through it and debrief them afterwards.

Enabling the ministry of other people

Vocational exploration and lay training

Enabling the people of God to fully realise who they are called to be is the responsibility of every minister. How we speak of calling is vital. Worship materials for Vocations Sunday(s) are available on the Methodist Church website under Our Faith.

Speak to whoever has responsibility for supporting vocational exploration in your district/circuit to discover what the arrangements and dates are. This might mean contacting your Learning Network regional coordinator.

It is useful to find out what grants, if any, are available for lay training from the district and the circuit.

Candidating for ministry

If you have the great joy of having a candidate for presbyteral or diaconal ministry, do not underestimate the time it will take to support their candidature.

You should refer to the guidance for superintendents with regard to candidates on the Methodist Church website: www.methodist.org.uk/candidatingforms

The relevant Standing Orders can be found in Section 71 of *CPD*. Note especially your crucial role in ensuring the candidate understands the requirements of SO 710, and that you fulfil all that is required of you in SO 710(3)(a) and (b), and 711. Consider appointing a portfolio mentor for the candidate.

It is always worth bearing in mind the pastoral implications of support required by candidates who are not recommended for acceptance.

Supernumerary ministers

As superintendent, you have a particular ministry to supernumeraries – which can bring joy and challenge! It is important that the superintendent recognises the gifts and graces that a supernumerary might bring to a circuit. It will be your responsibility to have a conversation about their continuing ministry and practical issues such as ongoing pastoral care.

Ministry to supernumeraries is a shared responsibility between the superintendent and the Chair of District. How this manifests itself differs across the Connexion. Be sure to check this out with your District Chair.

Don't forget that Standing Order 742b requires that supernumeraries undertaking formal pastoral work should attend appropriate meetings – including the circuit staff meeting.

If a supernumerary agrees to continue in ministry or return to active work, you should refer to SO 792/793.

The circuit plan

The timetable for producing your circuit plan can be tricky. It is best to give one month's notice before a preacher is planned to preach. You also need a month to get the plan drafted and printed (allowing for chasing-up phone calls, etc). If your plan starts in December, your deadline for plan production and delivery should be the first Sunday in November, and you ought to ask for dates by 1 October.

Circuits often have a standard form for local preachers to submit. If yours doesn't, consider devising one – especially if you don't want to get postcards or scrappy bits of paper!

Consider listing worship leaders on the circuit plan. It not only facilitates collaboration between local preachers and worship leaders, it is also an aide-memoire to the Local Preachers' Meeting as to which worship leaders need a triennial review (SO 683(5)).

If your plan does not show lectionary readings or special Sundays, consider adding them. If space, you may find it useful to put a special note on the relevant Sundays, for example: "Clocks go forward/back".

You might like to consider inviting district officers to preach in your circuit.

Ensure that a copy of the plan is sent to the district chair and any other officers in your district who have requested it.

Recently, much has been said about General Data Protection Regulation (GDPR) and the Data Protection Act 2018. For how this relates to the Church, and local church activities see www.tmcp.org.uk/about/data-protection

Your preaching commitment

Whatever the policy is for staff preaching around the circuit, as superintendent you should aim to preach in each church in your circuit at least once a year (See SO 522(1)).

Handy reminders when making the plan

Probationers who are presbyters or preaching deacons should be given one Sunday a month off to hear other preachers or attend worship elsewhere.

Make sure that probationers have the Sunday off after Christmas, and the Sunday before their probationers' retreat.

Supervisors must be planned to share worship with presbyteral probationers at least once in each quarter.

Local ecumenical partnerships (LEPs)

Be especially aware of issues of authority within LEPs. You only have authority in an LEP in terms of matters which are specifically Methodist.

Local Advisory Groups should have Methodist representation appointed by the circuit. Often such people are current or former circuit stewards. If you don't know who the current representatives are, then speak to your district ecumenical officer.

It is good to ensure that:

- an appropriate LEP constitution exists, which is in line with the Charity Commission's requirements
- you have at least an annual conversation with Methodist members of the local Advisory Group for each LEP.

If you have LEPs in your circuit which do not have Pastoral Committees, then you need to appoint a circuit Pastoral Committee (SO 553). Check the provisions and application of SO 644(11)(iii) in relation to pastoral committees for each LEP.

Extended communion

If you have people authorised to lead services of extended communion (SO 609(2)) make sure that your circuit staff know your policy of instructing those who are authorised.

Methodist schools

The Methodist Church currently has 66 schools in the maintained sector. Almost all of these are primary schools and several go back to the early 1800s. They are spread all over the country, but about 50 per cent of them are clustered in the North West. Historically, some may have been the work of a local church but now each school is a mission project of the whole circuit and part of the circuit's mission strategy. About two-thirds of our schools are shared with the Church of England (occasionally with other denominations) and represent opportunities for ecumenical working. Every district has a district schools officer (DSO), who can play an important role in promoting education locally.

Circuits working with Methodist Schools

If the circuit has a school that is part of the Methodist Academies and Schools Trust (MAST), its main responsibilities are laid out in SO500 and SO342. These are formal requirements, but important opportunities come through everyday loving and involvement with the school. These may be delivered by key individuals, a particular congregation, people across the circuit or a combination of all. The circuit does not have the same formal responsibilities for any Methodist independent schools in the area, but the invitation to love and work with the school is the same. All of our schools have a very significant 'reach' and families are often heard to say: "For us, this is our church." Because of this, it is rewarding to think how to use the link with the school creatively and intentionally. In addition, many circuits will also promote important opportunities to support and care for the community schools within their local area.

All Methodist schools in the state sector (maintained schools) are in MAST. Some schools have converted to academy status and belong to non-Methodist academy groups – but they are still in MAST. The Methodist academy trust is the Wesley Trust. Schools in the Wesley Trust still, also, belong to MAST. MAST staff are available to help with your work with schools, particularly for the key tasks listed below.

Governance

The circuit superintendent is an ex-officio governor of a Methodist-maintained school. This duty is occasionally delegated to another committed Methodist of good standing, who has the ability to steer the leadership of this important circuit activity.

The Circuit Meeting needs formally to appoint the foundation governors of the school. For various reasons, the number of foundation governors for schools vary but are specified in the school's Instrument of Government. This works similarly where the school has become an academy. There are some limits on who can become a governor – you will find an eligibility form on the Methodist Schools website.

The circuit is responsible for getting the DBS clearances for its appointees and, if this is organised by the school, the superintendent should see them. The schools' visitor (think 'deputy DSO') is a possible candidate.

The circuit has to act in the difficult circumstances where a foundation governor has to be removed. This may depend on the school's Instrument of Government.

The Circuit Meeting should regularly receive feedback about the school from its appointed governors. This could be formal (eg a report) and/or less formal (eg people from the school do a 'show and tell' or lead the meeting's devotions). The DSO's report may link here.

Staffing

Traditionally, a school has been counted as a church in the allocation of circuit presbyteral staffing in order to provide chaplaincy for the school family. For example, it might count as 'half an appointment'.

It is unwise for the chaplain to be a governor in the school because it sometimes makes it difficult to fulfil either role.

In stationing, it is very important that the profile talks about the school. There is a space on the form which makes reference to this.

Organisation

The circuit safe should contain copies of key legal documents about the school, particularly the Trust Deed and land agreements.

If the school is voluntary aided, the circuit has some long-standing financial responsibilities and may need to offer more practical help. The District Advance Fund may be useful.

Where an area is expecting massive growth through new home building, a school can be a real opportunity for mission and pioneering. The Department for Education pays for building a new school, but the circuit would have associated costs in the development period. This is, again, a place to make common cause with the District.

Celebration

The superintendent is responsible for the effective advocacy for the school in the circuit and encouraging the circuit to celebrate the school's successes.

There is a role, which could be overseen at circuit level, for affirming the ministry of everyone who works in school, paid or unpaid, as the expression of their Christian vocation.

For further information you may find the Methodist Schools website helpful at www.methodistschools.org.uk

The year at a glance: a handy checklist

During the year before you become superintendent:

- book a place on the superintendents' induction
- read background documents
- undertake supervision training as appropriate
- check what the Conference has decided and what has changed in *CPD* this year
- arrange a handover meeting with your predecessor
- get prearranged dates from your predecessor and circuit stewards
- check the September meeting is before 20 September.

On starting your new appointment (during September):

- check the safeguarding files
- book a visit to the homes of significant circuit officers, ideally within the first quarter
- open the circuit safe (in the company of someone else) and check if there are any issues which need to be dealt with. Check that the list of contents corresponds with what is in the safe.

Important information to collect at or by your first staff meeting:

- Covenants of Care: what exists, what needs reviewing
- safeguarding modules – who has undergone what training?
- authorised persons to conduct marriages
- auditors/independent examiners list
- LEP constitutions and delegation of powers
- on which premises is non-Methodist worship taking place? When does it take place? When is the annual date for renewal of permission?
- book your 'tour' of the circuit with each staff member
- consult the diary matters checklist (see Appendix 1).

Annual calendar

September

- Sort out your diary for the year ahead.
- Write letters of authority to those who will deputise for you as chairs of meetings.
- Write notes for any persons who are 'on note', authorising them to accompany a local preacher this quarter.
- Confirm that someone has sorted out travel to Synod.
- Prepare the Circuit Meeting agenda (hold the first meeting before 20 September).
- At the circuit leadership team meeting, share any Conference decisions affecting circuits.
- Plan the Local Preachers' Meeting agenda, including the annual reading of the duties and rights of the local preacher.

October

- Visit supernumeraries and widow(er)s with their Minutes of Conference.
- Staff meeting agenda should include:
 - a reminder about Statistics for Mission and Property Returns
 - reminders to staff entering stationing of the likely dates when they will need to ensure their manse is available for inspection by a possible successor.
- If the circuit is hoping to appoint a probationer minister in the following September, provisionally book with the circuit stewards the second (and, less likely, the third) weekends in January for the probationer's circuit visit. It is worth checking also they have the dates for the induction day for circuits receiving probationers in their diaries. This usually takes place in February.

November

- Staff meeting agenda should include:
 - a request for copies of annual reports from any local churches or other bodies in the circuit which are registered charities
 - a reminder about deadlines for Statistics for Mission (check towards the end of the month and chase up any outstanding entries).
- Ask circuit property/finance secretary to let you see the annual schedules.
- Sign any property schedules that require your signature.
- Prepare the December Local Preachers' Meeting agenda.
- Check circuit safe with circuit property/finance secretary or a circuit steward.

December

- Staff meeting agenda should include:
 - anything of interest from Statistics for Mission that might inform discussion at a staff meeting (in particular, note any churches that have gone below the minimum size; see SO 612)
 - post-Christmas pastoral cover
 - staff Christmas party
 - if you are expecting a probationer next September, remind the member of staff who is moving that their manse will need to be available for a visit in January.
- Write notes for any persons who are 'on note', authorising them to accompany a local preacher this quarter (SO564A (4)).
- Write reports for any candidates for the ministry you may have.
- Submit district grant forms for personnel by 31 December.

January

- Send lay authorisation form to district Policy Committee.
- Ask the district chair for their availability for the September Circuit Meeting if you might be the subject of a re-invitation.
- Book the district chair for welcome services for new ministers/probationers.
- Prepare the spring Local Preachers' Meeting agenda.
- If you already have a probationer, seek feedback from appropriate people in order to write the probationer's report.

February

- Prepare and send out the March Circuit Meeting agenda (see Appendix 1).
- If you have a probationer, write the probationer's report.

March–May

- If you are expecting a probationer, you will be invited to meet them at their learning institution. It is important that you, and possibly someone else from the circuit, attend.

March

- Write notes for any persons who are 'on note', authorising them to accompany a local preacher this quarter.
- Inform the Synod secretary of representatives to Synod elected by the Circuit Meeting.
- If your circuit is considering changing the number of ministers stationed in it in 18 months' time, then the district Policy Committee needs to be informed now, for Synod permission to be given (SO 438).
- Send the remuneration report to the district chair by 31 March.

April

- Arrange Synod travel.
- Remind ministers who are leaving about the requirements of the *Charter for Incoming Ministers*.
- Prepare the May/June Local Preachers' Meeting agenda.
- This is a good time to have a chat with Methodist representatives on LEP Local Advisory Groups.

May

- Prepare and send the June Circuit Meeting agenda, if you are having one. Include a reminder about archives.
- Circuit leadership team agenda should include:
 - checking re-invitation procedure, and reminding about the inclusion of representatives from LEPs
 - checking leaving service/presentation arrangements
 - arranging welcome services
 - ensuring that the manse being vacated is being assessed for an energy performance certificate, and that all arrangements are in hand for decorations/alterations
 - reminding circuit stewards to make sure that work they have agreed to be done will be done.
- If you require a probationer in 16 months' time, have a discussion with the district chair.

June

- Write notes for any persons who are 'on note', authorising them to accompany a local preacher this quarter.
- Write collaboratively the annual report for registered charities (Circuit Meeting, Church Councils).
- Ensure arrangements are in hand for the preparation of an appointment profile for any staff being sought in next year's stationing round.
- At the end of the month/early July, you will receive the transitional report for any probationer who is being stationed in your circuit this September.
- Check with district probationers' secretary if a mentor has been identified, and who it is.

July

- Prepare and send the September Circuit Meeting agenda before you go on holiday.

August

- Visit new members of staff and their families when they move in (telephone beforehand to check they will be at home!).
- Ensure the Circuit Meeting agenda is sent out to arrive 14 days before the Circuit Meeting.
- Prepare the September Local Preachers' Meeting agenda. Include the reading of the duties and rights of the local preacher.

Appendices

Agenda reminders

September Circuit Meeting agenda should include:

- Present the annual report for the previous year.
- Decide on the number of representatives from each local church.
- Deal with any re-invitations. Report results to district chair/warden of the Diaconal Order immediately after meeting.
- Return stationing requirements form if you have it at this time of the year.
- Agree appointment profile for any ministerial or probationer appointments being sought for next year (submit the profile to the chair/warden immediately after the meeting).
- Delegate authority to an Invitation Committee, should it be needed this autumn.
- Declare if you are considering becoming a Section 58 circuit (ie a circuit with a modified constitution). Note that three months' notice is required (SO 581(2)).

September staff meetings

1. **First and foremost talk about the mission of God in the circuit and what is going well.**
2. **Other items**
 - Are there any candidates for ministry?
 - Statistics for Mission and procedures for dealing with this.
 - Items from Synod.
 - Check Listed Buildings and Conservation Areas list and any additions.
 - Ask about any property matters that need noting.
 - Check whether any charity registration is required.
 - Check whether any local church needs to deal with VAT requirements.
 - Are ministers aware of insurance certificates for premises users and building schemes?
 - Have annual permissions been renewed for non-Methodist worship on Methodist premises?
3. **Reminders to colleagues (these could be given in written form)**
 - The requirements for suspension from office due to insolvency or mental incapacity.
 - Lay employment contracts and the Living Wage figure for this year.
 - Copyright and phonographic licences.
 - Property schedules should be completed during the light evenings.

- Pastoral referral to the local minister and the hospital chaplain if members go into hospitals not local to their church.
- The superintendent's other duties regarding Methodist premises.
- Conference decisions affecting staff work and changes to *CPD*.

4. Diary checklist

- Decide on dates for your main meetings.
- Set Circuit Meeting dates. If you are in a single minister station, book your chair for a Circuit Meeting so that you can fix the date before asking the Circuit Meeting to approve it.
- Set Local Preachers' Meeting dates.
- Set staff meeting dates.
- Set circuit Leadership Meeting dates.
- Book your MDR with your district chair or their representative.
- Book supervision/ministerial development review time with staff members.
- Book a time to visit staff and their families.
- Check colleagues' holiday dates, sabbatical dates and pastoral cover.
- Consider any arrangements for the staff Christmas party.
- Make arrangements for the summer (farewell) party.
- Note birthdays of any new staff members and their families (if it is something you wish to acknowledge).
- Book coffee with 'extra' ministers.
- Ensure plan-making deadlines for the year ahead are booked in your diary and communicated to preachers and local churches.
- In consultation with circuit staff, arrange to preach in each local church at least once during the year.
- If you have a probationer working alongside you, make sure you book in supervision. Plan dates for quarterly shared worship.
- Set Worship Development Group dates for probationers.

March Circuit Meeting agenda should include:

- Memorials to the Conference, to be sent by 31 March.
- Election of Synod representatives.
- Auditor's report (if not available last September).
- Appointment of circuit Pastoral Committee (if required).
- Appointment of additional members to Church Councils (if required).
- Review of worship arrangements for former local churches which are now classes of other local churches.
- Noting appointment of worship leaders to more than one local church.
- Archives (or do this in the June meeting, if you are having one).

Supervision Covenant Form

Please use this form to make explicit expectations about supervision under the Interim Supervision Policy and to establish the best way to work together. This agreement should be reviewed annually, allowing an opportunity for feedback and adjustment about the way of working.

1. Names

Name of supervisee

Name of supervisor

2. Practicalities

- **Venue** – it is helpful if the supervisee can travel to the supervisor on most occasions.
- **Length and frequency of sessions** (6 one-to-one supervisions per year lasting 90 minutes of which at least two must be face-to-face. Otherwise Skype or similar may be used. Two additional supervisions may be offered by mutual consent).
- **Dates for the year** – please organise these well in advance. They are to be treated as binding commitments barring personal emergencies.
- **Record-keeping** – An agreed record should be kept on the form provided. These are to be kept according to the Data Protection Act. The supervisee should have a copy and a copy should be sent regularly to a third party – either the minister in oversight if the minister in oversight is not the supervisor, or to the person nominated in the District Supervision Implementation Plan if the supervisor is the minister in oversight.
- **Duration of the supervision relationship** – It is assumed that where the minister in oversight is the supervisor that the relationship endures whilst supervisor and supervisee are in office unless by a process of review this is agreed to have become inappropriate. Where the supervisor is not the minister in oversight it is hoped that supervision relationships will last for several years, subject to review. On the dissolution of a supervision relationship the records should pass to the next supervisor.

Notes regarding agreed ways of working

3. Format – including

- The focus of supervision and its purposes
- The formation of the agenda (by the supervisee and the supervisor) including the need to monitor and assess risks in ministry
- Methods to be used – eg talking, small world, role work
- Role of prayer or other acknowledgement of common discipleship

4. Boundaries of relationship – including

- **Confidentiality** – everything that happens in the supervision is confidential to the supervision relationship except that written on the Agreed Record. Supervisors are also in supervision and will disclose information to their supervisors that is necessary for effective supervision. Supervisors who are supervising colleagues will need to be very careful to act clearly as supervisors within the supervision relationship and record with their supervisee anything they will need to act on as their minister in oversight.
- **Reporting** – annual reports to the MDR process should be compiled from the Agreed Record on the forms provided. Other reports may be required by any competence or complaints procedure of Safeguarding enquiry. The supervisee should have the chance to comment on any report made before it is sent.
- **Dual Relationships** should be named especially where the minister in oversight is the supervisor. How will the supervisor raise issues of which they become aware outside the supervision context?

Notes regarding agreed ways of working

5. Values and behaviours

- The need for agreed preparation prior to the supervision by both parties.
- Commitment to the dates and times agreed?
- Attitudes essential to make the supervision space work?

Notes regarding agreed ways of working

Signed (supervisee)	<div style="border: 1px solid black; width: 350px; height: 60px;"></div>	Date	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	/	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	/	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>
Signed (supervisor)		Date	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	/	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	/	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>

Date for review / /

Agreed Record of Supervision

These records are intended to provide a log of the dates of supervision, to indicate to a third party the main topics covered and to highlight any issues for referral or of concern, particularly in relation to safeguarding and fitness to practice. No supervisor should take action on the basis of information gained in supervision without recording it here as evidence that the supervisee knows the action is being taken. Detailed notes of the supervisory conversation should not be made here. Supervisors and supervisees may wish to keep their own more detailed notes for personal reference. This record is confidential to the supervisee; the supervisor; the minister in oversight (where different from the supervisor/an appointed external monitor). It may also be used in the following external processes: a safeguarding enquiry; the complaints and discipline process; a competence process. Records should be passed on to a new supervisor and the new minister in oversight when a new supervisory relationship begins in order to ensure that important and long-standing issues are followed up when a minister moves circuits or a supervisor changes.

Name of supervisee	
Name of supervisor	
Date of meeting	
Duration of meeting	

(Please note here if this is a postponed date and for what reason, or if the time was curtailed and why.)

Type of meeting (face-to-face/Skype...)

Number/number of intended meetings this connexional year, eg 1/6

1. Main topics discussed including notes of any follow up actions from previous supervisions

Please do not identify third persons here. A list of topics covered is useful to a minister in oversight/external monitor who might suggest a topic to be covered. Such a record will also be useful for reference for when the supervisor and supervisee are asked to report into the MDR process.

2. Any risks identified and any safeguarding actions to be taken

Questions concerning risk and safeguarding should be asked as a matter of course, and a note recorded here even if this was not the main topic of the supervision. Timescales for addressing Safeguarding issues should be noted here and audited at the next supervision.

3. Any matters for referral to a third party or requiring action beyond the supervisory process including any relating to training needs, support needed, or fitness to practice

Please indicate who will take the action/make the referral and by when.

Space for comment by the supervisee if needed (use additional sheets if necessary)

Confirm date, time and place of the next meeting(s)

Signed (supervisor)

Date / /

Signed (supervisee)

Date / /

Contacting the Connexional Team

**Remember, the
Connexional Team
is available to
help you.**

A full list of contacts can be found at:
www.methodist.org.uk/connexionalteam.

Methodist Church House
25 Marylebone Road, London NW1 5JR
Tel: 020 7486 5502
Email: enquiries@methodistchurch.org.uk

Property Support Service Manchester
Central Buildings, Oldham Street, Manchester M1 1JQ
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TMCP
Central Buildings, Oldham Street, Manchester M1 1JQ
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Email: tmcp@tmcp.methodist.org.uk
www.tmcp.org.uk

**Some individuals
you may need to
contact**

The Secretary of the Conference: **the Revd Canon Gareth J Powell**
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Web Support Officer: **Verena Thim**
(Statistics for Mission, Annual returns, Consents, Ministers' Personnel File)
ministersonline@methodistchurch.org.uk
Tel: 020 7467 5199

Feedback, corrections, amendments or suggestions for this guide are welcome to
the **Revd Paul Wood**, Ministry Development Coordinator
woodp@methodistchurch.org.uk

Things I wish someone had told me

You will feel
guilty that you
can't do everything
– **don't!**

Don't forget to
celebrate the call to
superintendency

Eat with your
team, pray with
your team

**Discover
the freedoms
you have**

**It's good to be
the Super!**

**The Supers'
Conference is a
must-go-to**

Top tips for resilience

We asked a group of ministers who had recently become superintendents to share their top tips for resilience.

Here are their suggestions.

- Make time for the things that feed or energise you as a minister.
- Programme in your holidays at the start of the year (or earlier), before your diary becomes filled.
- Know you are where God called you to be.
- Hold regular staff meetings (in nice cafés?).
- Laugh with family and friends.
- Spend more time in prayer.
- Lead by example.
- Factor in recovery time in your diary.
- Once every month, do something spontaneous and unplanned. Don't feel guilty!
- Remember to keep praying.
- Engage in an activity that is not church-or circuit-oriented (eg singing, or playing a sport).
- Be self-aware, and recognise when it is time to stop.
- Take regular, pre-planned holidays.
- Have a creative hobby.
- Take your dogs for a walk.
- Eat and drink with friends and family – and have a lie-in afterwards!
- Be able to say “no” and mean it!
- Stay in touch:
 - build relationships
 - show interest
 - support in difficulties
 - celebrate.
- Work out who you can trust – then trust yourself to trust them wisely.
- Stick a note on the office whiteboard saying what you are going to do on your next day off.
- Have regular ‘catch-up’ days with no meetings scheduled.
- ‘Breathe’ between one task and the next.

For other ideas see the Wheel of Well-being website at www.wheelofwellbeing.org

To download your own copies of the Our Calling poster from the Methodist Church website go to www.methodist.org.uk/ourcalling

Our Calling

The **calling** of the Methodist Church is to respond to the gospel of God's love in **Christ** and to live out its discipleship in worship and mission

It does this through



Worship



Learning and Caring



Service



Evangelism

The **Methodist Church** 

www.methodist.org.uk

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Remember, the Connexional Team is available to help you.



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The Superintendents' Handbook

A guide for superintendent ministers