



## A Guide to the duties of the Secretary of the Local Preachers Meeting

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Some of the duties of the secretary are obvious and others will be handed down in 'oral tradition' from one secretary to the next. You may find the following information helpful.

**Standing Order 562** relates to the Secretary of the Local Preachers' Meeting and reads as follows:

- (1) The meeting shall appoint one of its members as its secretary, who shall:
  - (i) record decisions, advice and recommendations of each meeting held;
  - (ii) carry out such functions in relation to the training and oversight of persons on note and on trial in accordance with guidance issued by the connexional Team, as the connexional Team may from time to time require;
  - (iii) ensure that appropriate pastoral care is provided for all local preachers (including persons on note or on trial)'
  - (iv) help members of the meeting to obtain appropriate assistance and support, in conjunction with the Leaders of Worship and Preachers' Trust
  - (v) encourage members of the meeting to support local action and fund-raising for the Leaders of Worship and Preachers' Trust
  
- (2) The meeting may appoint an assistant secretary to assist the secretary in such manner as the meeting may determine.

### The Minute Book

In this should be recorded:

- (a) the connexional assessment for Local Preachers on trial in the circuit
- (b) the names and dates of those recommended to the circuit meeting for admission as Local Preachers
- (c) further information about Local Preachers – transfers in, deaths, those who have ceased to be Local Preachers, transfers out (the year of admission as a Local Preacher should be given with every transfer, and in the case of those on trial, the year of coming on trial)

### Return Form

The secretary is responsible for submitting to this office the return form. The easiest way to do this is online at [www.methodist.org.uk/lp](http://www.methodist.org.uk/lp). **We cannot act to assist your circuit unless we receive it.** We need to receive it when:

- (a) people are received on note; received on trial; appointed as a mentor; appointed a local tutor (new or replacement); appointed a new Local Preachers secretary
- (b) the President's letter and bookplate are required for the Recognition and Commissioning Service, at which the circuit presents a Bible to the new Local Preacher (at least **one month's** prior notice is required)
- (c) a long-service certificate is required (at least **one month's** prior notice is required)\*
- (d) a Local Preacher within the circuit has died

\*Certificates should be requested for the following years of service: 25, 40, 50, 60, 70

**Ordering Faith & Worship Units**

Once notified of somebody being received on note, Discipleship & Ministries will arrange for **Units 1-3** of *Faith & Worship* to be sent to that person. Afterwards, the circuit itself is responsible for the ordering and payment of Unit 4 onwards from Methodist Publishing in Peterborough (☎ 01733 235 962; email [customer.services@mph.org.uk](mailto:customer.services@mph.org.uk)) and **not** from Discipleship & Ministries. Your circuit may wish you to be the person who orders the units. (Please note that this fee is **not** the £25 On Trial fee mentioned on page two of the Local Preacher's Return Form; that is a separate registration fee that does not prompt the release of further Units.)

**Annual Questionnaire**

The secretary is responsible for completing the Annual Questionnaire sent by the District Local Preachers' Secretary and returning it **to the District Secretary**.

**Literature**

We rely on the secretary to be the agent for any literature or information issued by Discipleship & Ministries to be communicated to the Local Preachers' Meeting. Full details of this are included in the annual letter (this will be sent via email to those that have an email address).

**Refresher Courses**

We rely on the secretary together with local tutors to instigate and commend refresher courses, whether provided by the circuit or the district.

**Agenda**

You should find it helpful to follow the agenda for the Local Preachers' Meeting that is found in the Connexional Team Guidelines for the Local Preachers' Meeting (available at [www.methodist.org.uk/lp](http://www.methodist.org.uk/lp))

**Pastoral Care**

Together with any person appointed by the Local Preachers' Meeting to have specific responsibility for pastoral care, the Local Preachers' Secretary has an undefined duty of pastoral care towards all Local Preachers in the circuit, particularly those who are elderly, no longer able to preach, and those ill or bereaved. Letters and messages of sympathy and a personal letter sent with the annual letter, etc, are all appreciated greatly and build up the bonds of fellowship.

Secondly, those on note and on trial appreciate the interest, support and encouragement of the secretary.