

Role Description

Role Title	Chair – Resourcing Mission Committee		
Reports to	Chair of District and District Policy Committee	Location	Home based but willing to travel throughout the District as needed
Time needed	12 hours a month	Remuneration	Voluntary role with expenses reimbursed

Role Purpose and Objectives

Chair the Resourcing Mission Committee that seeks to ensure the strategic use of district funds and assets and decides on grant applications from churches and circuits to the District Advance Fund

To share in shaping and forming the mission and vision of the new district

To be part of the District's Policy Committee and a Trustee of the District

Ensure District Grant Approvals processes are openly and fairly administered

Responsibilities

- Work with the Senior Leadership Team and DPC to ensure the District's grant and other financial and resource use policies reflect the District's Mission Priorities
- Promote the use of DAF grants for local mission projects including making visits to individual churches and circuits as appropriate
- Working with the Grants Officer, Treasurer, Property Secretary and Chair of District, prepare the agenda for Resourcing Mission Committee (RMC) meetings
- Chair RMC meetings (usually 3 per year)
- Ensure proper monitoring and reporting procedures for grants given are in place
- Oversee work of the Grants Officer and Minutes of Secretary the RMC
- In collaboration with the District Treasurer, District Secretary and the Finance Officer agree the assessment allocations with the circuit treasurers.
- Attend the Representative Synod and District Policy Committee



Person Specification

Role Title: Chair - Resourcing Mission Committee

Required

- member or minister of the Methodist Church in the West Midlands District and actively participating in mission in their local context
- sharing a vision for a growing, evangelistic, justice-seeking and inclusive Methodist Church
- a strategic understanding of the District's mission policies and priorities
- can work collaboratively
- a proven commitment to JDS
- skilled and experienced at chairing meetings
- is pastorally sensitive and approachable and knows how to listen
- has good administrative and organisation skills
- knowledge and experience of a number of church settings
- knowledge and experience of the Methodist Church's work in circuits
- an understanding of the need for financial controls and property project management
- knowledge and experience of charity governance and good practice within it
- a good understanding of financial processes and willingness to engage with the detail of budgets and accounts
- a willingness to engage with the details of grant applications and read paperwork in preparation for meetings

Desirable

- experience of appraising grants and grant approval processes
- an understanding of the property consents process and experience of preparing schemes for approval within it
- knowledge of CPD