



Role Description

Role Title

Synod Secretary

Accountable to

District Chair and Synod

Location

Home based but willing to travel throughout the District as needed

Time Commitment

On average one day a week but with peaks and troughs. Parts of the role could be delegated to an assistant.

Remuneration

Voluntary role with expenses reimbursed

Role Purpose and Objectives

- To be a senior leader sharing in shaping and forming the mission and vision of the new district
- To be part of the District's Senior Leadership Team and a Trustee of the District
- To lead on arranging the two Representative District Synod

Main Responsibilities

1. *Being a senior leader and a trustee of the District*

- Share in the oversight of the work of the District
- Be mindful of the well-being of lay and ordained staff, ministers and volunteers within the District
- Be part of the Mission Strategy Group
- Attend District Policy Committee and the Senior Leadership Group
- Be an ex-officio member of other district committees eg Resourcing Mission
- Convene the Chair's Nomination Panel

2. *Organise Representative Synods*

- Convene the group to plan and co-ordinate the two Representative Synod sessions
- Working with the District Administrator, keep an up to date register of the members of the Synod
- Working with the District Administrator, oversee the preparation and distribution of agendas

and papers for the Synods including the Synod Handbook

- Working with host circuits, facilitate all arrangements regarding the venue etc.
- Take minutes and record decisions at the two Representative Synods.
- Supply to the Secretary of the Conference the information as to elections and other matters required for the business of the Methodist Conference as described in Standing Order 415 (3)
- Receive Memorials to Conference in accordance with Standing Order 419
- All other secretarial and administrative duties following Synods such as preparing letters of greeting
- Liaise between Connexion and District Conference representatives regarding any administrative arrangements for attendance at Conference
- Write reports for the Methodist Recorder following each Synod

3. *Representing the District*

- Attend the annual Methodist Conference, as elected by the Synod
- Attend other meetings appropriate to the role e.g. with other synod secretaries
- Attend other gatherings, services, meetings to represent the District as requested by the Chair
- Respond to requests from the Arthur Rank Trust for letters of support re church/circuit grant applications

The appointment is for 3 years with the possibility of extension for a further 3 years

The appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check

Person Specification

- member or minister of the Methodist Church in the West Midlands District
- can think creatively and strategically
- can work collaboratively
- is pastorally sensitive and approachable and knows how to listen
- understands and can represent the diversity within this very varied district
- has a proven commitment to JDS
- good administrative and organisation skills
- experience of minute taking
- knowledge and experience of a number of church settings
- knowledge and experience of the Methodist Church's work in circuits
- good understanding of charity governance particularly in a Methodist Church context