

## **3. CIRCUIT EXECUTIVE & OFFICERS**

### **3.1. *Why change?***

In the past, every member of every Leaders' Meeting was a member of the Quarterly Meeting. In some circuits this number was in excess of 120 people, and usually only a small proportion of these members actually attended the meetings! Even 30-40 people will find it difficult to discuss and decide on an issue in a short time. Most effective discussion and decision takes place when smaller groups can bring their in-depth thinking to a group that has an overview of all the interests and parties.

Ministers remain key to the life and work of any Circuit, and in order to enable, support and advise, a smaller Circuit Executive can filter the many voices, discern the insights coming from different Societies and individuals and offer support, encouragement and warning.

Another major reason for the change is the opportunity to do at Circuit level what we are doing at Society level, i.e. draw on expertise from a wider group of people to deal with ongoing matters which often took up most time at Quarterly Meetings, - property and finance business. The new structure also enables Church Councils to work more closely in the Circuit, and it will have the effect of prompting better communication on Circuits.

### **3.2. *Overview***

The legislation (see Section 4) provides for every Circuit to establish its own structures and practices providing that the list of responsibilities lying with the Circuit Executive are undertaken. There are organisations and procedures that operate at Circuit rather than local / Society level, such as Local Preachers.

In order to undertake its business, it is important that a Circuit Executive does not 'do all the work itself'. As with Councils, task groups can be established at Circuit level, drawing on the gifts, personnel and resources of the whole Circuit. This is virtually a 'must' where Ministerial appointments, Lay Employment issues, candidates and major property matters are to be addressed.

### **3.3. *Job Descriptions for Circuit Officials***

#### **Circuit Steward**

- To be the official Lay Representative of the circuit at civic and other appropriate occasions
- To support the ministers and their families
- To negotiate with the District Stationer on the appointment of a minister to the Circuit
- To represent the Circuit at District Synod
- To report to the Circuit Executive

#### **Manse Steward**

- To be responsible for the proper maintenance of manse properties

- To arrange and accompany the annual inspection of manse property
- To report to the Circuit Executive

### **Circuit Treasurer**

- To receive contributions from Societies towards stipends, Comprehensive Assessment and Connexional funds
- To pay to the Trustees Office monies required for the payment of stipends and other commitments
- To transmit Circuit contributions to the Comprehensive Assessment and Connexional funds
- To pay rent and rates and other agreed maintenance expenses of ministers residences
- To keep accurate accounts and submit these for annual audit
- To report to the Circuit Executive

### **Circuit Secretary**

- To prepare the Agenda of meetings of the Circuit Executive and Circuit Meeting in conjunction with the Circuit Superintendent
- To issue notices of meetings in writing in good time
- To record the proceedings and have the minutes agreed
- To receive correspondence on behalf of the Circuit Executive and correspond on its behalf as directed