

Delegation of Responsibilities and Processes

CIRCUIT MEETING

- Approval of appointment of lay employee post
- Approval of any Circuit contribution to the funding of each post.
- Delegation of appointment process to CLT who shall fulfil the requirements of CPD in respect of District notifications and work in liaison with the local Church which will host the lay employee
- Authorisation of lay employment renewal after any contract expiry period.
- Receives reports on the work and progress of each lay employee (at least annually).

CIRCUIT LEADERSHIP TEAM (CLT)

- Enacts the appointments process.
- Appoints a member of the team to be responsible for Lay Employment.
- Nominates a member of the leadership team to chair the Appointments panel and who may sit on the Management and Support Group for each lay appointment.
- Receives regular verbal or written reports from the line-manager.

CHURCH COUNCIL (of host Church)

- Prepares and presents the vision for and details of the appointment to the Circuit Meeting for approval.
- Makes significant contribution to the job description and remit of work to be undertaken.
- Nominates to the CLT for approval up to two Church members to sit on the Appointments Panel. Nominates to the CLT for approval up to four Church members to sit on the Management and Support Group.
- Receives reports from the lay employee and Management and Support Group on the work undertaken within the profile set.
- Gives feed-back to the Management and Support Group on the work undertaken.

APPOINTMENTS PANEL

- Authorised by the Circuit Leadership team to normally comprise: A member of the CLT (Chair), the Minister of the host Church, two members nominated by the host Church Council or one member and an independent nominated by the host Church Council.
- Operating under the steer of the Chair:
 - Shortlists the candidates for interview.
 - Approves additional activities and personnel engaged with the candidates in the appointments process.
 - Interviews the selected candidates and subsequently receives additional feedback on candidates including formal references.
- Weighs evidence and presents a recommendation to the CLT for authorisation to make an offer of appointment.

MANAGEMENT AND SUPPORT GROUP (within each host Church)

- Comprises the line-manager, nominated members of the Church, the Minister of the Church. A nominated member of the Circuit Leadership team may attend.
- Plans, programmes, provides support and feedback to lay employee and prays with them for their work.
- Consults with Church Council on the work programme of the Lay employee and its effectiveness.
- Keeps the CLT fully informed of the lay employee's work progress and through the line-manager recommends to the CLT the approval (or not) of satisfactory completion of probation.

LINE MANAGER

- Nominated by the Church Council for approval by Circuit Meeting.
- Manages the day to day support and supervision of the lay-employee undertaking periodic reviews, setting targets and providing advice for weekly work programmes.
- Monitors the employment probation period following the Good Practice Guide published by the Methodist Church. Receives and monitors weekly time-sheets, attendance and holiday leave.
- Consults with Church and Circuit Safeguarding officers (as appropriate) regarding activities and good practice.
- Ensures that the vision and intentions set by the Church Council are enacted through the work and manages reports to Circuit Meeting.
- Works closely as a member of the Management and Support Group and consults with the CLT on issues of progress, discipline, fulfilment of terms and conditions and well-being of the lay employee.