

<b>Role Title</b>	<b>Manse Visits Co-ordinator / District Manse Panel Secretary</b>
<b>Role Outline</b>	Under the standing orders of the Methodist Church each manse has to be inspected every five years to ensure that it is in a fit condition as a residence for the Minister and their family. The co-ordinator convenes the annual meeting of the visitors, requests manse quinquennial reports from circuits, keeps a record of manse visits and writes an annual report to Synod. <i>See also Standing Order 965</i>
<b>Supported by</b>	District Administrator Missional Property Enabler District Chair

*The Methodist Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church Safeguarding Policy. In particular, Sheffield Methodist District expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Chair of the District, Revd Gill Newton, or the District Safeguarding Officer, Alison Hill.*

<b>Safeguarding Training</b>	Foundation module - warmly invited but not mandatory.
<b>DBS</b>	Yes, if visiting alone, no, if visiting in pairs.

<b>Duration of appointment</b>	Up to 6 years.
<b>Times of work</b>	One meeting a year lasting approximately 2 hours, plus preparation time.
<b>Expenses</b>	Reasonable travel expenses are paid

<b>Accountability</b>	District Missional Property Enabler <i>If you become unable to fulfil this responsibility, please contact the District Missional Property Enabler and or/ the District Administrator</i>
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<b>Main tasks</b>	<ul style="list-style-type: none"> <li>• Maintain a list of manses in each circuit and arrange visits of these on a five-year rolling programme, plus any visits under SO 965 (5)</li> <li>• Arrange visit in pairs, noting visitors should not be from the circuit being visited, including liaising with the superintendent about planning visits</li> <li>• Ensure Schedule J is completed for each visit and keep records of manse quinquennials</li> <li>• Ensure any recommendations following the visit are communicated to the manse residents and the circuit</li> <li>• Receive feedback from the circuit on any work resulting from the visit</li> <li>• Prepare an annual report for the Synod and District Leading Team</li> </ul>
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<b>Key skills</b>	<ul style="list-style-type: none"> <li>• Understanding of confidentiality</li> <li>• Good listener</li> <li>• Competent administrator with experience of record keeping</li> <li>• Report writing</li> </ul>
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*The Manse Visit Co-ordinator may also be a Manse Visitor.*

*This role outline was approved by the Sheffield District Leading Team on and will be reviewed annually.*