

Durham and Deerness Valley Methodist Circuit

Division of Responsibilities between the Treasurer and the Finance Officer

Circuit Steward (Treasurer)

- 1) General oversight of Circuit Finances with the support of the Circuit Stewards and the Circuit Finance Team.
- 2) In collaboration with the Circuit Finance Officer, presenting
 - (a) Annual accounts for audit
 - (b) Audited accounts to Circuit Meeting
 - (c) Various reports to Circuit Meeting and other Team meetings
- 3)
 - (a) Distributing Standard Forms to Treasurers
 - (b) Arranging Independent Examiners to audit church accounts
 - (c) Receiving Standard Form returns from the churches
- 4) Complete annual P11D tax forms
- 5) Liaise with Circuit treasurers
- 6) Liaise as necessary with TMCP Manchester re Circuit Advance Fund
- 7) Representing Finance at Circuit Meeting, Finance Team, Superintendent's / Stewards meeting, Circuit Leadership Team
- 8) Share representation of Circuit Stewards at Church Councils

Circuit Finance Officer

- 1) Keep the accounts at Lloyds and CFB
- 2) Be responsible for business arising from the accounts (monitoring income and expenditure, paying bills, seeking ministers' phone/mileage claims.
- 3) Preparation of budget, and annual accounts with the Treasurer.
- 4) Provide financial summaries when requested for the Treasurer, Finance Team, Manse maintenance Team and others.
- 5) Provide Standard Form analysis at year end
- 6) Attend meetings of the Finance Team

The division of responsibilities can be reviewed and revised in the light of experience.

Circuit Steward Job Description

Responsible with the Superintendent, Presbyters, Deacons, and Probationers for the spiritual, and material well-being of the Circuit and for acting upon and upholding the decisions of the Circuit meeting

All Circuit stewards are by definition Servants

Responsibilities include ex-officio membership of all official meetings and committees of the Circuit.

In the Durham and Deerness Valley Circuit we have divided the responsibilities for the various areas of work into three distinct groups

- a) Manse finance and maintenance
- b) Circuit treasurer / assisted by Finance Officer
- c) Appointments and Policy

Appointments

Need to consult with churches where an appointment is due to end / or be extended. Prepare Circuit profile for inclusion in the appointments book.. Liaise with the District Chair in finding a person who offers the gifts required for the area, but who also will provide a balance within the staff team for the onward development of the Circuit.

Attend church councils, be aware of the developments in the local church. Be available for consultation on issues of difficulty or need.

Attend training events to understand changes in the appointments system as determined by Conference. Ensure the appropriate Appointments Committee is operational when appointments are to be made.

It is necessary to acquaint oneself with CPD to fulfil one's duties adequately (ie. know where you can get the info when needed)

NB A Circuit Steward has the responsibility for all aspects of Circuit life, including property, finance and spiritual growth