



Circuit Structure

*The Purpose, Responsibilities
and Duties of Circuit Committees
and Circuit Personnel.*

Launceston Area Circuit 12/17

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Circuit Vision Statement 23rd August 2017

Our vision is to provide a welcoming and engaging church community, **sharing the love of Jesus** with all ages. We aim to fulfil this vision by:

Sharing the Gospel of Christ.

Providing accessible encounters with God through worship.

Encouraging spiritual growth.

Being a considerate church family.

Serving the needs of the community.

Demonstrating good stewardship of financial and physical assets.

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Circuit Meeting

PURPOSE: to enable the circuit to fulfill its purpose to *effectively deploy the resources for ministry, which include people, property, and finance as they relate to the Methodist Churches in the Circuit, to churches of other denominations and to participation in the life of the communities served by the Circuit, including schools and colleges, and in ecumenical work in the area including, where appropriate, the support of ecumenical Housing Association* (S.O. 500)

RESPONSIBILITIES & DUTIES: as above and also to include (see S.O. 515):

1. The Circuit meeting is the principle meeting responsible for the affairs of the circuit and the development of circuit policy. It shall exercise that combination of spiritual leadership and administrative efficiency, which will enable the circuit to fulfill its purpose as set out in S.O. 500 (above).
2. Act as a focal point of the working fellowship of the churches within the Circuit.
3. To oversee pastoral training and evangelistic work within these churches.
4. To encourage leadership within the Circuit, which involves the circuit stewards and other lay persons and employed staff along with the ministers appointed to that circuit.
5. To assess the contribution each chapel should make towards the general expenditure of the Circuit, including the circuit contribution to the Methodist Church Fund, the sums required for the payment of stipends and allowances for ministers and probationers, and other expenditure budgeted by the Circuit Meeting. The circuit meeting shall assess the contribution of each Local church in a manner that is appropriate in all the circumstances, taking into account the needs and ability of each Local church and not merely their respective membership figures.
6. Without prejudice to its general responsibility for the conduct of circuit affairs the meeting shall in particular ensure that the circuit stewards fulfill their obligations under S.O 532(1) and (2).

RESPONSIBLE TO:

Circuit Leadership Team
Chapels in the Circuit
District
Connexion

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Circuit Leadership Team

PURPOSE: The Circuit Leadership Team meet on a regular basis to provide an opportunity to discuss the various areas of worship, discipleship, service and evangelism that are occurring within the Circuit. It strives to identify needs and resource initiatives where applicable by interacting with the different committees and chapels within the circuit. It co-ordinates and prepares reports and documentation for the Circuit Meeting.

RESPONSIBILITIES & DUTIES:

- 1.To meet a minimum of four times a year.
- 2.To support pastorally employed staff and those in voluntary leadership roles.
- 3.To accumulate reports from different committees and prayerfully discern relevant action to bring to the circuit meeting.
- 4.To review regularly the mission and purpose of the circuit and the different committees to provide effective and efficient operation and overall running of the circuit.
- 5.To constantly discern what God is doing, how we are being called and what actions result from this discernment and recognise when a purpose has been fulfilled.
- 6.To enable, equip and encourage the mission and vision of individual chapels and where necessary provide appropriate training or resources.
- 7.To assist Circuit Administrator with producing agenda and supporting material for the Circuit Meeting

RESPONSIBLE TO:

Circuit

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Property & Finance Committee

PURPOSE: to enable the circuit to serve the purposes of ministry in Christ's name by striving to provide the highest standards of excellence by making the church property useful, welcoming and accessible. To exercise diligent financial oversight over the circuit's income and expenditure.

RESPONSIBILITIES & DUTIES: to include (S.O. 954):

1. Obtain annual reports on the state of property and undertake renovations and repair as necessary – manses and graveyards that fall under circuit control.
2. After every Quinquennial (5yr) inspection consider the findings and recommendations of the inspectors and take any action required – manses and graveyards that fall under circuit control.
3. Prepare a budget of expenditure necessary for each dwelling to be brought up to and maintained at the connexional standard.
4. Review at intervals of not more than four years whether the buildings are in the right places whether they are economic to maintain, whether a new dwelling or dwellings should be obtained and whether a proposed new dwelling or a former manse to be reinstated is suitable.
5. Obtain and secure a financial report at least annually.
6. Ensure that a record of all decisions and actions taken under 2 above, concerning manses, is sent to the Superintendent (who shall make available to the minister or probationer occupying the accommodation), that a copy is sent to the senior circuit steward and that a further copy is preserved in the relevant log book.
7. Open and maintain for each circuit property a log book for retention of the annual schedules of property, quinquennial inspection reports, manse visitation reports and other relevant material.
8. To review and agree the budget and assessment provided by the Circuit Treasurer.
9. To assemble and supply appropriate documentation to the Grant Finder as and when required.
10. To support the Circuit Treasurer and provide adequate resources and training so they can carry out their duties.

OTHER DUTIES:

1. Consider matters such as the purchase, sale, extension or alteration of the property and take appropriate action in collaboration with the District and the Property Officers in the Connexional Team
2. Appoint or employ a caretaker of the premises, if required, and supervise his/her work
3. Present an annual report on the local property to the Circuit Meeting and after every quinquennial inspection

RESPONSIBLE TO:

Circuit Leadership Team
Circuit Meeting

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Finance Committee

PURPOSE: to exercise financial oversight of the circuit's income and expenditure.

RESPONSIBILITIES & DUTIES:

1. To review and agree the budget and assessment for 2017/18
2. To assemble and supply appropriate documentation to the Grant Finder as and when required
3. To bring stability to financial running of the Circuit
4. To support the Circuit Treasurer during the changeover period.

RESPONSIBLE TO:

Property & Finance Committee

This Committee is to run as long as it is needed as a separate group from Property & Finance.

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Youth Management Committee

PURPOSE: to meet once every two months to take responsibility for the youth work in the circuit.

RESPONSIBILITIES & DUTIES:

1. To address the needs of the youth within the circuit and the surrounding community.
2. To report on the work and activities that has happened and is on going.
3. To present to the circuit meeting the vision and aims for the youth work.
4. To ensure that all work and activities fit with its vision and aims.
5. To support the youth workers and provide appropriate training where necessary.
6. To seek funding for the continued youth work.

RESPONSIBLE TO:

Circuit Leadership Team
Circuit

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: 0-11 years Committee (Funded by Brotherhood £8000)

PURPOSE: to meet the needs across the circuit to support children of 0-11 years to communicate the Christian faith.

RESPONSIBILITIES & DUTIES:

1. To set aims and strategic plan (3 years)
2. To develop and monitor plan
3. To employ or buy in Christian based expertise to deliver: Sunday Schools support; Schools work; Holiday/seasonal events; Weekday events/regular clubs; Training in technology; Internet safety training; Partnership working.
4. To oversee budget

RESPONSIBLE TO:

Circuit Leadership Team
Circuit

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Local Preachers Meeting

PURPOSE & FUNCTION: to meet together at least once every quarter to perform the following functions (S.O. 561)

1. To be an opportunity for all its members to worship together and share fellowship.
2. To consider the state of the work of God in the Circuit so far as the role of local preachers and worship are concerned, and in particular to communicate to the Superintendent its views on issues of policy affecting the circuit plan of preaching appointments and to the Circuit meeting its views on circuit policy relating to worship.
3. To hold local preachers accountable for their ministry, considering in particular their character, their fidelity to doctrine and their fitness for the work.
4. To perform functions prescribed by S.O. 563 to 568 and 680 to 685.
5. To initiate and oversee a program of continuing development so that the local preachers and others who contribute to worship in the Circuit may be better equipped for their work.
6. To deal with the business in accordance with any guidelines approved from time to time by the Conference or issued by the Connexional Team.

RESPONSIBLE TO:

Superintendent
Circuit Leadership Team
Circuit Meeting

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Bridge Community Centre - Directors

PURPOSE: to provide a seven-day weekly facility that 'bridges' the gap between church and community through Fresh Expressions.

RESPONSIBILITIES & DUTIES:

1. To facilitate and evaluate the running of the Bridge Community Centre.
2. To regularly assess the needs of the young people and families within Launceston and the surrounding area.
3. To have a clear vision and aims for the centre, ensuring that all future projects fit with these vision and aims.
4. To present 12 monthly budget to the Circuit Property and Finance meeting
5. To provide quarterly Income and Expenditure Accounts to the Circuit Property and Finance Meeting showing actual and budgeted amounts with explanation of variances.
6. To provide annual accounts to the Circuit Meeting.
7. To regularly review and provide high standards of excellence to ensure property meets legal requirements (including health & safety; risk assessments; safeguarding).
8. To ensure that all staff are DBS checked.
9. To support staff and provide appropriate training where necessary.
10. To ensure that all legal company requirements are met.
11. To hold regular directors' meetings and an AGM.

RESPONSIBLE TO:

Property & Finance Committee
Circuit Leadership Team
Circuit Meeting

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Mission Committee

PURPOSE: to highlight and promote, within the circuit, various 'Mission in Britain' and 'World Church' events that are taking place locally, nationally and worldwide.

RESPONSIBILITIES & DUTIES:

1.To meet once a year to plan 2 Mission events, including making arrangements to host, inviting speakers and advertising within the circuit.

2.To co-ordinate funds allocated to the Mission committee and provide annual accounts.

3.To collect and produce a summary of money donated by all chapels within the circuit to various mission groups.

4.To arrange for the distribution and collection of boxes.

RESPONSIBLE TO:

Circuit Leadership Team

Circuit Meeting

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: Methodist Women in Britain (MWiB) SO 242

PURPOSE: 'Our aim is to know Christ and to make him known. To empower, encourage and enable Methodist Women to participate more fully in the wider Church and society; to connect women with an interest in creative Spirituality and a passion for Global justice.'

RESPONSIBILITIES & DUTIES:

1. Within the Circuit we meet together as a committee at least twice a year to arrange events, which enable these aims, and raise money for MWiB and the World Church.

2. Two members of our committee are members of the District Committee, which meets twice a year.

3. We share in the District Days, arranged by the District MWiB committee and the Residential Conference.

RESPONSIBLE TO:

Circuit Meeting
District Committee
Connexional Forum

LAUNCESTON AREA CIRCUIT 12/17

COMMITTEE: The Local Church and the Church Council S.O. 600, 602, 603

PURPOSE: to exercise the whole ministry of Christ within the context it has been placed and share in the wider ministry of the Church in the world. In this one ministry worship, fellowship, pastoral care, mission and service are essential elements. Administration and training enable their fulfilment.

RESPONSIBILITIES & DUTIES:

- 1.To work in union with the ministry of the Circuit of which it is a constituent.
- 2.To provide representation in the Circuit Meeting and represent it locally.
- 3.To engage in ecumenical work including, where appropriate, the support of ecumenical Housing Associations.
- 4.To unite those who hold responsibility in the church in one working community.
- 5.To make decisions for the church and to manage its affairs to the same end. The General Church Meeting has a responsibility to consider the whole ministry of the church and every part of it and in making appointments to ensure the co-operation of the whole church in that ministry. This requires a proper representation of all the diversities present in the Local Church, including those who are newcomers.
- 6.The Church Council has authority and oversight over the whole area of the ministry of the church, including the management of its property. Aims and methods, the determination and pursuit of policy and the deployment of available resources are its proper responsibility. In many cases it will appoint committees which have the authority, in their own areas of responsibility, to initiate action, co-ordinate the work done in the church, advise the Church council and report to it, being subject to its authority and oversight. (See S.O for guidance about committees).
- 7.The Church Council exercises leadership over the whole field of the church's concern and should meet at least twice in each year. (See S.O. 613 to 616 for guidance about the meeting and procedures).

RESPONSIBLE TO:

Circuit Meeting

LAUNCESTON AREA CIRCUIT 12/17

ROLE: Circuit Steward

PURPOSE: *The circuit stewards are responsible, with the Superintendent and ministers, deacons and probationers appointed to the Circuit, for the spiritual and material well-being of the Circuit, and for upholding and acting upon the decisions of the Circuit Meeting (S.O. 531 (1)).* They work in conjunction with the Circuit Leadership Team and share collective responsibility for leadership and specific duties.

RESPONSIBILITIES: the circuit stewards should:

1. Exercise a general pastoral care for the ministers, deacons and probationers and their families
2. Meet with ministers, deacons and probationers as a leadership team at least twice a year, before the Circuit Meeting
3. Keep themselves informed of the activities of each local church
4. Be aware of District and Connexional policies affecting the circuit and its churches and communicate to the chapels and circuit where necessary
5. Be sensitive to the needs of the circuit and its officers and staff
6. Inform themselves of developing movements in Methodism and the church generally
7. Be alert to and take advice on the legal consequences of their office and its responsibilities, for example, issues around lay employment, finance and property
8. Develop a vision and plans for mission within the circuit, ensuring appropriate consultation with the Circuit Leadership Team.

SPECIFIC DUTIES:

1. Circuit Fund: ensure that the circuit fund is managed properly and efficiently (see S.O. 532)
2. Manses: the improvement, repair, maintenance, suitability and location of manses are matters for which the circuit and District are responsible through different bodies (see S.O. 533)
3. Invitations and Appointments: Also, circuit stewards are responsible for negotiating with ministers over appointments to the Circuit and to a chaplaincy, the pastoral oversight of youth and community work and to a team ministry (see S.O. 534)
4. Meetings: Church councils, Circuit Meetings, District Synod.

RESPONSIBLE TO:

Circuit Leadership Team
Circuit Meeting
District

LAUNCESTON AREA CIRCUIT 12/17

ROLE: Circuit Treasurer

PURPOSE: to take responsibility of the day-to-day running of the circuit funds. This is the responsibility of the Circuit Stewards unless a competent person is secured to carry out these duties under the close supervision of the circuit stewards. (*Per Circuit Steward Handbook*)

RESPONSIBILITIES & DUTIES: (*Per Circuit Steward Handbook & Financial Year timetable document attached*)

1. Present to the March Circuit Meeting a forecast budget covering a 12-month period with indication of how these costs will be met.
2. Long term financial planning where applicable
3. Meet in February with chapel treasurers to discuss assessment.
4. Ensure stipends and agreed rates of allowances are met to meet Circuit expenses are paid to Ministers and other staff including any Lay Employees. This will involve income tax, national insurance, superannuation and other items of bookkeeping. Accurate records must be kept.
5. To complete and return to Methodist house forms P11D for each member of staff.
6. In exercising financial control the Circuit Stewards know that SO 012(1) states
'Methodist money shall not be held in private accounts but in official bank accounts requiring the signatures of, or electronic authorisation by, two persons for withdrawals'
7. They must maintain the payment of financial obligations as set out in the annual budget, e.g. payment to District funds, the upkeep of Circuit properties (manses) etc
8. To present to the Property & Finance Committee monthly income and expenditure accounts showing actual and budgeted amounts with variances explained.
9. The annual accounts (from 1st September to 31st August) are presented to the October Circuit Meeting having been examined by a qualified person.
10. To communicate with Grant Finder on potential and existing projects.

OTHER DUTIES

SO 532 states that the Circuit Stewards are the treasurers of the Circuit Fund and that they should:

1. collect assessments
2. provide for the stipends due to Circuit staff
3. pay staff expenses
4. discharge any other financial claims on the Circuit agreed in the budget
5. pay assessment to District Treasurers

As SO 635 states, it is the responsibility of Church Treasurers to pay the assessment set by the Circuit Meeting.

RESPONSIBLE TO:

Circuit Leadership Team.
Circuit Meeting
District

The Methodist Financial Year runs from 1 September to 31 August. However, the work for a particular financial year starts well before 1 September and ends long after 31 August. The following is the list of activities for a typical Financial Year (Year 1):

Date	Action
December Year 0	Provide figures for applications for Connexional funds for Year 1
February/ March Year 0	<p>Set budget and assessments for Year 1 for presentation at Circuit Meeting. Connexion will have sent information on stipends, pensions and travel expenses for Year 1 and advice on tax matters. District Treasurer will have sent District Assessment. Other expenses will have to be judged from previous years, bearing in mind inflation or other indications of increases.</p> <p>Assessments can be set in a variety of ways. Ideally these should not be based solely on membership but take into account such items as giving, investment income etc and also reflect the 'ability to pay'. The share system is also used by a number of Circuits where churches volunteer how much they can afford to give. It is useful to receive each church's accounts and often valuable to have a meeting of all Church Treasurers.</p>
August Year 0	<p>Church assessments for September are officially due eight working days before the beginning of the quarter and the stipends payment is due four working days before the beginning of the quarter. It is useful to do as many of these if possible, by transfer through Central Finance Board or Bank accounts.</p> <p>These transactions should be recorded in the accounts for Year 1 if accruals accounting is used (a requirement for Circuits whose income or expenditure is in excess of £250,000 in a year).</p>

September Year 1	District Assessment is due by the seventh day of the quarter. Again a direct transfer is advisable. Other payments should be made during the year as required.
End of November Year 1	Request from Circuit staff details of expenses to be reimbursed for 1 st quarter and contribution for personal phone calls. The quarterly activities need to be repeated each quarter
End of May Year 1	Forms P11D will be provided by Methodist Church House and need to be completed and returned to them for each member of staff. These contain details of 'benefits in kind' received by staff in the financial year ending 5 April and will include relevant expenditure since 6 April in Year 0. The Dictionary of Taxation from Ministerial Benefits at Methodist Church House gives good advice on what to include.
August Year 1	It is best to try and pay all amounts due before the end of the month and bank all money received to avoid complications with accruals in the accounts.
September Year 2	A statement of accounts should be presented to the Circuit Meeting.
October Year 2	Accounts need to be audited (if income or expenditure over £250,000) by a qualified auditor or independently examined by a suitably competent person – not a member of the Circuit Meeting.
End of November Year 2	The Standard Form of Accounts should be completed, signed by treasurer, auditor/ independent examiner and Superintendent and sent to relevant Circuit officer. The agreed Circuit Reserves Policy must be submitted with the accounts

LAUNCESTON AREA CIRCUIT 12/17

Project Expenditure Approval Form

Please complete the following form to request expenditure on projects that your chapel, or your committee, wish to draw funds from TMCP and seek circuit approval for. This form must be handed to the Property & Finance Committee one week before their next meeting. Dates for these meetings will be published on the circuit website <http://www.lamc.org.uk>.

Date of request	
Name	
Chapel and/or position	
Telephone Number	
Email	

The project expenditure is required for:

Start up costs on-going costs (please tick)

Property Chapel	Property Manse	Bridge Community Centre	Mission	Local Preachers	Lay Workers	Other
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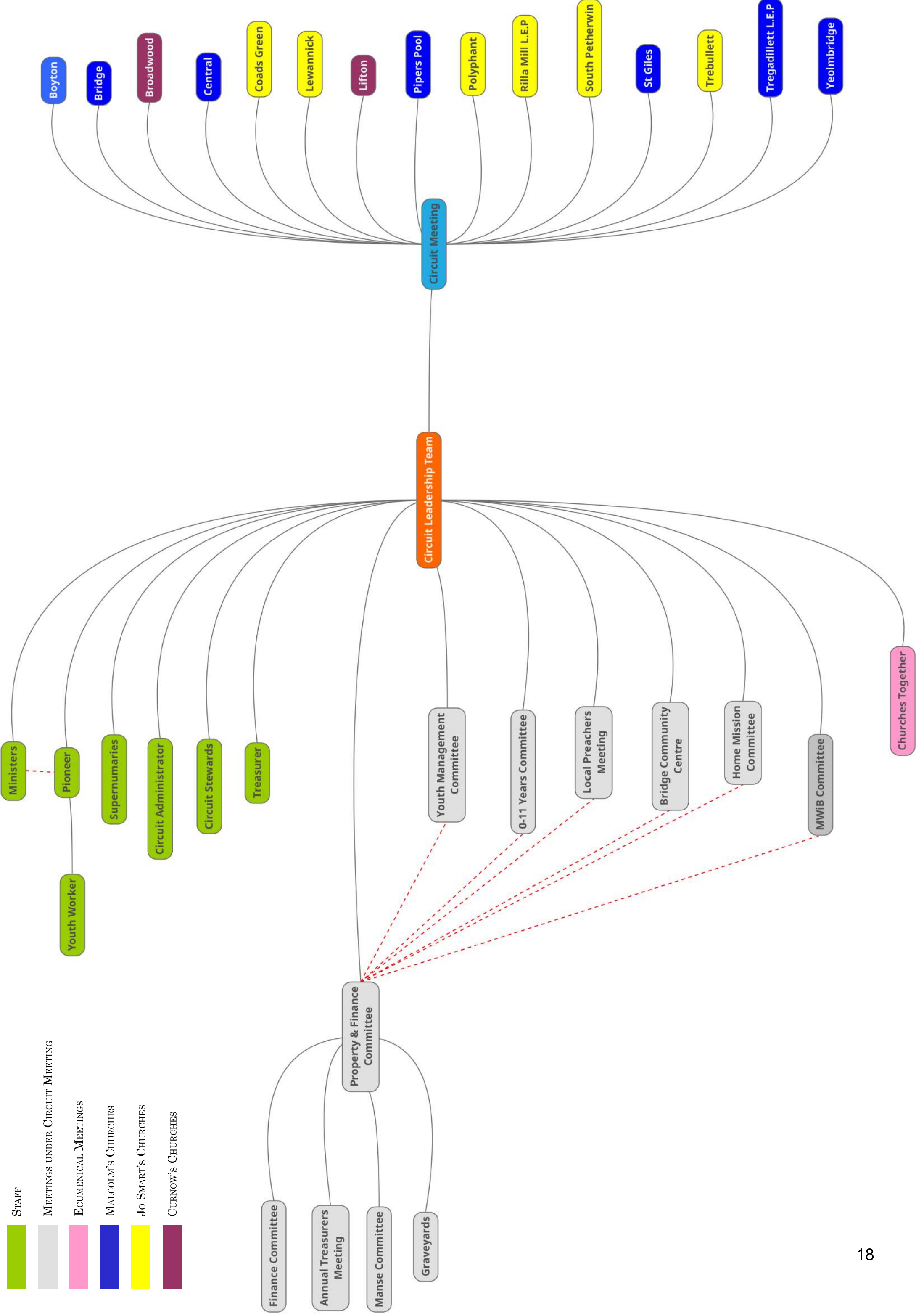
Details of proposed project expenditure along with current financial position and funds already raised (attach any documents/quotes etc...)

An explanation of how this fits with the vision of the chapel/circuit and it's mission statement.

Approved by:

For amounts under £2,000 then approval needs to be given by Circuit Treasurer and Property Finance Committee. All other amounts will need additional approval from the Circuit Meeting.

	Signature	Date
Treasurer		
Property & Finance Committee		
Circuit Meeting		



- STAFF
- MEETINGS UNDER CIRCUIT MEETING
- ECUMENICAL MEETINGS
- MALCOLM'S CHURCHES
- JO SMART'S CHURCHES
- CURNOW'S CHURCHES