

District Manses Visits Co-ordinator

Role Description

Purpose of the Role

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.

Reports to: District Property Secretary

Key responsibilities *See Standing Order 965*

1. Maintain a list of manses in each circuit and arrange visits of these on a five year rolling programme
2. Arrange visit in pairs, noting visitors should not be from the circuit being visited, including liaising the superintendent about planning visits
3. Ensure Schedule J is completed for each visit and keep records of manse quinquennials
4. Ensure any recommendations following the visit are communicated to the manse residents and the circuit
5. Receive feedback from the circuit on any work resulting from the visit
6. Prepare an annual report for the Synod and reports to the District Property Committee
7. Be a member of the District Property Committee and of Synod

Skills Needed

1. Understanding of confidentiality
2. Good listener
3. Competent administrator with experience of record keeping
4. Report writing

No special property knowledge apart from general principles

District Manse Visitors

Role Description

Purpose of the Role

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.

Reports to: District Manses Visits Co-ordinator (DMVC)

Key responsibilities

Make the visits as scheduled by the District Manses Visits Co-ordinator, When visiting a manse discuss any concerns with the residents before carrying out a physical inspection. Complete Schedule J for each visit and report to the DMVC.

Skills Needed

1. Understanding of confidentiality
2. Good listener
3. Form filling

No special property knowledge needed