

ROLE DESCRIPTIONS FOR DISTRICT LOCAL PREACHERS' OFFICERS

District Local Preachers' Secretary

The District Local Preachers' Secretary fulfils a key role in advocating for worship leaders and local preachers within the district, and supporting circuit local preachers' meetings in their role as communities of fellowship and learning.

Role:

- To be a voice for Local Preachers and Worship Leaders as part of the District Leadership Team.
- To keep the District Leadership Team informed regarding issues and concerns affecting Local Preachers and Worship Leaders.
- To establish and maintain good working relationships with Circuit Local Preachers' Secretaries and support them with information and advice as required.
- To establish and maintain a good working relationship with the Learning Network in the region, in particular the Officer aligned to the District.
- To support the District Local Preachers' Tutor in building a community of practice amongst the Tutors within the District
- To administer, and keep records of, applications to the District Policy Committee for extensions of Local Preachers' periods on trial.
- To maintain good contact with the Connexional Local Preachers' Office including attending occasional District LP Officers' meetings (normally online).
- To take part in planning and facilitating events for fellowship and continuing development of local preachers and worship leaders for the district.

Key Relationships:

The role depends on maintaining good working relationships with:

- The District Chair and Leadership Team
- The District Local Preachers' Tutor
- The Circuit Local Preachers' Secretaries
- The Regional DMLN Officer specialising in Ministry Development
- The Connexional Officer for Worship & Local Preachers

Attendance:

The District Local Preachers' Secretary should plan to attend the following meetings:

- Annual Connexional Meeting of District LP Officers
- District Synod (if the role is identified as a member of Synod)
- District Policy Committee (if the role is identified as a member of this meeting)
- Periodic attendance at Circuit Local Preachers' Meetings throughout the District by arrangement with the Circuit Local Preachers' Secretaries.

Skills and Competences:

The following are considered advantageous to fulfilling the role:

- Enthusiasm for the ministry of Local Preachers and Worship Leaders in the Methodist Church
- Good communication skills and a proactive approach to building and sustaining working relationships amongst committed volunteers
- Awareness of Methodist practices, and willingness to learn and apply The Constitutional Practice and Discipline of the Methodist Church (CPD) as it applies to Local Preachers and Worship Leaders, and support others in doing so.
- Ability to organise information and comply with data standards requirements
- Ability to communicate using email and use a standard word processing application.

Duration of Role: A fixed term is recommended at the discretion of the District.

ROLE DESCRIPTIONS FOR DISTRICT LOCAL PREACHERS' OFFICERS

District Local Preachers' Tutor

The District Local Preachers' Tutor fulfils a key role in being the point of contact within the district for issues concerning training of worship leaders and local preachers, and supporting circuit local preachers' meetings in all aspects of training, both initial training using the Worship: Leading & Preaching course and Continuing Local Preacher Development (CLPD).

Role:

- To be the contact person in the district for all issues relating to training of worship leaders and local preachers, particularly concerning the Worship: Leading & Preaching (WLP) course.
- To work with Tutors, LP Secretaries and Superintendents throughout the district in developing a sustainable model for delivery of Worship: Leading & Preaching within the district. This may, but need not, include participation as a tutor for the course itself.
- To establish and maintain a good working relationship with the Learning Network in the region, in particular the Officer responsible for WLP portfolio moderation.
- To encourage the development of a community of practice amongst Tutors within the District, including convening periodic gatherings as appropriate.
- To maintain good contact with the Connexional Local Preachers' Office on issues concerning training and development.
- To take part in planning and facilitating events for training and development of local preachers and worship leaders, including training of tutors and mentors fellowship and continuing development of local preachers and worship leaders for the district.

Key Relationships:

The role depends on maintaining good working relationships with:

- The District Chair, Leadership Team and District Local Preachers' Secretary
- The Circuit Local Preachers' Secretaries
- The Circuit Local Preachers' Tutors
- The Regional DMLN Officer specialising in Ministry Development
- The Connexional Officer for Worship & Local Preachers

Attendance:

The District Local Preachers' Tutor should plan to attend the following meetings:

- Annual Connexional Meeting of District LP Officers
- District Synod (if the role is identified as a member of Synod)
- District Policy Committee (if the role is identified as a member of this meeting)
- Periodic attendance at Circuit Local Preachers' Meetings throughout the District by arrangement with the Circuit Local Preachers' Secretaries.

Skills and Competences:

The following are considered advantageous to fulfilling the role:

- Enthusiasm for the ministry of Local Preachers and Worship Leaders in the Methodist Church
- Good communication skills and a proactive approach to building and sustaining working relationships amongst committed volunteers
- A background in theological education and reflective practice
- Willingness to gain a working familiarity with the Worship: Leading & Preaching course and assist with training others in its use.
- Ability to organise information and comply with data standards requirements

Duration of Role: A fixed term is recommended at the discretion of the District.