

North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross

South – Hoyland & Birdwell | Darfield Wesley | Great Houghton | Pilley | Wombwell

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough

Volunteering Outline - Role Description

Volunteer Role Title: **Circuit Council Representative**

Location: Barnsley Methodist Circuit

Responsible to & supported by: Ministers, Lay Workers, & Church & Chapel representatives

What is the Circuit & it's Representatives?

The Bible tells us that a gift in administration is a gift from the Holy Spirit and it is within that context that the financial and administration work that is done for the Church is done in Christ's name to promote Christ's Kingdom. Without someone to look after this work in the Church, Christ's work would not be done. It is a great privilege to be involved in this aspect of Church life, but it carries with it certain responsibilities & obligations.

The Circuit is made up of 3 multi-site churches – North West, North East & South. Each local chapel within the Circuit has 1 Circuit representative that is elected onto the Circuit council. In addition to this there are a number of elected representatives, various specific ex-officio roles that include (but not limited to) Chair, Treasurer, Safeguarding Officer, 3 representatives of Local Preachers, stationed Presbyters & Deacons & Circuit Lay employees.

Skills Required

- Listening & non-judgemental attitude
- Engage in group conversations
- Be a member of the Methodist Church
- Become a Managing Trustee of Barnsley Circuit & act strictly in accordance with the charity's governing documents
- Be appointed by the Church Council, after discussions with the local chapel & the minister to understand the responsibilities & duties are fully understood

Time / Commitment Required

- 2-3 hours every 4 months at an in-person meeting across the Circuit (chapel venues vary) or on Zoom (if required) – January, March, July & September
- 1+ hours - read all papers emailed & circulated before & after the meeting/s
- The role of Circuit representative is for 6 years, & elected by each chapel and formally appointed by the council itself.

The role of a Circuit Representative

- Attend all meetings (where possible, & if not send apologies) - meetings are conducted 3-4 times a year to discuss, resolve & vote on matters arising within the Circuit as a whole church, the multi-site churches & individual chapels

- Act as a link to keep people together & in touch with church life across the individual chapels (where appropriate)
- Receive the agenda, minutes & any relevant papers electronically (preferred, unless otherwise requested)
- Report the minutes of the meeting back to chapel members for discussion & action
- Act upon any resolutions from the meeting/s at local chapel level
- Offer support & encouragement to all from other chapels at the meeting
- Help & support the ex-officio roles on the Circuit Leadership Team

What requirements are needed to fulfil the role of a Circuit Representative?

- As a minimum - Completion of the Foundation module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 2-3 hours (every 4 years) & passing on any observed or communicated concerns or worries relating to any person attending the chapel to the Circuit, Safeguarding officer and / or minister.
- A satisfactory Enhanced Disclosure from the Disclosure Barring Service (DBS) (every 5 years) – volunteers will be asked to provide all relevant documents for these checks. There is no cost to the volunteer for this check.
- Completion of the EDI (Equality, Diversity & Inclusion) Training Course
- Recommended but not compulsory - completion of the Unconscious Bias training.

This role outline was approved by Barnsley Circuit Meeting on 17th September 2026 and will be reviewed annually.

Please refer to the Circuit website for contact details of all chapel Leadership Teams, Church Council members, Circuit Meeting representatives & Circuit Leadership Team members.