

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

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

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough | Pogmoor | Silkstone Common

Volunteering Outline - Role Description

**Volunteer Role Title: Church Council Representative
on Circuit Leadership Team (CLT)**

Location: Barnsley Methodist Circuit

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

What is the Circuit?

The Bible tells us that a gift in administration is a gift from the Holy Spirit and it is within that context that the work for the Church is done in Christ's name to promote the Kingdom. Without someone to lead 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 Church Council is entitled to appoint a representative to be a member of the CLT. In addition to these three elected representatives, other members of the CLT are various specific ex-officio Circuit Officers that include (but not limited to) Treasurer, Safeguarding Officer, Local Preachers' Secretary, Stationing & Re-Invitations (Planning & Invitations P&I), stationed Presbyters & Deacons.

Skills & other requirements of a Church Council Representative

- Listening & non-judgemental attitude
- Ability to engage in group conversations
- Ability to act at all times in the best interests of the Circuit
- As a lay member of the CLT, to fulfil the role and responsibilities of Circuit Steward as described in Methodist standing orders
- As a Managing Trustee of Barnsley Circuit act strictly in accordance with the charity's governing documents
- Receive the agenda, minutes & any relevant papers electronically (preferred, unless otherwise requested)

The role of a Circuit Representative

- Attend all CLT meetings (where possible, & if not send apologies)
- Meetings are conducted once every 2 months (usually 6 times a year, but emergency meetings can also be held in-between) to discuss, resolve & vote on matters before the CLT relating to the life of the Circuit as a whole, its churches & individual chapels
- Bring to the CLT knowledge and understanding of the respective Church, and represent the view of its Church Council (where appropriate)

- Report on the work of the CLT to the respective Church Council for discussion & action
- Be willing to undertake work for the CLT, including participating in working and task groups
- Help & support all other members of the CLT

Time / Commitment Required

- 2-3 hours every other month at in-person meetings across the Circuit (chapel venues vary) or on Zoom (if required)
- 1+ hours – study all papers emailed & circulated before & after the meeting/s
- The role of Church Council representative is for 6 years, nominated by the church council and formally appointed by the Circuit Meeting.

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

- Completion of the Advanced module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 4 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
- Completion of the Unconscious Bias training (every 4 years)

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.