

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 Planning & Invitations Team Member (P&I)
Location:	Barnsley Methodist Circuit
Responsible to & supported by:	District Chair, District Lay Stationing Representative, Superintendent, Ministers, & Circuit Leadership Team (CLT)

What is a Planning & Invitations Team?

The P&I Team, which includes the CLT, are responsible for bringing to the Circuit meeting, proposals for invitation to ministers to serve, or continue serving in the Circuit, & for informing ministers concerned of such invitations. The P&I Team conduct, on behalf of the Circuit, negotiations with ministers as initiated by the Chair of the District (SO 534).

<https://www.methodist.org.uk/for-churches/ministries/stationing/stationing-forms-and-guidelines/>

The P&I Team need to have the confidence of the Circuit Meeting & the membership of the P&I needs to be a representation of the whole Circuit, not simply those churches likely to be affected by the staff changes.

Skills Required

- Good communication & administrative skills
- An understanding of the Invitations & Stationing process
- Non-judgemental attitude & open to all people, regardless of their background, ethnicity, sexual orientation or history
- Be a member of the Methodist Church
- Be appointed annually by the Circuit Meeting (usually in March)

The role of the Planning & Invitations Team

- Look strategically at the needs of the Circuit, with regards to staffing at any given time
- Issue an invitation to a minister or probation presbyter (or accept a direct stationing for a deacon) if the Circuit Meeting has given the group delegated powers to do so
- Prepare a recommendation to the Circuit Meeting regarding re-invitation of a minister
- Consider any application or curtailment of an appointment

The key activities of the Planning & Invitations Team

- Read papers and reports, including the Profiles of prospective ministers
- Help prepare the Circuit profile
- Operate in the interests of the Circuit as a whole
- Maintain confidentiality as agreed in the P&I meetings
- Attend (if requested) & participate in the prospective ministers' visit to the Circuit, prior to stationing

Time / Commitment Required

- Variable depending on time of year & requirements of the Circuit
- Attend P&I meetings, as required
- Attend District Stationing Training events
- Keeping up to date with changes & the stationing policies

What requirements are needed to fulfil the role of a Planning & Invitations Member?

- Completion of the Foundation 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 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.