

Application Information Pack

Members of the Connexional Council

2024

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1. Introduction

Thank you for considering putting your name for the role of either Chair of the Connexional Council, or Member of Connexional Council.

If you would find it helpful to discuss the role(s) before applying, please e-mail: HR@methodistchurch.org.uk to arrange a phone conversation with a member of the Nominations Committee.

2. Background Information

The members of the Connexional Council shall (under the authority of the Conference as governing body) be the trustees of the Methodist Church in Great Britain with general control and management of the connexional work. They must therefore be eligible to be trustees of a charity registered in England and Wales.

The Chair will preside over Council meetings, exercise delegated powers on behalf of the Council, report the work of the Council to the Conference, and work closely with the Secretary of the Conference and others to maintain an overview of the connexional work of the Church.

The Connexional Council will be the Trustee Body of the Methodist Church in Britain, it will hold the responsibilities as Trustees for the work of the Methodist Church as a Connexion. The Church comprises Districts, Circuits, Local Churches and numerous other bodies which are and will continue to be separate charities. The Connexional Council will be charged with responsibility to keep in constant review the life of the Methodist Church, to study its work and witness throughout the Connexion.

The terms of reference for the Connexional Council are set out in the 2023 Conference Report: [57 Oversight and Trusteeship](#)

All Committee members are expected to:

- Attend quarterly Council Meetings (including for some members the Methodist Conference in July each year)
- Prepare for Council Meetings by reviewing materials sent beforehand
- Offer additional advice via email or over the phone as per expertise, and/or take part in sub-groups (i.e. recruitment)
- Discuss and decide on policies and budgets
- Provide general support for the Connexional Team, in particular to its senior management team

3. Time commitment and term

The Connexional Council should generally meet six times a year for regular business and additionally as required. Some but not all of those meetings may be held online. The arrangement of meetings will be such as to enable the participation of those who are not ministers or employed by the Church.

The Connexional Council will be appointed annually by the Conference, for a period not exceeding six years.

The Connexional Council's work predominantly takes place in London or virtually, although there may sometimes be travel to other parts of the country. We welcome applications from all parts of the Connexion.

4. Recruitment process

4.1 Indicative Recruitment Timetable

	Member of the Connexional Council
Closing Date:	Wednesday 3 rd April 2024
Shortlisting Date:	TBC
Interviews Date:	11 th – 12 th April 2024
Provisional appointment start date:	TBC

4.2 How to apply

To apply for a role online, just click the **'Apply Now'** button in the advert. You will need an email address to register for our online system and create your 'applicant profile'. If you already have an applicant profile, you will be asked to enter your details.

To apply, all applicants are required to fill in an **on-line Expression of Interest Form**.

Information on the 'Expression of Interest Form' will comprise of the following sections:

- Appointment/Employment history
- Education, training & qualifications
- All Roles held within your local church(es), and any other roles held within charities
- Why you are applying with reference to Role Descriptor & Person Specification

4.3 Equal Opportunity Monitoring

We will use the information collected from this part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working. This part of the form will be stored in a separate part of our system. It will not be visible when you or others view your application, and it will not be used as part of the selection process.

For information about how your personal data is used, please see the [Privacy Notice](#), which is published on the Methodist Church's website.

4.4 Submission and Applicant Declaration

During the application process, you can press the 'Save' button at the top of the page at any time. Clicking the 'Next' button at the bottom of the page will also automatically save the information you have entered.

Please kindly note that if you leave your application inactive for a period of 15 minutes you will be logged out automatically and you may lose any unsaved work. Therefore, to ensure that your work is saved, please click the 'Save' button regularly while completing your application.

The final section, 'Submit', would list any fields with an asterisk (*) that you would still need to complete.

When you are ready to submit your application, you need to read and agree to the Applicant Declaration on the 'Submit' page. This includes you confirming the accuracy of the information you have provided and that you understand how this will be used and stored.

To confirm your agreement, click 'Yes' and then click on the 'Submit Application' button at the bottom of the page.

Once you have submitted your application, you will receive an auto-acknowledgement on-screen and an email confirming that your application has been received.

Please note that you will not be able to change information on your application once you have submitted it.

You can log into your candidate account at any time to check the process of your application. If you have any questions about the application process, please contact us at: hr@methodistchurch.org.uk

4.5 After Submission – Assessment Process

Once your application has been submitted, your application will progress to the shortlisting stage.

During the shortlisting, the recruitment panel will assess information from the applicant's Expression of Interest Form against the criteria as set in the role description and person specification.

Based on the strength of the field of applicants, the recruitment panel may need to establish a "minimum passable mark" which applicants must meet before they are invited to attend exploratory conversation.

The role of the recruitment panel is to decide objectively which applicants most closely meet the requirements for the role.

Once the recruitment panel has agreed the shortlist, you will be advised of the outcome via email. Shortlisted applicants will be invited to exploratory conversations. Further details about the format of the conversations and the names of the panel will be provided in advance.

4.6 Reasonable adjustments

We are committed to providing an inclusive experience for all those who want to apply for a role and to removing any barriers in our recruitment processes. If you require any reasonable adjustments, please could you either email: hr@methodistchurch.org.uk or call 0207 467 3532 to discuss these.

4.7 Interview/ exploratory conversations and decision

The Recruitment Panel will meet the shortlisted applicants and determine who is appointable to the role. Following the interview, the Chair of the panel will forward the name of the nominee(s) together with a reasoned statement to the Nominations Committee for approval.

The Nominations Committee will present the nomination to the Conference (or Connexional Council) as may be relevant in each case with an assurance that the process has been open, transparent and inclusive. If the Nominations Committee is concerned about any aspect of the nomination process, it will seek clarification as necessary from the interview panel. In some circumstances, the recruitment panel may choose not to appoint any applicant(s) and re-run the nomination process.

Once the decision on the appointment has been made, applicants will be advised of the outcome of their application.

Successful nominees will be asked to provide contact details of two referees including that of their District Chair or Warden of the Diaconal Order, Methodist presbyter or Superintendent Minister and a lay person.

5. Our support for you

You will be asked to undertake the following training within the first 12 months of your role:

- Equality, Diversity and Inclusion
- Unconscious Bias
- GDPR (Data Protection and Confidentiality)
- Health and Safety

A lot of our training is available as e-learning so you can access it from home, and complete at your own pace.

6. Expenses

These are volunteer appointments and not remunerated, although all agreed travel costs and related expenses will be reimbursed in line with the [Expenses Policy for Committee Members and Volunteers](#).

7. Due Diligence

Given the nature of this role, it is important that those appointed to serve on the Church's governing bodies maintain the confidence of the members of the Methodist Church and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Chair of the Recruitment Panel and provide details of the issue(s) in your application.

In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

Those who have been offered the appointment will be asked to sign:

- Confidentiality Agreement
- The Charity Commission Declaration of Eligibility Form :
<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>
- Trustee declaration to confirm that they are not disqualified:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731121/010818_Trustee_Declaration.odt