

Appendix 2: Circuit Archivist Role Profile

The primary purpose of the circuit archivist is to support and advise circuits and churches on issues relating to records and archive management, to promote good governance and compliance, and to ensure that records are retained, deposited in local archive services if they are of archival value, or destroyed as appropriate.

This is not a role in Constitutional Practice and Discipline Standing Orders. However, the circuit archivist is an ex officio member of the circuit meeting.

Key tasks and responsibilities

- Promote the importance of records and archive management with circuit administrators, presbyters, deacons and the superintendent minister.
- Work collaboratively with locally based church officers to provide advice and support on records and archive management to ensure that the local records of the Methodist Church records are well managed.
- Consult regularly with the district archivist and discuss any issues of concern.
- Liaise, communicate and consult with the Connexional Liaison Officer for Methodist Archives.
- Appraise records following the connexional retention schedule and dispose of records in accordance with the schedule.
- Build a collaborative relationship with the local archive service(s) which hold church and circuit records and put in place arrangements for the regular deposit of core church and circuit archives. Maintain a list of records destroyed, or deposited with archive services and ensure that a receipt to acknowledge a deposit is issued.
- Maintain awareness of the General Data Protection Regulations (GDPR) and the Church's legal responsibilities on personal data and safeguarding.

- Answer queries about archives from a variety of Church and external sources. Direct queries to other sources of information, as necessary.
- Promote archives and the role they play in preserving the story and heritage of the Methodist Church.

Personal skills

- Patience and the ability to work methodically
- Ability to work on one's own initiative
- Passionate about the importance of archives
- Computer literate with access to a computer
- Willingness to travel within the circuit as needed
- A self-starter demonstrating a positive approach to tasks
- A commitment to confidentiality

Time commitment

- Appointments are made for a period of three years.
- There is an expectation that this role will involve a commitment of around 14 hours per month and will require attendance at circuit meetings.

Training and support

- The liaison officers, the Heritage and Collections Officer and the district archivist will provide support.
- Training opportunities will be provided based on identified need. Circuit archivists will be required to complete a basic programme of training in church records and records and archive management.
- Postholders must undergo Equality, Diversity and Inclusion online training (a requirement for all church postholders).
- Reasonable travelling expenses can be claimed.