

Appendix 3: District Archivist Role Profile

The district archivist role is detailed in Standing Order 473 of Constitutional Practice and Discipline of the Methodist Church. The primary purpose of the district archivist is to support and advise districts, 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.

Key tasks and responsibilities

- Work collaboratively with connexional, district and circuit archivists to manage church records.
- Liaise and collaborate regularly with circuit and church archivists and provide help, information and advice on records and archive management issues including storage, security and preservation.
- Appraise records following the connexional retention schedule. Deposit archival records with the appropriate local archive service and ensure that a list of documents deposited is retained and that a receipt is issued.
- Ensure that the Methodist Heritage and Collections Officer is aware of matters relating to Methodist historic objects as needed.
- Build collaborative relationships with local archive services, ensuring that arrangements are in place for the regular deposit of core church, circuit and district archives.
- Liaise with superintendent ministers in the recruitment of circuit archivists to vacancies within the district and provide support and guidance to circuit archivists.
- Maintain an up-to-date contact list of all circuit archivists within the district and communicate any changes to the district superintendent ministers, the Liaison Officer for Methodist Archives, and the Senior Administrator (Heritage) in Methodist Church House, London.
- 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.

Accountability

- This role is accountable to the Chair of the (insert name of District) District and is a member of the (Insert name of District) District Synod to which archive reports are to be regularly given to highlight relevant archives issues. A list of archives deposited with local archive services should be prepared annually.

Personal skills

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

Time commitment

- There is an expectation that this role will involve a commitment of around 20 hours per month.
- Attendance at district synod meetings and other meetings where appropriate.

Training and support

- The Liaison Officers and the Heritage and Collections Officer will support the district archivist.
- Training opportunities will be provided based on identified need. District 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 from the district.

Appointment period

- An initial six-year period appointment