

Role Title	Manse Visitor
Role Outline	<p>A general inspection of each manse in the district is made once every five years. The intention is not only to look at the physical condition of the property but also to show pastoral concern, regarding housing, for Ministers and their families whilst they are residing within the District. A visit is also undertaken up to three months before a minister or probationer is due to move under Standing Order 785(5)(b). This may be a regular visit as described above or an additional visit if the timetable of scheduled visits requires it.</p> <p>Manse Visitors are also members of the District Manse Panel. This meets once a year to discuss the reports on the previous year's visits and plan visits for the current year.</p> <p><i>See also Standing Order 965</i></p>
Supported by	<p>District Administrator District Manse Visits Co-ordinator Missional Property Enabler District Chair</p>

The Methodist Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church Safeguarding Policy. In particular, Sheffield Methodist District expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Chair of the District, Revd Gill Newton, or the District Safeguarding Officer, Alison Hill.

Safeguarding Training	Foundation module - warmly encouraged but not mandatory.
DBS	Yes

Duration of appointment	6 years or until the visitor no longer feels able to carry out visits.
Times of work	<p>A maximum of 2 visits a year would be expected. Visits last about 1.5 hours (plus travel time), plus time to write up the report on the visit. Visits are made at a mutually agreed date and time.</p> <p>One meeting a year lasting approximately 2 hours.</p>
Expenses	Reasonable travel expenses are paid

Accountability	<p>District Manse Visits Co-ordinator</p> <p><i>If you become unable to fulfil this responsibility, please contact the District Manse Visits Co-ordinator and /or the District Administrator</i></p>
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Main tasks	<ul style="list-style-type: none"> • Arrange visits to Manses as agreed with the District Manses Panel • Discuss any concerns with the residents • Complete Schedule J (see separate file) and write short report. • Attend annual Manses Panel meeting
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Key skills	<ul style="list-style-type: none"> • Understanding of confidentiality • Good listener • Form filling
<i>Many of the Manse Visitors are ministers who have recently retired and often married couples undertake the visits together.</i>	

This role outline was approved by the Sheffield District Leading Team on 3 September 2024 and will be reviewed annually.

Sheffield Methodist District