

Circuit Property Secretary – Role Description

Annual Returns

- Assist with completion of Circuit return and remind / encourage churches to complete their returns.

Quinquennial Inspections

- Manage the schedule of inspections for manse and churches in the circuit endeavouring to spread the occurrence of inspections

- Seek quotes and engage surveyors at the appropriate time and liaising with individual churches.

- Distribute completed reports accordingly.

- Report to Circuit Leadership Team