



The Methodist Church

THE VALE OF AYLESBURY CIRCUIT (23/29)

JOB DESCRIPTION for Circuit Assistant Administrator for the Methodist Data Site: <https://online.methodist.org.uk/login/login>

Background:

Many members will be familiar with the 'October Count' when stewards noted the numbers attending services during 4 weeks in October, these numbers were passed to their minister and then on via the Superintendent up to the District and to the Statistics for Mission Office which compiles reports for Conference on a 3 yearly basis.

In the late 2000s, the Data Site was developed to enable the data to be entered directly at 'grass roots' level by members enrolled as **REGISTERED USERS**.

Initially only membership numbers and attendance numbers were required but within a year the system was expanded to include details of numbers attending weekday activities; it seems there is an insatiable desire in statisticians for more and more data. That thirst for data seems to have been moderated in recent years, but it is still important to know how and where the church is growing or shrinking.

The Data Site has been expanded to include **PROPERTY MATTERS** which increased the number of **REGISTERED USERS**; mainly local Property Stewards/Secretaries, to enable them to make their Annual Property returns (Schedule A) on line, and, when necessary, to progress improvement Schemes.

The initial setting up of the system required some effort to get Users registered and to ensure the information already entered by the **Statistics for Mission Office**, was accurate. As the appointed **Circuit Administrator** Rev David Jenkins requested help in doing this; as editor of the Circuit Website I had access to most of the necessary data, and therefore agreed to be registered as his **Assistant Administrator**.

Stewards/ Secretaries were registered and approved as **USERS** along with various **Circuit Officers**, including **Ministers**.

Permissions are granted to each user to enter/ amend data in their particular area e.g. for Stewards it would be for their church only, only the Administrators, and the **Statistics for Mission Office** can grant permissions; the **Statistics for Mission Office**, may update data on official appointments such as ministers who move into the Circuit.

The system has been in operation long enough now for it to be familiar to all Users and for their response to be routine, but the task gets forgotten and therefore needs an overseer..

The Connexion uses the data on this site for contacting groups of Officers e.g. Gift Aid. It is important that it is kept up to date.

A volunteer is required for this Post:

Vale of Aylesbury Circuit Assistant Administrator for the Methodist Data Site (hereafter refer to as The Data Site)

JOB DESCRIPTION

Duties:

Under the supervision of the Superintendent Minister, to take the main responsibility for the oversight of the Circuit and Church input to the Data Site by:

1. Managing the list of Register users by Direct Registration or Approval of requests from prospective Users.
2. Ensuring Users have appropriate permissions.
3. By reasonably regular inspection of the Data Site to:
 - a) check that Users are fulfilling their functions: particularly in respect of officer changes.
 - b) check and amend the Circuit Profile as necessary.
4. Particularly at times of ministerial changes, ensuring the Statistics for Mission Office have made the correct changes.
5. Reminding Registered Users of their responsibilities as and when necessary.

Qualifications:

1. Church Membership in the Vale of Aylesbury Methodist Circuit - as this task requires a reasonable knowledge of this Circuit.
2. Minimal basic computer skills i.e. being able to switch on a computer, and find the Website.
3. Ability to read and understand simple instructions.

Support:

1. The Statistics for Mission Office has a team of extremely helpful staff who have provided Guidance Notes in abundance and contact details if there are real difficulties.

NB: Registration, approval and the right permission will need to be granted for the Assistant to function, this can be set by the current Circuit Admin, the District or the Statistics for Mission Office, on request.

Appendices:

- i) List of REGISTERD USERS – Statistics
- ii) List of REGISTERD USERS – Property and Gift Aid

NB. Some users appear in more than one list as they have multiple permissions.

For more information please contact Roy Collis

Appendix i) List of REGISTERD USERS – Statistics

Title	First name	Last name	Churches
Rev	Richard	Atkinson	Administrator
Mrs	Janet	Banham	Cheddington
Mr	Roy	Collis	Assistant Admin
Mr	John	Cotton	Wingrave
Mrs	Mary	Cottrell	Stewkley
Mrs	Helen	Dawes	Haddenham
Ms	Marilyn	Dore	Princes Risborough
Miss	Shirley	Francis	AMC Office
Mr	Ken	Harris	Swanbourne
Mr	David	Heffer	North Marston
Mr	Douglas	Hill	Thame (Christchurch)
Mr	Peter	Honeyball	Circuit Officer
Rev	Anthony	Howells	Minister
Mr	David	Neville	LP Sec
Mr	Trevor	Nord	Aylesbury
Mrs	Alison	Orr	Thame (Christchurch)
Mrs	Alison	Perrett	N.Marston
Mrs	Sue	Spinks	Stone
Mrs	Marilyn	Storer	CM Sec
Mr	Peter	Stray	Waddesdon
Mr	Rodney	Thorpe	Chinnor
Mr	Keith	Wallace	Haddenham
Dr	Roger	Watson	Whitchurch
Mr	Colin	Watts	Cuddington
DISTRICT		OFFICERS	
Mr	Peter	Greenaway	District Property Officer
Mrs	Sue	Walters	District Lay Stationing Rep.

APPENDIX ii) List of REGISTERD USERS – Property

Title	First name	Last name	Churches
Rev	Richard	Atkinson	Administrator
Mr	Roy	Collis	Assistant Administrator
Mr	Robert	Earl	Whitchurch
Mr	Kevin	Hardern	Aylesbury
Mr	Ken	Harris	Swanbourne
Mr	David	Heffer	North Marston
Mr	Douglas	Hill	Thame (Christchurch)
Mr	Peter	Honeyball	Chinnor
Mr	Paul	Ingram	Circuit Property
Mr	Roger	Kirk	Aylesbury
Mr	Steve	Marks	Aylesbury, Stone
Mr	Andrew	Muir	Wingrave
Mr	Joe	Needham	Princes Risborough
Mr	Barry	Palmer	Princes Risborough
Mrs	Marilyn	Storer	CM Sec
Mr	Peter	Stray	Waddesdon
Mr	Keith	Wallace	Haddenham
Mr	Colin	Watts	Cuddington
Mr	Malcolm	White	Haddenham

Gift Aid

Mr	John	Cotton	Wingrave
Mr	Robert	Earl	Whitchurch
Mrs	Jane	Fassom	Chinnor
Mr	Michael	Foote	Cheddington
Mr	Roger	Kirk	Aylesbury / Circuit
Mr	Joe	Needham	Princes Risborough
Mr	Keith	Wallace	Haddenham
Mr	Colin	Watts	Cuddington
Mrs	Margaret	Wells	Stewkley