

General Information for Superintendents and Circuits

Circuit Accounts (formerly Schedules B)

Once completed, Circuit Accounts should be forwarded to the Inspector for Church and Circuit Accounts by 31 January.

Memorials to the Conference

Memorials to the Conference, from any Circuit Meeting, should be sent by 31 March to Catherine Dixon, c/o Methodist Church House, 25 Marylebone Road, London, NW1 5JR, email: memorials@methodistchurch.org.uk, and to the Synod Secretary.

Plans

Copies of the Circuit Plan should be sent each quarter to the Chair at the District Office, Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD or by email to northampton.distoffice@gmail.com

Stationing

Immediately following the September Circuit Meeting Ministers and Circuit Stewards must inform the Chair of any ministerial changes or extended appointments.

Expenses

Claims for District travelling expenses should be made to the District Treasurer, Andrew Lewis. The Conference reminds all Circuit Stewards that they are responsible for the reimbursement of Ministerial official expenses on stationery, postage and telephone in full.

Contacting the Chair

Jenny Phillips Monday, Tuesday, Thursday, Friday 9.30am to 3.30pm
Claire Handley Monday - Friday 9:30am to 2:30pm (Thursday 9:30-1pm)
District Office Telephone Number: 01604 630128 / 07864 156529
Email: northampton.distoffice@gmail.com