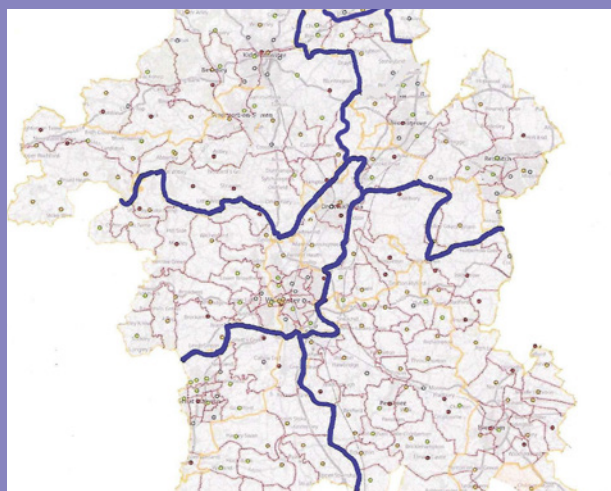


THE CHURCH
OF ENGLAND

DIOCESE OF
WORCESTER



Diocese Of Worcester

Deanery Job Roles

Deanery Leadership Team • Area Dean • Lay Chair
Deanery Treasurer • Deanery Secretary

Deanery Leadership Team

Overview

As well as providing role descriptions for each of the key roles within the deanery leadership team: Area Dean, Lay Chair, Secretary, Treasurer (and Sub-Dean(s) if applicable), this briefly outlines the role of the team, and its significance in enabling a deanery to function well.

Within the Church of England, a deanery is a significant midpoint between the parochial and the regional. It is not primarily about the functions of deanery synod, although they are important. In our desired journey towards increased health and sustainability as a diocese, it will be important to work together effectively at a level that is more local than the diocese, but which enables greater collegiality and joined up working than is possible solely within a parish. It makes no sense for parishes or benefices to function completely independently of one another in a world which is more widely relational and networked than ever before.

Primary Responsibilities

- Enable churches across the deanery to collaborate and support one another, sharing in mission and ministry across your area.
- Ensure churches across the deanery understand what it means to be healthy and sustainable and are working towards these goals, engaging in local discussions as appropriate to ensure thinking is not limited to within existing parish boundaries.
- Be effective as a deanery synod – engaging with deanery-wide mission planning, building relationships and effective collaboration whilst managing business efficiently and carrying out the functions set out the Synodical Government Measure 1969 section 5, and those assigned to the deanery synod by the diocesan synod.
- Act as a conduit to the wider diocese, reflecting your local needs, joys and challenges within the diocesan context.

Characteristics and personal attributes we would expect to find in a strong deanery leadership team

- Effective team working – working together really well.
- Strong relationship building skills – you will view it as a priority to work well together across the deanery incorporating all ages and traditions.
- The ability to think strategically and implement plans wisely.

Supportive of our diocesan vision:

- Open to worshipping in creative ways in different settings.
- Committed to growing as a disciple and making disciples.
- A desire to serve the church and passionate about enabling the Church to thrive, transforming communities and sharing hope.
- Committed to our Kingdom People values: love, compassion, justice and freedom.



Key Relationships

- Yourself as a team
- Your clergy and laity
- The Bishops and Archdeacons
- Churchwardens, especially of parishes in vacancy



Commitment, Resourcing and Support

Your roles are important. Time commitment will vary by role and across time. As volunteers, there will be occasions when circumstances restrict how much time and energy can be devoted to it. You will seek to support and resource one another as a team.

- **Expenses.** Clear guidelines for expenses will be provided, with explicit encouragement for expenses to be claimed (see appendix A).
- **Training.** The Diocese will provide training for deanery leadership teams, both at the outset of the new structure to envision and equip, and then on an annual basis.
- **Collegiality and collaboration.** As well as your life together as a deanery leadership team, it is hoped you will benefit from relationships with those in equivalent roles in other deaneries and through regular meetings with the Bishops and Archdeacons.

Appendix A

Support for deanery leadership teams

Our intention is to provide a package of support to enable deanery leadership teams to be effective.

A Reimbursement of expenses of office

Expenses of office (travel, postage, stationery, etc) should be reclaimed from the diocesan office using the standard expense form. These expenses are available to all members of the deanery leadership team. The expenses policy underpinning this is available at www.cofe-worcester.org.uk/parochial-expenses.php If Area Deans so wish, they may invite members of chapter and other deanery leadership team colleagues to a Christmas lunch, for which a contribution of £15 per head subsidy can be expensed.

B Administrative Support

Area Deans can claim costs for administrative support for two hours per week to either cover administration relating to their work as Area Dean, or to support their parish work to free them up to serve as Area Dean. Since Greater Dudley is a much larger deanery, the allowance here is four hours a week.

C Training and Development

In order to access appropriate training for the role of Area Dean, the CME allowance for those serving as Area Deans is increased by £250.

Other training will be provided by the diocese, especially as part of the establishment of the new deanery structure.

D Support and Consultancy for Healthier Churches

We're finalising a package of national funding to support our healthy churches work. This will be funded by the national Church. We expect the deanery leadership team to have a key role to play in determining where much of this should be allocated.



Role Description

Area Dean

The Purpose of the Role

To lead the deanery, working collaboratively with the Deanery Lay Chair and deanery leadership team to fulfil the vision of the deanery, to grow as Kingdom People, and grow as a healthy and sustainable church: worshipping God creatively, making disciples, sharing hope and transforming communities.

Area Deans hold a ministry of pastoral care and leadership under the Bishop, for which their own continuing growth as a disciple and minister of Christ is essential. They share in the episcopal care of the Church both by representing the needs and thinking of the clergy and laity of the deanery to the Bishop, and also by representing the mind of the diocesan leadership to the people. The Deanery Lay Chair is able to share in the vast majority of the tasks and responsibilities – this should be encouraged as it enables collaboration and also reduces some of the Area Dean's workload.



Primary Responsibilities

- Share with the Bishops in their ministry of oversight across the deanery.
- Fulfil the canonical expectations of an Area Dean (see Appendix A).
- Lead the deanery and deanery leadership team, working collaboratively with all of the team, but especially with the Deanery Lay Chair (and Sub Dean(s) if applicable).
- Contribute to the ongoing formation and implementation of diocesan strategy, working collaboratively with diocesan and deanery colleagues to develop a growth culture and positive strategies for more healthy and sustainable churches.
- Ensure churches across the deanery understand what it means to be healthy and sustainable and are working towards these goals, engaging in local discussions as appropriate to ensure thinking is not limited to within existing parish boundaries.
- Chair the deanery synod jointly with the Deanery Lay Chair.
- Take the lead jointly with the Deanery Lay Chair in ensuring that the deanery synod is active in carrying out the functions set out in the Synodical Government Measure 1969 section 5, and in carrying out functions and responsibilities assigned to the deanery synod by the diocesan synod.

Key Tasks

Working collaboratively with the Deanery Lay Chair and deanery leadership team, you will ensure:

- The deanery leadership team meets regularly and has a membership which is appropriate for the deanery.
- A deanery summary of each church's engagement with the challenges of becoming healthier and more sustainable or working towards re-designation is maintained with the full involvement of the deanery synod and following consultation with PCCs.
- The deanery synod has an engaging agenda and develops a pattern of meetings which encourages involvement, creativity and meaningful outcomes in line with our overall diocesan vision; sharing in the chairing of these meetings with the Deanery Lay Chair.
- Churches across the deanery are enabled to collaborate and support one another, sharing in mission and ministry across your area.
- Close working with colleagues in other deaneries takes place, ensuring good practice and new models of ministry are shared, arranging visits as appropriate for mutual learning.
- Gifts, skills and resources available in the deanery are encouraged, developed and shared.
- Training is offered, through the central diocesan team and from within the deanery where appropriate, especially in developing new ways of working.

The following tasks are specific to the Area Dean:

- Be supportive of the general well-being of the clergy; informing the Bishop and Archdeacon of any particular causes for rejoicing or concern.
- Take good care of your own well-being and have support networks in place.
- Regularly visit or check-in with the clergy of the deanery.
- Encourage clergy to take proper holiday time and time off in the week.
- Support clergy and parishes during long term illness of clergy, working with the Archdeacon and churchwardens to ensure that cover is provided.
- Ensure that the Bishop and Archdeacon are aware of matters such as illness, bereavement or stress of the clergy and their family members.
- In the case of sudden illness or inability of clergy to undertake their role, help churchwardens to arrange cover and offer support as needed.
- On occasion, to act as the 'local' representative for the Bishop and/or Archdeacon.
- Ensure that the Clergy Chapter, and/or any other gatherings which involve clergy, are shaped and led in a manner which serves the membership and encourages active participation.
- Support parishes through times of vacancy, including holding formal shared responsibility with the churchwardens for the day to day oversight of the parish; attending the PCC's Preliminary-Vacancy meeting; advising on issues as they arise; handling applications for churchyard memorials and playing an active role in the recruitment process.
- Oversee arrangements for services of licensing, institution or collation and act as a focus for the deanery's initial support of new incumbents and their families.
- Be the local link, where appropriate, with civic, ecumenical and interfaith partners.
- Inform the Bishop and Archdeacon of any legal or practical concerns arising from the parishes.
- Attend regular meetings with the Bishops and Archdeacons.



Key Relationships

- The Bishops and Archdeacons
- The Deanery Lay Chair
- The deanery leadership team and deanery synod
- The clergy in the deanery
- Churchwardens, especially of parishes in vacancy
- The Dean of Smaller Churches



Characteristics and personal attributes we would expect in an Area Dean

- Relationship building skills, you will be working closely with those across all traditions within the deanery.
- An excellent team player – the new deanery leadership teams are key to health and sustainability and will need to work together really well.
- Ability to think strategically and implement plans wisely.
- Open to worshipping in creative ways in different settings.
- Committed to growing as a disciple and making disciples.
- A desire to serve the church and passionate about enabling the church to thrive, transforming communities and sharing hope.
- Committed to our Kingdom People values: love, compassion, justice and freedom.

Commitment, Resourcing and Support

The role of Area Dean is stimulating and stretching; it develops clergy and gives them a wider perspective on ministry. It can also be at times be demanding, especially when a deanery has a number of vacancies or particular issues arise. The time commitment varies from week to week but is likely to average around one day a week, depending on the size and complexity of the deanery. It is recognised that resources are required and, whilst different contexts will be able to express this in different ways, the archdeacons will discuss how this impacts each Area Dean individually.

- **Expenses.** Clear guidelines for expenses will be provided, with explicit encouragement for expenses to be claimed (see appendix B).
- **Training.** The Diocese will provide training for deanery leadership teams will be provided, both at the outset of the new structure to envision and equip, and then on an annual basis.
- **Collegiality and collaboration.** It is hoped that Area Deans will benefit from the shared ministry with the Lay Chair, the deanery leadership team, from contact with other Area Deans and through regular meetings with the Bishops and Archdeacons.

Appendix A – Canon C23

For information Canon C23 ('Of Rural Deans') states the following (substituting Area Deans for Rural Deans):

- Every Area Dean shall report to the Bishop any matter in any parish within the Deanery which it may be necessary or useful for the Bishop to know, particularly any case of serious illness or other form of distress amongst the clergy, the vacancy of any cure of souls and the measures taken by the sequestrators to secure the ministration of the word and sacraments and other rites of the Church during the said vacancy, and any case of a minister from another diocese officiating in any place otherwise than as provided in Canon C8 [Of ministers exercising their ministry].
- In the case of any omission in any parish to prepare and maintain a church electoral roll or to form or maintain a parochial church council or to hold the annual parochial church meeting, the Area Dean on such omission being brought to their notice shall ascertain and report to the Bishop the cause thereof.
- If at any time the Area Dean has reason to believe that there is any serious defect in the fabric, ornament and furniture of any church of chapel, or that the building of any benefice are in a state of disrepair, they shall report the matter to the Archdeacon.
- The Area Dean shall be a joint chair (with a member of the House of Laity) of the Deanery Synod.

Appendix B

Support for deanery leadership teams

Our intention is to provide a package of support to enable deanery leadership teams to be effective.

A Reimbursement of expenses of office

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C Training and Development

In order to access appropriate training for the role of Area Dean, the CME allowance for those serving as Area Deans is increased by £250. Other training will be provided by the diocese, especially as part of the establishment of the new deanery structure.

D Support and Consultancy for Healthier Churches

We're finalising a package of national funding to support our healthy churches work. This will be funded by the national Church. We expect the deanery leadership team to have a key role to play in determining where much of this should be allocated.



Role Description

Lay Chair

The Purpose of the Role

To share in the leadership of the deanery, working collaboratively with the Area Dean and the deanery leadership team to fulfil the deanery vision, to grow as Kingdom People, and grow as a healthy and sustainable church: worshipping God creatively, making disciples, sharing hope and transforming communities.

Primary Responsibilities

- Share in the leadership of the deanery and deanery leadership team, working collaboratively with the Area Dean.
- Contribute to the ongoing formation and implementation of diocesan strategy, working collaboratively with diocesan and deanery colleagues to develop a growth culture and positive strategies for more healthy and sustainable churches.
- Ensure churches across the deanery understand what it means to be healthy and sustainable and are working towards these goals, engaging in local discussions as appropriate to ensure thinking is not limited to within existing parish boundaries.
- Chair the deanery synod jointly with the Area Dean.
- Convene and chair any meetings of the deanery House of Laity.
- Take the lead jointly with the Area Dean in ensuring that the deanery synod is active in carrying out the functions set out the Synodical Government Measure 1969 section 5, and in carrying out functions and responsibilities assigned to the deanery synod by the diocesan synod.

Key Tasks

Working collaboratively with the Area Dean and deanery leadership team, you will ensure:

- The deanery leadership team meets regularly and has a membership which is appropriate for the deanery.
- A deanery summary of each church's engagement with the challenges of becoming healthier and more sustainable or working towards re-designation is maintained, with the full involvement of the deanery synod and following consultation with PCCs.
- The deanery synod has an engaging agenda and develops a pattern of meetings which encourages involvement, creativity and meaningful outcomes in line with our overall diocesan vision; sharing in the chairing of these meetings with the Area Dean.
- The administrative needs of the deanery synod, Area Dean and Deanery Lay Chair are identified and appropriate support is put in place.
- Participation in the mission and life of the deanery is encouraged amongst the laity and the clergy, and training is made available where appropriate.
- Close working with colleagues in other deaneries takes place, ensuring good practice and new models of ministry are shared, arranging visits as appropriate for mutual learning.

The following tasks are specific to the Deanery Lay Chair:

- Support parishes through times of vacancy, in particular by attending the PCC's preliminary vacancy meeting, playing an active role on the interview days and representing the laity at Institutions and Licensings.
- Inform the Bishop and Archdeacon of any legal or practical concerns arising from the parishes.
- Respond to requests made by the Bishop or by other appointing bodies, for information and advice on deanery appointments, including a new Area Dean.
- Be aware of the parish share requests within the deanery and actively seek to encourage financial generosity and commitment.
- Attend regular meetings with the Bishops and Archdeacons.

Key Relationships

- The Area Dean
- The Bishops and Archdeacons
- The deanery leadership team and deanery synod
- The laity in the deanery
- Churchwardens, especially of parishes in vacancy
- The Dean of Smaller Churches



Characteristics and personal attributes we would expect in a Deanery Lay Chair

- Relationship building skills, you will be working closely with those across all traditions within the deanery.
- An excellent team player – the new deanery leadership teams are key to health and sustainability and will need to work together really well.
- Ability to think strategically and implement plans wisely.
- Supportive of our diocesan vision.
- Open to worshipping in creative ways in different settings.
- Committed to growing as a disciple and making disciples.
- A desire to serve the church and passionate about enabling the church to thrive, transforming communities and sharing hope.
- Committed to our Kingdom People values: love, compassion, justice and freedom.

Commitment, Resourcing and Support

The role of Deanery Lay Chair is a significant lay role in the life of the deanery and the wider diocese. The time commitment varies significantly from week to week and it must always be borne in mind that the role is being fulfilled voluntarily and that there may be occasions when circumstances restrict how much time and energy can be devoted to it.

- **Expenses.** Clear guidelines for expenses will be provided, with explicit encouragement for expenses to be claimed.
- **Training.** The Diocese will provide training for deanery leadership teams, both at the outset of the new structure to envision and equip, and then on an annual basis.
- **Collegiality and collaboration.** It is hoped that Deanery Lay Chairs will benefit from the shared ministry with the Area Dean, the deanery leadership team, those in equivalent roles in other deaneries and through regular meetings with the Bishops and Archdeacons.



Role Description

Deanery Treasurer

The Purpose of the Role

To keep the deanery accounts and offer advice to the deanery synod and deanery leadership team on financial matters when required. Supporting parish treasurers and enabling networking amongst them to support one another. Working collaboratively with the Area Dean and deanery leadership team to fulfil the vision of the deanery, to grow as Kingdom People, and grow as a healthy and sustainable church: worshipping God creatively, making disciples, sharing hope and transforming communities

Primary Responsibilities

- Share in the leadership of the deanery and deanery leadership team, working collaboratively with the Area Dean.
- Be a passionate advocate for good stewardship.
- Work with parish treasurers to support them in their role, and to act as an advocate for payment of Ministry Share.
- To sit on the Ministry Share Panel.
- Offer advice to the synod and deanery leadership team on financial aspects of future plans and initiatives.
- Keep any deanery accounts as needed.

Key Tasks

Working collaboratively with the Area Dean and deanery leadership team, you will:

- Keep the synod's accounts and present accounts annually to the synod.
- Pay agreed deanery expenses, where applicable.
- Ensure any deanery initiatives requiring funding are supported appropriately.
- Support treasurers, especially new ones, by facilitating networking, encouraging engagement with diocesan training events, and pointing to available guidance on good practice in relation to budgeting, reserves management, reporting and accounting.
- Encourage good practice with stewardship and income generation, maintaining an awareness of on-line resources and encouraging parishes to seek support from the Diocesan Stewardship Officer where appropriate.
- Monitor and share deanery contributions to Ministry Share, and work with treasurers to enable good contribution levels.
- To meet annually on the Ministry Share Panel, which administers the Ministry Support Fund and considers appeals from benefices to change income adjustment bands.



Key Relationships

- The Area Dean
- The deanery leadership team and deanery synod
- PCC Treasurers
- Diocesan Director of Finance and other members of the diocesan finance team
- Diocesan Stewardship Officer



Characteristics and personal attributes we would expect in a Deanery Treasurer

- Fully numerate, IT literate, organised and efficient in record keeping and basic accounting.
- Ideally experience of being a parish or church treasurer.
- Relationship building skills, you will be working closely with those across all traditions within the deanery.
- An excellent team player – the new deanery leadership teams are key to health and sustainability and will need to work together really well.
- Commitment to our diocesan vision.
- Open to worshipping in creative ways in different settings.
- Committed to growing as a disciple and making disciples
- A desire to serve the church and passionate about enabling the church to thrive, transforming communities and sharing hope.
- Committed to our Kingdom People values: love, compassion, justice and freedom.

Commitment, Resourcing and Support

- **Expenses.** Clear guidelines for expenses will be provided, with explicit encouragement for expenses to be claimed.
- **Training.** The Diocese will provide training for deanery leadership teams, both at the outset of the new structure to envision and equip, and then on an annual basis.
- **Collegiality and collaboration.** It is hoped that Deanery Treasurers will benefit from the shared ministry with the Area Dean, the deanery leadership team and those in equivalent roles in other deaneries.



Role Description

Deanery Secretary

The Purpose of the Role

To enable the smooth running of the deanery synod and the deanery leadership team through efficient administration, working collaboratively with the Area Dean and the Deanery Leadership Team to fulfil the deanery vision, to grow as Kingdom People, and grow as a healthy and sustainable church: worshipping God creatively, making disciples, sharing hope and transforming communities

Primary Responsibilities

- Share in the leadership of the deanery and deanery leadership team, working collaboratively with the Area Dean and Lay Chair.
- Ensure that the deanery synod and deanery leadership team have the necessary administrative support, which may be shared / delegated to a Deanery Administrator.
- Ensure that the deanery synod and deanery leadership team operate effectively, with good governance, effective processes and in accordance with the Deanery Standing Orders and the Church Representational Rules.

Key Tasks

Working collaboratively with the Area Dean and deanery leadership team, you will:

- Keep a roll of the members of the synod constantly up-to-date, including the name, address and parish of each person and inform the diocesan office of any changes.
- Ensure that at least two meetings of the deanery synod are held each year and communicate dates to members well in advance.
- Circulate an agenda to every member at least two weeks before a meeting of the deanery synod.
- Prepare minutes of every meeting of the synod and circulate them to members of the synod. Minutes are not verbatim records. They should include a note of the following: those present; of decisions made (including where necessary, the wording of resolutions passed and the results of any votes taken); of the outcome of discussions; and of important facts brought up at the meeting.
- Support the Area Dean and Lay Chair in the administration of the deanery leadership team.
- Ensure that the election of diocesan officers occurs at the appropriate time.



Key Relationships

- The Area Dean
- The deanery leadership team and deanery synod
- The Deanery Administrator, if one is appointed
- Colleagues in the central diocesan team, including Archdeacons, the Diocesan Secretary, the Pastoral and Governance Administrator



Characteristics and personal attributes we would expect in a Deanery Secretary

- IT literate, organised and efficient in record keeping and communication.
- Relationship building skills, you will be working closely with those across all traditions within the deanery.
- An excellent team player – the new deanery leadership teams are key to health and sustainability and will need to work together really well.
- Supportive of our diocesan vision.
- Open to worshipping in creative ways in different settings.
- Committed to growing as a disciple and making disciples.
- A desire to serve the church and passionate about enabling the Church to thrive, transforming communities and sharing hope.
- Committed to our Kingdom People values: love, compassion, justice and freedom.

Commitment, Resourcing and Support

- **Expenses.** Clear guidelines for expenses will be provided, with explicit encouragement for expenses to be claimed.
- **Training.** The Diocese will provide training for deanery leadership teams, both at the outset of the new structure to envision and equip, and then on an annual basis.
- **Collegiality and collaboration.** It is hoped that Deanery Secretaries will benefit from the shared ministry with the Area Dean, the deanery leadership team and those in equivalent roles in other deaneries.

