

GUIDANCE NOTES DEANERIES IN MANCHESTER DIOCESE

June 2021

Background

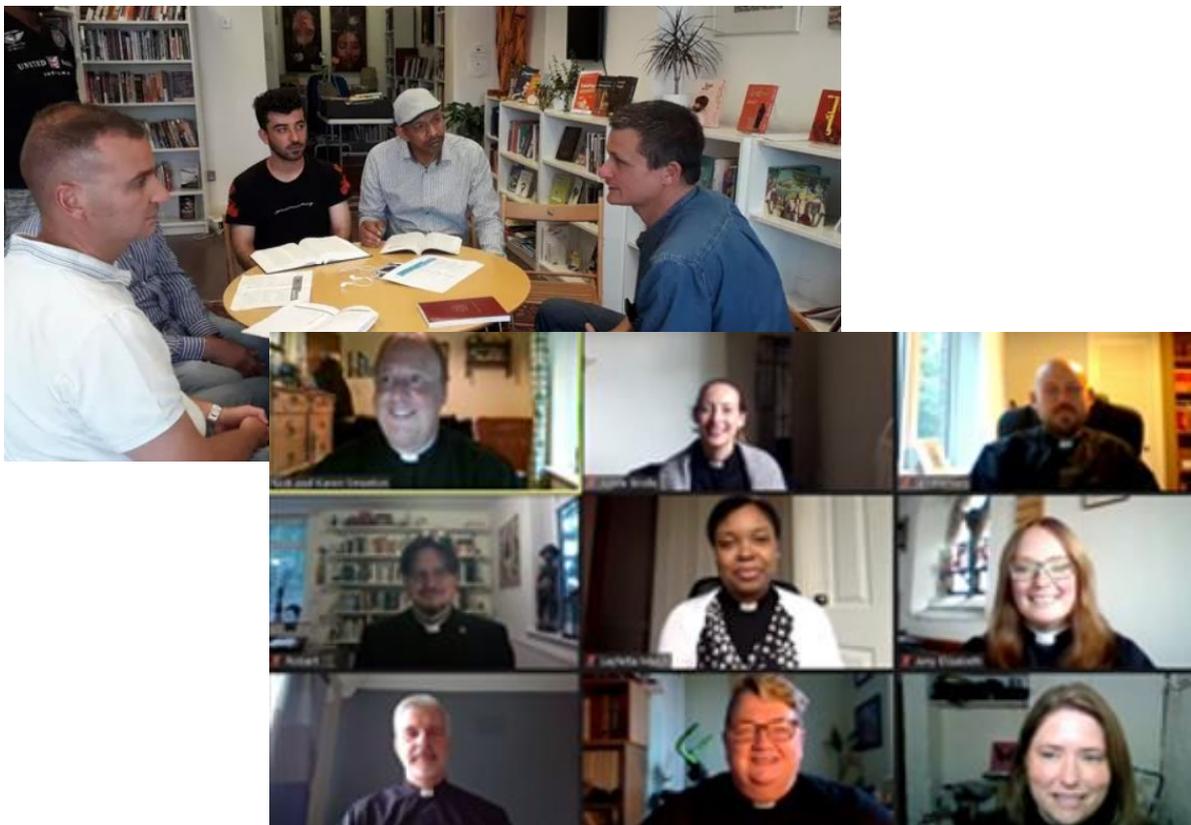
With the creation of our seven new deaneries from June 2021, we have the opportunity to develop and establish new ways of working to achieve our vision for the diocese, under the leadership of the new full-time Area Deans and newly elected Lay Chairs.

What is a deanery?

In the Church of England a deanery is a group of parishes forming a district within an archdeaconry.

The deanery synod has a membership of all clergy who are licensed to a parish within the deanery, plus elected lay members from every parish. They were established in the 1970s.

The new deaneries were set up from 1 June 2021 by means of a Bishop's Pastoral Order. This brought together twenty deaneries into seven new deaneries. These larger deaneries have been created to increase opportunities for mutual support, and crucially to allow each deanery to have an Area Dean whose full-time ministry will be focused on leading transformation at local level.



Officers

Area Deans

The seven new full-time Area Deans share in the Diocesan Bishop's leadership of mission and pastoral care in their deanery. The role is focused on transforming our churches by leading and developing a clear strategy for each deanery, identifying the opportunities for mission and growth and driving through the changes that are needed in collaboration with other lay and ordained leaders. Alongside this, they are required to promote team-building amongst clergy and laity as part of the creation of our new mission communities. They support all clergy in the deanery with their personal and professional development and act as mentors to the new younger clergy who are coming into ministry.

Lay Chairs

Under the leadership of the Bishop and together with the Area Dean, the role of the Lay Chair is to further the mission and ministry of the deanery. The Lay Chairs are people of well-developed faith and spirituality with the skills and commitment to fill this important leadership role at deanery level. They jointly chair the deanery synod with the Area Dean and beyond this work with the Area Dean on the transformation of our churches and the development of a clear strategy for each deanery. They also work with the Area Dean in promoting team building amongst clergy and laity as part of the creation of new mission communities across the diocese.

The Lay Chairs elected in 2021 will continue in this role until the end of the current triennium - that is, 31st May. The Lay Chair continues in office until the start of the meeting at which their successor is elected.

The Area Dean and the Lay Chair agree between them who will chair each meeting of the deanery synod or particular items of business on the agenda of the synod. If either is absent, the other chair presides. If both are absent, the meeting elects a chair.

Other deanery officers

Other deanery officers are to be elected in person at the first synod meeting of the new deaneries, to the end of the current triennium, that is 31st May 2023.

These officers are:

- Deanery Secretary, responsible for:
 - o Keeping the roll of members of the synod up-to-date, including those who are ex officio members by virtue of being members of diocesan synod. This includes the name, address, email address and parish of all deanery synod members.
- Assistant Secretary, who provides support to the Deanery Secretary
- Treasurer, responsible for the financial administration of the deanery, usually relating to sundry expenses incurred for deanery meetings, and also for supporting the Area Dean and Lay Chair in overseeing the Parish Share arrangements in the deanery.

One of the Deanery Secretary and the Assistant Secretary is required to be a clergy person and one a lay person.

Deanery Synods

Deanery synods are comprised of all the stipendiary clergy in the deanery and lay representatives from each of the PCCs in the deanery. The number of lay representatives to be elected from each parish is determined by a resolution of the diocesan synod in the year preceding the elections. The current deanery synod representatives were elected at their APCMs in 2020 and will continue to act as deanery representatives in the new deaneries until the end of the current triennium.

The functions of the deanery synod are to:

- Consider matters concerning the Church of England and to make provision for such matters in relation to their deanery, and to consider and express their opinion on any other matters of religious or public interest;
- Bring together the views of the parishes in the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and inter-dependence among those parishes, and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- Make known and so far as appropriate put into effect any provision made by the diocesan synod;
- Consider the business of the diocesan synod and particularly any matters referred to that synod by the general synod, and to sound out parochial opinion whenever they are required to considered appropriate to do so;
- Raise such matters as the deanery synod considers appropriate, with the diocesan synod.

The deanery synod holds at least two meetings in every year, at such times and in such places as the joint chairs decide after consulting with the Standing Committee and taking account of the dates fixed for meetings of the Diocesan Synod. Going forward, the aim is to have three deanery synod meetings each year, usually within a month of diocesan synod.

To support the flow of communication from diocesan synod to the deanery synods, a summary of matters covered in diocesan synod meetings will be published on e-news, the week after any the meeting, and formal feedback from diocesan synod is encouraged at the following deanery synod meeting. Similarly, General Synod representatives are encouraged to feedback formally to deanery synod meetings on a regular basis.

The Deanery Synod Standing Committee

The Standing Committee of the Synod consists of the Area Dean, the Lay Chair, the Secretary, the Assistant Secretary and one person elected by the members of each house. The elections for these additional positions on the Standing Committee are also conducted triennially, and may be conducted at the first deanery synod meeting or by post.

The functions of the Standing Committee are to:

- Initiate and advise on proposals
- Ensure that members are adequately informed on questions raised and other matters of importance to the deanery
- Prepare the deanery synod agenda
- To transact the business of the deanery synod between meetings
- And to make such appointments and do such other things as the deanery synod may delegate to it.

Other Committees

The deanery synod may constitute additional committees with such chairs, membership, term of office, mode of appointment and other procedures as it decides.

Some of our current deaneries have Deanery Mission and Pastoral Committees, comprising at least one representative from each parish, to consider the plans for the deanery and matters of parochial reorganisation and which meet twice a year, and to feed into the Diocesan Mission and Pastoral Committee.

The aim is to have a consistent approach for the diocese. This matter will be further considered by the Area Deans and Lay Chairs and a decision taken on the future arrangements for additional committees in the deaneries in June 2022.

Membership records

Each year the diocese will contact parishes during June – after their APCMs have been held – to ensure that deanery synod members’ details are updated on the central Contact Management System. This contact information will be provided by the diocese to new Deanery Secretaries after their election. Guidance on how to meet GDPR requirements will also be provided to new Deanery Secretaries.

Deanery bank accounts

It is not anticipated that deaneries will be managing or holding significant resources. Having a bank account may be useful to cover small items of income and expenditure.

Deanery Lay Chair – Role Description

Purpose

Under the leadership of the Bishop and together with the Area Dean, the role of the Lay Chair is to further the mission and ministry of the deanery. The Lay Chair will be a person of well-developed faith and spirituality with the skills and commitment to fill this important leadership role at deanery level. They will jointly chair the deanery synod with the Area Dean and beyond this work with the Area Dean on the transformation of our churches and the development of a clear strategy for each deanery. They will also work with the Area Dean in promoting team building amongst clergy and laity as part of the creation of new mission communities across the diocese.

Key Relationships

The Lay Chair is elected by representatives of the deanery synod on a triennial basis.

They will work closely with the Area Dean and other clergy and lay leaders in the deanery, as well as the Bishops and Archdeacon, bringing to the attention of the Bishop or Archdeacon as appropriate, any pastoral or other concerns they may have in relation to the deanery.

They will work closely with members of the Standing Committee of the deanery synod. There will be close working with other Lay Chairs to ensure the consistent development and implementation of the diocese's strategy for growth and mission. The Lay Chair is to be consulted as an interested party on all matters of pastoral reorganisation in the deanery in conjunction with the Area Dean.

Key Responsibilities

1. With the Area Dean, ensure that the deanery synod is able to consider matters concerning the Church of England and make provision for such matters in their deanery, and consider the express their opinion on any other matters of religious or public interest.
2. With the Area Dean, bring together the views of the parishes of the deanery on common problems, discuss and formulate common policies on those problems, foster a sense of community and inter-dependence among those parishes, and generally promote in the deanery the whole mission of the Church – pastoral, evangelistic, social and ecumenical.
3. With the Area Dean, ensure that practical arrangements for deanery synod meetings are put in place, including calling meetings of the deanery synod and determining the date, place and agenda of deanery synod meetings with the deanery standing committee.
4. Participate ex officio as a member of the committees of the deanery synod and with the Area Dean co-chair the standing committee and any other sub-committees of the deanery.
5. Participate at parish events and other key events in the life of the deanery including Archdeacons' visitations as appropriate.
6. Convene and chair occasional meetings of the House of Laity as appropriate.

Other

- Lay Chairs will be provided with support and development opportunities as part of the wider transformation programme of the diocese.
- Lay Chairs are reimbursed by the diocese for expenses incurred in the performance of their duties.

Deanery Synod Officers

At the first meeting after each triennial election, the synod shall appoint a Deanery Secretary, an Assistant Deanery Secretary and a Treasurer/Budget Secretary from among its own members. Of the Secretary and Assistant Secretary, one shall be a lay person and one shall be a clergy person. The persons so appointed, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successor is appointed.

Deanery Secretary and Assistant Deanery Secretary – Role Description

Purpose

Working closely with the Area Dean and the Lay Chair, the role of the Deanery Secretary and the Assistant Deanery Secretary is to ensure the smooth-running of the deanery synod and the Standing Committee of the deanery synod, in support of the vision for the deanery and the diocese. The Deanery Secretary and Assistant Deanery Secretary will be excellent team players, organised and efficient in record-keeping and communication, and have good IT skills.

Key Relationships

The Deanery Secretary and Assistant Deanery Secretary are elected by representatives of the deanery synod on a triennial basis. They will work closely with the Area Dean, the Lay Chair and other members of the Standing Committee of the deanery synod.

They will liaise with colleagues in the central diocesan team, in particular the DMPC & DAC Secretary and Diocesan Governance Manager in ensuring that deanery elections are held as appropriate, and the Information and Systems Manager in ensuring that accurate records of deanery synod members are maintained.

Key Responsibilities – to be shared between the Deanery Secretary and Assistant Deanery Secretary as deemed appropriate

1. Keep the roll of the members of the deanery synod constantly up-to-date, including the name, address and parish of each person, and inform the diocesan office of any changes.
2. Ensure that at least two meetings of the deanery synod are held each year and communicate dates to members well in advance.
3. Circulate an agenda to every members of deanery synod at least two weeks before deanery synod meetings.
4. Prepare minutes of every meeting of the deanery synod and circulate them to members of the deanery synod, including a note of: those present; decisions made, including where necessary the wording of resolutions passed and the results of any votes taken; the outcome of discussions; and important information presented at the meeting.
5. Support the Area Dean and Lay Chair in the administration of the deanery synod Standing Committee.
6. Ensure that the election of diocesan officers occurs at the appropriate time.

Other

- Deanery Secretaries and Assistant Deanery Secretaries will be provided with support and development opportunities as part of the wider transformation programme of the diocese.

Deanery Treasurer – Role Description

Purpose

Working closely with the Area Dean and the Lay Chair, the role of the Deanery Treasurer is to offer advice to the deanery synod and deanery synod Standing Committee on financial matters when required, to support parish treasurers and enable networking amongst them, and to keep the deanery synod's accounts as needed. The Deanery Treasurer will be a passionate advocate for good stewardship and act as an advocate for the Parish Share system. Preferably they will have experience of being a parish treasurer. They will be an excellent team player, organised and efficient in record-keeping and communication, and have good IT skills.

Key Relationships

The Deanery Treasurer is elected by representatives of the deanery synod on a triennial basis.

They will work closely with the Area Dean, the Lay Chair and other members of the Standing Committee of the deanery synod.

They will establish positive relationships with the PCC Treasurers in the deanery.

They will liaise with colleagues in the central diocesan team, in particular the Director of Finance & Corporate Services and other members of the Finance Team with regard to the finances of parishes in the deanery, and in particular Parish Share, and also stewardship.

Key Responsibilities

1. Monitor deanery contributions to Parish Share and work with parish treasurers to ensure good contribution levels, and communicate potential shortfalls in Parish Share payments within the deanery, to the diocese.
2. Report to deanery synod on Parish Share payments made.
3. Monitor, with the Area Dean, parishes seen to be in difficulty and investigate why and offer support.
4. Co-ordinate the administration of the annual income surveys.
5. Encourage discussions at deanery synod on the Diocese's annual budget and overall financial position.
6. Encourage good practice with stewardship and income generation, promoting awareness of on-line resources and encouraging parishes to seek support from the Diocesan Giving Adviser where appropriate.
7. Support parish treasurers, particularly 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.
8. Ensure any deanery initiatives requiring funding are supported appropriately.
9. Pay agreed deanery expenses, where applicable.
10. Keep the deanery synod's accounts and present accounts annually to synod as appropriate.

Other

- Deanery Treasurers will be provided with support and development opportunities as part of the wider transformation programme of the diocese.