

## **Senior Clergy Roles, Responsibilities and Accountabilities**

### **Summary**

The ordination services for bishops, priests and deacons remind us that God calls his people to follow Christ, and forms them into a royal priesthood, a holy nation, to declare the wonderful deeds of him who has called us out of darkness into his marvellous light. The Church is the Body of Christ, the people of God and the dwelling-place of the Holy Spirit. In baptism the whole Church is summoned to witness to God's love and to work for the coming of his kingdom. To serve this royal priesthood, God has given particular ministries. Bishops are ordained to be shepherds of Christ's flock and guardians of the faith of the apostles, proclaiming the gospel of God's kingdom and leading his people in mission. Priests are ordained to lead God's people in the offering of praise and the proclamation of the gospel. They share with Bishops in the oversight of the Church.

In order to fulfil this calling and to enable the proper sharing of ministry and accountability between bishops, priests, deacons and the whole people of God, it is important that all understand their and others' particular responsibilities. As part of this, the following describes the roles of senior clergy in the diocese. These ministries are delineated with the sole objective of advancing God's purposes in the world, in recognition of, and thanksgiving for, all the gifts Christ has seen fit to give his Church.

### **The Diocesan Bishop**

The Diocesan Bishop leads the Church of England in the Diocese of Manchester, and takes particular lead in setting the vision and culture of the diocese. The Bishop is an ambassador more widely in civil society in Manchester and beyond, of which membership of the House of Lords is an expression. The Bishop also undertakes a share of responsibility for the national ministry and governance of the Church of England.

### **The Suffragan Bishops**

The Suffragan Bishops are assigned responsibilities to support the Diocesan Bishop's leadership of mission and pastoral care for the diocese as a whole. The role is focused on transforming our churches by - with other senior clergy – shaping and developing a clear vision and strategy for the diocese and leading on cross-cutting issues for the diocese. The Suffragan Bishops also provide leadership by focusing on their apostolic tasks, especially of prayer, teaching and prophetic care for all within the diocese. Each Suffragan Bishop also has a day-to-day episcopal relationship with the parishes of the archdeaconries in their area. They are also required to participate in national roles within the Church of England.

---

## **The Archdeacons**

The Archdeacons share in the Diocesan Bishop's leadership of mission and pastoral care in their archdeaconry. The role is focused on transforming our churches by - with other senior clergy – shaping and developing a clear vision and strategy for the diocese as a whole and ensuring that this is implemented on the ground, working closely with the Suffragan Bishops and the Area Deans in their archdeaconry. The Archdeacons represent the Diocesan Bishop in overseeing the resource and financial management of the diocese and its organisational structures. The Archdeacon role has been designed to enable the bishops to be freed for their apostolic tasks, especially of prayer, teaching and prophetic care for all within the diocese – as well as releasing them for national roles in the Church of England.

## **The Area Deans**

The Area Deans share in the Bishop's leadership of mission and pastoral care in their deanery, working closely with the Suffragan Bishops and Archdeacons for their area. 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 the 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.

**Last reviewed and updated June 2021**

## **The Diocesan Bishop**

### **Purpose**

The Diocesan Bishop leads the Church of England in the Diocese of Manchester, and takes particular lead in setting the Vision and Culture of the diocese. The Bishop is an ambassador more widely in civil society in Manchester and beyond, of which membership of the House of Lords is an expression. The Bishop also undertakes a share of responsibility for the national ministry and governance of the Church of England.

### **Accountability**

The Bishop is accountable to the other Bishops of the Church of England, focused in the ministries of the Archbishops of York and Canterbury.

### **Key Relationships**

The Diocesan Bishop works as a team with the Suffragan Bishops in providing visible leadership for the diocese.

The Diocesan Bishop chairs the Bishop's Leadership Team, in shaping and overseeing the implementation of the diocese's strategy for mission and growth.

The Diocesan Bishop works with the chair of the Diocesan Board of Finance and the Diocesan Secretary / Chief Operating Officer in the resourcing of the diocese.

The Diocesan Bishop shares the cure of souls with the priests of the diocese, and has oversight of deacons, Readers and all others in licensed ministry.

The Diocesan Bishop consults with churchwardens, who are the Bishop's officers.

The Diocesan Bishop works with the leaders of the other major faith communities in the diocese to promote a wider understanding of, and sympathy for, the place of faith in our society.

### **Key Tasks**

1. To share with the Suffragan Bishops, Archdeacons and senior staff in developing, communicating and implementing the vision and strategy for the diocese.
2. To be responsible for the selection, deployment and licensing of ministry in the diocese.
3. To be chief pastor of the diocese, especially in relation to those who are ordained, and be responsible for Ministerial Development Reviews in the diocese.

4. To play a public part in civil society, within and beyond the diocese.
5. To provide visible leadership in promoting equality, diversity and inclusion in all aspects of the life of the diocese, putting in place measures to ensure that our church leadership - lay and ordained - and our congregations, reflect the diversity of the diocese.
6. To be responsible for discipline in the church.

## **The Suffragan Bishops**

### **Purpose**

The Suffragan Bishops are assigned responsibilities to support the Diocesan Bishop's leadership of mission and pastoral care for the diocese as a whole. The role is focused on transforming our churches by - with other senior clergy – shaping and developing a clear vision and strategy for the diocese and leading on cross-cutting issues for the diocese. The Suffragan Bishops also provide leadership by focusing on their apostolic tasks, especially of prayer, teaching and prophetic care for all within the diocese. Manchester Diocese does not have a legal area scheme; but each Suffragan Bishop has a day-to-day episcopal relationship with the parishes of the archdeaconries in their area. They are also required to participate in national roles within the Church of England.

### **Accountability**

The Suffragan Bishops are accountable to the Diocesan Bishop for their day-to-day ministry.

The Suffragan Bishops are part of the senior leadership of the diocese and as such are a member of the Bishop's Leadership Team, Bishop's Council, Diocesan Synod and other boards and committees of the diocese.

### **Key Relationships**

The Suffragan Bishops work as a team with the Diocesan Bishop in providing visible leadership for the diocese.

They work closely with other members of the Bishop's Leadership Team, in shaping and overseeing the implementation of the diocese's strategy for mission and growth.

The Suffragan Bishops work as a team with the Archdeacons and Area Deans in their area, in implementing the diocese's vision and strategy for mission and growth.

The Suffragan Bishops visit and speak at Deanery Chapters and Synods.

All licensed clergy and laity, and churchwardens, have the right of direct access to the Diocesan Bishop, but normally episcopal guidance and care should first be sought from the Suffragan Bishops.

Other key partners are DBF and DBE staff, who provide practical support to ensure the implementation of the diocese's strategy.

They meet regularly with other bishops at regional and national level.

They provide pastoral support for clergy and their families, especially at times of need.

## Key Tasks

1. To share with the Diocesan Bishop and the Archdeacons in developing, communicating and implementing the vision and strategy for the diocese.
2. In partnership with the Archdeacons, to exercise a ministry of support and encouragement towards the Area Deans and Deanery Lay Chairs of the archdeaconry in their mission and ministry on behalf of the Diocesan Bishop, working collaboratively with them.
3. To assist the Diocesan Bishop and the Area Deans in the pastoral care of clergy, other licensed ministers and their families and carry out Ministerial Development Reviews. Remain in touch with clergy and their spouses through the provision of hospitality.
4. To work closely with the Archdeacons in their area in the recruitment process to fill stipendiary posts, chairing the interview panels that make recommendations to the Diocesan Bishop.
5. To take episcopal responsibility for cohorts of curates across the diocese through their initial 3+ years.
6. To share and lead public worship in the parishes of their area and in the diocese more widely, especially on diocesan occasions.
7. To liaise with various other faith communities in their area, including visiting mosques, temples and synagogues and work with, and help to promote the work of key local organisations that seek to improve the quality of community life or strengthen community cohesion, including youth projects.
8. To meet with the various Mayors, Council Chief Executives, MPs and other key players, as opportunities arise, in the boroughs in their areas.
9. To engage with local and national media on behalf of the diocese and the Church of England as a whole.
10. To provide visible leadership in promoting equality, diversity and inclusion in all aspects of the life of the diocese, putting in place measures to ensure that our church leadership - lay and ordained - and our congregations, reflect the diversity of the diocese.
11. To fulfil the statutory responsibilities of a Suffragan Bishop, including those in relation to:
  - Conducting and preaching at licensings of those appointed to parochial posts from within the diocese and seeing each newly appointed priest prior to them starting a new ministry.
  - Preparing for and taking confirmation services in churches, chaplaincies and other institutions within their area.

## **The Archdeacons**

### **Purpose**

The Archdeacons share in the Diocesan Bishop's leadership of mission and pastoral care in their archdeaconry. The role is focused on transforming our churches by - with other senior clergy – shaping and developing a clear vision and strategy for the diocese as a whole and ensuring that this is implemented on the ground, working closely with the Suffragan Bishops and the Area Deans in their archdeaconry. The Archdeacons represent the Diocesan Bishop in overseeing the resource and financial management of the diocese and its organisational structures. The Archdeacon role has been designed to enable the bishops to be freed for their apostolic tasks, especially of prayer, teaching and prophetic care for all within the diocese – as well as releasing them for national roles in the Church of England.

### **Accountability**

The Diocesan Bishop appoints and licenses the Archdeacons.

The Archdeacons are accountable to the relevant Suffragan Bishop for their day-to-day ministry.

The Archdeacons are part of the senior leadership of the diocese and as such is a member of the Bishop's Leadership Team, Bishop's Council, Diocesan Synod and other boards and committees of the diocese.

In their role overseeing the resource and financial management of the diocese and its organisational structures, the Archdeacons are members of Diocesan Mission and Pastoral Committee, the Property Committee and the Diocesan Advisory Committee.

### **Key Relationships**

The Archdeacons work closely with other members of the Bishop's Leadership Team, in shaping and overseeing the implementation of the diocese's strategy for mission and growth.

The Archdeacons work as a team with other Archdeacons and Area Deans in their area, under the leadership of the relevant Suffragan Bishop.

The Archdeacons have oversight of work of the Area Deans.

The Archdeacons are involved with the Clergy Chapters and Deanery Synods in their archdeaconry, through the work of the Area Deans and Lay Chairs.

They provide leadership and pastoral support for the clergy and other accredited ministers and their families in their archdeaconry.

They also work alongside and engage with lay leaders in the deanery including Church Wardens, Readers and Authorised Lay Ministers.

They work closely with the other Archdeacons and the Area Deans to ensure the consistent development and implementation of the diocese's strategy for growth and mission.

Other key partners are DBF and DBE staff, who provide practical support with resource and financial management and organisational structures.

### **Key Tasks**

1. To share with the bishops in developing, communicating and implementing the vision and strategy for the diocese.
2. In partnership with the Suffragan Bishop, to exercise a ministry of support and encouragement towards the Area Deans and Deanery Lay Chairs of the archdeaconry in their mission and ministry on behalf of the Diocesan Bishop, and working collaboratively with them.
3. To be creative in encouraging new forms of mission and ministry within the archdeaconry, as part of the strategy for the deanery, working closely with the relevant Area Dean.
4. To assist the Diocesan and Suffragan Bishops in the pastoral care of clergy, other licensed ministers and their families and carry out Ministerial Development Reviews. The Archdeacon has a particular concern for the housing provision for clergy and ministers.
5. As an executive member of the Diocesan Mission and Pastoral Committee, to oversee processes of pastoral reorganisation in the archdeaconry, liaising with Deanery Pastoral Committees and PCCs.
6. In consultation with the Bishop's Leadership Team, to take the lead the process surrounding the appointment of priests to vacant benefices, liaising with the parishes concerned. The Suffragan Bishop will in all cases chair the interviewing panel. The Archdeacon then nominates the candidate to the Diocesan Bishop for appointment.
7. To enable parishes to operate effectively, especially through building relationships with churchwardens and being responsible for their training and support. The Archdeacons also admit churchwardens to office each year on behalf of the Diocesan Bishop.
8. To share and lead public worship in the parishes of the archdeaconry, especially during vacancies and on diocesan occasions.



9. To provide visible leadership in promoting equality, diversity and inclusion in all aspects of the life of the archdeaconry, putting in place measures to ensure that our church leadership – lay and ordained – and our congregations, reflect the diversity of the archdeaconry.
10. To work with the Diocesan Board of Education to promote good governance and work with schools in the Archdeaconry.
11. To fulfil the statutory responsibilities of an Archdeacon, including those in relation to:
  - a. The Inspection of Churches Measure, through Quinquennial Visitations, which may be delegated to Area Deans
  - b. Holding Annual Visitations
  - c. Presenting clergy at ordination
  - d. Inducting or admitting priests to their offices in the context of an institution or licensing service
  - e. The Care of Churches and Ecclesiastical Jurisdiction Measure, including membership of the Diocesan Advisory Committee for the Care of Churches, where the Archdeacon's particular role will be to facilitate communication between the committee and the incumbents and churchwardens of parishes
  - f. The Ecclesiastical Offices (Terms of Service) Measures, including involvement in capability and grievance procedures. The Archdeacon will normally be the person appointed by the bishop to oversee an enquiry into the capability of an office holder under Common Tenure. The Archdeacon is usually responsible for overseeing the formal stages of a grievance procedure.
  - g. The Archdeacon has no statutory role in proceedings under the Clergy Discipline Measure 2003, but the Code of Practice describes circumstances in which it may be appropriate for the Archdeacon to act as the complainant, or provide pastoral support.

## **The Area Deans**

### **Purpose**

The Area Deans share in the 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 the 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.

### **Accountability**

The Diocesan Bishop appoints and licenses the Area Deans.

The Area Deans are accountable to the relevant Archdeacon for their day-to-day ministry.

They work as a team with other Area Deans and Archdeacons in their area under the leadership of the relevant Suffragan Bishop.

### **Key Relationships**

The Area Deans work closely with the Lay Chair and other senior lay leaders in their deanery.

They work in close cooperation with all the incumbent-level clergy in their deanery, involving them in shaping the strategy for the deanery and supporting them with the implementation of agreed changes in line with the deanery strategy, individually and through attendance at Chapter meetings.

They also work alongside and engage with lay leaders in the deanery including Church Wardens, Readers and ALMs, again either individually or through attendance at Deanery Synod meetings.

They work closely with the other Area Deans to ensure the consistent development and implementation of the diocese's strategy for growth and mission.

Other key partners are DBF and DBE staff, who provide practical support with implementing the strategy for each deanery.

### **Key Tasks**

1. To develop a five-year strategy for the deanery, involving incumbent-level and other ordained clergy, and senior lay leaders, identifying the key opportunities for growth and mission, working closely with the schools in the deanery, as well as addressing the main challenges as set out in the Deanery Mission Action Plan.

2. To lead the implementation of the mission community proposals for the deanery, consulting as appropriate with parishes.
3. To convene the deanery chapter with the express aim of achieving the full and active participation of all stipendiary and non-stipendiary ministers, encouraging creative and supportive working relationships.
4. To ensure there is effective communication and dialogue between members of the deanery, and also between the deanery and the wider diocese.
5. To provide mentoring and support for those in their first incumbencies.
6. To ensure that all who hold the Bishop's license actively engage with personal and professional development opportunities, and to carry out MDRs in the deanery as required.
7. To oversee all matters relating to the pastoral care and support for all those who hold the Bishop's license in the deanery including sickness absence, and to ensure that all concerns are reported to the Bishop where appropriate.
8. To participate in the recruitment process for clergy and other staff in the deanery, attending pre-vacancy meetings and being part of the interview process as appropriate.
9. To work closely with the Borough Deans to ensure effective links with civic, ecumenical, and inter-faith partners.
10. Where appropriate, to provide leadership and cover during periods of vacancy and transition for individual parishes, to ensure the smooth transition to new structures and ways of working, as part of the wider change programme for the deanery.
11. To provide visible leadership in promoting equality, diversity and inclusion in all aspects of the life of the deanery, putting in place measures to ensure that our church leadership – lay and ordained – and our congregations, reflect the diversity of the deanery.
12. To fulfil the statutory responsibilities of the Area Dean, specifically:
  - a. To act as joint chair of the Deanery Synod
  - b. To act as Returning Officer for lay elections of deanery representatives to Diocesan Synod and other committees
  - c. To act as the Archdeacon's representative with regard to any irregularities or breakdown of parochial systems and to conduct parish visitations as necessary
  - d. To act as sequestrator in a parochial vacancy.