



Deanery Team – Key Roles

A. THE LAY CHAIR

1. SELECTION

The Lay Chair is elected every three years, by and from the elected members of the House of Laity of the Deanery. Skills required: Leadership, interpersonal skills, ability to challenge, creativity, achievement drive.

2. OVERALL TASK

The joint chairing of Deanery Synod, with the Rural Dean. To provide leadership, direction, imagination and encouragement for the whole work of the Deanery, and to be a channel of two-way communication between the Deanery Standing Committee, the members of the Deanery, the benefices and parishes, the Diocesan Synod and the rest of the Diocese. A key individual, essential to provide real support to the Rural Dean and his/her mission.

3. SPECIFIC TASKS

- a) Lay Chairs will be more effective if they also participate in Church affairs at diocesan level. A key part of the Lay Chair's task is to understand what is going on nationally and regionally - e.g. of Diocesan Synod and of Diocesan Boards and Working Groups – and make sure they are communicated effectively to the Deanery.
- b) Regular, frequent and close consultation between the Rural Dean and the Lay Chair is essential, and a vital element in the running of the Deanery.
- c) Strong leadership of the Deanery and knowledge of parishes is essential. This helps the Lay chair to help deal with tricky pastoral issues, input into consultation around pastoral reorganisation, decisions relating to staffing and recommendations for the future of vacant parishes. They also have a role in ensuring parish offers are sufficient to resource plans and oversee mission action planning.
- d) The Lay Chair is expected to meet the Bishop regularly each year, usually with the other Deanery Lay Chairs and Rural Deans.
- e) Increasingly the Lay Chair is expected to visit churches and/or attend meetings in various parishes.
- f) staffing / cover and recommendations for the future of parishes/benefices with vacancies. This is becoming one of the most important tasks of the Lay Chair, as Deaneries are increasingly taking on a pivotal role in the organisation of the Diocese.
- g) To play a key role in supporting effective Mission Action Planning in the Deanery.

4. SKILLS AND TRAINING

- a) Lay Chairs will benefit from having some knowledge or experience of the organisation and government of the Church of England, possibly through previous service as a Churchwarden, or as a member of the Deanery Synod or one of its Committees.
- b) Lay chair should have good leadership skills, be good with people, willing to challenge the status quo, inquisitive and questioning as well as being able creatively to problem solve.
- c) Given the sensitive roles sometimes exercised by the Deaneries, a valuable skill will be that of handling conflict.
- d) Training is available for Lay Chairs, through diocesan resources.

B. THE SECRETARY

1. SELECTION

A Deanery Synod Secretary is elected every three years: essential role for the efficient running and achievement of the Deanery.

2. OVERALL TASK

To share the leading of the Synod's work, especially by providing, recording and disseminating information and documents.

3. SPECIFIC TASKS

- a) To ensure there are accurate minutes of meetings.
- b) To keep an up-to-date list of members, PCC and benefice contact details.
- c) To identify difficult and important items that might arise. Shape and circulate agendas before meetings to enable this.
- d) To advise the team on handling issues and drafting papers to support the implementation of actions arising.
- e) Provide information required by the diocese, especially for elections to Diocesan and General Synods (sometimes be the returning officer). To process motions to and from Synod.
- e) To shape / manage and develop the team of PCC/Benefice secretary teams as key communicators within the deanery.

4. SKILLS AND TRAINING

A good secretary will be well-versed in legal and procedural rules, and ready to prompt the meeting (or chair). He or she is able to provide an efficient service for meetings and committees and be continually aware of ways to ensure that meetings run smoothly and enjoyably. The best secretaries are never noticed, until they're gone! Basic computer and e-mail skills are essential.

C. THE TREASURER

1. SELECTION

The Deanery Treasurer is elected by the Deanery Synod every three years and should be on the electoral roll of a church.

2. OVERALL TASK

To oversee the Deanery accounts, coordinate parish offer contributions, ensuring income is collected and remitted on time. As importantly, to ensure the deanery is kept in the real world of sustainably funding its own ministry as a minimum, before consideration of Christian generosity elsewhere.

3. SPECIFIC TASKS

- a) Collect contributions from parishes, encouraging efficient payment methods, and to remit to diocese on time
- b) Support, encourage and communicate with PCC treasurers
- c) Account fully to deanery synod on deanery finances
- d) Attend 4 Revenue Advisory Panel (RAP) meetings per year
- e) Work with the Rural Dean and Lay Chair to provide leadership
- f) Work with new treasurers & provide training as required on the accounting requirements, Charities Act and Gift Aid claims.

4. SKILLS AND TRAINING

It is helpful if the Treasurer is known and trusted by parish treasurers. In practice, an existing treasurer is often the right person. They also need a wide understanding of the Diocese, be aware of the Charities Act and Gift Aid. Be able to lead and challenge underperforming PCC's, demonstrate strategic and creative thinking and be able to pass on knowledge to others.

D. DEAN (RURAL DEAN)

1. SELECTION

Appointed by the bishop, probably after some consultation with deanery clergy and the lay chair (at least). Sometimes the bishop will conduct a "secret ballot" of clergy. Employed by the diocese, usually paid an additional salary. Normally appointed for a 5 year term, with the possibility of re-appointment. Often admitted to office in a public ceremony, perhaps at a meeting of Deanery Synod. Legally, the Rural/Area Dean is the officer of the Bishop, and may be removed from office by the Bishop at any time.

2. OVERALL TASK

To be the leader of the clergy, chairing the Chapter, and joint chair of Synod.

To provide pastoral care, initiative, support, and ideas for the deanery. This kind of leadership is not susceptible to clear description, because the management of 'professionals' is never a simple matter.

However they are expected to help the Deanery to function coherently and in a joined up way. They along with their leadership team need to show strong leader skills, the ability to troubleshoot and an ability to inspire and encourage excellent habits to develop at PCC and benefice level. They should expect to help to organise cover for services during a period of vacancy.

3. SPECIFIC TASKS

a) Canon C23 'of Rural Deans' sets out what the Rural Dean is legally supposed to do. Most deans treat the resulting list of tasks with a mixture of scepticism and amusement. Thankfully, nowadays communications are somewhat better than they used to be when such definitions were drawn up.

Note: For the text of Canon C23 visit

www.churchofengland.org/media/35580/ministers.pdf

b) To meet regularly with the bishop, often with Lay Chairs.

c) To meet the Archdeacon at his annual visitation, and often to arrange it. To deputise for the Archdeacon, when asked, at visitations, swearing-in of churchwardens, and institutions of clergy in the deanery.

Under the Synodical Government Measure (1969), the Rural Dean receives notice of appeal against the allowance or disallowance of enrolment on the Electoral Roll, or of a vote, or against the result of any election at parochial or deanery level.

d) To support churchwardens during a vacancy (as the sequestrators), maintaining the worship and work of a parish, supervising arrangements for an institution and taking part in it.

e) To lead (and often to chair) deanery pastoral (or other) committees, providing recommendations for the future of any parish or ministry within the deanery.

f) To visit parishes, inspect churches and vicarages and to check inventories and terriers etc.

g) To ensure Christian Stewardship is promoted.

h) To ensure that mission is promoted across the Deanery along with promoting the priorities of the Diocese through Mission Action Plans

4. SKILLS AND TRAINING

a) Most people require some training (increasingly provided through CME in the diocese or region).

b) The Rural Dean is leader by consent, so skills of handling people and of handling conflict are needed. Could do well to be a listener, but not a 'threatener'!

c) The Rural Dean will deal with a great deal of information. Experience in ministry (especially parish ministry) is helpful, but it is more important to know where to find information and how to encourage others to find it for themselves.

d) The role of Rural Dean is often undertaken by someone already doing a 'big job'. It can take anything from one session a week, to being a full-time job (e.g. in a large deanery, or one with many vacancies).

e) The Rural Dean need not be an incumbent. Since most are, the administration associated with the role is often hidden within that of a large parish. Many deaneries would therefore benefit from the appointment of a Deanery Administrator.

E. DEANERY LEADERSHIP TEAM

The 'leadership' team is likely to be made up of the Lay Chair and the treasurer, lead by the Rural Dean but the team may also include the Sub warden of the readers or the secretary as an essential facilitator of the team. The team should be formed according to the needs of the Deanery and the skills of the individuals available.



Our **shared priorities** are shared not only across Hereford diocese but with the wider Church of England:

Mission:

SP1 Growing Christian disciples of all ages and backgrounds - spiritually and numerically

SP2 Serving the common good – transforming lives and communities

Ministry for Mission:

SP3 Reimagining, developing, and sharing ministry for mission in the 21st century

Resources for Mission:

Shared commitment to: Focusing and growing our resources for mission – staff, time, money