

Core Functions of a Deanery Treasurer

Whilst it is appreciated that the skills, knowledge and experience of individuals will vary, the following list sets out the core duties of a Deanery Treasurer. These include:

- Accounting for the Deanery's own finances and reporting to Deanery Synod meetings as required;
- Leading on the establishment of an agreed deanery parish share allocation methodology and applying such methodology to the annual parish share allocation to the deanery from the Diocese;
- Obtaining agreement from the deanery synod on the allocation of parish share each year and advising the diocesan finance team accordingly;
- Having oversight of Parish Share contributions from parishes to the Diocese, following up any shortfalls shown on monthly reports and (with the support of the Area Dean and Lay Chair) reporting to Deanery Synod on progress and trends in Parish Share contributions;
- Liaising with the Archdeacon, Deanery Synod, diocesan finance team and parish treasurers regarding potential shortfalls in Parish Share contributions;
- Leading discussion at deanery synod on the Diocese's annual budget and overall financial position;
- Attending meetings and briefings arranged by the Archdeacons and Diocese for Deanery Treasurers;
- Acting as a point of reference for general parish fundraising, stewardship and legacy work – facilitating links with the Diocese of Oxford Generous Giving Advisor;
- Collecting contributions from parishes in deaneries which have a 'deanery levy' or similar;
- Liaising with PCC treasurers to exchange information and good practice and to encourage engagement with diocesan finance team.