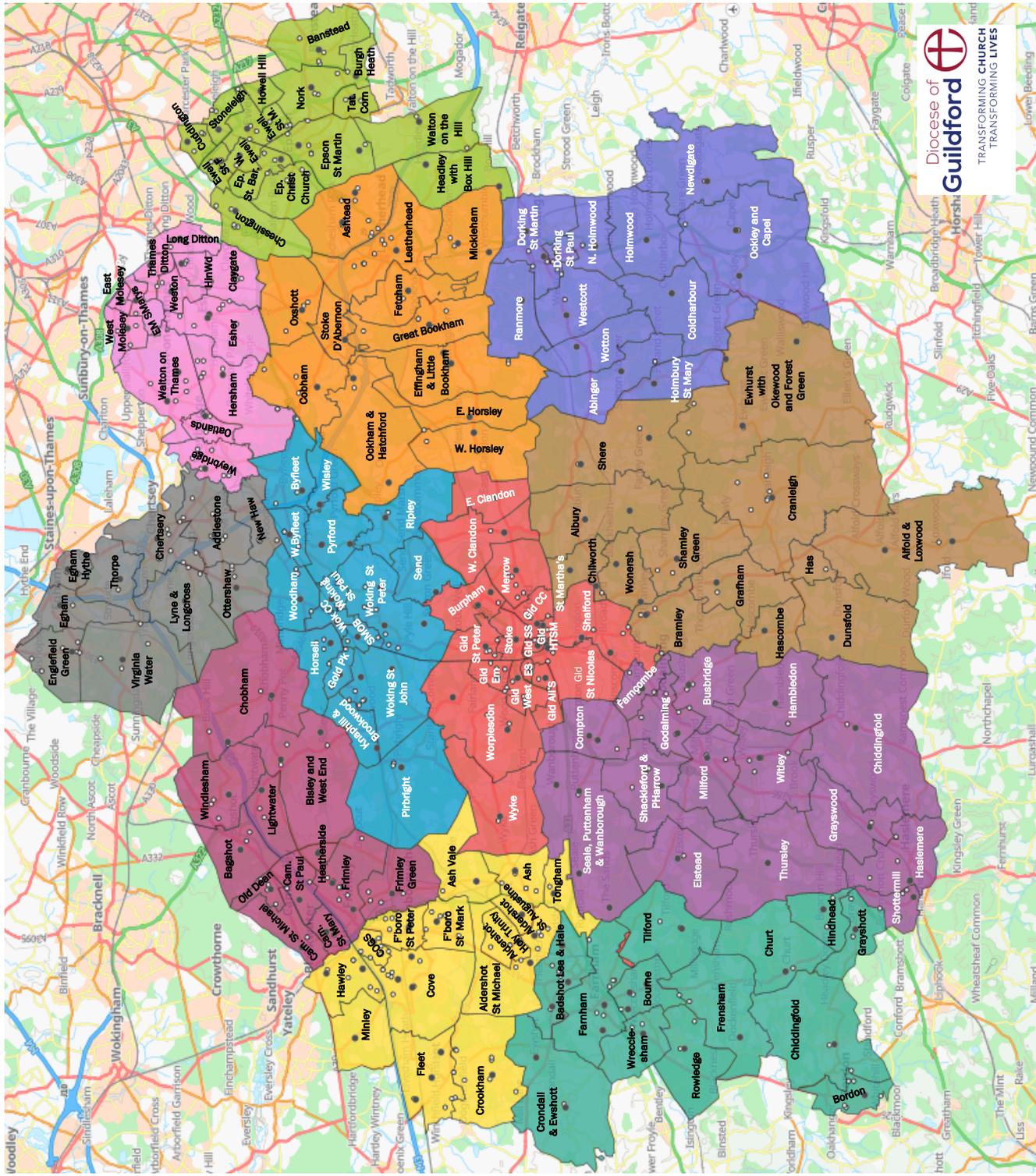


Archdeaonries & Deaneries
in the Diocese of Guildford

Archdeaconry of Dorking	
	Dorking
	Emly
	Epsom
	Leatherhead
	Runnymede
	Woking

Archdeaconry of Surrey	
	Aldershot
	Cranleigh
	Farnham
	Godalming
	Guildford
	Surrey Heath



Diocese of
Guildford
TRANSFORMING CHURCH
LIVES

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1. Introduction to the Deanery

The Diocese of Guildford is divided into 2 archdeaconries, 12 deaneries and 160 parishes. Each archdeaconry consists of 6 deaneries and each deanery contains between 10 and 20 parishes.

a) History of the Deanery: Where did Deaneries come from?

The first mention of rural deans comes from a law made by Edward the Confessor which refers to the rural dean being appointed by the bishop 'to have the inspection of clergy and people from within the district to which he was incumbent... to which end [he] had power to convene rural chapters'. The first known rural dean was Robert de Ecclesfield who was appointed to the position in the diocese of York in 1148. Amongst the duties of a rural dean in the middle ages was to carry out the public flogging of those who had broken the Church's moral law! As the power of the bishops increased, the power of the rural deans was reduced, and the office eventually died out. In 1837 the bishop of Norwich inherited a number of badly behaved clergy so he revised the office to control them. More power was returned to rural deans and deaneries with the Enabling Act (1919) and the Synodical Government Measure (1969). The Miscellaneous Provisions Measure of 2000 provides that the bishop may declare that the office of any rural dean shall be called area dean. Bishop Andrew facilitated this change in each of our deaneries in 2016, so making the name more relevant to the contemporary landscape.

b) Deaneries Today

It's probably true to say that many of the people who worship in our churches have not heard of deaneries. For them, the *local* church is the place where faith is sustained and grown and Christian fellowship is shared. As far as clergy are concerned, the experience of deaneries is mixed. Some report very supportive deaneries where collaboration between parishes is high, and the mutual support of clergy through deanery chapters is also much appreciated and valued. Others do not find any support in deanery chapters and tend to vote with their feet, possibly finding fellowship in other gatherings of clergy or church leaders. Whilst parishes dutifully elect PCC members to represent them on the deanery synod, the level of attendance at some synods might lead us to conclude that they are at best not a high priority and at worst another demand that the local church makes of them, for which they do not really have time.

Partly as a response to declining support of deaneries, and partly as a reflection on deaneries through the lens of creating purposeful structures, many dioceses are now reconsidering the purpose of the deanery. In so doing, several have re-discovered a level of church between the diocese and parish which has potential to be a real source of blessing for the parishes and, in turn, the wider diocese.

"Whilst the parish and benefice remain key, there are times when a wider vision, larger resources, broader perspectives and recognised local leadership are needed. The deanery is able to provide these, together with a sense of 'critical mass' for wider initiatives. As members of the Body of Christ, we belong to the one holy, catholic and apostolic Church. God has called us to know him, not simply as individuals but in community. The Anglican way challenges any tendency for a congregation to isolate itself. Partnership is encouraged through belonging in parishes, benefices, deaneries and the diocese. Thus the deanery has a vital place in the life of the diocese.

Diocese of York, *Developing our Deaneries*
York Diocesan Deaneries Working Party, April 2017

2. Deaneries in the Diocese of Guildford

Like many other dioceses, the Diocese of Guildford has given some time to thinking through the place of deaneries particularly in the light of its current vision and strategy.

a) Deaneries in the Diocese of Guildford

In the Diocese of Guildford, some thought was given to the missional potential of deaneries in 2015 through a paper entitled *Empowering Deaneries and the Ministry of Area Deans* (2015). Following the launch of *Transforming Church, Transforming Lives* in 2016, and the introduction of a new parish share system in 2018, Archdeacon Paul Bryer updated this work through the production of another paper entitled *Transforming Deaneries* (2018) which has fed into the thinking of this report. In addition to our own diocesan thinking, the General Synod Lay Leadership Task Group's paper *Setting God's People Free* also identifies a need for reimagined deaneries and deanery synods. This booklet aims to encourage and resource deaneries and suggest some ways in which they can be a blessing to both parishes and the diocese. It also brings together information about their statutory functions, together with some suggestions about how they might be best organised for maximum benefit and minimum maintenance. It was endorsed by the Bishop's Council on 21 January 2020. This copy is a 2022 update.

b) Purpose of Deaneries in the Diocese of Guildford

Primarily, deaneries provide an opportunity for individual parishes to resource leadership, collaborate in mission, and support each other in ministry a way that is not possible on the micro-scale of the parish or on the macro-scale of the diocese.

i) Resourcing Leadership

We recognise that leadership is key at every level and, if the deanery is to function well, it will need to be empowered to exercise a leadership beyond that of the sum of its parts. Both area deans and lay chairs should be viewed as senior appointments in the diocese. Both should have proven gifts in leadership and will need to gather around themselves those who will share in a creative and imaginative approach to leadership in the deanery. The job descriptions and person specifications for both should be considered carefully, making clear what the duties of area deans and lay chairs should be, and seeking people who have been gifted for this level of leadership.

ii) Collaborating in Mission

Whilst we recognise that the parish is the key missional unit on the ground, we also believe that there is more potential for parishes to partner each other in mission. One of the key outcomes of the new *Parish Needs Process* in our diocese will be to help deaneries to look at the synergies between parishes (particularly through the lens of each church development plan) and to explore whether there might be potential for fruitful partnerships. There is also a need for deaneries to consider together areas within their boundaries where ministry is not taking place. This is particularly relevant for a diocese where there are so many areas of new housing.

iii) Supporting Ministry

Most of our deanery chapters are good spaces for fellowship and mutual support. We recognise, however, that there is room for improvement. Some clergy report that there can be a sense of competition between colleagues that makes it difficult for people to be vulnerable. We have a vision to completely transform this culture so that chapters become places where clergy in particular can encourage and support each other in ministry and share the particular gifts that each member has been given across the deanery. This requires a leadership that can model this culture and enable prayer and conversation about the vision and values of the deanery chapter. This is expanded upon in our Diocesan Clergy Wellbeing Covenant.

3. The Deanery Leadership Team (DLT)

Resourcing Leadership through the Deanery Leadership Team

It has often been said that the Church of England is 'episcopally led and synodically governed'. We see this at most levels of church life. On a diocesan level, the bishop is the designated leader (supported by the bishop's council) but acts on the advice and consent of the diocesan synod. On a parish level, the incumbent is the designated leader (supported by the standing committee), but acts on the advice and consent of the parochial church council. The same system operates at deanery level where the area dean is the designated leader but acts on the advice and consent of the deanery synod.

One of the ideas that has been fruitful in some other dioceses is that of a *deanery leadership team* (DLT). Whilst there are different models for this, it seems that it could be effective and efficient if it were constituted as a parallel body to the bishop's council. That is to say that it would perform three functions: (i) to support the area dean and lay chair in leadership of the deanery; (ii) to act as the deanery standing committee; (iii) to act as the deanery mission and pastoral committee. Since the tasks of these three bodies are about different aspects of leadership, it would feel like joined up thinking to merge them into one body.

a) Suggested Membership of the Deanery Leadership Team

It is suggested that the deanery leadership team consists of no more than 10 people (and no less than 6):

The area dean (ex officio)

The lay chair of the deanery (ex officio)

The assistant area dean (where there is one in place)

The borough dean (if and when different from the area dean or assistant area dean)

The secretary of the deanery synod (if willing and it is considered helpful for them to be a part of the DLT)

The treasurer of the deanery synod (if willing and it is considered helpful for them to be a part of the DLT)

Two elected clerical members of the deanery synod and two elected lay members of the deanery synod.

b) Purpose of the Deanery Leadership Team

i) To Support the Area Dean and Lay Chair in Leadership of the Deanery

It's key to remember that a deanery is a family of parishes. It's important that it doesn't inadvertently undermine or cut across the work of its parishes. It's agenda is about issues that need to be discussed at a wider level and would benefit from being discussed at a wider level. It is suggested that the following four areas might provide a simple and fruitful agenda:

- Prayer: praying together for the deanery. What, together, does the DLT feel God might be saying to it?
- Think tank: watching for and listening to changing patterns of life and work across the deanery. What are the major issues for churches and communities in the deanery? How is the church responding? The borough dean will be an important voice into this area of discussion
- Working together: with help from the Parish Needs Process, identifying synergies between parishes and opportunities to work together more effectively (like the Point youth project in Camberley)
- Forward planning: compiling a simple deanery development plan (DDP). This is different from a church development plan. It considers a bigger canvas and a longer time frame. Questions for consideration might be:
 - » Where is God at work in our deanery?
 - » What are the priorities for our deanery as we look to the future?
 - » Is our deanery configured and resourced in the right way to deliver on these priorities?
 - » Where is the demographic change taking place and do we need to reflect upon this?
 - » What might a planting strategy look like and how would that be resourced?

A deanery development plan might most effectively enable evolution as opposed to revolution. If there is a clear plan (which can be endorsed by the deanery synod), this can be gradually implemented when opportunities arise (such as vacancies and resources).

ii) To Act as the Deanery Standing Committee

This is about managing the deanery and includes:

- Acting as the management committee of the deanery synod
- Deciding on the agenda for the synod and on how it uses its time wisely and to the greatest effect
- Initiating and advising on proposals received from, and to be sent to, the diocesan synod or the General Synod of the Church of England. They will promote core diocesan strategies, for example safeguarding
- Consulting with individual members of synod and to develop a sound understanding of views held, and their expectations of synod

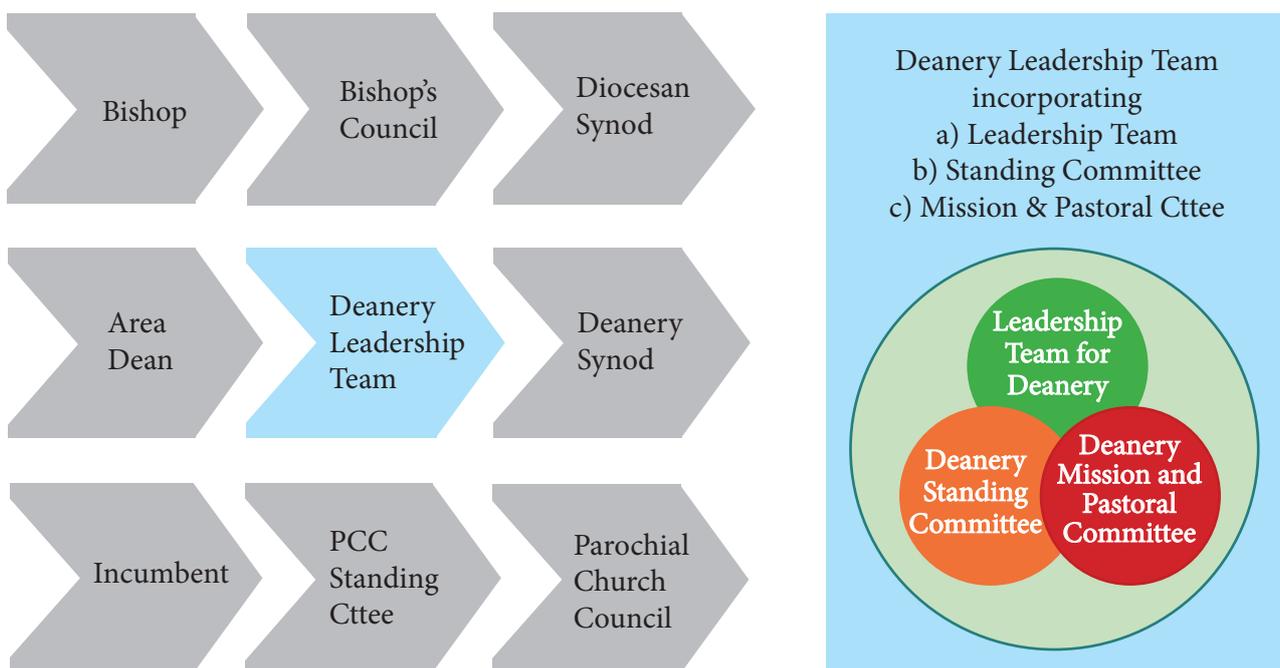
iii) To Act as the Deanery Mission and Pastoral Committee

This is about aligning resources with vision and includes:

- Ensuring that resources in the deanery are used in the best way to effect *Transforming Church, Transforming Lives* and, in relation to the deanery development plan, to make any recommendations about pastoral reorganisation or deployment of people
- Embracing what the Archbishop of Canterbury calls ‘a mixed economy church’ so that strong, healthy, flourishing parish churches exist alongside a vibrant network of different forms of churches in schools, workplaces, hobby-based groups and elsewhere
- Working with the archdeacon in reflecting upon change where this is necessary - especially where pastoral reorganisation is considered a possibility. There are great examples in the diocese where archdeacon, deanery and parishes have worked together to reflect upon the most effective model of mission and ministry and supported each other in implementation.

c) How the Deanery Leadership Team fits into the Diocesan Structure.

On a deanery level, the deanery leadership team is the deanery equivalent to the bishop’s council in the diocese and the PCC standing committee in the parish (although, unlike the bishop’s council and the PCC standing committee, it has no financial responsibilities).



4. The Deanery Synod (DS)

Collaborating in Mission through the Deanery Synod

If the deanery leadership team (DLT) is the 'episcopally led' part of the deanery function, the deanery synod (DS) is where it is 'synodically governed'. Whilst it is expected that the DLT will provide the agenda and the ideas to be tested by the deanery synod, it is important that synod members can feel that there is the opportunity for them to think through ideas and resolutions put to it by the DLT - and also that there is opportunity for ideas to come from the DS to the DLT. Many deanery synods have adopted the cabaret or cafe church style arrangements for meetings, allowing people to reflect together in groups - and those who are perhaps more reluctant to speak in larger gatherings to fully participate.

a) Membership of the Deanery Synod

The deanery synod is a statutory body under the Synodical Government Measure 1969 and regulated by the *Church Representation Rules* of 2020. A full copy of the relevant section (Part III Deanery Synods) may be found in the Appendix of this booklet. Please consult these rules for the full membership. In short, however, membership is split into house of clergy and house of laity.

i) The House of Clergy should consist of:

- All beneficed clergy licensed to a parish in the deanery
- All clergy licensed to institutions in the deanery under the Extra-Parochial Ministry Measure 1967
- Any clerical members of the General Synod or diocesan synod resident in the deanery
- Other clergy holding the bishop's licence to work throughout the diocese
- Clergy holding PTO (one can be elected for every 10 in the deanery).

ii) The House of Laity should consist of:

- The parochial representatives elected to the synod by the annual meetings of the parishes of the deanery. This number is derived from the resolution passed by diocesan synod in November 2019. This number is fixed for three years, even if the number on the electoral roll has subsequently changed. The next triennial election by parishes of lay members of deanery synods is due to take place at annual parochial church meetings in 2020
- Any lay members of the General Synod or diocesan synod whose names are entered on the roll of a parish in the deanery.

Electoral Roll Numbers	Lay Representatives to be Elected
1-25	1
26-100	2
101-200	3
201-300	4
301-400	5
401-500	6
501-600	7
601-700	8

The synod is jointly chaired by the area dean and lay chair. In the absence of either, the other takes the chair. In practice this means that they should work together to determine how responsibilities are shared. Laity and clergy should be jointly responsible at deanery level for all matters, pastoral, liturgical and financial, and particular skills of individuals (rather than the office held) should determine who presents individual items. It is helpful if they endeavour to ensure that the time taken in the chair is evenly allocated between them over a period.

b) Purpose of Deanery Synod

i) Synodical Government Measure 1969

Deanery synods have a significant role in the synodical system. They are located between PCCs at parish level and the higher synodical levels of area [where applicable] and diocese. One of the most important objectives of the Synodical Government Measure 1969, was to strengthen church organisation at deanery level. The task of the deanery synods, as set out in the measure is as follows:

- a. 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;
- b. To bring together the views of parishes of the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- c. To make known and so far as appropriate put into effect any provision made by the diocesan synod;
- d. To 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 or consider it appropriate to do so;
- e. To raise matters as the deanery synod consider appropriate, with the diocesan synod.

The synod may not issue any statement purporting to declare the doctrine of the Church on any question.

The deanery synod in addition to the above synodical functions, also serves as an electoral college to various bodies, including the General Synod of the Church of England, diocesan synod and area councils.

ii) Guildford Diocesan Synod Standing Orders

In addition, the standing order of the Guildford Diocesan Synod makes two references to deanery synods enabling them to communicate, confer and make representation to the diocesan synod as appropriate.

98. The diocesan synod may on the motion of any member invite all or any deanery synods or parochial church councils or parochial church meetings in the diocese:-
- (i) to express an opinion on or to record approval or disapproval of any matter; or
 - (ii) to supply information within their knowledge; or
 - (iii) to exercise any other functions within their competence; and
 - (iv) to report to the diocesan synod by a specified date.

103. A deanery synod may, on a motion moved by a member of the diocesan synod who represents that deanery, bring before the diocesan synod any question of general church interest or affecting the deanery or any parish within the deanery.

SOME INSPIRATION... especially for those who consider deanery synods can't effect change!

In 2021, the Deanery of Leatherhead introduced a motion at the Guildford Diocesan Synod calling on the Government to introduce legislation requiring pornographic websites to use age verification systems preventing access by under 18s. This received overwhelming support at the Diocesan Synod and was put forward as a diocesan motion at the General Synod of the Church of England. In a system which can sometimes take some years before a motion is tabled, it was fast-tracked and provided a very effective and moving debate at the July 2022 General Synod in York. You can view the report on the Church of England website at www.churchofengland.org/media-and-news/press-releases/general-synod-calls-stronger-age-verification-pornography-websites

5. The Deanery Chapter (DC)

Supporting Ministry through the Deanery Chapter

a) Role of Deanery Chapter

The deanery chapter is the name given to the gathering of clergy in a deanery. It is important to make a distinction between the deanery chapter and the other two bodies (deanery leadership team and deanery synod). The purpose of deanery chapter is not about leadership or governance of the deanery. Whilst it is possible that ideas emerge from this gathering of leaders, this is not its primary purpose. Historically, the term chapter is derived from the way in which members of a religious order or clergy would gather to read a book of the Bible or a part of the order's rule. Some deanery chapters still make this form of study a part of their life together. Whilst every deanery chapter has its own culture and personality, it is the hope that this forum is a life giving opportunity for:

- Corporate prayer
- Mutual support of members
- Learning, development & opportunities for reflection on wider issues.

It is helpful if deanery chapter meetings can intentionally address together as part of reflecting on their 'rule of life' the following:

- How prayer might occur in the most helpful and meaningful way
- In what ways they can be places of training and learning
- Whether there needs to be some element of 'sub-groups' which address the specific needs of stipendiary clergy, SSMs and those who are retired
- How to avoid becoming a place of decision-making, which can exclude the laity
- The frequency of meetings (most tend to gather once a month - with the exception of August, December and around Easter) together with timing and locations of meetings
- Ways in which relationships can be strengthened and some fun had too!

b) Attendance at Deanery Chapters

Some clergy make deanery chapters a greater priority than others. Attendance at the meetings of the deanery clergy chapter should be considered a priority for all in full-time ministry. Area deans should also seek to make sure that some chapter meetings happen at times when clergy in secular employment or secular ministry can attend.

c) Change of Culture

Sadly, some clergy report that there can be an element of 'competition' in deanery chapters which leads to clergy being afraid or feeling vulnerable in sharing challenges and difficulties. This is very unhelpful - and undermines the theology of the church as taught by St Paul in 1 Corinthians 12. It is really helpful if the deanery chapter works on its culture and values so that it becomes a place where joys and challenges can be shared. It is important that this is modelled by the area dean, assistant area dean, lay chair and deanery leadership team. The deanery chapter is a good space for clergy to consider their wellbeing and to hold each other to account for the application of the clergy covenant as interpreted by the Diocese of Guildford.

d) Forums for Licensed Lay Ministers and Others

Many deanery chapters in the Church of England include other licensed lay ministers in the deanery. On the whole, this has not happened in the Diocese of Guildford. No doubt, this is partly because the diocese has a relatively high numbers of clergy and to admit other ministers into the deanery chapter would make the gathering too large for its purposes. If this is the case, the deanery leadership team, might consider whether a similar group of other ministers might be helpful in offering the same opportunity to meet for mutual support.

6. Role of Area Dean

a. Appointment & Support

i) Appointment of Area Deans

Area deans are appointed by the Bishop of Guildford. Before appointing, the bishop will usually have written to all incumbents, priests-in-charge, assistant clergy, and clergy licensed in the deanery, and also to the lay chair, asking for views on the appointment. He will usually invite them to send the names, in order of preference, of the three people they would most like to see appointed. He will also then consult with the bishop's leadership team. The appointment is usually for a fixed term of 6 years, though it's recognised that some area deans will move on before completing their full term. The area dean is commissioned by the archdeacon at a deanery service, with commissioning marking out the start of a close working relationship with the archdeacon.

ii) Change of Culture

In the past, people have sometimes seen area deans as shop stewards or foremen! It's important that we unlearn this language and recognise that the role is changing significantly. The task is now a sharing in senior leadership in the diocese. Working with the bishops and the relevant archdeacon, an area dean needs a strategic head and pastoral heart in a ministry which seeks to stand alongside leaders in the deanery, being a focus of unity; asking the appropriate questions; and offering care and prayer as appropriate.

iii) Induction of Area Deans

New area deans should be inducted into the role in the following way:

- A conversation with the archdeacon who will introduce the role of an area dean within the Diocese of Guildford and make sure that other parts of the induction are actioned
- A smooth and informative handover from a retiring area dean, which can make a huge difference and positive impact on the life of the deanery. Introductions to key church and community leaders and the deanery leadership team should be seen as a minimum requirement. A handover and explanation of all deanery files both electronic and paper is important. Special care is needed with the handover of concerns regarding safeguarding issues and other confidential issues
- The offer of national training, should this be wished for. The archdeacon will be able to find out details of this which will be funded by the diocese
- The offer of a mentor area dean. This might be a more experienced area dean in the diocese or someone who has retired from the post.

iv) Ongoing Care for Area Deans

We recognise that, for most area deans, this is a ministry that is exercised alongside a demanding incumbency. It is therefore important that balance is maintained. The archdeacon will want to monitor this to make sure that area deans are not overworking. The key to this is ensuring: (a) a clarity about what the role is *not*; (b) that there is plenty of help at hand. It is important that the area dean is not burdened with helping in parishes that are in vacancy, organising rotas, being the polyfilla when there's a gap. The parish administrator/churchwarden (with help from a deanery secretary) should organise clergy to provide cover. The diocese provides a small budget for area deans to receive administrative assistance.

v) Assistant Area Deans

In the last few years, most of our deaneries have appointed an assistant area dean. The bishops and archdeacons encourage these appointments. This is not a licensed ministry. Usually, the area dean will speak with the archdeacon about the need and subsequently candidates that might be suitable for the role. The archdeacon will then seek the approval of the bishop. There is no fixed job description for an assistant area dean. It is expected that the area dean and assistant area dean will work out the sharing of responsibilities according to context, gifting and need.

b. Strategic Head

i) Strategy in the Deanery: The Deanery Leadership Team

In collaboration with the lay chair, the area dean should be the facilitator of strategic leadership in the deanery. Pages 6-7 suggest the formation of a deanery leadership team (DLT) to help with this task. As mentioned earlier, the deanery allows an appropriate partnership to happen at a level that is not possible on the micro-scale of the parish nor on the macro-scale of the diocese. A suggested agenda and purpose for the DLT may be found on page 6. The deanery leadership team should recognise that the parish is the primary church and missional unit and should not attempt to initiate projects that should be the jurisdiction of parishes and PCCs.

ii) Strategy in the Parishes: the Parish Needs Process

The new Parish Need Process (PNP) in the Diocese of Guildford is an attempt to be more responsive to the real needs of the parishes, but in so doing encouraging parishes to be more specific about their needs through a clearer vision and church development plan. It is hoped that the area dean will be an advocate of this process to the parishes, but will also understand its use as a tool in enabling the deanery work more closely together. The archdeacon and mission enabler team will want to work closely with the area dean through the PNP and, in particular, want to meet with her/him ahead of a deanery action meeting.

iii) Strategy in Leadership: the Appointments Process

One of the key tasks of senior leaders in the diocese is to make appointments to positions of leadership. Bishops and archdeacons invest much time in this work and area deans are also a key part of this discernment process. The area dean has a specific role in this process in the following ways: (a) is invited to give guidance on the parish profile and be present at the Section 21 meeting when the profile is agreed by the PCC and the parish representatives to serve on the interview panel are chosen; (b) serves as the host of the interview process (being present on the first day of the interviews and especially the informal supper with the PCC where s/he collects feedback from those present); (c) is part of the formal interview process on the second day of the interviews; (d) organises the rehearsal for the licensing.

iv) Strategy in Vacancies: Managing the Gap

When a parish is vacant, the area dean and churchwardens are the 'sequestrators'. That means that they are legally responsible for the management of the parish during vacancy. It is extremely important that area deans do not interpret this as having to run the vacant parish alongside their own. This is not sustainable. A helpful model of exercising oversight might be to meet with the leadership team once a month. During this time, you can give advice, guidance and support and make any decisions that need to be made. This would equate to giving each vacant parish a few hours a month. Clearly, the partnership with churchwardens in vacancies are key and they can act as the channel of communication between meetings.

v) Strategy in Partnership: the Link with Civic Life and Wider Community.

Bishop Andrew has recently cast a vision for borough deans. This role might be undertaken by the area dean or it may be delegated to another member of the deanery chapter. Its purpose is to nurture relationships between the deanery and borough. Recent conversation with the CEOs of the respective boroughs in our diocese has revealed that they would very much welcome this. The relationship will establish and identify needs in the community and opportunities for churches to support and meet these needs in partnership with the Borough and possibly others by:

- Initiating and developing a relationship with borough CEO and/or designated team member termly
- Identifying needs of the borough, how these are being met, and opportunities for the church to serve
- Sharing news, opportunities, ideas with DLT (working with neighbouring deanery if in same borough)
- Ensuring needs/opportunities identified by borough deans are fed into the PNP.

c. Pastoral Heart

i) Pastoral Care of Clergy

The Church of England and the Diocese of Guildford have recently spent time and resources reflecting upon this issue. In the last decade, both nationally and locally, we have seen an increase both in the number of clergy becoming unwell through work related illnesses and in those leaving ministry altogether. As a diocese, through the work of the Diocesan Wellbeing Group, we have reflected upon the clergy covenant which was endorsed by the General Synod of the Church of England in July 2019 and considered how this might be embedded in our diocese. We have proposed a simple rule of life for clergy which makes some suggestions based upon the Benedictine tradition of prayer, work, study, hospitality and recreation. It would be immensely helpful if area deans could read this document and consider how they might be able to encourage the embedding of a new culture of care for clergy. Much of it demands self-discipline. Deanery chapters are, however, an opportunity to nurture a culture of care for each other and accountability (as opposed to the sense of competition that some have occasionally experienced!). Building in time for caring and sharing in chapter meetings can be important in this regard.

ii) Pastoral Care of New Clergy

There is a need to be particularly mindful of clergy who are new to the deanery. We have just launched a two year programme - in particular for first time incumbents but also open to those who are new to our diocese. In all cases, the archdeacon will arrange to visit a new incumbent approximately three months after the commencement of their ministry, and one of our bishops will make an arrangement to see them after six months. It's helpful if the area dean might consider the following: (a) welcoming them to their new home (maybe with a card and small gift from the deanery); (b) getting in touch in the first month after their licensing (even a phone call) to check that all is well; (c) reassuring them that you are at the end of a phone if they need any advice or have any queries.

ii) Pastoral Care of Sick Clergy

More information is provided about this in the Guildford Clergy Wellbeing Covenant. In short, the area dean's role is similar to that in a vacancy and is best managed through chairing a monthly team meeting. The archdeacon will provide pastoral care for the cleric and be the link with the HR Team and area dean.

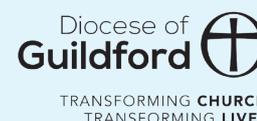
iv) Pastoral Care of Churchwardens

We have an army of exceptional churchwardens in our diocese. We must be mindful of the enormous responsibilities that they carry, especially in times of vacancy. The relationship between archdeacons / area deans and churchwardens is an important one. The archdeacons' office is attempting to increase affirmation, support and training for churchwardens and we much value the support of area deans in this work. The publication of the first Churchwardens Handbook in 2019 is an attempt to begin an increased resourcing of churchwardens (it's just been revised for 2022/3). Do remember to thank and encourage those whom you work alongside in vacancies and ask them, from time to time, about their wellbeing. This is an area of ministry which your lay chair can assist with. Consider encouraging your lay chair to embrace a ministry of caring for churchwardens - particularly in vacancy.

(v) What should you NOT be doing?

The most important temptation to avoid is doing too much yourself. Things you shouldn't be doing are: (a) mission and ministry in another parish on top of your own - your role in vacancy is simply to have an oversight which is best managed through a monthly meeting; (b) too much administration - speak to your archdeacon about a small allowance for administrative help but ensure you enlist the help of a chapter clerk or secretary too; (c) work that can now be delegated to the PNP - such as the working out synergies and where the deanery could be more effective in working together.

ROLE DESCRIPTION FOR AN AREA DEAN IN THE DIOCESE OF GUILDFORD



A. Church of England (Canon C23: Of Rural Deans)

1. Every rural 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 C 8.
2. 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 rural dean on such omission being brought to his notice shall ascertain and report to the bishop the cause thereof.
3. If at any time the rural dean has reason to believe that there is any serious defect in the fabric, ornaments, and furniture of any church or chapel, or that the buildings of any benefice are in a state of disrepair, he shall report the matter to the archdeacon.
4. The rural dean shall be a joint chair (with a member of the House of Laity) of the deanery synod.

B. Diocese of Guildford

1. To be supportive of the Bishop of Guildford's Leadership Team and to be a strong advocate for the diocesan vision, *Transforming Church, Transforming Lives*.
2. To be a colleague, working closely and supportively with the other area deans.
3. To work collaboratively with Church House Guildford when necessary.
4. To be a member of the diocesan synod.
5. To attend monthly area deans meetings with the archdeacon (which, quarterly, include bishops)
6. To participate in the Parish Needs Process and, in particular attend the deanery action meeting.

C. Deanery

1. Together with the lay chair, to convene a deanery leadership team (whose members shall constitute both the deanery standing committee and the deanery mission and pastoral committee) to discuss in particular what an overall deanery development plan might look like.
2. To preside over the house of clergy of the deanery synod, and (jointly with the chair of the house of laity) over the synod itself.
3. To convene regularly and preside at a chapter of the clergy of the deanery, for the development of ministry, exchange of information and discussion of such matters affecting the clergy that cannot be conveniently brought before the deanery synod.
4. To attend regularly the area deans' meetings and to be an informal communication link from the bishop and his/her staff to the clergy and parishes within the deanery.
5. To be well informed about the life of the parishes in the deanery and to bring to the bishop or archdeacon's attention such matters that will be useful for them to know.
6. To advise the archdeacon when required on matters of pastoral reorganisation in the deanery.

D. Parishes of the Deanery

1. To build trust, communicate vision and forge good working relationships with the clergy and laity of the parishes.
2. To take part in the appointments process for incumbencies: in particular to be present for the Section 11 meeting; on day 1 of the interviews in the parish and to collect the feedback of the parish on the candidates, and to take part in the interview on day 2 of the interview process.
3. To arrange and conduct the rehearsal for an institution & induction or licensing.
4. To oversee vacancies and to be the legal sequestrator with the churchwardens during this time, ensuring that worship is maintained; pastoral care is provided as appropriate and the safeguarding policy is upheld (ensuring appropriate interim arrangements are in place through handover).
5. To represent the parishes through the PNP and, in particular, to be a key voice in the deanery action meeting when priorities for the deanery are discussed and resources suggested.

D. Clergy of the Deanery

1. To share in the pastoral care of clergy, wardens and their families through affirmation, encouragement, support, challenge and, from time to time, hospitality.
2. To welcome new clergy to the deanery and help them to settle well.
3. To inform the bishops and relevant archdeacon when the well-being of a member of the clergy or their family gives cause for concern or when their personal circumstances change
4. To give notice to the bishops or relevant archdeacon of any person who shall to the area dean's knowledge, officiate in the deanery without licence or the written permission of the bishop.

E. Churchwardens of the Deanery

1. To inform the archdeacon when a churchwarden is sick or gives cause for concern.
2. To work closely with churchwardens during a time of vacancy.

F. Community Engagement (This could be delegated to a Borough Dean)

1. To be an advocate of the churches in the deanery when appropriate.
2. To initiate and develop a relationship with borough CEO and/or designated team member termly.
3. Together to identify needs of borough, how they are being met, and opportunities for service.
4. To share news, opportunities, ideas with DLT (and neighbouring deanery if in same borough).
5. Ensuring that needs/opportunities identified by borough deans are fed into the PNP.

G. Key Relationships

Bishop of Guildford and Bishop of Dorking; archdeacon; fellow area deans; lay chair; incumbents in the deanery; members of the deanery leadership team; members of the deanery synod; churchwardens (especially in the context of a vacancy)

H. Accountable to:

The Bishop of Guildford (via the relevant archdeacon).

7. Role of Lay Chair

Appointment, Support & Roles of the Lay Chair

As the leading elected representative of the laity in a deanery, the lay chair shares with the area dean the leadership of the deanery. Essential to the development of a deanery is the relationship between the lay chair and the area dean and the way in which they understand and interpret the concept of shared leadership and models of the church in the deanery.

i) Appointment of Lay Chairs

Immediately prior to the first meeting of the synod after any triennial election, or in the event of a vacancy in the office immediately prior to the next meeting of synod, the House of Laity shall meet to elect a lay chair. A member of the House of Laity appointed by the area dean shall act as Chair for such meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot.

ii) Change of Culture

There is a danger that the lay chair of a deanery is a token nod to lay leadership at a deanery level in the diocese. The bishop's leadership team has an expectation that lay chairs exercise a joint leadership over a deanery with the area dean. They are expected to co-chair both the deanery leadership team and the deanery synod. It is helpful if they are invited to deanery chapter from time to time - both to get to know the clergy of the deanery, and to offer support.

iii) Induction of Lay Chairs

As part of their induction, it is suggested that arrangements are made by the area dean for:

- a) A conversation with the archdeacon and area dean who will outline the role to them;
- b) A handover from the former lay chair who will be able to pass on any deanery files that they possess and that belong to the office holder;
- c) A link with another more experienced lay chair in the archdeaconry who can act as an encouragement and answer questions as they arise.

iv) Ongoing Care of Lay Chairs

In addition to regular contact with the area dean, it is intended that lay chairs are invited to the meetings of the area deans once a year, and to the meeting of the respective archdeaconry area deans and archdeacon at least once a year. Bishops and archdeacons are always pleased to hear from lay chairs with news from the deanery or if they can be of any support.

v) Statutory Duty of Lay Chairs

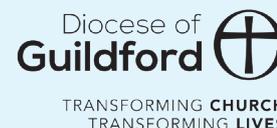
The Synodical Government Measure 1969 and Canon C23 lay down that a member of the house of laity shall be elected to be joint chair of a deanery synod with the rural/area dean. The measure also states that the duties of the joint chairs are:

- a) to take the chair in the Synod, as agreed between the two; and
- b) to convene and chair any meetings of the separate House of Laity or House of Clergy.

vi) The House of Laity

The deanery lay chair may convene a separate meeting of the house of laity e.g. for the purpose of elections. Otherwise, separate meetings of the house of laity are relatively rare, but there may be scope for a less formal gathering of lay members to discuss topical matters. Lay people sometimes feel inhibited by the presence of clergy, and, unlike clergy who meet regularly in clergy chapter meetings, have no other forum for meeting and fellowship, so may appreciate an occasional opportunity to do so.

ROLE DESCRIPTION FOR A LAY CHAIR IN THE DIOCESE OF GUILDFORD



A. Diocese

1. To be supportive of the Bishop of Guildford and his leadership team and to be a strong advocate for the for the diocesan vision, *Transforming Church, Transforming Lives*.
2. To be a colleague, collaborating with the other lay chairs, with the lay chair of the diocesan synod, and with staff at Church House Guildford when necessary.
3. To attend the annual meeting of area dean and lay chairs with the archdeacon or bishop.
4. To represent the deanery in the wider diocese when necessary.

B. Deanery

1. To chair the house of laity of the deanery.
2. To co-chair (with the area dean) the deanery synod.
3. To co-chair (with the area dean) the deanery leadership team: providing strategic and pastoral leadership in the deanery; ensuring it has appropriate membership; and collaborating with the area dean to produce a deanery development plan.
4. To be supportive of the parish needs process and to attend deanery action meetings - offering wisdom in strategic decisions and use of resources.
5. As the principal lay leader in the deanery, to offer encouragement and support to lay leaders at parish level as and when appropriate (principally churchwardens).
6. To help foster a culture of support and pastoral care for the area dean and clergy, embracing the clergy wellbeing covenant (it may be helpful to attend chapter meetings from time to time).
7. Together with the area dean, to represent the deanery at significant occasions, both within the deanery (such as institutions) and in the community, as necessary.
8. 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 diocesan synod

C. Tasks in which the Lay Chair might be involved.

1. To be present for the annual admission of churchwardens to encourage and support them.
2. To assist with parishes in vacancy as appropriate (e.g. there may be occasions where it might be helpful, when asked, to chair an APCM or PCC meeting).
3. To help ensure that the administrative needs of the deanery are met - especially for the work of the area dean and deanery synod.

D. Key Relationships

1. Area dean (helpful to meet with them from time to time for mutual support in leadership).
2. Churchwardens in the deanery (especially in the context of a vacancy).
3. Members of the deanery leadership team, deanery synod and deanery chapter.
4. Bishops and archdeacon.

8. Appendix

a. Church Representation Rules for Deanery Synod

The latest Church Representation Rules came into force on 1 January 2020. The rules (reproduced below for your ease) may be viewed (with all the other relevant rules) on the Church of England website at <https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents>

14. Composition

A deanery synod consists of –
 a house of clergy, and
 a house of laity

15. House of clergy

1. The members of the house of clergy of a deanery synod are every clerk in Holy Orders –
 - a. who is beneficed in or licensed to a parish in the deanery,
 - b. who is licensed under section 2 of the Extra-Parochial Ministry Measure 1967 in respect of an institution in the deanery,
 - c. who is a clerical member of the General Synod or a diocesan synod and is resident in the deanery,
 - d. who is resident in the deanery and licensed by the bishop to work throughout the diocese or in more than one deanery and is not subject to a direction under Rule 17 to be a member of another deanery synod,
 - e. who is not resident in the deanery but is subject to a direction under Rule 17 to be a member of the deanery synod,
 - f. who holds permission to officiate, is resident in the deanery or has habitually attended public worship in the deanery during the preceding six months, and is elected or chosen as mentioned in paragraph (2),
 - g. who is co-opted under Rule 18, or
 - h. who is made a member by virtue of a scheme under Rule 23 or 24 (cathedrals, royal peculiars, mission initiatives)
2. One clerk who is eligible for membership under paragraph (1)(f) is to be elected or chosen –
 - c. for every ten clerks of that description, and
 - d. where the number of such clerks is not divisible by ten without fraction or remainder, for the fraction or remainder.
3. The election or choice under paragraph (2) is made by and from the clerks who are eligible for membership under paragraph (1)(f) in such manner as the bishop may approve.
4. As soon as possible after 31 December in the year before an election of the parochial representatives of the laity to the deanery synod, the rural dean of the deanery must inform the bishop of the number of clerks in Holy Orders who are eligible for membership under paragraph (1)(f).
5. A member of a deanery synod under paragraph (1)(f) –
 - a. is elected or chosen every three years, and
 - b. holds office for a term of three years beginning with the next 1 July following the date when the election or choice takes place.

16. House of Laity

1. The members of the house of laity of a deanery synod are:
 - a. each parochial representative elected to the deanery synod by the annual parochial church meeting of each parish in the deanery,
 - b. any lay member of the General Synod or a diocesan synod whose name is on the roll of a parish in the deanery,
 - c. each deaconess or lay worker who is licensed by the bishop to work in the whole or part of the deanery,
 - d. any deaconess or lay worker who is resident in the deanery and licensed by the bishop to work throughout the diocese or in more than one deanery and is not subject to a direction under Rule 17 to be a member of another deanery synod,
 - e. any deaconess or lay worker who is not resident in the deanery but is subject to a direction under Rule 17 to be a member of the deanery synod,
 - f. if the bishop considers that a community in the deanery which is in the spiritual care of a chaplain licensed by the bishop should be represented in the house of laity, one lay person chosen by and from the members of the community in such manner as the bishop approves,
 - g. any lay person who is co-opted under Rule 18, and
 - h. any lay person who is made a member by virtue of a scheme under Rule 23 or 24 (cathedrals, royal peculiars, mission initiatives).
2. Where a person's name is on the roll of more than one parish, the person must choose one of the parishes concerned for the purposes of paragraph (1)(a) or (b).
3. A person is eligible for membership of a deanery synod under paragraph (1)(f) only if the person is an actual communicant and is aged 16 or over.
4. The person who is the member of a deanery synod under paragraph (1)(f) –
 - a. is chosen every three years, and
 - b. holds office for a term of three years beginning with the next 1 July following the date when the choice is made.

17. Direction to join a different deanery synod

1. A clerk in Holy Orders, deaconess or lay worker who resides in the deanery and is licensed by the bishop to work throughout the diocese or in more than one deanery may be given a direction
 - b. not to be a member of the deanery synod for the deanery in which he or she resides, but
 - c. instead to be a member of the deanery synod specified in the direction.
2. A direction under this Rule may be given to a clerk in Holy Orders only by the clerical members of the bishop's council and standing committee; and, when doing so, they must have regard to the number of parochial and non-parochial clergy in the deanery in which the clerk resides
3. A direction under this Rule may be given to a deaconess or lay worker only by the lay members of the bishop's council and standing committee; and, when doing so, they must have regard to the number of deaconesses in the deanery in which the deaconess resides or (as the case may be) the number of lay workers in the deanery in which the lay worker resides.

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4. A person may not, as a result of a direction under this Rule, be a member of more than one deanery synod in the same diocese.
 5. A direction under this Rule may provide for –
 - a. a specified category of clerks, deaconesses or lay workers (as the case may be) to choose some of their number to be members, and
 - b. the term of office of a person so chosen.

18. Co-option

1. The house of clergy of a deanery synod may co-opt as additional members other clerks in Holy Orders
2. A house of laity of a deanery synod may co-opt as additional members other lay persons who are actual communicants aged 16 or over.
3. The term of office of a person co-opted under this Rule is (subject to termination or resignation) for the lifetime of the deanery synod; but that does not prevent the person from being co-opted on one or more subsequent occasions.
4. The term of office of a person co-opted under this Rule is (subject to termination or resignation) for the lifetime of the deanery synod; but that does not prevent the person from being co-opted on one or more subsequent occasions.

19. Election of parochial representatives

1. The parochial representatives of the laity on a deanery synod –
 - b. are elected every three years beginning with 2020 by the annual parochial church meeting of each parish in the deanery, and
 - c. hold office for a term of three years beginning with the next 1 July following the date of their election.
2. The number of representatives to be elected from each parish is determined by a resolution of the diocesan synod no later than 31 December in the year preceding the elections.
3. A diocesan synod may calculate the number of representatives from a parish for the purposes of paragraph (2) –
 - d. by reference to the number of names on the roll of the parish specified in the notification under Rule 10,
 - e. by reference to the number of parish churches or districts in the parish, or
 - f. by a combination of both these methods.
4. The secretary of a diocesan synod must, no later than 31 December in the year preceding the elections
 - e. certify to the secretary of each PCC the number of parochial representatives to be elected at the annual parochial church meeting of the parish, and
 - f. give the secretary of each deanery synod a copy of each certificate given under sub-paragraph (a) and information relating to each parish in the deanery.

20. List of members to be given to diocesan electoral registration officer

1. The secretary of each deanery synod must, after the election of the parochial representatives of the

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2. laity to the synod but no later than the next following 1 July, give the diocesan electoral registration officer (see rule 27) –
 - a. a list of the names and addresses of the members of the house of clergy of that synod, specifying for each member the category of membership under Rule 15(1), and
 - b. a list of the names and addresses of the members of the house of laity of that synod, specifying for each member the category of membership under Rule 16(1).
 3. If a person is co-opted to either house of a deanery synod under Rule 18, the secretary of the synod must give the diocesan electoral registration officer the name and address of the person.
 4. The secretary of each deanery synod must give the diocesan electoral registration officer details of any subsequent changes to the membership of the house of clergy or the house of laity of that synod.

21. Number of members

1. A diocesan synod must exercise its powers under this Part of these Rules so as to secure that the total number of members of each deanery synod in the diocese is –
 - b. no more than 150 (subject to paragraph (2)), and
 - c. so far as practicable, no less than 50.
2. The figure of 150 given in paragraph (1)(a) may be exceeded in order –
 - c. to secure that the house of laity has at least as many members as the house of clergy has, or
 - d. to enable the operation of a scheme under Rule 23 or 24 which was made since the most recent resolution passed under Rule 19(2).
3. For the avoidance of doubt, the figure of 150 given in paragraph (1)(a) includes the maximum number of persons who may be co-opted as members of either house.

22. Scheme for variation of membership

1. A diocesan synod may make a scheme to vary the preceding provisions of this Part of these Rules that relate to the membership of deanery synods so as both –
 - b. to meet the special circumstances of the diocese or the deaneries, and
 - c. to secure better representation of clergy or laity or both on the deanery synods.
2. Where a scheme under this Rule has effect, the preceding provisions of this Part of these Rules, in so far as they apply to each deanery synod concerned, have effect subject to the scheme.

23. Scheme for representation for cathedrals and royal peculiars

1. In the case of the cathedral church of each diocese (other than the cathedral church of Christ in Oxford, as to which see paragraph (2)) or, where a diocese has more than one cathedral church, each of them, the diocesan synod must make a scheme to provide for the representation on a deanery synod of –
 - b. the dean, the residentiary canons and other ministers (or any of them), and
 - c. unless the cathedral is a parish church, every lay person whose name is on the community roll.
2. In the case of Westminster Abbey, St George's, Windsor and Christ Church, Oxford, the diocesan synod in each case must make a scheme to provide for the representation on a deanery synod of –

- 
- a. the dean, the residentiary canons and other ministers (or any of them), and
 - b. every lay person whom the dean has declared to be a habitual worshipper and whose name is not on the roll of a parish
3. A scheme under this Rule must include provision for determining the deanery synod or synods to which it applies.

24. Scheme for representation for mission initiatives

1. Where a bishop's mission order is in force, a diocesan synod must, at the direction of the bishop or bishops who made the order, make a scheme to provide for the representation on a deanery synod of such of the persons to whom the order relates as are specified in or under the scheme.
2. The Code of Practice under section 84 of the Mission and Pastoral Measure 2011 (mission initiatives) must include guidance as to the exercise of functions under this Rule.
3. The bishop or bishops, in giving a direction under paragraph (1), and the diocesan synod, in making a scheme under this Rule, must have regard to –
 - a. the need to make due provision for the representation of the worshipping community involved in the mission initiative,
 - b. the governance of the initiative (which may, for example, take the form of a charitable body of some kind), and
 - c. the guidance referred to in paragraph (2).
4. A scheme under this Rule must include provision for determining the deanery synod or synods to which it applies.

25. Schemes: approval

1. A copy of a proposed scheme under Rule 22, 23 or 24 must be given to each member of the diocesan synod at least 14 days before the meeting at which it is to be considered for approval.
2. A proposed scheme under Rule 22 is approved by the diocesan synod only if –
 - c. the house of bishops approves it,
 - d. in the house of clergy, it is approved by at least two-thirds of the members present and voting, and
 - e. in the house of laity, it is approved by at least two-thirds of the members present and voting.
3. A proposed scheme under Rule 22 which is approved by the diocesan synod must be laid before the General Synod.
4. If a member of the General Synod gives notice in accordance with its Standing Orders that the member wishes a proposed scheme under Rule 22 to be debated, the scheme does not come into operation unless it is approved by the General Synod.
5. If a proposed scheme under Rule 22 is approved by the General Synod or no notice such as is mentioned in paragraph (4) is given, the scheme comes into operation –
 - a. on the day after the end of the group of sessions during which it was laid before, or approved by, the Synod, or
 - b. on such later date as the scheme may specify.

26. Procedure

1. A diocesan synod must make rules for the deanery synods in the diocese.
2. The rules must include provision:
 - a. for the rural dean and a member of the house of laity of the deanery synod elected by that house to be the joint chairs;
 - a. for the joint chairs to decide between themselves who is to chair each meeting or particular items of business on the agenda;
 - b. for there to be a secretary;
 - c. for a specified minimum number of meetings to be held in each year;
 - d. for decisions to be taken by a majority of members present and voting, except where the rules require there to be a vote by houses;
 - e. for there to be a standing committee, the membership and functions of which are provided for by the rules;
 - f. for a report of the deanery synod's proceedings to be given to every PCC in the deanery.
3. The rules may include provision for such other matters consistent with the provision required by paragraph (2) as the diocesan synod decides.
4. The provision which may be made under paragraph (3) includes provision to impose a maximum period for which a person may serve as an officer, or as a member of the standing committee, of a deanery synod in the diocese.
5. The provision which may be so made also includes provision to enable the lay chair of each deanery in the diocese to continue to hold office as such until the election of his or her successor as chair.
6. Subject to these rules, a deanery synod may determine its own procedure.
7. 'Lay chair' in relation to a deanery synod, means the member of the house of laity of the deanery synod who, by virtue of paragraph 2a is one of the two joint chairs of the synod.

27. Diocesan electoral registration officer

1. In each diocese, a diocesan electoral registration officer is appointed by the bishop's council and standing committee of the diocesan synod.
2. The diocesan electoral registration officer must record in a register the name and address of every member of the house of clergy of each deanery synod in the diocese (the 'register of clerical electors').
3. The diocesan electoral registration officer must record in a register (separate from the register of clerical electors) the name and address of every member of the house of laity of each deanery synod in the diocese (the 'register of lay electors').
4. Persons co-opted as members of the house of clergy or the house of laity of a deanery synod are to be recorded separately in the register concerned.
5. Where a member of the house of clergy or the house of laity of a deanery synod has provided the diocesan electoral registration officer with an email address, the address recorded for that member in the register must include that email address.



27a. Mission initiative roll

1. Where a direction is given under Rule 24(1), the leader of the mission initiative must establish and maintain a roll on which the names of lay persons are entered in accordance with this Rule.
2. A person is eligible to have his or her name on a mission initiative roll if he or she:
 - a. is baptised,
 - b. is aged 16 or over, and
 - c. has made a written application to have his or her name on the roll.
3. An application under paragraph (2)(c) must include a declaration that the applicant –
 - d. either is a member of the Church of England or a Church in communion with it or is a member in good standing of a Church which is not in communion with the Church of England but which subscribes to the doctrine of the Holy Trinity, and
 - e. has habitually attended public worship as part of the worshipping community involved in the initiative during the preceding six months.
4. A person who is eligible to have the person's name on more than one mission initiative roll is entitled to have the person's name on each of the mission initiative rolls concerned.
5. In the case of a mission initiative which is in more than one diocese, the function of giving a direction under paragraph (1) is exercisable by the diocesan bishops concerned acting jointly.
6. Where direction was given under r29A of the old rules, the duty under paragraph (1) of this rule to maintain a mission initiative roll applies to the roll established under that rule; and a reference in r27B-27D to a mission initiative roll includes reference to any mission initiative roll so established.
7. In paragraph (6), 'the Old Rules' means these Rules as set out in this Schedule in the form it took immediately before the commencement of Schedule 1 to the Church Representation & Ministers Measure 2019.

27b. Additions to and revision of mission initiative roll

1. The name of a person who is eligible to have his or her name on a mission initiative roll must be added to the roll.
2. A mission initiative roll must be revised by the leader of the mission initiative no later than 30 May in each year.
3. On each revision of a mission initiative roll –
 - a. every addition to the roll since the previous revision (or, if there has not yet been a revision of the roll, since the establishment of the roll) must be reviewed and any further additions must be made as necessary, and
 - b. a person's name must be removed from the roll in each of the following cases.
4. The first case is where the person has died.
5. The second case is where the person has become a clerk in holy orders.
6. The third case is where the person has stated in writing the wish to have his or her name removed.

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7. The fourth case is where the person was not entitled to have his or her name entered on the roll at the time it was entered.
 8. The fifth case is where the person –
 - a. has not habitually attended public worship as part of the worshipping community involved in the initiative during the preceding six months, and
 - b. has not been prevented from doing so by illness or other sufficient cause.

27c. Preparations of new mission initiative roll

1. The leader of a mission initiative must, no later than 30 May in every sixth year beginning with 2025, prepare a new mission initiative roll.
2. On the preparation of a new mission initiative roll, the name of each person who is eligible to have his or her name entered under Rule 27A must be entered on the roll; and a fresh application, which must include the declaration under Rule 27A(3), is required from each person who is already on the roll.
3. A person whose name is already on a mission initiative roll is not disqualified from having his or her name on the new roll merely because he or she has not complied with the condition in Rule 27A(3) (b), if the person was prevented from doing so by illness or other sufficient cause.
4. In a case where paragraph (3) applies, the application must briefly state why the person did not comply with that condition.

27d. Notification of number on mission initiative roll

1. The leader of a mission initiative must, no later than 1 July in each year, give the secretary of the diocesan synod written notification of the number of names there are on the mission initiative roll as at 30 May in that year.

28. Casual Vacancies

1. A casual vacancy among the parochial representatives elected to a deanery synod must be filled as soon as practicable after the vacancy occurs.
2. Where the annual parochial church meeting is not due to be held within the two months following the occurrence of the vacancy, the vacancy must be filled by the election by the PCC of a person who is qualified to be elected as a parochial representative.
3. An election to fill a casual vacancy among the parochial representatives elected to a deanery synod is, where possible, to be held at a time which will enable all casual vacancies among the parochial representatives so elected to have been filled by the time of the next election to the House of Laity of the General Synod; but no such election is invalid merely because such a casual vacancy is not filled.
4. The secretary of a PCC must give a return of a parochial representative of the laity elected to fill a casual vacancy on the deanery synod –
 - a. to the diocesan electoral registration officer, and
 - b. to the secretary of the deanery synod.

b Directory (a full directory of diocesan officials can be found on the diocesan website)

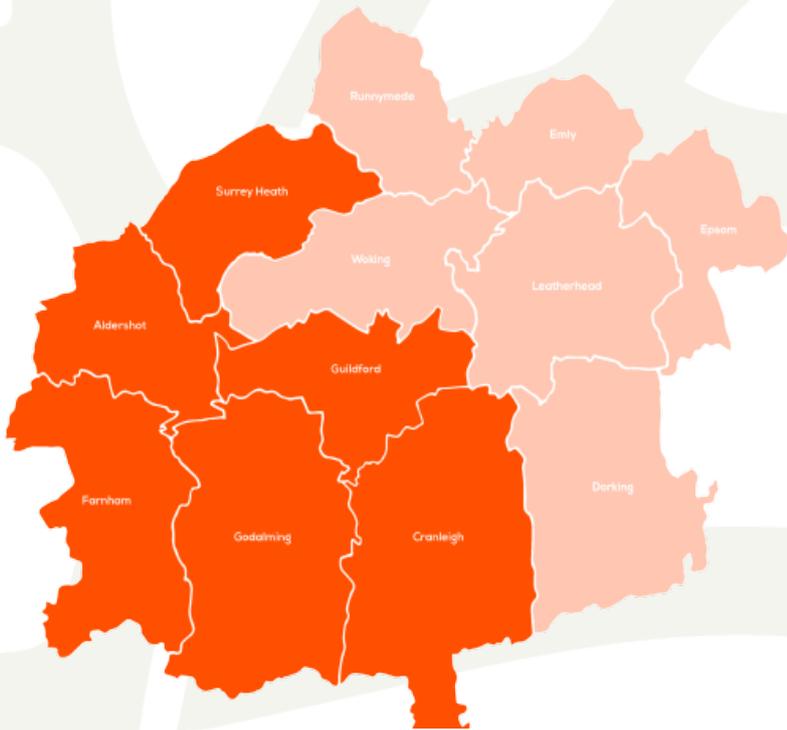
<p>Bishop of Guildford The Rt Revd Andrew Watson ☎ 01483 590500 ✉ bishop.andrew@cofeguildford.org.uk</p>	<p>Bishop of Dorking (until mid January 2023) The Rt Revd Dr Jo Bailey Wells ☎ 01483 790343 ✉ bishop.jo@cofeguildford.org.uk</p>
<p>Archdeacon of Surrey The Venerable Paul Davies ☎ 01483 790366 ✉ archdeacon.surrey@cofeguildford.org.uk</p>	<p>Archdeacon of Dorking The Venerable Martin Breadmore ☎ 01483 790352 ✉ archdeacon.dorking@cofeguildford.org.uk</p>
<p>Dean of Guildford The Very Revd Dianna Gwilliams ☎ 01483 547862 ✉ dean@guildford-cathedral.org</p>	<p>Acting Diocesan Secretary Steve Collins ☎ 01483 790303 ✉ steve.collins@cofeguildford.org.uk</p>
<p>Director of Mission The Revd Dr Peter Harwood ☎ 01483 790921 ✉ peter.harwood@cofeguildford.org.uk</p>	<p>Director of Education Canon Alex Tear ☎ 01483 484900 ✉ alex.tear@cofeguildford.org.uk</p>

Other Useful Numbers

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<p>Head of the Mission Enabler Team The Revd Richard Lloyd ☎ 01483 484908 ✉ richard.lloyd@cofeguildford.org.uk</p>	<p>PA to the Bishops of Guildford and Dorking Judy Porter ☎ 01483 590500 ✉ judy.porter@cofeguildford.org.uk</p>
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<p>Communications Team Wendy Sleight Ruth Blanco ☎ 01483 790316 ✉ comms@cofeguildford.org.uk</p>	<p>Diocesan Safeguarding Advisor Jackie Broadfoot ☎ 07918 559387 ✉ jackie.broadfoot@cofeguildford.org.uk</p>

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Aldershot Area Dean Aldershot Assistant AD Aldershot Lay Chair	The Revd Mark Hayton  vicar@parishoffleet.org.uk Currently vacant Jane Jones  cjanejones@gmail.com
Cranleigh Area Dean Cranleigh Assistant AD Cranleigh Lay Chair	Canon Roy Woodhams  rector@stnicolascranleigh.org.uk The Revd Sarah Hutton  curate@parishofshere.com Martin Betts  mb@guillaumes.com
Farnham Area Dean Farnham Assistant AD Farnham Lay Chair	The Revd Richard Bodle  vicar@stalbanshidhead.org.uk The Revd Tara Hellings  revtara@assm.org.uk Canon Geoffrey Riggs  geoffrey@riggs-uk.com
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