

## Area Dean Role Description

### The Purpose of the Role

- To share with the Bishop and Archdeacon in their ministry of oversight across the deanery
- To lead the deanery, working collaboratively with the Lay Chair and Deanery Standing Committee/Council.
- To fulfil the canonical expectations of being Area Dean

### Primary Responsibilities

- Lead and co-ordinate the Deanery Standing Committee/Council, in conjunction with the Lay Chair.
- Ensure a Deanery Plan for Mission & Ministry is created and implemented, working closely with the Deanery Standing Committee/Council and Deanery Synod.
- Chair the Deanery Synod jointly with the Lay Chair
- Exercise the canonical responsibilities of an Area Dean (see C23 of the Canons) and those expected during Parish Vacancies
- Ensure that an appropriate structure for Clergy Chapter is established, and regular gatherings of all licensed and authorised ministers.

### Key Tasks

*Working collaboratively with the Lay Chair and the Deanery Standing Committee/Council, you will ensure:*

- a) The Deanery Standing Committee/Council meets regularly and has a membership which is appropriate for the deanery
- b) A Deanery Plan for Mission & Ministry is created with the full involvement of the Deanery Synod and following consultation with PCC's.
- c) The Deanery Synod has an engaging agenda and develops a pattern of meetings which encourages involvement, creativity and meaningful outcomes; ordinarily sharing in the chairing of these meetings with the Lay Chair.
- d) The administrative needs of the Deanery Synod, Area Dean and Lay Chair are identified, and appropriate support is put in place

- e) Participation in the mission and life of the deanery is encouraged amongst the laity and the clergy, and that training is made available where appropriate

*The following tasks are specific to the Area Dean, and may be shared with an Associate Area Dean :*

- f) Be aware of the general well-being of the clergy; informing the Bishop of any particular causes for rejoicing or concern
- g) Inform the Bishop and Archdeacon of any legal or practical concerns arising from the parishes
- h) On occasions, to act as the 'local' representative for the Bishop and/or Archdeacon.
- i) Ensure that the Clergy Chapter, and/or any other Gatherings which involve the Clergy, is shaped and led in a manner which serves its membership and encourages an active participation
- j) Support parishes through times of vacancy which includes : the formal shared responsibility, with the Church Wardens , for the day to day oversight of the parish; attending the PCC's Pre-Vacancy meeting; advising on issues as they arise; handling applications for churchyard memorials and playing an active role on the interview day
- k) Oversee arrangements for Services of Licensing, Institution or Collation and acts as a focus for the deanery's initial support of new Incumbents and their families
- l) Support the Archdeacon in their Parish Visitations
- m) Be aware of the financial situation within the deanery and actively seek to encourage financial generosity and commitment
- n) Be the local link, where appropriate, with Civic, Ecumenical and Inter-Faith partners
- o) Attend regular meetings with the Bishop and Archdeacon

### **Key Relationships**

- The Bishop and Archdeacon
- The Lay Chair
- The Deanery Standing Committee/Council and Deanery Synod
- The Gatherings of Ministers, especially the Clergy
- Churchwardens, especially of parishes in vacancy

## **Commitment, Resourcing and Support**

The role of Area Dean is stimulating and stretching; it develops clergy and gives them a wider perspective on ministry. It can also be very demanding, especially when a deanery has a number of vacancies or particular issues arise. It is recognised that resources are required and, whilst different contexts will be able to express this in different ways, the following need to be considered:

1. **Ministerial Support.** On the assumption that the Area Dean is an Incumbent, it is envisaged that if their benefice does not already have a team of Ministers (Lay and self-supporting or stipendiary Clergy) to share the demands of authorized and licensed ministry, then an attempt would be made to identify colleagues who could minister in the benefice.
2. **Administrative Support.** Being Area Dean brings extra administrative demands, though these are not regular or predictable in nature. Support may be provided by various means which will need to be investigated in each deanery.
3. **Expenses.** Clear guidelines for expenses will be provided, with an explicit encouragement for expenses to be claimed
4. **Training.** Training for Area Deans and Lay Chairs will be provided.
5. **Collegiality and Collaboration.** It is hoped that Area Deans will benefit from the shared ministry with the Lay Chair, the Deanery Standing Committee/Council, and through regular meetings with the Bishop and Archdeacon.

Courageous | Pioneering | Generous | Resourceful | Collaborative