

# Deanery Secretary Role Description

## **The Purpose of the Role**

- To enable the smooth running of the Deanery Synod and the Deanery Leadership Team through efficient administrative support

## **Primary Responsibilities**

- As a member of the Deanery Leadership Team, to share in the leadership of the Deanery
- Ensure that the Deanery Synod and Deanery Leadership Team have the necessary administrative support, which may be shared / delegated to a Deanery Administrator
- Ensure that the Deanery Synod and Deanery Leadership Team operate in accordance with the Deanery Standing Orders and the Church Representational Rules

## **Key Tasks**

- Circulate an agenda to every member at least two weeks before a meeting of the Deanery Synod
- Prepare minutes of every meeting of the synod and circulate them to members of the synod. It is not envisaged that minutes are verbatim records. They should include a note of the following: those present; of decisions made (including where necessary, the wording of resolutions passed and the results of any votes taken); of the outcome of discussions; and of important facts brought up at the meeting
- Keep a roll of the members of the Synod constantly up-to-date, including the name, address and parish of each person and inform the Diocesan Office of any changes
- Ensure that at least two meetings of the deanery synod are held each year
- Support the Area Dean and Lay Dean in the administration of the Deanery Leadership Team
- Ensure that the election of diocesan officers occurs at the appropriate time

## **Key Relationships**

- The Area and Lay Dean
- The Deanery Leadership Team and Deanery Synod
- The Deanery Administrator, if one is appointed

## **Resourcing and Support**

- **Expenses.** Clear guidelines for expenses will be provided, with an explicit encouragement for expenses to be claimed
- **Deanery Administrator.** Deaneries may choose to appoint an administrator to support the work of the deanery and, particularly the Area Dean. There will need

to be clarity as to how these roles relate; it is possible that in some deaneries the roles will be combined.

**Term of Office**

- The Deanery Secretary is appointed from within the membership of the Deanery Synod. They are appointed for three years.