

## Deanery Synod Officers

At the first meeting after each triennial election, the synod shall appoint a Deanery Secretary, an Assistant Deanery Secretary and a Deanery Treasurer from among its own members. Of the Secretary and Assistant Secretary, one shall be a lay person and one shall be a clergy person. The persons so appointed, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successor is appointed.

### Deanery Secretary and Assistant Deanery Secretary – Role Description

#### Purpose

Working closely with the Area Dean and the Lay Chair, the role of the Deanery Secretary and the Assistant Deanery Secretary is to ensure the smooth-running of the deanery synod and the Standing Committee of the deanery synod, in support of the vision for the deanery and the diocese. The Deanery Secretary and Assistant Deanery Secretary will be excellent team players, organised and efficient in record-keeping and communication, and have good IT skills.

#### Key Relationships

The Deanery Secretary and Assistant Deanery Secretary are elected by representatives of the deanery synod on a triennial basis.

They will work closely with the Area Dean, the Lay Chair and other members of the Standing Committee of the deanery synod.

They will liaise with colleagues in the central diocesan team, in particular the DMPC & DAC Secretary and Diocesan Governance Manager in ensuring that deanery elections are held as appropriate, and the Information and Systems Manager in ensuring that accurate records of deanery synod members are maintained.

#### Key Responsibilities – to be shared between the Deanery Secretary and Assistant Deanery Secretary as deemed appropriate

1. Keep the roll of the members of the deanery synod constantly up-to-date, including the name, address and parish of each person, and inform the diocesan office of any changes.
2. Ensure that at least two meetings of the deanery synod are held each year and communicate dates to members well in advance.
3. Circulate an agenda to every members of deanery synod at least two weeks before deanery synod meetings.

4. Prepare minutes of every meeting of the deanery synod and circulate them to members of the deanery synod, including a note of: those present; decisions made, including where necessary the wording of resolutions passed and the results of any votes taken; the outcome of discussions; and important information presented at the meeting.
5. Support the Area Dean and Lay Chair in the administration of the deanery synod Standing Committee.
6. Ensure that the election of diocesan officers occurs at the appropriate time.

#### **Other**

- Deanery Secretaries and Assistant Deanery Secretaries will be provided with support and development opportunities as part of the wider transformation programme of the diocese.

## **Deanery Treasurer (encompassing the role of Deanery Budget Secretary) – Role Description**

#### **Purpose**

Working closely with the Area Dean and the Lay Chair, the role of the Deanery Treasurer is to offer advice to the deanery synod and deanery synod Standing Committee on financial matters when required, to support parish treasurers and enable networking amongst them, and to keep the deanery synod's accounts as needed. The Deanery Treasurer will be a passionate advocate for good stewardship and act as an advocate for the Parish Share system. Preferably they will have experience of being a parish treasurer. They will be an excellent team player, organised and efficient in record-keeping and communication, and have good IT skills.

#### **Key Relationships**

The Deanery Treasurer is elected by representatives of the deanery synod on a triennial basis.

They will work closely with the Area Dean, the Lay Chair and other members of the Standing Committee of the deanery synod.

They will establish positive relationships with the PCC Treasurers in the deanery.

They will liaise with colleagues in the central diocesan team, in particular the Director of Finance & Corporate Services and other members of the Finance Team with regard to the finances of parishes in the deanery, and in particular Parish Share, and also stewardship.

#### **Key Responsibilities**

1. Monitor deanery contributions to Parish Share and work with parish treasurers to ensure good contribution levels, and communicate potential shortfalls in Parish Share payments within the deanery, to the diocese.
2. Report to deanery synod on Parish Share payments made.

3. Monitor, with the Area Dean, parishes seen to be in difficulty and investigate why and offer support.
4. Co-ordinate the administration of the annual income surveys.
5. Encourage discussions at deanery synod on the Diocese's annual budget and overall financial position.
6. Encourage good practice with stewardship and income generation, promoting awareness of on-line resources and encouraging parishes to seek support from the Diocesan Giving Adviser where appropriate.
7. Support parish treasurers, particularly new ones, by facilitating networking, encouraging engagement with diocesan training events and pointing to available guidance on good practice in relation to budgeting, reserves management, reporting and accounting.
8. Ensure any deanery initiatives requiring funding are supported appropriately.
9. Pay agreed deanery expenses, where applicable.
10. Keep the deanery synod's accounts and present accounts annually to synod as appropriate.

#### **Other**

- Deanery Treasurers will be provided with support and development opportunities as part of the wider transformation programme of the diocese.