

Appendix 4: Lay Dean Role Description

The Purpose of the Role

- To share in the leadership of the deanery, working collaboratively with the Area Dean and Deanery Leadership Team, to fulfil the vision of the deanery as “a local network of churches, inspiring, influencing and leading mission and ministry.”

Primary Responsibilities

- Share in the leadership of the Deanery and Deanery Leadership Team, working collaboratively with the Area Dean.
- Ensure a Deanery Plan for Mission & Ministry is created and implemented, working closely with the Deanery Leadership Team and Deanery Synod.
- Chair the Deanery Synod jointly with the Area Dean
- 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
- Convene and chair any meetings of the deanery House of Laity

Key Tasks

Working collaboratively with the Area Dean and Deanery Leadership Team, you will ensure:

- a) The Deanery Leadership Team 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; the Plan will have engaged with the three stated purposes of a deanery : 'Enabling Mission', 'Resourcing Ministry' and 'Supportive Relationships'
- c) The Deanery Synod has an engaging agenda and develops a pattern of meetings which encourages involvement, creativity and meaningful outcomes; sharing in the chairing of these meetings with the Area Dean.
- d) The administrative needs of the Deanery Synod, Area Dean and Lay Dean 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 Lay Dean:

- f) Support parishes through times of vacancy, in particular by attending the PCC's Pre-Vacancy meeting, playing an active role on the interview days and representing the laity at Institutions and Licensings
- g) Inform the Bishop and Archdeacon of any legal or practical concerns arising from the parishes
- h) Respond to requests made by the Bishop or by other appointing bodies, for information and advice on deanery appointments, including a new Area Dean

- i) Be aware of the Freewill Offers within the deanery and, as a member of the Deanery Financial Partnership, actively seek to encourage financial generosity and commitment
- j) Attend regular meetings with the Bishop and Archdeacon

Key Relationships

- The Archbishop, Suffragan Bishop and Archdeacon
- The Area Dean
- The Deanery Leadership Team and Deanery Synod
- The Laity in the deanery
- The Gatherings of Ministers
- Churchwardens, especially of parishes in vacancy

Commitment, Resourcing and Support

The role of Lay Dean is a significant lay role in the life of the deanery and the wider diocese. The time commitment varies significantly from week to week and it must always be borne in mind that the role is being fulfilled voluntarily and that there may be occasions when circumstances restrict how much time and energy can be devoted to it.

1. **Expenses.** Clear guidelines for expenses will be provided, with an explicit encouragement for expenses to be claimed
2. **Training.** Diocesan delivered training for Lay Deans and Area Deans will be provided. The diocesan Deanery Development Group also exists to offer support and advice.
3. **Collegiality and Collaboration.** It is hoped that Lay Deans will benefit from the shared ministry with the Area Dean, the Deanery Leadership Team, and through regular meetings with the Bishop and Archdeacon.