

Deanery Secretary job description

The Deanery Secretary's roles are primarily:

- Preparing and circulating agendas and documents for meetings of Deanery Synod and the Deanery Standing & Pastoral Committee
- Attending meetings of Deanery Synod (three times per year) and the Deanery Standing & Pastoral Committee (3-4 times per year), taking minutes, then writing up and circulating minutes
- Helping to arrange Deanery Synod meetings (in particular, making arrangements with hosting parishes and sometimes with guest speakers)
- Keeping the Synod membership record up-to-date and comparing with Diocese records when requested
- Writing an annual report for the Deanery
- Responding to occasional queries from parishes (primarily with reference to the Church Representation Rules)

Please note that you do not need to be an expert in these matters in order to take on the role, provided that you are willing to learn!

The Secretary will need to use Gmail and Google Contacts for communication, and Microsoft Office for creating documents. All members currently receive communications via email.

A church member can be co-opted on to the Deanery Synod if willing to do this role but not currently a member of the Synod.

Thomas Walton
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