

# Role Description for Area Deans in the Archdeaconry of Buckingham

## ***Background***

The Area Dean shares in the Bishop's leadership in mission and pastoral care in the deanery. The leadership in mission is primarily expressed and articulated through the deanery mission plan. Please note that it is not the responsibility of the Area Dean to undertake personally all the tasks listed here, but rather to ensure that they are done. Given the wide-ranging nature of the duties and responsibilities of the Area Dean s/he is expected to model collaborative leadership (for example with clergy, lay ministers and the Lay Chair).

## ***Main tasks and responsibilities***

The main tasks and responsibilities of the Area Dean are as follows:

1. To lead and facilitate the development and implementation of the strategic direction of the deanery as expressed by the deanery mission plan.
2. To oversee all matters relating to the pastoral care and support of all those who hold the Bishop's licence in the deanery and ensure that concerns are reported to the Bishop where appropriate. It is anticipated that the Area Dean will concentrate on care of incumbents and team vicars, and encourage the pastoral care of assistant curates and those in training by their diocesan and parochial support systems. Care of readers will continue to be the concern of the deanery Chaplain of Readers.
3. To convene and facilitate the deanery chapter with the express aim of sharing good practice and giving mutual support for ministry. To achieve the full and active participation of all stipendiary and non-stipendiary ministers
4. To ensure that all who hold the Bishop's licence under common tenure engage with a personal and professional development programme (including Annual Work Consultations, Ministerial Review, Initial/Continuing Ministerial Education)
5. To be a means whereby good communication between members of the deanery and diocesan systems and structures can occur
6. To participate in the recruitment process for clergy and other staff to the deanery as appropriate

The Area Dean also has the following statutory responsibilities:

1. To act as joint chair of the Deanery Synod
2. To oversee the work of the Deanery secretary for lay elections of deanery representatives to Diocesan Synod and other committees

3. To be an ex-officio member of the Deanery Standing and Pastoral Committees.
4. To act as the Archdeacon's representative with regard to any irregularities or breakdown of parochial systems and to conduct parish visitations as necessary

### ***Appointment process***

The Area Dean is appointed by the Bishop after such consultation with the Archdeacon, Chapter, Readers, Church Wardens, lay members of Deanery Synod and the Lay Chair of the Deanery Synod as he/she sees fit.

### ***Terms and conditions***

#### *1. Licence*

The Area Dean is licensed for five years renewable for a further five years by the Bishop after consultation in line with the appointment process outlined above.

#### *2. Review*

The Area Dean will undertake an Annual Work Consultation (AWC) with the Archdeacon. This AWC will be conducted on the basis of this Role Description and, in particular, the performance of the six main tasks and responsibilities listed above.

#### *3. Expenses*

Expenses of office may be claimed quarterly from the Archdeacon.

#### *4. Administrative support*

Suitable remuneration agreed by the Deanery Synod from deanery funds will be provided to the Area Dean's PCC to cover appropriate administrative support.

#### *5. Training and development*

Training and other development opportunities for Area Deans will be arranged periodically. Area Deans are expected to make it a priority to attend.

Assistant Area Dean

If there is a need for an Assistant please note that the process for appointing an Assistant Area Dean should be similar to that used for appointing the Area Dean.

Appendix 1 – Canon C23

For information Canon C23 ('Of Rural Deans') states the following (substituting Area

deans for Rural Deans):

1. Every Area Dean shall report to the Bishop any matter in any parish within the Deanery which it may be necessary or useful for the Bishop to know, particularly any case of serious illness or other form of distress amongst the clergy, the vacancy of any cure of souls and the measures taken by the sequestrators to secure the ministration of the word and sacraments and other rites of the Church during the said vacancy, and any case of a minister from another diocese officiating in any place otherwise than as provided in Canon C8 [Of ministers exercising their ministry].
2. In the case of any omission in any parish to prepare and maintain a church electoral roll or to form or maintain a parochial church council or to hold the annual parochial church meeting, the Area Dean on such omission being brought to his notice shall ascertain and report to the Bishop the cause thereof.
3. If at any time the Area Dean has reason to believe that there is any serious defect in the fabric, ornament and furniture of any church or chapel, or that the building or any benefice are in a state of disrepair, he shall report the matter to the archdeacon.
4. The Area Dean shall be a joint chair (with a member of the House of Laity) of the Deanery Synod.