**ROLE DESCRIPTION TEMPLATE**

**Diocese of Blackburn**

Name:

Role description signed off by; Archdeacon of

Date:

**1 Details of post**

Role title (as on license): Area Dean of

Archdeaconry:

Initial point of contact on terms of service: HR Manager

**2 Role Purpose**

**Vision**

In collaboration with the Bishop’s Leadership Team, to inspire, encourage and support the Deanery to flourish so that, under the inspiration of God’s Spirit, we can grow “Healthy Churches Transforming Communities.”

To be a strategic leader in mission in the deanery.

To support and promote initiatives that flow from the Diocesan Vision (e.g. working closely with the Director of Vision Delivery on the ‘Mission and Financial Flourishing’ project).

To bring the views and opinions of deanery clergy to the attention of the Bishop’s Leadership Team

**General**

To share with Bishops & Archdeacons in the pastoral care and oversight of licensed & PTO clergy (parish & chaplains) and licensed lay workers in the Deanery.

**Specific**

1. **Support for colleagues:**

* Praying for them to flourish in faith and courage
* Sign-posting tools for them to flourish in their roles and vocations
* Contributing to clergy wellbeing through pastoral care and the sustaining of good and purposeful relationships
* Extending a welcome to clergy who are new in post, PTOs and lay workers and offering particular support to first incumbents

1. **Oversight of Clergy Chapter:**

* To enable collegiality and to encourage and inspire fresh thinking and to pray and worship together.
* To foster a positive culture at Chapter by giving good notice of meetings and setting a purposeful agenda
* To meet at least four times a year.
* To work with a Chapter clerk in encouraging good Chapter relations and efficient communication.

1. **Chair of Deanery Synod**

* To fulfil the statutory responsibilities of Deanery Synod.
* To foster a positive culture at Synod by giving good notice of meetings and setting a purposeful agenda
* To build close working relationships with the deanery lay Chair.
* To build a Standing Committee to encourage strategic and collegial planning of the oversight of deanery life.
* To oversee elections in conjunction with diocesan officers.

1. **Vacancies**

Collaborating with bishops and archdeacons to:

* Be familiar with and work according to the Appointments Policy agreed by the Bishop’s Appointment Team
* Suggest potential candidates and, where requested, speak to potential candidates who are seeking more information about an advertised post
* Attend and advise at pre-Section 11, Section 12 & interview panels (NB the Area Dean may not attend the Section 11 meeting)
* Advise on the production of the Parish Profile in conjunction other external support put in place by the Bishop’s Appointments Team.
* Advise on pastoral reorganization through Deanery Mission and Pastoral Committee/Standing Committee and in your own right as ‘an interested party’ in any scheme
* In co-operation with the relevant Bishop, organise the service of licensing & induction of new clergy and arrange the rehearsal
* Act as a sequestrator for vacant parishes and work closely with Church Wardens and Lay Leaders of parishes in vacancies with prayer, encouragement, advice and help finding cover.

1. **Parish Visitations** – to assist the archdeacons with the conduct of parish visitations in the deanery as requested in fulfilment of Canon F 18.

**Support for Area Deans:**

As key ministers sharing episcopacy/oversight in the Diocese, Area Deans are offered:

* Termly Diocesan Area Deans’ meetings
* Regular Archdeaconry Area Deans’ meetings (blend of Video conference and in person)
* Support in seeking mentors for new Area Deans, conferences / training (eg coaching)
* Appropriate expenses of office within the agreed budget
* Regular prayer for our Area Deans

**Appendix**

**Canon C23 – Role of Area Deans**

1. Every rural 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 C 8.

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 rural 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 rural dean has reason to believe that there is any serious defect in the fabric, ornaments, and furniture of any church or chapel, or that the buildings of any benefice are in a state of disrepair, he shall report the matter to the archdeacon.

4. The rural dean shall be a joint chairman (with a member of the House of Laity) of the deanery synod.

# Updated 2022