**The Purpose of the Role**

To enable the smooth running of the Deanery Synod and the Deanery Leadership Team through efficient administrative support.

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Be responsible for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Undertake any training as required.
* Comply with General Data Protection Regulations.

**Specific**

* As a member of the Deanery Leadership Team, to share in the leadership of the Deanery.
* Ensure that the Deanery Synod and Deanery Leadership Team have the necessary administrative support.
* Ensure that the Deanery Synod and Deanery Leadership Team operate in accordance with the Deanery Standing Orders and the Church Representational Rules.

**Key Tasks:**

* Circulate an agenda to every member prior to any meeting of the Deanery Synod (refer to Deanery Standing Orders for timescales).
* Prepare minutes of every meeting of the synod and circulate them to members of the synod. It is not envisaged that minutes are verbatim records. They should include a note of the following: those present; of decisions made (including where necessary, the wording of resolutions passed and the results of any votes taken); of the outcome of discussions; and of important facts brought up at the meeting.
* Keep a roll of the members of the Synod constantly up-to-date, including the name, address and parish of each person and inform the Diocesan Office of any changes.
* Ensure that at least the minimum number of meetings of the Deanery Synod are held each year (refer to Deanery Standing Orders for number).
* Support the Area Dean and Lay Chair in the administration of the Deanery Leadership Team.
* Ensure that the election of diocesan officers occurs at the appropriate time.

**Key Relationships:**

* The Area and Lay Chair.
* The Deanery Leadership Team and Deanery Synod.
* Deanery Mission and Pastoral Committee and Diocesan Office.

**Commitment required:**

Wherever possible the post holder should attend all Deanery Synod and PCC meetings. The Deanery Secretary is normally appointed from within the lay membership of the Deanery Synod. However, the post holder should always feel free to talk to the Area Dean or Lay Chair at any point to discuss adjusting or continuing in this role.

Should no one within the lay membership of the synod be willing or able to undertake the role of Secretary then a lay person, external to the synod, may be appointed. A person appointed from outside of the Deanery Synod membership does not, by their appointment, become a member of the synod. However, they may stand for election by their own parish, if a casual vacancy is available and they meet the required qualification criteria.

This role is voluntary. The post holder must sign a “fit and proper persons” declaration and be subject to an enhanced DBS check.