**DEANERY SECRETARY**

**DUTIES / JOB DESCRIPTION**

**1. SYNOD MEMBERSHIP**

(a) Receive from PCC secretaries after their APCMs the results of elections to Synod.

(b) Compile and maintain a list of members of house of clergy and house of laity by parish, including names, addresses and email addresses.

[I have used Microsoft Access as a database for the membership list. I also retain a hard copy list printed from a Word document]

(c) No later than 1 July in the year of a triennial election supply to the Diocesan Electoral Registration Officer (DERO) a list of members of each house with category of membership.

(d) Notify DERO of any changes in membership throughout the year on receipt of information from PCCs.

(e) Notify DERO of any members of either house who are co-opted

(e) Ask any member who has not given an email address if they wish to provide one [new Rule 54(7)]

(f) Retain Data Consent forms completed by members and check that the Diocese also has copies of the forms

(g) Compile and maintain email mailing groups of clergy and lay members for circulation of agendas, minutes and anything else required to be communicated to members. Ensure that data protection rules are observed in all such circulations.

(h) In the year before elections to Diocesan Synod certify to the Secretary of the Diocesan Synod no later than 31 December the number of members of the house of clergy of the deanery synod as at 31 May.

(i) In a year for elections to Diocesan Synod receive from DERO at least 21 days before nomination papers are issued the names and addresses of all clerical electors and all lay electors (i.e. excluding co-opted members of Deanery Synod) and within 7 days of receipt give to DERO either a certificate in writing that the names and addresses are correct, or notify DERO in writing of the corrections required.

**2. STANDING COMMITTEE**

(a) In conjunction with the joint lay chairs, plan dates and venues for Committee meetings and Synod meetings. The Committee usually meets four times a year in a member’s home.

[I have been fortunate in that the Area Dean or the Assistant Area Dean usually make the bookings with parishes for Synod meetings.]

(b) In conjunction with the joint lay chairs, compile the agenda for Committee meetings and Synod meetings.

(c) Attend Committee meetings (usually four times a year)

(d) Take notes of Committee meetings, including noting attendance and apologies

(e) Circulate to Synod members the agenda for Synod meetings together with any supporting papers when approved by the Committee.

3. **SYNOD MEETINGS**

(a) Attend Synod meetings (usually four times a year)

(b) Provide a sign-in attendance list for members (clergy and lay) to sign at meetings and to note apologies.

[I have found this is easiest to do alphabetically by parish)

(c) Take minutes of business transacted at Synod meetings and record all resolutions passed by Synod.

(d) Circulate to all Synod members a copy of the minutes of each meeting when approved by the Standing Committee.

(e) Prepare and circulate to the secretaries of the PCCs in the deanery a report on the proceedings at each meeting of the Synod approved by the Standing Committee.

[The Oxford Diocesan Rules require this to be done within six weeks of each meeting. It can be in the form of the minutes of the meeting. **NB** I have never complied with this and no one has complained. I have, however, prepared an annual report for use at APCMs, although circulation of it has been restricted to my PCC and to the parishes who have requested it.]

Bridget Crossley  
3 March 2020