**Deanery Lay Chair Role Description**

**The Purpose of the Role**

To share in the leadership of the deanery, working collaboratively with the Rural Dean and Deanery Leadership Team, to fulfil the vision of the deanery as “a local network of churches, inspiring, influencing and leading mission and ministry.”

Primary Responsibilities

* Share in the leadership of the Deanery and Deanery Leadership Team, working collaboratively with the Rural Dean.
* Ensure a Deanery Mission Action Plan is created and implemented, working closely with the Deanery Leadership Team and Deanery Synod.
* Chair the Deanery Synod jointly with the Rural Dean
* Take the lead jointly with the Rural Dean in ensuring that the deanery synod is active in carrying out the functions set out the Synodical Government Measure 1969 section 5, and in carrying out functions and responsibilities assigned to the deanery synod by diocesan synod
* Convene and chair any meetings of the deanery House of Laity

**Key Tasks Working collaboratively with the Rural Dean and Deanery Leadership Team,**

You will ensure:

 a) The Deanery Leadership Team meets regularly and has a membership which is appropriate for the deanery

b) A Deanery Mission Action Plan is created with the full involvement of the Deanery Synod and following consultation with PCC’s; ensure it (the MAP) coheres with the three Diocesan shared values: Engaged, Christlike and Prayerful’

c) The Deanery Synod has an engaging agenda and develops a pattern of meetings which encourages involvement, creativity and meaningful outcomes; sharing in the chairing of these meetings with the Rural Dean.

d) The administrative needs of the Deanery Synod, Rural Dean and Lay Chair are identified and appropriate support is put in place

e) Participation in the mission and life of the deanery is encouraged amongst the laity and the clergy, and that training is made available where appropriate

 f) Be aware of the Parish Finances and Parish Offers within the deanery and, as a member of the Deanery Leadership Team, actively seek to encourage financial generosity and commitment

 **The following tasks are specific to the Lay Chair:**

g) Support parishes through times of vacancy, in particular by attending the PCC’s Pre Vacancy meeting, playing an active role in the appointments process and where specifically invited by the Bishop being part of the interview panel. Also representing the laity at Institutions and Licensings.

h) Inform the Bishop and Archdeacon of any legal or practical concerns arising from the parishes

i) Respond to requests made by the Bishop or by other appointing bodies, for information and advice on deanery appointments, including a new Area Dean