

Hertford & Ware Deanery Synod

Our vision is to see flourishing, Christ-centred communities inspiring people of all ages and backgrounds to discover God, grow in their relationship with Him and respond to His transforming love through serving others.

Deanery Secretary

The Purpose of the Role

To enable the smooth running of the Deanery Synod through efficient administration, working collaboratively with the Rural Dean and the Deanery Leadership Team to fulfil the Deanery vision.

Primary Responsibilities

The Deanery Secretary will:

- ensure that the Deanery Synod and Deanery Leadership Team have the necessary administrative support, and
- ensure that the Deanery Synod and Deanery Leadership Team operate in accordance with the Deanery Standing Orders and the Church Representational Rules.

Key Tasks

Working collaboratively with the Rural Dean, Lay Chair and others, the Deanery Secretary will:

- in accordance with GDPR, 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 two meetings of the Deanery Synod are held each year and communicate dates to members well in advance
- circulate an agenda to every member at least two weeks before a meeting of the Deanery Synod
- prepare minutes of every meeting of the Synod and circulate them to members of the Synod
- assist with the management of the Deanery website
- support the Rural Dean and Lay Chair in the administration of the Deanery Leadership Team

Hertford & Ware Deanery Synod

Our vision is to see flourishing, Christ-centred communities inspiring people of all ages and backgrounds to discover God, grow in their relationship with Him and respond to His transforming love through serving others.

Deanery Secretary

- receive information from the Diocese and circulate to members as necessary, and
- ensure that the election of Diocesan officers occurs at the appropriate time.

N.B. Minutes are not 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.

[In relation to the Deanery Synod Standing Committee and other officers](#)

The Deanery Synod Secretary is an *ex officio* member of the Deanery Synod Standing Committee. S/he will have a key role in the administration of this committee as it carries out its functions.

As other committees, task groups or gatherings of office holders meet (e.g. the annual gathering of PCC treasurers), it may fall to the Deanery Synod Secretary to circulate the agenda and take minutes.

[Deanery Synod Membership – and the importance of accuracy](#)

The Church Representation Rules 2020 (CRR) contain the statutory provisions on the operations of Deanery Synods, PCCs and Annual Meetings, Electoral Rolls etc. The CRR make specific reference to Deanery Synod Secretaries, which includes the important fact that the Deanery Synod, as well as meeting as a Synod, also serves as an electoral college. This means that each individual member of the Deanery Synod (apart from any co-opted members) is part of the body of electors responsible for electing several key bodies in the life of the church. It is therefore very important that the membership list of the Deanery Synod (which is, in fact, made up of two lists: clerical and lay) is accurate and always kept up to date, and that Deanery Synod Secretaries inform the Diocesan Secretary of any changes to the list.

Hertford & Ware Deanery Synod

Our vision is to see flourishing, Christ-centred communities inspiring people of all ages and backgrounds to discover God, grow in their relationship with Him and respond to His transforming love through serving others.

Deanery Secretary

Requirements

The role of Deanery Synod Secretary requires the holder to be both computer literate and a computer owner:

- Communication is principally via email (through a dedicated email address).
- Documents are also uploaded to the Deanery website which carries information about the Deanery, its life and activities. This website also contains a register of members to ensure that members are granted privileged access to additional material not visible on the public-facing site.

Meetings often take place in different locations around the Deanery where public transport is not good. It is therefore desirable that the Deanery Synod Secretary be able to access their own transport.

Because the role involves communicating with enquirers (whether members of Synod or not), it is important that the role holder is able to exhibit pastoral sensitivity and tact.

The Deanery Synod Secretary must support the Deanery Vision.

The term of office is to the next Synod elections.