



DIOCESE OF
Bath & Wells

Living the story. Telling the story.

Deanery Handbook



June 2022

Welcome from Bishop Ruth

As a diocese, we seek to release the gifts of all God's people, sharing in ministry and responding to God's generous love as fruitful disciples. This handbook affirms the principle of working together, clergy and laity, across our deaneries, in shared local ministries; developing partnerships within and beyond the church that serve our communities and the common good.

Area Deans, Lay Deans and their assistants play key roles in leading their deaneries as together they join in with God's mission. Deanery leadership combines a strategic role in ministry and mission with pastoral and legal responsibilities. Each deanery is unique and will develop its own patterns of working. This handbook contains some guidance that we hope will be of help in your shared ministry.

**God has given each of you a gift from his great variety of spiritual gifts.
Use them well to serve one another.**

1 Peter 4:10

Deaneries are a vital element in the functioning of the diocese: they have a part to play in the decision-making structures, and they are also crucial in helping us understand both the richness and the challenges that exist across the diocese. Area Deans and Lay Deans meet as a group with the Bishops' Staff several times a year to create a wider leadership team for the diocese. Area and Lay Deans also meet regularly with their Archdeacons. Each deanery has a Deanery Accompanier from diocesan Support Services to make it easy for deaneries to connect to the range of support that is available and to ensure that Support Services have a good understanding of the reality on the ground.

We recognise that an enormous amount of work locally falls to deanery leadership teams; this handbook is part of the diocese's work to help deaneries. We hope that as well as offering useful information it will support and encourage conversations about shared deanery leadership, what it means, who might be involved and how we can best work together.

This document sets out the responsibilities of those involved in deanery leadership. You will find other information listed within the document and available on the diocesan website, including the [Constitution and Standing Orders of Deanery Synods](#).

The work done in the deaneries, formally through chapters, synods and committees, as well as informally in developing loving relationships, is where much of the hard work is done in providing the support and structures for confident and courageous Christian communities to grow and flourish so that as a Church, we can truly be a Christian presence in every community.

May God bless and sustain you in this important part of your ministry.

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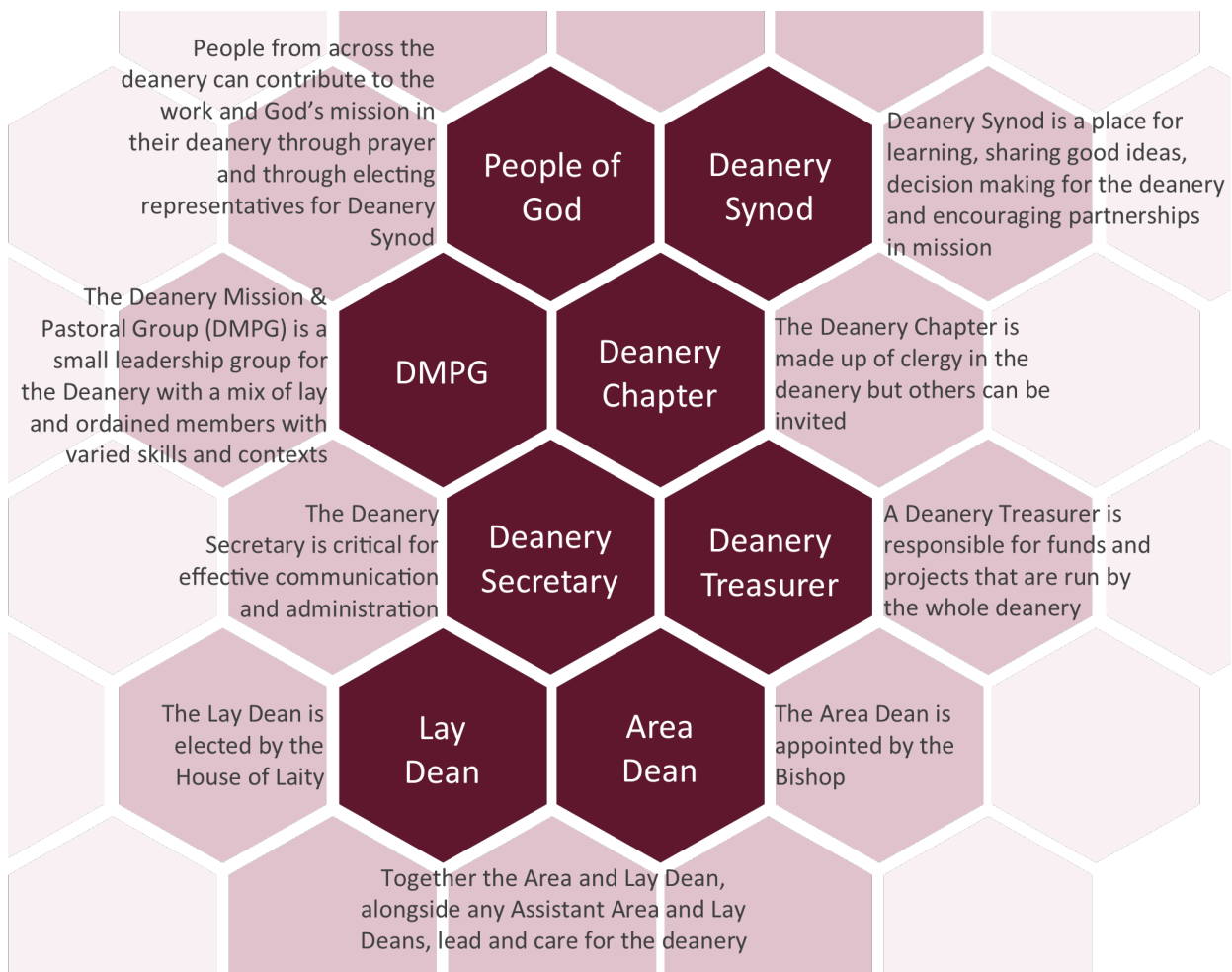
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1. What is a deanery?

Everyone lives in a deanery yet many regular churchgoers still struggle to understand what a deanery is, what the constituent parts are and how they fit together. The diagram below gives an overview of how a deanery fits together. It features on an A5 leaflet [Deaneries: working together, where do you fit?](#) which you might find useful in helping people to understand deaneries and encouraging them to get involved.

The Diocese of Bath and Wells has 18 deaneries, within the three archdeaconries of Bath, Taunton and Wells. Deaneries differ in size, but most are made of around 20 to 30 parishes grouped together in benefices. Deaneries and their synods have an important role in representing parishes and in shaping the mission of the Church of England.

Elements of a deanery



Each deanery has a Deanery Accompanier from the diocesan Support Services to make it easy for deaneries to connect to the support available and to ensure that Support Services have a good understanding of the reality on the ground.

2. Deanery Synods

A synod is a place for gathering, sharing and decision-making. Real value is to be gained by meeting together with representatives from across parishes from different traditions of worship, and contexts of ministry. It is important that all voices are heard and valued as we seek to be the presence of God in every community; from the largest town to the smallest village, the most affluent and the more deprived areas, catholic, evangelical, liberal and everything in-between. When functioning well, deanery synods are important vehicles for discussing diocesan initiatives at greater depth from our differing contexts and experiences. These insights are fed back to diocesan leaders and offer valuable insights thus informing future developments.

Membership and decision making

Deanery Synods are made up of lay and ordained members: licensed clergy are ex-officio members, lay members are elected by parishes. Deanery Synods are governed by the Church Representation Rules 2020, Synodical Government Measure 1969 and by their own Standing Orders.¹ Deanery Synods are required by the Standing Orders to meet at least twice a year and are the electing body to Diocesan and General Synod. Deanery Synods have a statutory function, but many deaneries choose to have more open gatherings to share worship, wisdom and working across the deanery.

Deanery Synods have a direct relationship with Parochial Church Councils (PCCs), with Diocesan Synod and through Diocesan Synod, with General Synod.² Members of Deanery Synods are elected every three years at Annual Parochial Church Meetings (APCMs)³. All synod representatives are ex-officio members of their PCCs and should report back regularly at PCC meetings to enable the two-way flow that is indispensable to good communication and decision making. Some deaneries might choose to give members a brief summary of what has been covered to use as the starting point for their feedback.

Representatives of Deanery Synods may bring any matter either of general church interest or affecting that parish to Deanery Synods. Deanery Synods may move to put such a motion before the Diocesan Synod and may propose one of its own deanery representatives on Diocesan Synod to speak to and move such motion. Such requests need to go first to Bishop's Council (the standing committee of Diocesan Synod), via the Diocesan Secretary (see the [useful contacts](#) list).

Diocesan Synod may request a motion to be discussed at Deanery Synods and a vote taken. Occasionally the motion may have originated in General Synod and a wider opinion is desired. When a formal vote is taken at Deanery Synods, it is carried by a simple majority, except when specific conditions are agreed⁴. This reflects the voting practice at Diocesan and General Synod.

The Area Deans and Lay Deans are ultimately responsible for the correct and effective operation of the synod and its committees (see below). The key joint task of the Chairs is to enable all within the deanery to contribute to the life and mission of the Church according to their gifts.

¹ See [Constitution and Standing Orders of Deanery Synods](#) which can be downloaded from the diocesan website.

² See diagram in [Appendix C](#) for the relationship between these bodies.

³ The Deanery Secretary plays an important role in elections - see section on [Deanery Secretary](#).

⁴ See Standing Orders as above.

3. The Deanery Mission and Pastoral Group (DMPG)

This small group, elected by Deanery Synods, is made up of lay and ordained members, including the Area and Lay Dean and any Assistant Area Deans and Assistant Lay Deans (where they exist). The membership (ideally between six and ten) should represent a range of contexts and skills from across the deanery so that discussions and decisions are well informed.

The DMPG is tasked with having an overview of the deanery and how God's mission can flourish there. The group stays up to date with community and wider church developments in the deanery (eg new or closing schools, planned expansion of communities through house building etc) so that it can identify and act on opportunities and needs for mission and pastoral work that can best be met at a wider level than parish or benefice. The group has responsibility for making recommendations to the Archdeaconry Mission and Pastoral Group (AMPG) on such matters as pastoral reorganisation and the deployment of posts.

The DMPG should meet at least as often as Deanery Synod and will play a significant role in forming the synod's agenda. Dates of meetings need to be synchronised with Deanery Synod and Archdeaconry Mission and Pastoral Group to ensure regular feedback and accountability and to enable the group to fulfil its key role in developing and reviewing the planning for the deanery.

The Deanery Accompanier will usually be invited to attend the DMPG to provide a two-way connection between the deaneries and diocesan Support Services so that support offered is based on the reality on the ground and the deanery is fully aware of the range of support available.

The DMPG should 'dream dreams' as well as have 'an eye for detail'. The DMPG is in an excellent position to act as the standing committee for Deanery Synod⁵, thus enabling synod gatherings to discuss and contribute thinking to the development of mission across the deanery.

There are Terms of Reference for DMPGs, passed by Diocesan Synod⁶, including such matters as membership, purpose and accountability.

⁵ Some deaneries choose to have a standing committee in addition to the DMPG, where there is a clear reason to do so.

⁶ On the diocesan website and in [Appendix B](#).

4. Pastoral reorganisation and other significant deanery decisions

One of the responsibilities of the DMPG is to discern such matters as pastoral reorganisation and the deployment of ministry across the deanery and make recommendations to the AMPG. Any alterations to legal structures ultimately have to go to the Church Commissioners, who will rightly want to know the missional case for changes, whether consultation has happened and whether there are local objections. It is important that changes are discerned locally and collectively and taking the time to do this at an early stage may well save time and energy later.

Decision making for significant changes within the deanery:

- i. The DMPG, as an elected committee of Deanery Synod, makes a recommendation to the Archdeaconry Mission and Pastoral Group (AMPG) which operates with powers delegated by Bishop's Council, acting as the Standing Committee of Diocesan Synod.
- ii. It is important that the DMPG is trusted by its Deanery Synod to make decisions about recommendations and that Synod has been communicated with. Where local agreement is reached within the deanery and in line with diocesan plans, the subsequent stages should be relatively straightforward.
- iii. If pastoral reorganisation⁷ is part of the recommendation, it is a lengthy process even after the decision has been agreed at diocesan level and approved by the Bishop. However, it is possible to informally operate according to what has been decided and approved by the Bishop before the full legal process has been completed.⁸
- iv. Since any alteration of legal boundaries etc ultimately have to go to the Church Commissioners, and it is possible for interested parties to make representation to the Commissioners, consultation needs to happen, with enough clear process, if a decision is to be carefully and properly made and not overturned further through the process.

⁷ See flow diagram in [Appendix E](#).

⁸ This formal process can take as long as two years to complete, but in practice you can operate as if it has been approved.

5. Deanery Chapters

Licensed clergy are automatically part of Deanery Chapter which meets regularly for prayer, support and encouragement, with the Area Dean as Chair. Chapter meetings are also important places for communication, giving a safe space for questions to be asked and wisdom shared, both about ministry in general and information that comes to Chapter from the wider diocese or national church.

Chapter meetings have a vital pastoral and educational role to play in the care and guidance of and collaboration between ministers in both practical and spiritual matters. It is helpful to have a Chapter Clerk.

Frequency of meetings

Chapter meetings are held regularly and at dates and times that enable as many clergy as possible to attend. In practice this can require a varied pattern in order to accommodate those whose work or other duties preclude meetings on particular days or during the daytime.

Membership of chapters

Deanery Chapter membership comprises those in parochial posts in the deanery and licensed ordained clergy in the deanery. In order to model shared leadership, Chapters could invite people such as the Lay Dean and the Deanery Accompanier as well as Churchwardens/Chapelwardens in Vacancy and Readers and retired clergy to attend some meetings. Some deaneries have such wider Chapters as standard and some on an ad hoc or less frequent basis.

Diocesan communication

The Area Dean has a responsibility to report to Chapter on issues raised at meetings with the Bishops and Archdeacons, and also to identify questions and issues that can be raised at future meetings on behalf of the Chapter.

Relationship with Deanery Synod and DMPG

It is important that the Area Dean and the other members of Chapter recognise the limits of the Chapter's authority and do not make or pre-empt any decisions which more properly belong to PCCs, DMPG or Deanery Synod.

6. Role descriptions

The following pages contain role descriptions for Area Deans, Lay Deans, Deanery Secretaries and Deanery Treasurers. These are designed to clarify what each role involves but they should be adapted to suit the local context and the skills and capacity of the people involved.

Role description of the Area Dean

Purpose

The Area Dean is an officer of the Bishop of Bath and Wells, following the shared *episcopal* model, exercising pastoral care and oversight of clergy in their deanery alongside the Archdeacon and Bishops. Together with the Lay Dean, the Area Dean supports and encourages the development of ministry and mission across the deanery.

Key relationships

- Lay Dean and Assistant Area Dean and Assistant Lay Dean where appointed.
- Deanery Secretary and Deanery Treasurer where appointed.
- Deanery Chapter.
- Deanery Mission and Pastoral Group (DMPG).
- Archdeacon and Archdeaconry Mission and Pastoral Group (AMPG).
- Bishops.
- Deanery Accompanier from diocesan Support Services.

Principal tasks and responsibilities

Where an Assistant Area Dean is appointed, the role may be split across the board or specific aspects may be delegated to the Assistant Area Dean. This is a matter for local discernment.

Deanery

- To work prayerfully with lay and ordained colleagues across the deanery and from diocesan Support Services to shape and further the mission of the Church in the deanery.
- To develop and maintain a strong collegiate relationship with the Lay Dean, any Assistant Area or Lay Deans and other members of the deanery leadership team.
- With the Lay Dean, and with input from the DMPG, to gather Deanery Synods and create a Godly space where matters can be openly discussed and decisions made.
- With the Lay Dean, to Chair the Deanery Mission and Pastoral Group (DMPG).
- To facilitate Chapter meetings that promote good communication between parishes and the wider diocese and encourage ongoing ministerial development by sharing of information and good practice and by including times for reflection, worship and prayer.
- To meet with any clergy who are newly arrived in the deanery.
- To attend the Archdeaconry Mission and Pastoral Group (AMPG) for updates and collegiate working on current issues or developing themes. To also attend archdeaconry review sessions on Parish Share contributions to the Common Fund.

Parishes

- To provide pastoral support for clergy (including during periods of illness) and ensure that any concerns raised by clergy or laity are properly managed in consultation with the Archdeacon.
- To liaise with the Archdeacon during a transition in ministry (vacancy) and to enable Churchwardens/Chapelwardens to exercise their functions during vacancies including consulting on arrangements for services.
- To assist the Archdeacon/Bishop in deanery services such as visitations, confirmations, services of welcome and induction and other key moments in the life of the deanery.
- To carry out church inspections as required, on behalf of the Archdeacon.

Commitment

When taking on the role of Area Dean or Assistant Area Dean it is important to consider how to balance the commitment of that role with other responsibilities, including to your own health and wellbeing. You are encouraged to consider which aspects of your ministry can be shared for the benefit of all – both at a deanery level, with the Lay Dean and any Assistant Area or Assistant Lay Dean, and at a benefice level, with people from your communities, including those on the periphery of the church who may have skills to offer.

Area Deans can expect to be involved with the following, some always in person, some with a mixture of online and in person:

- Deanery Synod meetings (minimum of two per year, more in some deaneries).
- DMPG meetings (usually at least one more meeting than meetings of Synod).
- Meetings with Lay Dean (agreed locally but typically monthly).
- Meetings with Assistant Area Deans where they have been appointed.
- Archdeaconry Mission and Pastoral Groups (two per year).
- Bishops' Staff, Area and Lay Deans meeting (three per year).
- Chapter meetings (varies according to deanery but monthly in some).
- Annual Conference with Bishops' Staff (one day per year).
- Parish review sessions (once a year).
- Individual meetings with clergy.
- Parish vacancy meetings with Archdeacon (eg Pre-Section 11).
- Licensing of clergy within the deanery.
- Annual Archdeacon's Visitation.

In addition to the above commitments, time to plan, prepare and communicate needs to be factored in. Some Area Deans suggest that one day a week is a conservative estimate of the time required and that a more realistic estimate is two days per week. This can obviously only be done through shared local ministry at both a benefice and deanery level.

Administrative support is vital. Please see the section on [expenses of office](#) for how this can be supported through the DBF.

Role description of the Lay Dean

Purpose

The Lay Dean works alongside the Area Dean to support and encourage the development of ministry and mission across the deanery. The Lay Dean is appointed by the Deanery Synod's House of Laity and therefore has a particular role in being the key spokesperson for the laity in the deanery and as a bridge, where needed, between the laity and clergy of the deanery.

The Lay Dean is appointed triennially by the Deanery Synod's House of Laity from among its members as its representative and key spokesperson. Along with the Area Dean they lead the synodical life of the deanery, with an overview of all issues affecting the parishes.

Key relationships

- Area Dean and Assistant Lay Dean and Assistant Area Dean, where appointed.
- Deanery Secretary and Deanery Treasurer where appointed.
- Deanery laity, especially Deanery Synod members.
- Deanery Mission and Pastoral Group (DMPG).
- Archdeacon and Archdeaconry Mission and Pastoral Group (AMPG).
- Bishops.
- Deanery Accompanier from diocesan Support Services.

Principal tasks and responsibilities

Where an Assistant Lay Dean is elected, the role can be split across the board, sharing in that leadership or you may choose to delegate certain areas to the Assistant Lay Dean. This is a matter for local discernment.

Deanery

- To work prayerfully with lay and ordained colleagues across the deanery and from diocesan Support Services to shape and further the mission of the Church in the deanery.
- To develop and maintain a strong collegiate relationship with the Area Dean, any Assistant Area or Lay Deans and other members of the deanery leadership team.
- With the Area Dean, and with input from the DMPG, to gather Deanery Synods and create a Godly space where matters can be openly discussed and decisions made.
- With the Area Dean, to Chair the Deanery Mission and Pastoral Group (DMPG).
- To be willing to attend wider Chapter meetings in order to understand and work effectively alongside the clergy of the deanery.
- To offer particular pastoral care for lay synod members, attending deanery events and special services to support and encourage the laity in benefices and parishes.
- To attend the Archdeaconry Mission and Pastoral Group (AMPG) for updates and collegiate working on current issues or developing themes. To also attend archdeaconry review sessions on Parish Share contributions to the Common Fun.
- To act as an independent returning officer in elections for the House of Clergy.

Parishes

- To assist with the appointments of clergy following deanery vacancies by consultation and membership of the interview panel.
- To assist the Archdeacon/Bishop in deanery services such as visitations, confirmations, services of welcome and induction and other key moments in the life of the deanery.
- To provide support and insight alongside the Area Dean and Archdeacon when difficulties/conflicts arise in parish structures.

Commitment

When taking on the role of Lay Dean or Assistant Lay Dean it is important to consider how to balance the commitment of that role with any other responsibilities, including to your own health and wellbeing. You are encouraged to consider which aspects of your ministry can be shared, for the benefit of all.

Lay Deans can expect to be involved with the following, some always in person, some with a mixture of online and in person. For some meetings, where the Lay Dean is unavailable eg if working during the day, then an Assistant Lay Dean could well go instead:

- Deanery Synod meetings (minimum of two per year, more in some deaneries).
- DMPG meetings (usually at least one more meeting than meetings of Synod).
- Meetings with Area Dean (agreed locally but typically monthly).
- Meetings with Assistant Lay Deans where they have been appointed.
- Archdeaconry Mission and Pastoral Groups (two per year).
- Bishops' Staff, Area and Lay Deans meeting (three per year).
- Wider Chapter meetings (where invited – local practice varies).
- Annual Conference with Bishops' Staff (one day per year).
- Parish review sessions (once a year).
- Individual meetings with parishes.
- Parish vacancy meetings with Archdeacon (eg Pre-Section 11).
- Licensing of clergy within the deanery.
- Annual Archdeacon's Visitation.

In addition to the above commitments, time to plan, prepare and communicate needs to be factored in. Lay Deans are frequently undertaking the role alongside paid employment or other significant commitments so it is important to be realistic about what capacity you have and this role can obviously only be done through shared local ministry at both a benefice and deanery level.

Administrative support is vital. Please see the section on [expenses of office](#) for how this can be supported through the DBF.

Role description of the Deanery Secretary

Purpose

To support the Area Deans and Lay Deans so that the deanery functions effectively as part of the collaborative and decision-making structures of the diocese.

To ensure that they operate effectively, synods are required, under their Standing Orders, to appoint a Deanery Secretary, although they do not have to be a member of synod.

Key relationships

- Area Dean and Lay Dean.
- Deanery Synod members.
- Deanery Treasurer where appointed.
- Deanery Mission and Pastoral Group (DMPG).
- Parish, PCC and Benefice Administrators.
- Deanery Accompanier from diocesan Support Services.

Principal tasks and responsibilities

- Keep an up-to-date membership of members of Deanery Synod, of the Deanery Mission and Pastoral Group (DMPG) and Standing Committee where applicable, (including main points of contact).
- Be the main point of contact for all synod communications.
- Keep an up-to-date list of PCC Secretaries, Churchwardens/Chapelwardens (including main points of contact).
- In co-operation with the Area Dean and Lay Dean/DMPG compile and circulate agenda for meetings of synod, the DMPG and Standing Committee where applicable at least seven days before the meeting.
- Attend and take notes at meetings and circulate to members (and synod minutes to PCC Secretaries also) in good time after each meeting. Where attendance is not possible, ensure that a suitable deputy is responsible for taking notes.
- Provide and circulate a calendar of meetings for the forthcoming year in the autumn and arrange venues.
- Each January, send out to PCC Secretaries the previous year's Notification of Officers' Form with a request that it be returned following the year's Annual Parochial Council Meeting (APCM).
- Initiate the production of the Deanery Annual Report and send it out in January to PCC Secretaries.
- Liaise with the diocese concerning synodical elections and co-ordinate said elections alongside the Area Dean and Lay Dean. Keep the Bishops' Office and also the Archdeacon's Office up to date with any elections of Lay Deans of Assistant Lay Deans.
- Attend any training sessions for Deanery Secretaries that are arranged at diocesan level.

The above tasks are essential to the role. Where they have the skills and calling to do so, the Deanery Secretary could operate more widely as a member of the deanery leadership team, meeting regularly with the Area Dean and Lay Dean.

Commitment

The time commitment for this role varies according to the time of the year. The following is a general guide, but not absolute so we suggest you update the following bullet points to reflect the reality in your deanery:

- Generally, meetings take place in evenings, except deanery leadership meetings if all deanery leaders are available in the daytime.
- The DMPG meets at least once a quarter and sometimes as much as every second month. They usually last two hours.
- Deanery Synod/open deanery meetings happen four times a year. These meetings usually last up to two hours.
- Standing Committee meets once a quarter, for up to one and a half hours.
- January is generally busy with sending out notifications and the annual report.
- Receiving notifications after APCMs is busy. This would usually be around May or June.
- Election times are busy – usually April to June.
- August is usually very quiet.

Most of the above tasks, apart from attending meetings, can be undertaken flexibly to suit the Deanery Secretary.

Remuneration

Historically the Deanery Secretary role has been undertaken by a volunteer. In some deaneries, the Deanery Secretary role is undertaken by a paid administrator working across the deanery – see the section on [expenses of office](#) for details of what is possible in terms of accessing support from the DBF with wages and expenses.

It is important to understand that the deanery is not a corporate body and cannot therefore enter into contracts. The deanery wide paid post is envisaged, talk to diocesan Support Services or churches in the deanery about suitable employment options.

Role description of the Deanery Treasurer

Purpose

A Deanery Treasurer is responsible for funds and projects that are run by the whole deanery.

Key relationships

- Area Dean and Lay Dean.
- Deanery Mission and Pastoral Group (DMPG).
- Deanery Synod.
- Finance team in diocesan Support Services.
- Deanery PCC, Church and Benefice Treasurers.

Principal tasks and responsibilities

These tasks are indicative not absolute, based on what treasurers across various deaneries undertake. Each deanery will want to decide on tasks that are relevant in their context, depending on the capacity and skills of the treasurer. There is no one-size fits all and therefore it is important to choose the right tasks and scale for the context.

Core tasks

- Managing any deanery wide bank accounts and the associated income and expenditure, including the accurate recording of transactions and bank reconciliation.
- Operating according to guidelines agreed with the Area Dean and Lay Dean, DMPG and Deanery Synod.
- Putting together annual deanery accounts and reports and presenting them at the relevant forum.

Possible additional tasks

- Helping the DMPG understand the financial implications and opportunities of mission in the deanery, so that finances play their part in enabling mission rather than being a barrier.
- Providing support to Parish/Benefice Treasurers particularly in matters that require more expertise than is available at local level.

Remuneration and parish levies

This has historically been a voluntary role. Some deaneries choose to use a parish levy for a variety of purposes such as:

- To enable payment to a Deanery Treasurer, where the role is particularly complex.
- To create a deanery wide fund that can then be used according to the mission priorities identified by the deanery.

Deanery Treasurers can claim necessary administrative costs including postage, stationery and telephone calls relating to deanery matters. See the section on [expenses of office](#) for details.

It is important to understand that the deanery is not a corporate body and cannot therefore enter into contracts. The deanery wide paid post is envisaged, talk to diocesan Support Services or churches in the deanery about suitable employment options.

7. Appointment and Terms of Office for Area Deans and Lay Deans

Area Deans

The appointment of the Area Dean is made by the diocesan Bishop. Before making an appointment, the Bishop takes advice from the Archdeacon, the deanery clergy, the Lay Dean, Readers, Deanery Secretary and Deanery Treasurer, to find a person who is both capable of undertaking the task and who will receive the support of the deanery in exercising this ministry. The appointment is initially for six years, which may be extended for a further period.

Lay Deans

Lay Deans are elected by the Deanery Synod House of Laity for the three-year life of the synod and can be commissioned by the Archdeacon. Once an election has taken place, the Deanery Secretary will need to inform the Bishops' Office and Archdeacon's Office. It is possible for a Lay Dean to be re-elected at the end of their term.

Assistant Area Deans

An Area Dean may request from the Archdeacon that a colleague becomes an Assistant Area Dean. The Assistant Area Dean is then appointed in writing by the Bishop and commissioned by the Archdeacon. It is not assumed that an Assistant Area Dean will automatically become an Area Dean.

Assistant Lay Deans

Assistant Lay Deans are elected by the Deanery Synod House of Laity for the three-year life of the synod and can be commissioned by the Archdeacon. Once an election has taken place, the Deanery Secretary will need to inform the Bishops' Office and Archdeacon's Office.

Informing the Bishops' Office and Archdeacon's Office

The appointment of an Area Dean is subject to a Clergy Change – Bishop's Notification (CCBN) and so the information of the appointment is automatically circulated. The other appointments do not require a CCBN and so it is important that the Archdeacon's Office is informed. This enables arrangements to be made for formalising the appointment, and post holders can be properly recognised and added to distribution lists for invitations, training opportunities and updates. This is a responsibility of the Deanery Secretary.

8. Commissioning, induction, continuing support and development

Commissioning

It is important to mark the beginning of new deanery ministries with prayer in whatever context works best to affirm and pray for both the work and the individual appointed.

- The Area Dean role is a commissioned post, appointed by the Bishop, and there is always a public act of worship to commission the new Area Dean.
- Lay Deans are recognised in their role by the Bishop and the Archdeacon is available to commission, welcome and pray for them at a deanery event or act of worship.
- For other new post holders, such as Deanery Secretaries, Treasurers, members of DMPG, new members of Synod etc, deaneries are encouraged to build in an act of worship to acknowledge the beginning of that new role and ministry.

Induction (introduction to the role)

General

- Where possible there should be a handover with the outgoing and current post holders.
- Those new in a deanery wide post may wish to contact the Head of Deanery and Parish Support to arrange a visit to Flourish House to meet members of staff with whom they may have contact in their new role and to discuss how best to access support.
- Each deanery has a Deanery Accompanier from diocesan Support Services. It will be useful for the new post holder to connect with their Deanery Accompanier, listed on the [diocesan website](#).

Area Deans and Lay Deans

- The Archdeacon will connect the new post holder with a nearby Area Dean or Lay Dean who is willing to act as a mentor for the first few months.
- There will be a meeting within six months of appointment with the Archdeacon and if training is identified, this will be passed on to the Ministry Training Team Leader. The purpose of this meeting is to come together to review the work of the deanery and to reflect on its future direction.
- The Diocese of Bath and Wells is part of the South-Central Regional Training Partnership. As part of its Transitions in Ministry Programme (SCRTP), it has historically run an annual three-day consultation for newly appointed Area Deans, usually in January. Some development is happening in this area so please check with the Ministry Training Team what is available and how to access it.

Deanery Secretaries and Treasurers

It is good practice for the Area Dean and/or Lay Dean to meet with a new Deanery Secretary or Deanery Treasurer after six months in role to review their role and any training or support needs. This is in addition to regular supportive contact.

Continuing support and development

Area Deans and Lay Deans

The pattern of meetings below offers opportunities for ongoing support and development, as does regular contact with your Archdeacon. For particular training requests, please speak either to your Archdeacon or the Ministry Training Team Leader.

- There will usually be three meetings of Area Deans, (or Assistant Area Deans if the Area Dean is unavailable), Lay Deans and Bishops' Staff each year.
- There will be an annual conference for Area Deans and Lay Deans or Assistants in their absence) and Bishops' Staff.
- Archdeaconry meetings of Area Deans and Lay Deans with their Archdeacons take place regularly.

Deanery Secretaries and Treasurers

- The primary support and opportunities for development will come through your Area Dean and Lay Dean.
- Diocesan Support Services are happy to receive requests for additional support or training on particular areas and will do their best to meet your requests either directly or by connecting you to others with relevant expertise – see the [useful contacts](#) section.

9. Expenses of office

Payment of expenses is part of the diocesan commitment to supporting shared deanery leadership.

Claims for the following expenses need to be authorised by the relevant Archdeacon on the standard form, which can be obtained from the [finance team](#). The Archdeacon's office will then forward the claim onto the finance team.

Travel expenses

Area Deans and Lay Deans and assistants can claim for:

- Travel to deanery business within the deanery.
- Travel to diocesan meetings on deanery business.

General expenses

Deanery leadership, including Deanery Secretaries and Treasurers can claim necessary administrative costs including postage, stationery and telephone calls relating to deanery matters.

Hospitality

An annual amount is available for hospitality. This deanery hospitality figure is calculated on the basis of £50 per deanery plus up to £10 per full time equivalent stipendiary post.

It is at the discretion of the Area Dean and Lay Dean as to how this money is used in the deanery in respect of offering hospitality to laity and clergy within the deanery.

Administrative support

Administration costs in a deanery can be reimbursed by the DBF up to a maximum of four hours per week.

The hourly rate should be at least the national living wage and must be agreed with the Archdeacon/Head of Finance in advance to ensure that it falls within the wages budget available.

Where there is no volunteer Deanery Secretary, a paid administrative person could fulfil part, or all, of that role.

For administrative support or other matters agreed as appropriate by the deanery leadership, additional amounts may be sourced through a local deanery levy on parishes.

Please speak to your Archdeacon for further advice on what you can claim. All claims should be supported by receipts, highlighted phone bills or a mileage record sheet please.

10. Ministries across the deanery

Deanery leaders have an important role in understanding, supporting and developing ministries across their deaneries so that there is a Christian presence in every community, geographical or otherwise.

The Diocese of Bath and Wells is committed to encouraging and enabling the call of all God's people through a wide variety of shared local ministries: lay and ordained, paid and unpaid, full time and part-time, formal and informal, church-based and in the wider community. See the [enabling ministries](#) sections on the diocesan website for more information.

Whilst the Area Deans and Lay Deans need to retain an overview of ministries across the deanery, and will have direct oversight of some ministries, this responsibility for developing and supporting ministries should be shared across the deanery so that the workload of deanery leaders is not unmanageable.

How ministries are best supported within the deanery is decided locally. Some Area Deans and Lay Deans share the care of lay and ordained, in some the Area Dean focuses on ordained ministry and the Lay Dean on lay ministry, some deaneries have clergy posts that include a focus on lay ministry across the deanery – there is no 'one size fits all'.

The following sections contain information relating to some of the formally recognised ministries likely to feature within your deanery; but the list is not exhaustive, is growing, and these ministries sit alongside the rich variety of informal ministries that Christians exercise in their daily lives. There are some key moments in the life of the diocese to come together to celebrate a range of ministries:

- Chrism Eucharist, Renewal of Vows and Commitment to Ministry – usually the Tuesday of Holy Week
- Archdeacon's Visitations – usually May/June/July
- Ordination of Priests – usually June/July
- Celebration of Lay Ministries – usually summer
- Ordination of Deacons – usually September
- Reader Day – usually October

If you would like support in exploring how your deanery might develop its range of ministries, please contact the [Head of Mission Support and Ministry Development](#).

Ordained stipendiary ministry

Each deanery has a number of ordained stipendiary posts, with the clergy in those posts playing a pivotal role in the life of the deanery, through their membership of Chapter, Deanery Synod and, in some cases, the DMPG.

Alongside parochial responsibilities, stipendiary clergy are encouraged to explore how their gifts might be used in the service of the deanery. Some deaneries choose to do this in a formal way by including particular deanery remits such as prayer, youth ministry, lay ministry or discipleship and this can be formalised on the statement of particulars during the appointments process; some deaneries choose a more informal approach, through the sharing of ideas from their own contexts, and by leading courses such as Exploring Worship or Exploring Pastoral Care for the deanery alongside people from their own parishes.

Ordained self-supporting ministry

OSSMs can take any ministerial role within a deanery⁹; Associate Priest, Associate Minister, Area Dean, Chaplain, incumbent. They may work exclusively in a benefice, but more usually spread their time over a number of commitments, exercising their priestly ministry and leadership in other roles. Some OSSMs are ministers in full-time secular employment, and therefore their primary calling is to be priests in their place of work.

Currently, approximately a third of the ordained ministers working across the diocese are OSSMs, a proportion that is expected to grow steadily. A recent survey of those exercising this little understood ministry, found it a joy and a delight and a significant proportion would welcome greater opportunity to use their wider skills and gifts for the mission and ministry of the Church. Some are willing to be deployed outside of their home parish.

The majority of OSSMs are currently licensed to an incumbent and work in a particular benefice. Some may feel a call to a wider ministry across a number of benefices, the deanery or wider¹⁰. Where an OSSM with an existing licence has the calling to exercise their ministry across a wider area this should be discussed by the OSSM with their incumbent and/or the Archdeaconry OSSM Adviser.

Self-supporting ministry is an exciting vocation as the Diocese of Bath and Wells adapts itself to the challenges of ministry within contemporary society. The Bishop has appointed representatives in each of the three archdeaconries to advise on the development of OSSM within the diocese. This is being done in consultation with the National Network of OSSM Advisers.

⁹ Or indeed with a broader remit than the deanery, according to their licence from the Bishop

¹⁰ See [Appendix F](#) for some examples of existing wider ministries

Readers

Readers are lay ministers whose ministry is threefold as teachers of the faith, leaders in church and society and enablers of mission. They are given a licence by the Bishop to lead services, including funerals, preach and attend to pastoral and missional work arising from these ministries.

Trained as lay theologians, Readers help all people think and talk about God and God's relationship to the world. Reader ministry provides a bridge between the clergy and the laity, the Church and the community.

The majority of Readers are currently licensed to their incumbent and work in their own benefice. Some Readers may feel a call to a wider ministry across a number of benefices or the deanery. Where this wider call is discerned at the time of training, the ministry specification and licence can be set up to reflect this wider ministry. Where a Reader with an existing licence has the potential to exercise their ministry across a wider area this should be discussed with their incumbent and/or the Archdeaconry Warden of Readers in the first instance.

Deanery Wardens of Readers are the first point of call for the support of Readers in the deanery. Where there is no Deanery Warden of Readers then the Archdeaconry Warden of Readers or Assistant Archdeaconry Warden of Readers is the main contact. The Archdeaconry Warden of Readers work alongside the Diocesan Warden of Readers. For contacts names, see the [useful contacts](#) section.

For the Reader Handbook and Extended Communion Guidelines, see [reader handbook and resources](#) page on the diocesan website.

Retired clergy and PtO

The Area Dean meets with all newly arrived clergy living in their deanery receiving the Bishop's Permission to Officiate (PtO) before they begin to exercise their new ministry. The reasons for this are:

- It provides an opportunity for clergy to express their thoughts on when, where, and how often they might want to serve and also to share particular gifts and skills or interests which might be used within the deanery.
- It allows the Area Dean to give any relevant background information including details of the Deanery Clergy Retirement Officer.

Retired clergy are not automatically members of Deanery Chapters, but every encouragement is given to support them in the deanery in a way which enables them to exercise their ministry in the light of the culture, ethos and priorities of the diocese. It can be helpful to have one Chapter meeting a year to which retired clergy are invited and that could be used as an opportunity to welcome and affirm newly retired clergy as could a deanery service. The transition into retirement is a significant psychological shift and retired clergy often offer substantial support to parishes so opportunities for them to be included in supportive and informative structures can be very important.

Meeting in person when clergy are renewing their PTO is strongly encouraged, to discern (on both sides) how much it is right for an individual to be doing.

No-one should be ministering without a current PTO from the Bishop (which involves DBS checks being carried and up to date safeguarding training). Some clergy let their PTO lapse and may need to be told that they must stop formal ministry unless they renew it – check with the [Bishops' Chaplain](#) if you are aware of a situation.

Chaplains

There are chaplaincies in each deanery, providing a significant Christian presence through their ministry and mission. There is a wide variety of Chaplains: part-time and full-time, paid and honorary, lay and ordained and they serve across a variety of contexts - healthcare and education, business, industry and leisure, police, HM forces, cadets and beyond.

Chaplains bring perspectives and presence that add substantially to the richness of the life of deaneries, yet they often feel isolated. Establishing close relationships with the chaplains in a deanery can enrich the ministry of the chaplains and the life of the deanery.

The following suggestions are made for Area Deans and Lay Deans to try and make this relationship work most effectively:

- Nominate someone in the deanery to keep an up to date and readily available list of all the Chaplains in the deanery. The [Diocesan Chaplaincy Adviser](#) can help.
- Encourage chaplains to be members of the Deanery Chapter and ensure that chapter timings and agenda are helpful for chaplains as well as for parish clergy. It may also be appropriate to invite lay chaplains who lead their chaplaincies.
- Promote awareness of the work of chaplains and give them a space to tell their stories.
- Encourage partnerships and cooperation between chaplains and churches as part of the mixed ecology of church.

Pioneers

The Diocese of Bath and Wells is committed to the development of pioneering ministry: encouraging people to go to new places to live and tell the story of Jesus in creative and informal ways. Pioneers start new things, love firsts, enjoy the blank canvas and are able to minister in places and contexts where the Church is not present or engaged. They start from where people are by listening, serving and loving. This is an ancient way of forming Christian community, through prayer, connection and the inspiration of the Holy Spirit.

There are a great variety of pioneers: lay and ordained, paid and unpaid, formal and informal. While some pioneers seek to grow new Christian communities outside of the time-honoured church others work from a parish base and from there develop new ways of doing things, expanding the growth and reach of the local church.

Deaneries and pioneering can be a great partnership so it is worth exploring how you can make connections with pioneers to support and share mutual learning. If you are unsure who the pioneers in your deanery are, want to know more about pioneering and new Christian communities for your deanery or about how pioneers can be discerned, equipped, recognised and supported then use the [useful contacts](#) section to get in touch.

Lay Worship Assistants and Lay Pastoral Assistants

Lay Worship Assistants (LWA) and Lay Pastoral Assistant (LPA) are people who have felt called to those ministries and undertaken the necessary discernment and training. Each one has a ministry specification and is accountable to someone with oversight, usually their incumbent.

The Exploring Worship and Exploring Pastoral Care Course materials are supplied by the diocese and delivered locally, ideally at deanery level since this gives people across different contexts the chance to learn from each other and also makes it easier to find people with the skills and capacity to lead the courses.

If you would like to know more about the possibilities of equipping or supporting LWAs or LPAs in your deanery, please see the [useful contacts](#) section.

11. Key ministry changes

Deanery Leaders have an important part to play when an incumbent or other stipendiary postholder moves on: in supporting the parish leaders and in considering how the vacancy fits within the deanery's plan for ministry and mission. The role of the Area Dean and Lay Dean (and any Assistants) is particularly important in terms of support, and the role of the whole DMPG is pivotal in considering the ministry needs of the deanery going forwards.

12. Vacant benefices

When a vacancy arises, the Archdeacon will seek to meet with the Area Dean, Lay Dean and Churchwardens/Chapelwardens as soon as possible.

The following link about the [vacancy process](#) will be helpful.

The Area and Lay Dean should ensure that the following matters are covered:

- Churchwardens/Chapelwardens should ensure they have all keys to the vacated parsonage house.
- Early contact with the Churchwardens/Chapelwardens to help them arrange for the conduct of Sunday and occasional services.
- Churchwardens/Chapelwardens, along with the outgoing incumbent, need to check and sign the terrier and inventory of the parish church(es), parsonage house and other church property.
- Working closely with the Archdeacon at the time of appointments, including associated matters such as disposal and acquisition of parsonages and the chosen place of residence.
- Take responsibility for the planning of institutions, collations and licensings in collaboration with the Churchwardens/Chapelwardens and the incumbent-designate (or equivalent).
- Welcoming the incoming minister to the Chapter and the Synod.

When a vacancy is for an incumbent's post, the Churchwardens/Chapelwardens of every parish in the benefice, and the Area Dean (together with any other person appointed by the Bishop), act as sequestrators and are responsible for administering the income of the benefice.

The deanery and parish support team provide support to benefices in drawing together a benefice profile as part of the appointment process. That team can also provide support and facilitation in such areas as developing a team and considering the church's vision and future ministry.

13. Clergy institutions, collations and licensings

Area Deans have the responsibility for making the preparation for these services in the parishes of their deaneries. Together with Churchwardens/Chapelwardens and the Lay Deans they should always be informed about the date of such services. This is done by the Bishops' Office in the form of a Clergy Change – Bishop's Notification (CCBN).

Area Deans should then arrange to meet the incumbent designate, to welcome them on behalf of the Chapter and deanery, to advise them of the dates of future meetings of both these bodies and to have a preliminary discussion about the service itself.

Area Deans should consult with all the Churchwardens/Chapelwardens involved and the incumbent designate in the planning of the service.

The booklet [Managing a Vacancy and Appointing a New Priest](#) is available on the diocesan website and provides guidance for preparing invitations, service sheets, parking, robing, etc. It should be used for the planning of services. The Archdeacon's office will supply you with the template for the Order of Service for 'Celebration for a New Ministry'.

Time, care and prayer spent by the Area Dean in making these arrangements will ensure that what takes place glorifies God, helps with a good transition in ministry for both the parish/es and the post-holder and so help to enable the mission of the Church in that benefice.

14. Inspection of churches, registers etc

Canon F18 requires each Archdeacon to inspect every church in their area at least once every three years. This can be done in person by the Archdeacon, or it can be delegated by them. The delegation will be either to the Area Dean, or another fit and proper person, nominated by the Area Dean and authorised by the Archdeacon.

[The Inspection of Churches, Registers and Archdeacon's Form](#) provides all the guidance necessary to carry out the inspection.

Appendix A: Abbreviations and Glossary of Terms

AMPG	Archdeaconry Mission and Pastoral Group This group, chaired by each Archdeacon, with Area Deans and Lay Deans as members, has authority delegated to it by the Bishop's Council. It is convened by each Archdeacon twice a year. Recommendations on pastoral reorganisation and allocation of posts are made to this group by the DMPG.
APCM	Annual Parochial Church Meeting
DBF	Diocesan Board of Finance The overarching legal entity that incorporates diocesan Support Services, which exist to support parishes, deaneries and schools across the diocese in their ministry and mission. See the useful contacts section.
Deanery Accompanier	Member of the diocesan Support Services who is allocated to a deanery as a point of connection: to help with signposting to relevant support and to get to know the deanery so that diocesan Support Services have a good idea of the reality on the ground on what support is useful.
DMPG	Deanery Mission and Pastoral Group See Appendix B for Terms of Reference
PCC	Parochial Church Council

See also a useful A-Z of Terms on the [Axbridge Deanery website](#)

Appendix B: DMPG Terms of Reference (updated June 2022)

Deanery Mission and Pastoral Groups in the Diocese of Bath and Wells

A Purpose

1. To develop and strengthen the life of the deanery and in particular.
 - a. To grow the church spiritually and numerically.
 - b. To reimagine ministry.
 - c. To contribute to the common good.
2. To hold a strategic overview of the life of the deanery.¹¹
3. To create, regularly review and maintain a deanery plan for mission, in whatever form is most useful.¹²
4. Within the context of relationships and partnerships across the deanery, to make recommendations in respect of pastoral reorganisation, and the deployment of posts, to the Archdeaconry Mission and Pastoral Group (AMPG) as a delegated committee of Bishop's Council.
5. To promote and encourage actions and events which encourage mission, pastoral care and discipleship across the deanery.
6. To understand, comment on and help implement diocesan plans within the deanery.
7. To contribute towards the development of an archdeaconry mission and pastoral strategy by reporting to the AMPG on a regular basis.

B Accountability

1. Deanery Synod (and where it exists, Deanery Standing Committee).
2. Archdeaconry Mission and Pastoral Group and Bishop's Council.

In addition to the formal accountability to the above bodies, the DMPG has a duty to ensure that it communicates effectively with those bodies and with the wider deanery.

C Membership

1. Ideally between six and 10¹³, the actual number being determined locally.
2. Area Dean, Lay Dean and (where they exist) Assistant Area Dean/Lay Dean as ex-officio.

¹¹ In some deaneries it may be that the Deanery Standing Committee currently holds this 'strategic overview'. There is no reason why the DMPG and DSC should not be combined. If the DSC is to continue, the deanery would need to be clear as to its separate and distinctive nature, purpose and functioning.

¹² In planning, factors such as the following will need to be borne in mind: number of buildings, clergy, Readers, LPAs, LPWs, other ministries, paid staff, size of congregations, population, ecumenical relationships, community and church schools etc. It should also take note of changes within the deanery eg new house building, school closures (and openings), geographical, sociological and economic factors, and the recent history of relationships between parishes and benefices. Proposals for the future might include changes to boundaries, suspensions, church closure (or new building) and other matters of pastoral reorganisation.

¹³ Large enough to have a range of voices and skills, small enough to work effectively on matters requiring substantial reflection and planning.

3. Ideally, at least two other priests, one of whom is an incumbent and two other lay members, and a balance of lay and ordained members. It is recognised that this may not be possible in some circumstances.
4. No more than two elected members of the DMPG from one benefice, to avoid 'skewing'.
5. Members to be elected by Deanery Synod for a term of three years. If members are not elected synod members, they will be co-opted onto synod.
6. Members should be committed to the life of the whole deanery.
The group may co-opt up to two other members with the necessary skills or experience to allow the group to do its work effectively. The group should be attentive to the representation of lay ministries on the group, such as Reader, Chaplains, Pioneers etc.

D Working

1. DMPG members are not representatives of their parish, benefice or other context. Their key task is to have an overview of the whole deanery and an eye to the ongoing flourishing of God's mission throughout its life.¹⁴
2. DMPG should meet at least as often as Deanery Synod. Dates of meetings will need to be synchronised with Deanery Synod and AMPG to ensure regular feedback and accountability.
3. The group will monitor diocesan pastoral plans and feed-back comments and suggestions.
4. It will be an important conduit of communication to and from parishes and benefices and will regularly receive updates from them and report to them. The key parish points of contact will be their elected Deanery Synod representatives (See section E below).
5. The group will seek to stay up to date with community and wider church developments in the deanery (eg new or closing schools, planned expansion of communities through house building et al).
6. It will monitor needs and opportunities for mission and pastoral work that can best be met at a wider level than parish or benefice and will initiate responses to those needs and opportunities.
7. The Deanery Accompanier and diocesan Support Services colleagues are there to help, including signposting to deaneries and parishes that have tried particular approaches and connecting the DMPG to wider learning and guidance. DMPGs are encouraged to hold early discussions about pastoral reorganisation with their Archdeacon and/or the Assistant Diocesan Secretary.
8. DMPG is both to 'dream dreams' and to have 'an eye for detail'.

E Connection to parishes in the deanery

Some parishes may wonder how 'their voice may be heard' at deanery level. Each parish elects Deanery Synod representatives at its APCM and the DMPG maintains a close relationship to Deanery Synod, particularly through the Area Dean, Lay Dean and any Assistants.

1. Each parish is represented at synod by their incumbent and at least one elected lay person. It is essential that person understands the parish situation, its plans and aspirations, and is able to represent them well. Multi parish benefices may appoint a single lay representative providing they are able to fulfil this last aspect well.
2. Deanery Synod representative should regularly update the PCC and be available to attend a meeting of the DMPG if called upon.
3. Representatives will also hopefully bring constructive suggestions to the DMPG on deanery plans and ways of promoting mission, care and discipleship within the life of the deanery.

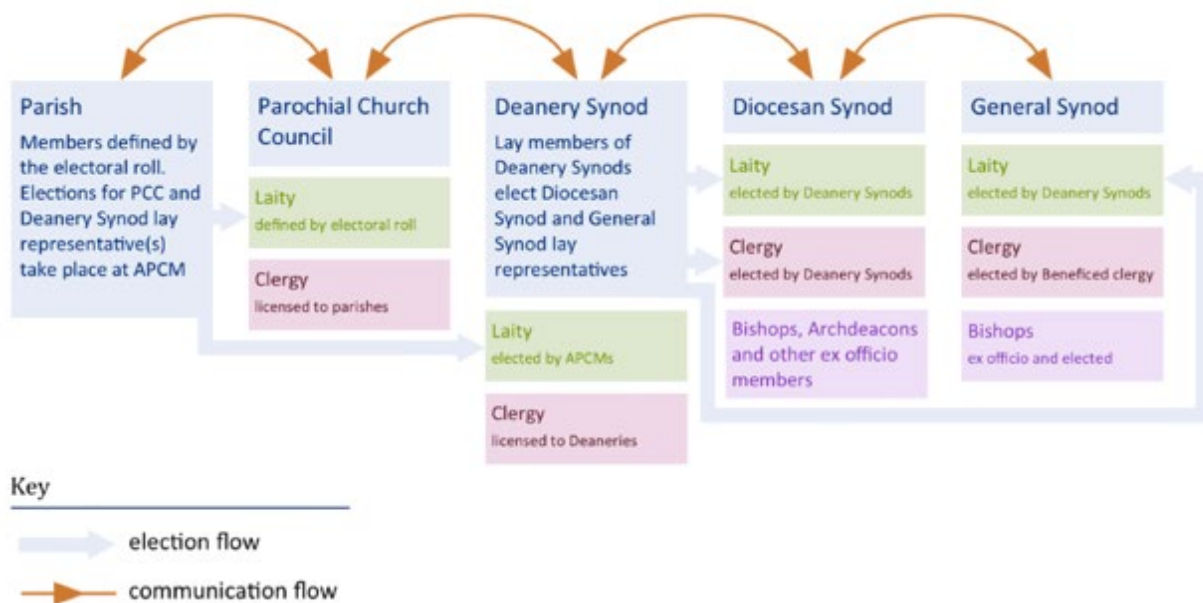
¹⁴ Their role is not to be spokespeople for their home patch or to lobby for particular interest groups

Appendix C: Governance and listening

The chart below illustrates the relationship between parishes, PCCs and Synods: how elections enable representation at the different levels of church governance and how information and understanding flows in both directions between these bodies.

For PCCs and Deanery Synod, clergy licensed in those contexts are ex-officio members. For Diocesan Synod and General Synod, the clergy representatives are those elected by Deanery Synods.

The laity on Diocesan Synod are elected by the laity on their Deanery Synod.



Appendix D: Deanery Secretary key skills and attributes

The following check list might be a helpful starting point for recruitment:

Key skills and attributes of a Deanery Secretary

- Good computer skills: using Word, Excel and e-mail.
- Access to the internet and a computer.
- Systematic approach to information retention and sharing.
- Ability to write clearly and take accurate notes of meetings.
- Ability to maintain confidentiality and to work collegially.
- Either a personal faith or a willingness to operate within the ethos of Christian organisation.

Appendix E: The guide to pastoral reorganisation

Based on Mission and Pastoral Measure 2011¹⁵



¹⁵ For full information of the process and legalities see [here](#)

Appendix F: Ordained self-supporting ministry – deanery examples

Whilst many existing Ordained Self-Supporting Ministers (OSSMs) are licensed to an incumbent and exercise their ministry within a benefice, there are examples in each archdeaconry of OSSMs exercising a wider ministry across the deanery:

- In Locking Deanery, one of the Assistant Area Deans is an OSSM alongside being an Associate Priest in one of the benefices in the deanery.
- In Axbridge Deanery, one of the OSSMs is licensed to the Area Dean as Ministry Support Priest, in order to enable flexible use of her skills and experience across the deanery.
- In Somerset South, an OSSM is licensed as a Deanery Mission Priest with a remit across the deanery.

An OSSM can be licensed to a wider ministry than parish or benefice, according to their calling and the context. Please do speak with OSSMs in your deanery and the [Archdeaconry OSSM Advisers](#) to explore how to provide a good match between calling and context.

Appendix G: Deanery communications

There is a wide variety of ways of communicating with people across the different deaneries. Below are some examples that may be of assistance. As well as communicating within your deanery, it is also great to be able to share stories from the deanery across the wider diocese so please get in touch with the [comms team](#) to tell us your stories.

Some of the questions to bear in mind are:

- Who is the audience?
- What are we trying to communicate?
- How do we hear from across the deanery as well as communicate out?
- How will people know what decisions have been made and why, and that their voice has been heard?
- What is the best method to reach our audience for our particular purpose(s)?
- Do we have the skills, resources and capacity to deliver/maintain anything we set up?

If you want to know more about any of the approaches mentioned below then please contact either the relevant deanery or the [Support Services comms team](#). You may also find the comms team's [Sharing our Stories Toolkit](#) useful. There is no one size fits all approach. Decide what works best for your deanery.

Deanery newsletters

[Quantock Deanery Newsletter - Spring 2022](#)

Facebook pages

[Deanery of Portishead | Facebook](#)

Deanery websites

[Axbridge Deanery – Resourcing Effective Ministry for Effective Mission](#)

Appendix H: Useful contacts

Please note that some Diocesan posts are voluntary (**vol**), some are paid but part time (**p/t**). If you are struggling to make contact with someone, please try either the main office 01749 670777, your Deanery and Parish Development Adviser for your area, or your Deanery Accompanier.

Archdeaconry based support			
Bath Archdeaconry	Archdeacon of Bath	Adrian Youings	01749 685149 adbath@bathwells.anglican.org
	Bath Archdeaconry Assistant	Denise Blake p/t	01749 685278 denise.blake@bathwells.anglican.org
	Deanery and Parish Development Advisers	Claire Horton p/t	01749 588919 claire.horton@bathwells.anglican.org
		Sandra O'Shea p/t	sandra.o'shea@bathwells.anglican.org
	Growing Faith and Everyday Faith Adviser (Go Team)	Tony Cook	07922 576757 tony.cook@bathwells.anglican.org
	School Effectiveness Adviser – incl. SIAMS, OFSTED and RE support	David Williams	01749 670777 / 07736 90386 david.williams@bathwells.anglican.org
	Self-Supporting Ministry Adviser	Andrew Hemming vol	07584 124198 andrewmhemming@btinternet.com
	Bath Archdeaconry Assistant Warden of Readers	Mary Dolman vol	01761 472635 mary.dolman74@gmail.com
Spiritual Direction Referrer	Sue Lloyd vol	sueplloyd54@gmail.com	
Taunton Archdeaconry	Archdeacon of Taunton	Simon Hill	01823 413315 adtaunton@bathwells.anglican.org
	Taunton Archdeaconry Assistant	Alison Cruickshank	01749 588906 alison.cruickshank@bathwells.anglican.org
	Deanery and Parish Development Adviser	Julia Hill	01749 685114 julia.hill@bathwells.anglican.org
	Growing Faith and Everyday Faith Adviser (Go Team)	Andy Levett	07922 576756 andy.levett@bathwells.anglican.org
	School Effectiveness Adviser – incl. SIAMS, OFSTED and RE support	Karen Sancto	07736 903854 karen.sancto@bathwells.anglican.org
	Self-Supporting Ministry Adviser	Simon Taylor vol	07726 923694 / 01935 829355 simon.taylor@sgw.org.uk
	Taunton Archdeaconry Warden of Readers	Robin Lodge vol	07772 567059 / 01823 352471 robin.lodge1@btinternet.com
Spiritual Direction Referrer	Nick Taylor vol	nicktaylor1946@gmail.com	

Archdeaconry based support continued

Wells Archdeaconry	Archdeacon of Wells	Anne Gell	01749 685147 adwells@bathwells.anglican.org
	Wells Archdeaconry Assistant	Sue Anderson	01749 685147 sue.anderson@bathwells.anglican.org
	Deanery and Parish Development Advisers	Caroline Bruce p/t	01749 685127 caroline.bruce@bathwells.anglican.org
		Rob Walrond p/t	07967 838499 rob.walrond@bathwells.anglican.org
	Growing Faith and Everyday Faith Adviser (Go Team)	Cheryl Govier p/t	07848 028620 cheryl.govier@bathwells.anglican.org
	School Effectiveness Adviser – incl. SIAMS, OFSTED and RE support	Pauline Dodds	01749 685138 pauline.dodds@bathwells.anglican.org
	Self-Supporting Ministry Adviser	Joy Hawes vol	07968 156910 therevjoy@gmail.com
	Wells Archdeaconry Warden of Readers	Chris Stock vol	07768 790145 / 01935 882713 chris_stock@outlook.com
	Spiritual Direction Referrer	Joy Hawes vol	07968 156910 therevjoy@gmail.com

Bishops' Office support

Bishops' Chaplain	Kate Scott	01749 672341 chaplain@bathwells.anglican.org
PTO and retired clergy, confirmations, paten and chalice permissions	Penny Gibbs	01749 672341 penny.gibbs@bathwells.anglican.org
Licensed clergy, meetings with Bishops' Staff and correspondence	Andrea Howlett	01749 683141 andrea.howlett@bathwells.anglican.org
Bishops' diaries	Paula Denyer	01749 683140 paula.denyer@bathwells.anglican.org

Diocesan-wide support services

The people below are either the specialists/advocates for the areas given or the contact point for accessing support in that area. Many cover more than one area and are repeated to make it easier for you to find the support you want. The diocese benefits from a rich mixture of volunteers, paid full-time and part-time staff and those in parish roles who offer specialist support across the diocese.

The Diocesan Secretary is responsible for diocesan Support Services and can be contacted as follows:

- 01749 685109 - direct line
- c/o Nick Goff, Secretariat Admin Assistant, 01749 685110 nick.goff@bathwells.anglican.org

Building & Property matters

General enquiries about church building maintenance, development, reordering etc	Emma Brown Church Buildings Adviser	01749 685271 emma.brown@bathwells.anglican.org
Clergy housing repair queries	Annabel Cook Property Coordinator Magdalena Policzekiewicz Property Assistant	01749 588902 property.helpdesk@bathwells.anglican.org 01749 588921 property.helpdesk@bathwells.anglican.org
Closed churches	Peter Evans Assistant Diocesan Secretary	01749 685108 peter.evans@bathwells.anglican.org
Diocesan Advisory Committee (DAC)	Sarah Williams p/t	01749 674747 sarah.williams@harris-harris.co.uk
Flourish House bookings	Carol Watson Facilities Coordinator	01749 670777 facilities@bathwells.anglican.org
Glebe land and property sales	James Millard Head of Property and Glebe	01749 685142 james.millard@bathwells.anglican.org
Quinquennial inspections and clergy property maintenance	Owain Wynne Diocesan Surveyor/Property Manager	01749 685295 owain.wynne@bathwells.anglican.org
School buildings	Claire Hudson School Organisation and Governance Advisor	01749 685277 claire.hudson@bathwells.anglican.org
Sustainability	Sara Emmett p/t Climate Justice and Environment Adviser	07900 694118 sara.emmett@bathwells.anglican.org

Children and Young People

See sections on Schools below, or the GoTeam and schools contacts in Archdeaconry contacts section above

Diocesan-wide support services continued

Communication matters

Head of Communications	Vacant	Please contact Caroline Gray and Louise Willmot
Sharing stories from the Deanery and support in dealing with the media	Caroline Gray p/t	01749 685276 caroline.gray@bathwells.anglican.org
	Louise Willmot p/t	01749 685145 louise.willmot@bathwells.anglican.org

Finance matters

Expenses enquiries Please obtain claim forms from your Archdeacon and return to the Archdeacon for approval	Vacant	c/o accounts@bathwells.anglican.org
Giving and Funding	Gary Watson Lead Giving and Funding Adviser	01749 685270 gary.watson@bathwells.anglican.org
Head of Finance and Operations	Matthew Pinnock	01749 685112 matthew.pinnock@bathwells.anglican.org
Parish Share and Stipends	Vacant Parish Share and Stipends Officer	parishshare@bathwells.anglican.org

Legal matters

Diocesan Registrar	Christopher Jones Diocesan Registrar	01749 674747 bathandwellsregistry@harris-harris.co.uk
Pastoral reorganisation	Archdeacons and Peter Evans Assistant Diocesan Secretary	Archdeaconry contact section or 01749 685108 peter.evans@bathwells.anglican.org
Procedural questions for the deanery - elections, voting etc	Peter Evans Assistant Diocesan Secretary	01749 685108 peter.evans@bathwells.anglican.org
Requests to submit motions to Diocesan Synod	Peter Evans Assistant Diocesan Secretary	01749 685108 peter.evans@bathwells.anglican.org

Diocesan-wide support services continued

Mission Support and Ministry Development

Head of Mission Support and Ministry Development	Charlie Peer	01749 685101 charlie.peer@bathwells.anglican.org
Chaplaincy	Mike Haslam Chaplaincy Adviser	07530 677493 / 01749 685121 mike.haslam@bathwells.anglican.org
Church planting and new congregations	Mandy Priestley p/t	07716 116103 mandy.priestley@bathwells.anglican.org
	Richard Priestley p/t New Christian Communities Development Leads	07725 190782 richard.priestley@bathwells.anglican.org
Deanery Accompaniers and Deanery Support	Julia Hill Head of Deanery and Parish Support	01749 685114 julia.hill@bathwells.anglican.org
Deliverance	c/o Allie White	01749 588904 allie.white@bathwells.anglican.org
Environment and eco-church	Sara Emmett p/t Climate Justice and Environment Adviser	07900 694118 sara.emmett@bathwells.anglican.org
Healing	Gilly Bunce vol Diocesan Healing Adviser	01749 685104 healing@bathwells.anglican.org
Inclusion and diversity	Sally Beazley p/t Inclusion and Diversity Adviser	sally.beazley@bathwells.anglican.org
Lay Pastoral Assistant and Lay Worship Assistant training resources	c/o Allie White Mission Development Administrator	c/o allie.white@bathwells.anglican.org
Magnificat parishes	Claire Horton p/t Magnificat Advocate	01749 588919 claire.horton@bathwells.anglican.org
New Christian communities and new housing	Mandy Priestley p/t	07716 116103 mandy.priestley@bathwells.anglican.org
	Richard Priestley p/t New Christian Communities Development Leads	07725 190782 richard.priestley@bathwells.anglican.org
New ministries - development and support	Jill Perrett p/t Developing Ministries Adviser	01749 588909 jill.perrett@bathwells.anglican.org
Peacebuilding	Simon Keyes vol Diocesan Peacebuilding Adviser	07968 440684 simon.keyes@bathwells.anglican.org
	Caroline Bruce p/t Peacebuilding Advocate	01749 685127 caroline.bruce@bathwells.anglican.org

Diocesan-wide support services continued

Mission Support and Ministry Development continued

Pioneering	Mandy Priestley p/t	07716 116103 mandy.priestley@bathwells.anglican.org
	Richard Priestley p/t New Christian Communities Development Leads	07725 190782 richard.priestley@bathwells.anglican.org
Renewal	Keith Powell vol Diocesan Renewal Adviser	c/o sue.whitehead@bathwells.anglican.org
Rural	Rob Walrond p/t Rural Specialist	07976 838499 rob.walrond@bathwells.anglican.org
Spiritual direction	Adviser Vacant see Archdeaconry contacts in the meantime	spiritualdirection@bathwells.anglican.org
Training (for ministry)	Ronnie Crossman Ministry Training Team Leader	ronnie.crossman@bathwells.anglican.org 01749 685129
Vocations administration General vocations enquiries; finding support for those on discernment journey	Ros Miles p/t Administrator for Vocations	01749 685275 rosalind.miles@bathwells.anglican.org
Vocational discernment	Sue Rose p/t Vocations Team Leader	01749 685273 or 01749 685275 (Ros Miles) sue.rose@bathwells.anglican.org
	Helen Weld p/t Vocations Adviser	01749 685125 helen.weld@bathwells.anglican.org
Zambia	Allie White Zambia Link Coordinator	01749 588904 allie.white@bathwells.anglican.org

Safeguarding matters

Head of Safeguarding	Ben Goodhind Diocesan Safeguarding Manager	07834 514842 / 01749 588917 ben.goodhind@bathwells.anglican.org
DBS checks	Leonie Jones Safeguarding Coordinator	01749 685106 dbs.safeguarding@bathwells.anglican.org
Safeguarding training	Leonie Jones Safeguarding Coordinator	01749 685106 training.safeguarding@bathwells.anglican.org
Safeguarding concerns	Ben Goodhind Diocesan Safeguarding Manager	07834 514842 / 01749 588917 ben.goodhind@bathwells.anglican.org

School matters

Director of Education	Ed Gregory	01749 685124 edward.gregory@bathwells.anglican.org
Academisation, admissions and governance advice	Suzanne McDonald Assistant Director School Organisation	01749 685137 suzanne.mcdonald@bathwells.anglican.org
Premises and governance advice	Claire Hudson School Organisation and Governance Advisor	01749 685277 claire.hudson@bathwells.anglican.org
SIAMS, OFSTED and RE support for schools	School Effectiveness team	See Archdeaconry contacts for the person for your area
Administrator - School effectiveness and the Go Team	Felicity Copley Education Administrator	01749 588915 felicity.copley@bathwells.anglican.org
Administrator - School organisation and governance	Josie Halla Education Administrator	01749 685104 josie.halla@bathwells.anglican.org

Wellbeing

Clergy counselling and well being	Sally Walters p/t	07973 844292 / 01275 792056 sally.walters@bathwells.anglican.org
Retired Clergy Please ask your Archdeacon for your Deanery Officer	Chris Hare vol	07368 881336 / 01373 469788 cshare@hotmail.co.uk