Diocese of Salisbury
Making Jesus Known

Role profile: Deanery Synod Secretary

The Deanery Synod Secretary enables the smooth running of the Deanery Synod, working with other members of the Deanery Leadership Team through efficient administrative support.

Duties

The Deanery Synod Secretary will:

- Liaise with the Lay Chair and Rural Dean to set dates and agendas for each meeting
- Circulate agendas and any associated papers to all members prior to meetings
- Keep a roll of synod members up to date and inform the diocese of any changes
- Prepare minutes of each meeting and circulate to PCC Secretaries
- Ensure the election of members and diocesan officers occurs at the appropriate time
- Support the Lay Chair and Rural Dean in the administration of the deanery

Skills and qualities

A Deanery Synod Member is someone who:

- Is a committed member of their church community
- Understands, and has faith in, wider Church governance structures
- Is a skilled communicator able to connect with a wide range of stakeholders
- Can advocate for their parish whilst being able to see the bigger picture
- Is prepared to lead difficult discussions where necessary

A secretary appointed from outside 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.

We are committed to safeguarding across the Diocese of Salisbury. Each volunteer will be required to go through the safer recruitment process and relevant DBS check for their role.

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