

## Ministry Description for Regional Deans, Diocese of Moosonee

Regional Deans are nominated and elected by clergy and lay delegates gathered in Great Chapter, appointed by the Diocesan Bishop and installed by the bishop or his/her designate. They assist the Bishop and diocesan staff in the overall administration and pastoral oversight of the diocese. They are expected to have a good working knowledge of the Canons and Policies of The Diocese as well as the Bishop's Guidelines and to uphold them in the exercise of their ministry.

### Duties and Responsibilities

#### Within the Deanery

- +Visit the parishes offering encouragement and support to the Clergy and Select Vestry in their leadership
- +Bring to the attention of the parishes diocesan initiatives in ministry and stewardship
- +Examine all parish and congregational registers, records and books ensuring they are legibly, properly and neatly kept and reports their findings to The Executive Archdeacon.
- +Discuss the payments of the parish to Stipend, Diocesan Support Fund, and Diocesan Assessments
- +Support parish leadership in efforts to be financially self-sufficient
- +Work with Clergy and Select Vestry in developing a Ministry Action Plan
- +Inspect all church properties at least once every two years, ensuring they are in good repair and sufficiently insured with sound, well established firms and reports their findings to the Executive Archdeacon
- +Work with Parish Wardens and Selection Committee in the appointment of Clergy, provides guidance in the creation of a parish profile, provides guidance in the process of interviews, and attends the service of induction

for newly appointed clergy , exercising a role in accord with the Bishop's request

### Working with The Clergy

- +Provide pastoral support for the clergy
- +Convene gatherings of Clericus for fellowship, study, prayer, and discussion of deanery and diocesan business

### Great Chapter

- +Convene gatherings
- +Appoint a Committee to oversee planning for the gathering. This committee sets a theme and prepares an agenda, ensures all delegates have necessary background materials for the meeting, makes arrangements for bible study and worship throughout the gathering, prepares a budget for the gathering and ensures all expenses are paid in a timely manner.
- +Chair the Gathering
- +Presents a report of his/her work as Regional Dean since the last gathering
- +Call for reports from each parish
- +Introduce and welcome guest speakers/presenters
- +Bring to the attention of all present initiatives that are of a diocesan nature
- +Oversee process for electing clergy and lay members of Executive Council and Synod and sends a report to the Executive Archdeacon
- +Prepare a report of the proceedings and decisions of The Great Chapter and sends it to the Bishop and Executive Archdeacon

### Diocese

- +Works collegially with Executive Archdeacon and Chief Financial Officer

+Serve on Bishop's Advisory Council

+Serve on Executive Council and Synod

+Assemble a report from the parishes within the deanery and presents it to meeting spring and fall meeting of Executive Council

#### Other Duties

+Assumes other duties as may be requested by Bishop

#### Term of Office

Regional Deans hold office for three years and may be re-elected and appointed by the Bishop for a further term.