

## DEANERY ORGANISERS ROLE DESCRIPTION

### PURPOSE

To assist the Deanery to develop its mission and ministry with confidence by arranging the allocation of the Centenary Share between the benefices and encouraging regular (and full) payment to enable the Diocese to meet its budgeted expenditure.

### KEY CONNECTIONS

The Deanery Organiser will work in closely with:

- the Rural Dean and Lay Chair
- treasurers
- incumbents
- church wardens
- the Deanery Synod
- diocesan office staff
- Local Giving Advisors

### KEY TASKS

#### **1** *Relationship with the Deanery Synod and the Standing Committee*

The Deanery Organiser will be, or become an ex officio member of the Deanery Synod and its Standing Committee or be co-opted on to it. The normal term of office will be three years in line with synodical elections

#### **2** *Centenary Share*

The Deanery Organiser will

- work with treasurers to ensure that where possible the allocation of Centenary Share between benefices is as fair and reasonable as possible
- will regularly monitor payment of Centenary Share

#### **3** *Conduit for information*

The Deanery Organiser is an essential conduit for information flow between the parishes, the Deanery and the Diocesan Board of Finance:

- keeping treasurers and clergy informed about Centenary Share
- encouraging return of financial information from the parishes
- disseminating information and good practice across the deanery
- liaising with the Deanery Synod
- picking up anomalies in Centenary Share and acting as an intermediary between the parishes and the Diocesan Board of Finance
- attending and participating in regular diocesan meetings of Deanery Organisers

#### **4** *Training*

Deanery Organisers may be asked to:

- assist with or facilitate training of treasurers
- encouraging people to develop a Christian understanding of giving

## **5** ***Building relationships***

The Deanery Organiser will be expected to:

- build effective and affirming relationships with PCC treasurers so that they are encouraged and enabled to fulfil their role
- from time to time with the support of the Rural Dean and Lay Chair gather representatives of the deanery together

### **PERSON SPECIFICATION**

- Basic financial understanding
- Computer skills (Excell spreadsheet)
- An ability to explain the Centenary Share