

2. to accept our obligation to pay the **Common Share** in full;
3. to welcome **visiting preachers** from three other benefices in the Deanery within one year and the Rural Dean once a year;
4. to publish **news** from the other parishes and other activities on the Deanery website and annually in the Deanery Digest;
5. to hold at least two annual **Deanery Services, an evensong and a healing with reconciliation service**, with a chance to meet one another socially afterwards.
6. to work more closely with other Christian denominations especially sharing worship with our Methodist brothers and sisters.

CREWKERNE AND ILMINSTER DEANERY

DEANERY

HANDBOOK

ALSO AVAILABLE ON THE DEANERY WEBSITE
(WWW.CREWKERNE-ILMINSTER-DEANERY.ORG)

PHOTOCOPY FOR FURTHER DISTRIBUTION OR NOTICE
BOARD PROMULGATION

October 2006

SECTION ONE – THE DEANERY

1. INTRODUCTION

1.1 This section is intended to promulgate various aspects of what this Deanery stands for, its position in the structure of the Church, some instructions for its committees and Synod and job specifications of Deanery Officers.

2. THE POSITION OF DEANERY

2.1 In our Church, which is presently subject to considerable change, the position and role of deanery structure should be closely examined. Traditionally, the structure was parish to deanery to archdeaconry to diocese. As benefices have become larger and Teams have emerged, the role of Deanery has changed.

2.2 With the advent of Local Ministry Groups (LMGs), this role will change still further. This Deanery will act as an important bridge between LMGs and Diocese with the maxim that they will do what smaller groupings cannot do on their own.

3. DEANERY AIMS

3.1 Visions of the Deanery –

- a) to inspire and encourage the fullest use of resources and materials, skills and talents available within the Church to proclaim the love of God;
- b) to provide a structure to serve the people rather than people serving structures;
- c) to do together as a Deanery what communities need.

- d) to provide and organize facilities especially training for non ordained ministry beyond the resources of individual parishes and benefices.

4. WORKING TOGETHER

4.1 There will be areas of working which will be better covered on a larger rather than on a smaller scale. These might include marriage preparation, mission groups, hospital visiting groups, retreats, pilgrimages, etc. All these things depend on both clergy and laity working closely together as the body of Christ. Each part is just as important as its neighbour.

4.2 It is anticipated that these things will now be done at LMG level with Deanery helping where appropriate. Deanery Synod, under the guidance of the Standing and Pastoral Committee, will organize particular events and activities such as pilgrimages, as appropriate.

4.3 The Rural Dean and the Lay Chairman will visit parishes on a regular basis and be available for consultation.

5. DEANERY SYNOD

5.1 Deanery Synod was originally a workshop in which ideas and concepts could be explored. Motions for debate can still be considered by the Standing and Pastoral Committee before being put before Synod for more general discussion. There will be 2 synods scheduled for each year as decided by the Standing and Pastoral Committee; agenda and minutes will be published by the Secretary. Synod will be jointly chaired by the Rural Dean and the Lay Chairman.

5.2 However, as LMGs begin to become established and LMG Councils discover their roles, the part that Synod can usefully play will need to be continually assessed.

6. DEANERY STANDING AND PASTORAL COMMITTEE

6.1 This committee will meet approximately two weeks after Synod and at other times as considered appropriate. The agenda will be published by the Chairman and the proceedings minuted by the Secretary. This committee will be chaired by the Rural Dean.

6.2 The agenda will be in two parts. Firstly, it will discuss the Minutes, any motions and to propose items for future agendas. Secondly it will examine aspects of ministry within the Deanery and may concentrate on a particular LMG to evaluate what further support might be given them. In particular, it will consider the future deployment of clergy and advise on the future of church buildings. It will also be the think tank for the Deanery and it will produce ideas for the spiritual well being of all in the Deanery.

6.3 This committee will have the Rural Dean, the Lay Chair (as Vice Chair), the Deanery Secretary, the Deanery Treasurer and the Deanery Warden of Readers as ex officio members. There will be one lay member from each LMG and three clergy members from across the Deanery. It will meet in The Minster Rooms, Ilminster, being the most central point in the Deanery

7. DEANERY DIGEST

7.1 This Deanery publication will emerge annually and will be produced by the Communications Officer. Information for this

publication will be fed through the Web Master and be available in both hard copy and electronic form on the website. It will publish relevant activities and dates in the parishes as well as Diocesan events. It will also contain helpful articles and letters.

8. DEANERY WEBSITE

8.1 The Deanery website is now well established and forms the main communication link both up and down the chain linking parishes to the deanery, the diocesan and local tourist websites. It can be found at www.crewkerne-ilminster-deanery.org. Information for inclusion should be forwarded to the Web Master via the Rural Dean, the Lay Chairman or the Communications Officer. The Deanery Secretary will be able to forward Synod minutes and papers. Communications and articles should preferably be in electronic form (colour photographs and pictures are especially welcome). This medium will be used to publish planned activities, Minutes of Synod, list of parishes and the names and addresses of Deanery Officers.

8.2 The Deanery Digest will be published on the website, but it will still remain available in hard copy for those without electronic communications. In addition, any appropriate items will be forwarded to The Grapevine by the Web Master. Any of the following addresses can be used:

prayer@crewkerne-ilminster-deanery.org
communications@crewkerne-ilminster-deanery.org
webmaster@crewkerne-ilminster-deanery.org
robertallen@crewkerne-ilminster-deanery.org

9. LOCAL MINISTRY GROUPS

9.1 It is intended that LMGs will become as autonomous as possible acting almost as mini-deaneries. How this will turn out in practice will affect how synod itself operates and it will be continually reviewed. It is not intended to create an additional layer of bureaucracy with attendant time and financial penalties.

9.2 If the Deanery can assist LMGs in any way, this will be done where ever possible. LMGs should continue to nominate representatives to synod and invite one lay member to become members of both the Deanery Standing and Pastoral Committee.

9.3 Because of the size of the enlarged Deanery, the Archdeacon has consented for a clergy person in the LMG to conduct the quinquennial inspection (different from the Architect's Inspection) reporting direct to him but keeping the Rural Dean informed. Each LMG will retain their Parish Files.

9.4 LMGs will also be required to maintain a Register of Those Engaged in Non Ordained Ministry, producing it for inspection at the annual Archdeacon's Visitation.

SECTION TWO – JOB SPECIFICATIONS

10. RURAL DEAN

10.1 The Rural Dean's job description is to be found in Canon C23 and in the Diocesan Handbook D9.

10.2 The Rural Dean has two prime responsibilities – firstly, as the Bishop's representative in this area, and, secondly, as the pastor for clergy, their families and church officers. Where the two conflict, the Rural Dean will always veer towards pastoral care. All clergy have right of access to the Archdeacon and to the Bishop as situations dictate, but it would be helpful if the Rural Dean could be kept informed as soon as the time is ripe. It is not the intention to insert an additional layer in the system, but merely to keep the man on the spot aware of what is going on. The Rural Dean will be the convener of clergy Chapter.

10.3 In addition, the Rural Dean will be the Chairman of the Deanery Standing and Pastoral Committee.

11. LAY CHAIRMAN

11.1 The job description for the Lay Chairman is to be found in the Diocesan Handbook D10.

11.2 In order to achieve the objectives laid down, the Lay Chairman will visit parishes and benefices on an opportunity basis.

11.3 The Lay Chairman will be the Joint Chairman of Deanery Synod and Vice Chair of the Standing and Pastoral Committee.

12. DEANERY TREASURER

12.1 The main function of the Deanery Treasurer is to supervise the payment of the Common Fund from the parishes of the Deanery. He/she should keep the Rural Dean and the Lay Chairman advised of progress especially any parishes who appear to be failing to produce the amount required by the Diocesan Board of Finance.

12.3 The Treasurer will also organize occasional informal meetings of PCC Treasurers.

12.4 The Deanery Treasurer will also arrange for funds to be raised to meet Deanery expenses through the Standing and Pastoral Committee. Deanery officers should apply direct to the Treasurer for remuneration once legitimate expenses have been incurred. The Rural Dean will claim his expenses from the Diocese.

12.5 The Deanery Treasurer will also be a member of the Deanery Standing and Pastoral Committee.

13. DEANERY SECRETARY

13.1 The Deanery Secretary will issue the Agenda for Deanery Synod and record the Minutes of the Deanery Synod and the Standing and Deanery Pastoral Committee. Such minutes will be made available to the Chairman of those committees before publication and to the Standing Committee for Deanery Synod Minutes. An assistant secretary may be invited to share the workload.

13.2 The Deanery Secretary will also arrange the venues and the timing of the Synod and the Standing and Pastoral Committee.

13.3 Any expenses incurred in the production, duplication or postage of Deanery papers should be claimed from the Deanery Treasurer.

14. DEANERY RETIREMENT OFFICER

14.1 The Deanery Retirement Officer works within the Diocesan structure under the coordinating officer for the whole Diocese.

14.2 The Retirement Officer will maintain an accurate list of the names, addresses and telephone numbers of all retired clergy and their wives living in the Deanery. That list should also contain the names and addresses of any clergy widows or widowers.

14.3 The Retirement Officer should be available to discuss the procedures and benefits from active clergy who are about to retire.

14.4 The Retirement Officer should keep his constituents advised of any Deanery activities which might be of interest (for example Deanery Evensong) and to ensure that those who wish to attend may do so.

14.5 The Retirement Officer may also be a member of the Deanery Clergy Chapter.

14.6 The Retirement Officer should keep the Rural Dean and the Lay Chairman advised of any illness or death among his constituents.

15. DEANERY WARDEN OF READERS

15.1 The Deanery Warden is accountable to the Readers who have elected him/her and also to the Diocesan Warden of Readers. The Deanery Warden will:

- Maintain a close liaison with the Rural Dean on all aspects of Reader ministry.
- Be ready to provide Readers to work outside their usual parish boundaries to assist other parishes as required. Clergy should contact the Deanery Warden if they require assistance.
- Will exercise pastoral care as appropriate.
- Will share information, news and other communications as appropriate.
- Will encourage Readers to attend Deanery events and also occasions when clergy Chapter programmes joint events (such as Archdeacon's Visitation, Deanery Evensong and social events)..
- Will maintain an active dialogue with the Readers in the Deanery advising the Rural Dean in the first instance of any problem.
- Be an ex officio member of the Deanery Standing and Pastoral Committee.

15.2 The Deanery Warden will maintain an active dialogue with the Readers in the Deanery advising the Rural Dean in the first instance of any problems.

15.3 The Deanery Warden should be able to satisfy any request by incumbents for Reader coverage of services, mindful of workload and traveling distances.

15.4 The Deanery Warden should communicate any Deanery activities of interest to Readers (such as Archdeacon's Visitation, Deanery Evensong, social events and joint sessions with Clergy Chapter).

16. DEANERY COMMUNICATIONS OFFICER

16.1 The Communications Officer should maintain close contact throughout the Deanery. This is the main link for parishes to the Deanery Website. Any events to be advertised, articles and photographs should be forwarded to the Web Master.

16.2 The Communications Officer will also act as Editor of the Deanery Digest. The Editor of the Deanery Digest should be alive to what is going on in the Deanery and produce a lively publication annually in both hard copy and electronically for the website.

16.3 The Communications Officer should be alert to any opportunities to promote the Deanery and the Gospel within the communities in which we live.

16.4 Any expenses should be claimed from the Deanery Treasurer or from the Diocesan Communications Group as appropriate.

17. DEANERY WEBMASTER

17.1 The Deanery Web Master will be responsible for running the Deanery website under the direction of the Rural Dean and the Lay Chairman.

17.2 Information should be passed electronically so that any planned event from anywhere in the Deanery which is considered to be appropriate can speedily put onto the website. Any obsolete information should be deleted to keep the website up to date. Any queries on suitability should be referred to the Rural Dean. Minutes of Synod should be passed directly by the Deanery Secretary.

17.3 Any items of news which merit wider dissemination should be forwarded to the Diocesan newspaper, The Grapevine. Local articles and newsworthy items should be passed to the Editor of the Deanery Digest.

18. RURAL AFFAIRS OFFICER

18.1 Background: This Deanery consists primarily of rural communities with many who rely on the land for their livelihoods. There are many schools which need educating not only in the ways of the land but also in the gospel of Jesus Christ. There are 60 places of worship in 5 Local Ministry Groups. The towns, Chard, Ilminster and Crewkerne carry the main centres of population. There is a need to be alongside the farming community and to educate all people in the deanery in the ways of the countryside.

18.2 Primary Aims:

- a. To build individual relationships within the agricultural and church communities.
- b. To offer well informed support to those who minister in the parishes of the deanery.
- c. To facilitate an ecumenical approach when ever possible.
- d. To work with schools to strengthen church and rural links.
- e. To build relationships with relevant institutions and organisations concerned with the rural community.
- f. To offer a well informed spokesperson for the church on rural matters in this deanery.
- g. To help interpret agricultural and rural concerns to the church.
- h. To enable the church to develop a distinctive voice in relation to rural matters.

18.3 Tasks:

- a. To visit and develop relationships with local branches with farming and other relevant organisations.
- b. To continue involvement with local parishes through listening, meeting groups and speaking in churches and schools.
- c. To work with the Rural Communities Regeneration Group (see also 3j below).
- d. To work closely with local clergy and lay people, feeding into Chapter, Synod and LMG Council meetings.
- e. To initiate events within the deanery to involve the wider community in rural matters.
- f. To work pastorally with individuals as necessary.
- g. To liaise closely with the Farm Crisis Network.
- h. To liaise with the Diocesan Rural affairs Adviser and the diocesan Department of Ministry Development.
- i. To meet regularly with a Deanery Support group for reflection and discussion of work. It may be that the Rural Regeneration Group might provide this level of support.
- j. To relate to the District and County Councils on environmental, conservation, planning, housing and employment issues
- k. To continue links as appropriate with the Taunton Deanery.

18.4 Accountability: The Deanery Rural Affairs Adviser will be accountable to the Rural Dean meeting with him as appropriate. He will have constant access to him and will keep him informed of progress and developments in his area of work.

18.5 Remuneration: The Deanery Rural affairs Adviser will be funded by the diocese for 18 hours work each week as an Authorised Lay Minister. He will submit his expense claims to the Rural Dean for authorisation and then be paid by the Deanery Treasurer.

19. DEANERY POINTS OF CONTACT

19.1 There are a number of other areas of ministry that require a point of contact or `local expert` so that all enquiries on a particular subject can be gathered into one place. That contact will liaise between people on the ground and the diocese so that a uniform approach can be maintained and similar activities co-ordinated throughout the deanery. These areas of ministry include Healing and Medical Ethics, Liturgy, Ecumenism, Mission, Readers, Training Co-ordinator, Mother's Union, Music Co-ordinator and Choral Co-ordinator.

19.2 The names of the points of contact will be published periodically and will be available on the Website

SECTION THREE – THE COVENANT

20. DEANERY COVENANT

We, the congregations and clergy of the parishes of the Crewkerne & Ilminster Deanery in the Diocese of Bath & Wells, recognise that we are being called to work more closely together as part of the Changing Lives, Changing Churches, Changing Communities initiative. This collaboration focuses on the mission and ministry which we all share in Christ within the Anglican Communion and the Methodist Church as part of the Covenant between the two churches.

We covenant to explore together possibilities for co-operation, to grow in understanding and acceptance of each other, to share resources, planning and support wherever possible, and by agreement, to change the patterns of our shared Deanery life, so that we may prepare ourselves, with the grace of God, to shape the forms of parish ministry as described in the current version of the Deanery Plan.

We will use Chapter and Synod meetings to explore and, as far as possible, to resolve any issues raised by the Deanery Pastoral Committee and to broadcast the Word of God by the example of our lives in our communities and by our commitment to Christ.

As a practical expression of our Covenant we, in each Local Ministry Group, commit ourselves:

1. to prepare, and use in Sunday worship, a **Deanery Calendar of Prayer**, to help us to pray intelligently for each parish, their clergy, Readers, other leaders in the Deanery and for the necessary changes that will need to occur to bring God's word to all in the Deanery;