

Bruton and Cary Deanery

has urgent need of two important Officers to undertake significant roles in the life of the Deanery:

1) a **Deanery Secretary** to:

- Keep up-to-date membership and contact details (primarily e-mail) of Deanery Synod members and the Deanery Mission and Pastoral Group (DMPG)
- Be the main point of contact for all Synod communications - primarily by e-mail
- In co-operation with the Area and Lay Deans, compile and circulate Agendas and other papers for meetings of Deanery Synod and the DMPG
- Attend meetings of Deanery Synod and the DMPG (usually three meeting each a year), take Minutes of these meetings and circulate to members in good time after the meeting (Synod Minutes to go to PCC Secretaries as well as Synod members)
- Provide and circulate a calendar of meetings and arrange booking of venues
- Work with the Area and Lay Deans and the Deanery Treasurer on the production of the Deanery Annual Report and circulate it to members and PCC Secretaries in time for the March Synod each year
- Liaise with the Diocesan Office regarding Synodical elections (Deanery Synod members are the electorate for Diocesan and General Synod elections)

2) a **Deanery Treasurer** to:

- Manage the Deanery bank accounts and the associated income and expenditure, including the accurate recording of transactions and bank reconciliation
- Attend meetings of Deanery Mission and Pastoral Group (DMPG - usually three meeting each a year) to report on the state of the Deanery finances and the payment of Parish Share (from reports provided by the Diocesan Office)
- Prepare a budget for the following year's finances in the autumn to assist DMPG in the setting of the Deanery Subscription
- Prepare annual deanery accounts and have them independently examined before the first DMPG of the year
- Work with the Area and Lay Deans and the Deanery Secretary on the production of the Deanery Annual Report (specifically the accounts and a financial report)
- Attend the March Deanery Synod to report on the Deanery's Accounts and obtain approval of the Deanery Subscription
- Collect the Deanery Subscription from PCC Treasurers (currently suspended as the Deanery has sufficient funds for its needs)
- Act as Secretary and Treasurer for the Deanery Ministry Fund, bringing requests for funding for lay ministry training to DMPG

* For more information contact the Lay Dean, Rob Sage, who has experience of both roles on 01749 850934 or at robsage@uwclub.net

* The Deanery Treasurer has to be a member of Deanery Synod but can be co-opted prior to election. The Deanery Secretary does not have to be a member of Synod but both Secretary and Treasurer have to be elected by the Deanery Synod.

* The roles would be suitable for a current or former PCC Secretary or Treasurer or could be undertaken by someone with basic computer skills (and book-keeping skills for the Treasurer).