



The Roles of Regional Archdeacons and Regional Deans

Assumptions

1. We assume that the entire Diocesan system (Bishop and Bishop's Office, Synod Office staff, Diocesan Committees, Regional Archdeacons, Regional Deans, Parish Leadership and Parishes) are together *focused on the development of parishes into healthier, more faithful and more effective communities of faith* that are:
 - *Focused on their reason for being/purpose as parish churches that gather those being drawn by God into parishes, transform people in their baptismal identity and purpose and send people out to be the heart, hands and mind of God in the world.*
 - *Connected to and expressive of an Anglican identity, ethos, and character*
 - *Responsive to the challenges and opportunities before them*
 - *Working toward greater congruence or "fit" between all the elements of their organizational life*
 - *Nurturing a parish culture that is more transparent, honest, open to learning and hopeful, and in which the parish and its people experience more choice in the way they function.*
2. We assume that together we are all working to further diocesan mission and priorities.
3. We assume that we seek to do the above work by *functioning interdependently* as clergy and parishes rather than in isolation.
4. We assume that, while the roles described below have distinct areas of focus, areas of overlap will require a *spirit of collaboration*.
5. We assume that observing *confidentiality* is a part of each role below and that, where possible, we are encouraging and assisting people and groups in the Diocese *to engage each other in an authentic and productive way*. We do this to deepen relationships, to create a healthier Diocesan culture and to move development forward on the parish and Diocesan level.

Role of Regional Archdeacons

Regional Archdeacons exercise the *Bishop's ministry of oversight* in a local region. In this ministry, therefore, they advise and support the Bishop's office as well as represent the concerns and perspectives of the Bishop's office in the Archdeaconry.

The term of appointment is normally five (5) years and may be extended.

The responsibilities of Regional Archdeacons include:

- Staying in touch with the life of parishes in the Archdeaconry with an eye to opportunities, challenges, and learning. Where appropriate, communicating these opportunities, challenges and any learning to the Bishop's Office, Synod Office staff and to other Regional Archdeacons, the Archdeacon for Deacons and Regional Deans.
- Meeting regularly with the Regional Deans of the archdeaconry.
- Before attending Deanery clericus, the Regional Archdeacon should consult with the Regional Dean.
- Attending monthly meetings with the Bishop, other Archdeacons, Dean, and Synod Office Leadership Team.
- Serving as the Bishop's representative in the search process
 - Working closely with Executive Archdeacon, recommending when the Search Committee should begin its formal work and making sure that the Diocesan search process is followed. In collaboration with a given Search Committee, negotiating any exceptions to that process and recommending any improvements to that process.
 - Serving as a resource and providing training to Search Committees as they do their work.
 - Attending the Bishop's Advisory Council on Appointments with the representatives of the Search Committee to support them and to contribute to the discussion.
 - Being present and playing a role in any induction and or celebration of a new ministry.

- Leading or playing a significant role in ministry initiatives that are archdeaconry-wide. This may include Archdeaconry conferences/meetings for informational, educational, community building, or parish development purposes.
- Attending the quarterly Bishop, Archdeacons, Regional Deans, Dean and Synod Office Leadership Team (BARDD-LT) meetings
- Serving as a resource to clergy and parishes in situations related to major parish development initiatives or in situations involving conflict—at times this will involve being involved in intervening in situations
- Assisting parish clergy and others in the parish in completing a Mutual Ministry Review every 12-18 months and ensuring a copy of the review is sent to the Bishop's office.
- Reviewing the annual continuing education plan of the clergy within the archdeaconry to assist in providing clarity of learning goals and a long-term strategy. In addition, it is to ensure that all clergy are accessing the continuing education plan. [A reminder that, under Canada Revenue Agency guidelines, for continuing education to be a non-taxable benefit, it must be of benefit of the employer.]
- Resourcing clergy and parishes in the development of their liturgical life: Aiding in improving existing liturgies (rite, ceremonial, music, space, liturgical change) and in crafting new liturgies for authorization by the Bishop.
- Assisting the Regional Dean in convening and providing for the facilitation of deanery meetings/conferences
- Taking the initiative to create an authentic and mutually supportive working relationship with Regional Deans, with the Executive Archdeacon, with the Bishop and with the Synod Office staff.
- Where needed, assisting parishes in finding supply clergy
- Reviewing clergy discretionary funds records for each clergy person in the archdeaconry once a year as coordinated with the parish audit review.
- Accompanying the Executive Archdeacon when inspecting a rectory within the bounds of the archdeaconry.
- Assisting clergy and parish leadership in navigating and negotiating diocesan structures.

Role of Regional Deans

The Regional Dean exercises the Bishop's *pastoral ministry* in a local region. As such, Regional Deans maintain a close working relationship with the Bishop's office as related to relationship building with clergy and parishes.

The term of appointment is normally for two (2) years, renewable for two additional terms for a total of six (6) years.

Regional Deans' responsibilities include:

- Staying in touch with the clergy of the region to support them in their spiritual, emotional, relational, and vocational well-being. Doing this through:
 - Convening and facilitating a regular regional clericus meeting that provides for spiritual nurture, relationship-building and mutual support of one another.
 - Where appropriate, visiting, meeting one-on-one with, or calling clergy to check in, listen, and where appropriate, advising them. As a part of this, nurturing appropriate confidentiality while encouraging the sharing of important pastoral information with the Bishops' office.
 - Meeting with clergy new to the area or clergy new to their role to stay in touch and support them in their transition and to provide pastoral care and support as needed.
 - Visiting clergy and their families who are sick or in the hospital.
- Assist in connecting clergy to a spiritual director, confessor and/or peer mentor as requested or required.
- In consultation with the Regional Archdeacon, arranging for clergy supply in a deanery parish in case of an emergency
- In consultation with the Regional Archdeacon, convening and providing for the facilitation of deanery meetings/conferences
- Publicizing diocesan-wide, archdeaconry-wide, or deanery-wide events to the Deanery

- Developing an authentic, collaborative, collegial, mutually supportive relationship with the Regional Archdeacon, with the Executive Archdeacon, with the Archdeacon for Deacons, with the Bishop and with the Synod Office Staff.
- Attending the quarterly Bishop, Archdeacons, Regional Deans, Dean and Synod Office Leadership Team (BARDD-LT) meetings