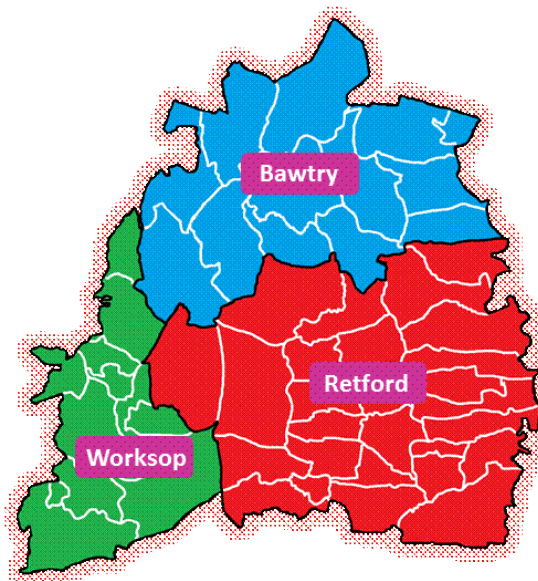




BASSETLAW & BAWTRY DEANERY



HANDBOOK FOR MEMBERS OF DEANERY SYNOD 2017 – 2020

*“A family of churches supporting and encouraging one another
to join in the transforming mission of God.”*

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<http://southwell.anglican.org/bassetlawBawtry>

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WELCOME

Whether you are an experienced Deanery Synod member or coming to this role for the first time, this Handbook is to help you fulfil your important role as we come together, representing our parishes and seeking God's purpose for our community during this current three years (triennium.)

We hope that this Handbook for Deanery Synod members is useful in defining roles and responsibilities and providing information. Please give feedback so that this Handbook can be refined and developed further.

WHO WE ARE

What is a Deanery?

A deanery is a grouping of parishes and benefices. The Diocese of Southwell and Nottingham is divided into 9 Deaneries, 5 within the Nottingham Archdeaconry and 4 within the Newark Archdeaconry. Bassetlaw & Bawtry is the second largest comprising 47 parishes.

Archdeaconry of Newark

- Bassetlaw and Bawtry
- Mansfield
- Newark and Southwell
- Newstead

Archdeaconry of Nottingham

- West Bingham
- East Bingham
- Gedling
- Nottingham North
- Nottingham South

The Venerable David Picken is Archdeacon of Newark. The Archdeacon has overall spiritual oversight, pastoral care and administrative responsibility for the clergy and people in the northern part of the Diocese.

To improve communication and to enable localised decision making, Bassetlaw & Bawtry Deanery is considered to be made up of three 'hubs' centred on the towns of Bawtry, Retford and Worksop. The Retford hub covers the same parishes as Retford Area Team Ministry.

As of July 2017, Bassetlaw and Bawtry Deanery parishes and clergy are as follows:

Area Dean: Revd Jonathan Strickland		
Associate Priests: Rev's Kate Bottley, Tim Pownall-Jones, Irene Tissington,		
Benefice or Group	Parishes	Minister in Charge
River Idle	Bawtry with Austerfield and Misson, Everton and Mattersey	Revd Jonathan Strickland
Oswaldbeck	Beckingham, Walkeringham, Misterton, West Stockwith, Clayworth and Gringley-on-the-Hill	Revd David Henson
Blyth, Scrooby with Ranskill		In Vacancy
Carlton-in-Lindrick, Langold, Oldcotes		Revd Mark Orr
Harworth		In Vacancy
The Retford Area Team Ministry Benefice, comprising:		
The Clays Group	Bole	Revd Mark Cantrill
	Clarborough	
	Hayton	
	North Wheatley	
	Sturton-le-Steeple	
The Rivers Group	Askham	In Vacancy
	Dunham	
	East Drayton	
	East Markham	
	Grove	
	Headon	
Elkesley, Bothamsall, Eaton with Gamston, West Drayton		In Vacancy
Laneham, Church in Levertons, Rampton, Stokeham, Treswell		In Vacancy. Revd Peter Sheasby has pastoral oversight of The Levertons LEP and Rampton LEP
Ordsall, Sutton-cum-Lound		Revd Sue Caddy
Retford Parish churches: St Saviour's, St Swithun's,		In Vacancy
Babworth, Scofton, St Michael's Retford		In Vacancy
Worksop Christ Church and St Luke's Shireoaks		Revd Luiz Lima
Worksop St Anne Benefice		Revd Dave Gough
St Mary, Norton Cuckney w St Winifred's, Holbeck Benefice		
Worksop St John		Revd Cap'n Tim Stanford
Worksop St Paul		Revd Nicolas Spicer with Mr
Worksop Priory, St Giles' Carburton and Clumber Chapel		Matthew Burnell, Community Worker

WHAT WE DO

What is the purpose of Deanery Synod?

The Deanery Synod is a group of people from parishes across the Deanery that meets over the course of each year. It is the communication link between the people in the congregation, the Diocese – through Diocesan Synod – and the Church of England nationally – through General Synod.

The Church of England is “episcopally led and synodically governed”. The Bishops take responsibility for overall leadership on policy and strategy, whilst clergy and people together in Synod make decisions about the everyday running of the church.

This means that areas of interest and concern can be taken up from clergy and people in local churches to the wider church, and decisions and consultations can be brought down from General Synod to keep the local church informed and involved.

Deanery Synod meets for several reasons:

- to plan a vision for the Deanery and its Mission.
- to plan the future allocation of minister resources, both ordained and lay.
- to share expertise and knowledge between local churches, as well as raise concerns and problems.
- to cooperate over projects and to support each other with Ministry, financial and other resources.
- to raise and discuss local matters concerning the Deanery and, if appropriate to be taken to Diocesan Synod.
- to receive information about what is being discussed and decided in Diocesan Synod and in General Synod and how it can help our Deanery.
- to agree individual parish ‘Giving for Ministry’ as part of the Deanery’s contribution to Diocesan funding and thereby Deanery Ministry resources.
- to pray together.

Deanery Synod Meetings

Synod meetings always begin with worship together. Meetings always begin and conclude with prayers where we are reminded of the things that we have been discussing and asking God to bless our work and our words.

Meetings are chaired jointly by the Area Dean and the Lay Chair. There is always a business section on the agenda that includes minutes of previous meetings, points of information, sharing Good News and a financial update on parish giving.

Invariably we have a speaker from the Diocese or a national organisation. We also bring to God individuals pastoral concerns raised.

The aim is that members should leave the meeting more informed, having had an opportunity to contribute views and be affirmed and energised for God's work back in their parish.

The Synod belongs to members and its success depends on members' contributions. Deanery leadership will be constantly evaluating the effectiveness of Deanery business and procedures.

The Deanery Secretary will keep you in touch with agendas and minutes of meetings as well as other pertinent information. Where possible material will be sent by e-mail for efficiency and cost saving.

Our membership

Who are the members of Deanery Synod?

Deanery Synod draws its lay members from the parishes of the Deanery. Each member is elected for three years – the Triennium. The number of delegates sent by each parish is dependent upon size of Electoral Roll, according to the formula:

<u>Number of Electoral Roll</u>	<u>Number of representatives</u>
1 to 29	One
30 to 100	Two
101 to 200	Three
201 to 300	Four

Deanery Synod members are co-opted automatically onto the respective Parochial Church Council (PCC).

The lay members combined form the House of Laity. It is led by the elected Lay Chair, Mr Rick Brand.

All parish incumbents and non-retired licensed clergy together form the House of Clergy, led by the Area Dean, Revd Jonathan Strickland

Clergy also meet separately with the Area Dean as Deanery Chapter. This is a mutually supportive arrangement for all licensed clergy in the Deanery.

Meetings include worship, theological reflection as well as business and social functions. The Chapter Clerk is Mr Ray Shaw.

The finances of the Deanery and parish Giving for Ministry are overseen by the elected Treasurer who is Mr Peter Stanley.

The Deanery Administrator – Mr Ray Shaw - is employed by the Diocese part-time and is based in the church office at Christ Church, Worksop. The Deanery Administrator works under the direction of the Area Dean and is a key channel of communication for clergy, churchwardens, Diocesan and the Bishops' office, and general enquirers. As part of the role, the Deanery Administrator is automatically appointed Secretary to Deanery Synod.

Deanery Synod Standing Committee

This is elected from Synod members and meets to set agendas for Synod meeting and to act on behalf of full Synod between the times that Synod meets. Standing Committee comprises:

- Area Dean
- Lay Chair
- Treasurer
- Secretary
- Six members of the House of Clergy
- Six members of the House of Laity

ROLES AND RESPONSIBILITIES

What is the role of Deanery Synod Members?

- To offer hospitality and worship for meetings so that we experience and share as many styles of doing church in as many parishes as practicable.
- Attend three Synod meetings during the year. These normally begin at 7:30 pm and we aim to finish by 9:15. There may be other meetings called for specific purposes.
- Be prepared to contribute to meetings, bring views, experience and expertise from their own parish to debate and discuss at Synod.
- Take Synod information and decisions back to PCC meetings
- Support events and projects across the Deanery as we seek to develop Mission and outreach in our communities.
- Support and pray for each other on a regular basis.

What is the role of the Area Dean?

- To exercise overall leadership of the Deanery
- Convene regular meetings of Deanery Clergy Chapter.
- Exercise spiritual and pastoral care for all clergy and their families in the Deanery.
- Have oversight of the Diocesan Emergency Plan.
- Take responsibility for a parish in vacancy.

What is the role of the Lay Chair?

- To support the Area Dean in leadership of the Deanery.
- Support lay people in contributing to the management and Mission of local churches.
- Share in worship across the Deanery and make contact with Churchwardens and members of PCCs.
- Represent the views of the laity and represent Deanery laity at specific events.

What are the shared responsibilities of the Area Dean and the Lay Chair?

- To lead and unite the Deanery, to foster the well-being of Clergy and to Develop Mission in the Deanery.
- Act as joint Chairs of Synod and be ex-officio members of the Standing Committee.
- Meet together regularly to discuss and plan Deanery Mission and Ministry, finance, administration and communication.
- Maintain regular contact with the Archdeacon and the Bishops.
- Keep under review a principled and transparent method for the fair allocation of parish Giving for Ministry.
- Participate in regular meetings with the Bishops, Archdeacon and Diocesan Officers and to represent a Deanery perspective. To brief the Deanery about Diocesan policy and practice.
- Lead the development of a Deanery Mission plan and ensure the plan is implemented and reviewed.
- Assist the Archdeacon with the annual visitation and admission of Churchwardens, and with visitation of the parishes under the inspection of church measures.
- To encourage and facilitate ecumenical relationships and partnerships with civic and community organisations within the Deanery.
- Take responsibility for and support parishes in the selection of new incumbents following vacancy.

What is the role of the Secretary?

- To provide Deanery Synod and Standing Committee with clerical support for notification of meetings, organising suitable venues, circulating papers, taking of minutes and record keeping.
- Recipient and disseminator of Diocesan communications.
- Attend and minute Standing Committee meetings.

What is the role of the Treasurer?

- With Deanery Standing Committee, to apportion Deanery Giving for Ministry among parishes and monitoring payments over the year.
- Support parish treasurers with advice and sharing best practice.
- Manage and keep records of the Deanery accounts and present financial updates to Synod.
- Member of Standing Committee.

What is the role of the Diocesan Representatives?

- Attend Diocesan Synod meetings and represent B&B Deanery.
- Take issues and information from the Deanery to Diocesan Synod.
- Report back to Deanery Synod information and decisions taken at Diocesan Synod.

What is the role of the Deanery Standing Committee?

- To meet between each Synod meeting to review the outcomes of the previous meeting and to set the agenda for the following meeting.
- Take responsibility for shaping Deanery policy and strategy.
- Advise parishes and Diocesan leadership about pastoral reorganisation and parsonage provision.
- Have oversight of parish Giving for Ministry (parish share) and grant applications.

CONTACTS

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