



# The Parish of Horndon, Orsett and Bulphan

## Role Description – Deanery Synod Representative

Role description reviewed and ratified at a PCC meeting on 22<sup>nd</sup> July 2025

This Role description must be given out during the induction process and signed for before commencing the role.

A copy of the signed Role description to be retained centrally by the Parish and a copy given to the individual.

Signed

.....

Rector or Churchwarden

.....

Individual

### **Responsible to:**

The Rector/churchwardens and the PCC.

### **Person specification:**

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.
- To maintain confidentiality and share any concerns with the Rector.

### **Safeguarding:**

- To read and adhere to all aspects of the Parish Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete on-line Basic and Foundation safeguarding training, must be retaken every three years.

### **Key roles and responsibilities:**

- To represent the Parish
- To attend the meetings of the Deanery Synod, and report back to the PCC
- To attend PCC meetings during the term of office
- To be prepared to canvas opinions from the congregation, and through the PCC to feedback to the Deanery Synod
- To be fully involved in the work of the Deanery Synod, which considers all aspects of church life: initiatives being referred to it from the national church; diocesan issues over priorities of work; sharing of information on the life of the church at a local level; making decisions on key policies affecting the Church in the Deanery
- To take part in the election of General Synod members – Deanery Synod members elect the diocesan members of General Synod's House of Laity once every five years, using a single transferable vote. If an election takes place during their term, representatives should take the time to understand the views and abilities of the candidates, for example by attending hustings; and should also canvas opinions from the congregation and PCC before deciding how to rank the candidates when voting
- To attend other PCC events such as Away Days and training events as organised by the Rector



**Elected members:**

The parochial representatives of the laity on a deanery synod –

- are elected every three years beginning with 2020 by the APCM of each parish in the deanery
- hold office for a term of three years beginning with the next 1<sup>st</sup> July following the date of their election.
- The number of representatives to be elected from each parish is determined by a resolution of the diocesan synod no later than 31<sup>st</sup> December in the year preceding the elections.

