

Appleby Deanery Administrator Role Description

Statement of Commitment to Safeguarding and Safer Recruitment

At the Diocese of Carlisle, we are dedicated to providing a safe, nurturing, and inclusive environment for all members of our community, especially children, young people, and vulnerable adults. Our commitment to safeguarding and safer recruitment reflects our core values and mission to uphold the highest standards of care and protection.

Safeguarding Commitment

We recognise our responsibility to protect and promote the welfare of everyone in our care. To this end, we pledge to:

- **Create a Safe Environment:** Ensure that all our premises and activities are safe and welcoming.
- **Promote Awareness:** Regularly educate and train our staff, volunteers, and congregation about safeguarding issues and practices.
- **Act Responsibly:** Promptly address any concerns or allegations of abuse, following our established procedures and legal obligations.
- **Support Victims:** Provide pastoral care and support to those affected by abuse.

Safer Recruitment Commitment

We believe that safeguarding starts with robust recruitment processes. We follow the Church of England guidance on safer recruitment and people management, and through this we commit to:

- **Rigorous Vetting:** Implement thorough background checks and screening for all staff and volunteers working with vulnerable groups.
- **Clear Policies:** Maintain clear policies and guidelines for recruitment, ensuring all roles have defined safeguarding responsibilities.
- **Continuous Training:** Provide ongoing safeguarding training and resources to ensure all personnel are aware of their roles and responsibilities.
- **Regular Reviews:** Continually review and improve our recruitment practices to uphold the highest safeguarding standards.

By adhering to these commitments, we strive to create a community where everyone feels safe, valued, and supported. We welcome any feedback or concerns and encourage open communication to maintain our high standards of safeguarding and care.

Overview of role

The key task of the Deanery Administrator is to provide both outward- and inward-facing administrative functions to the three benefices of the deanery, supporting the parishes in particular areas of their mission and ministry where standardisation is possible and, in particular, supporting the principal officiating ministers of the benefices in the discharge of certain responsibilities.

The post holder will work on behalf of the Anglican congregations of Appleby Deanery but will have a liaison role with our ecumenical partners, in particular the Methodist Church, which maintains its own administrator whose areas of responsibility overlap in a few areas.

The post holder will replace an existing Mission Community Office Manager, the first in post, who has held the position for several years, during which time the scope of the role has been refined to reflect the needs of the benefices and the way in which those needs can be most efficiently supported.

The post is therefore well established and can now be clearly defined. It is anticipated that the new appointee, in consultation with the Rural Dean and clergy of the Deanery, will continue to refine the specific content of the role.

The post is well suited to home working. Some travel around the Deanery for meetings, and regular use of video conferencing, is required. The role is 0.6 FTE, but the present post holder has found that the work is well suited to flexible arrangement throughout the week, according to the needs of the role and the post holder's own availability. A degree of working outside normal working hours, such as Zoom conversations with wedding couples, is required.

The post has developed to embrace most of the legal and administrative aspects of wedding and funeral ministry, and therefore full training in these functions will be provided to the post holder, together with on-going support, from the Rural Dean. There will also be substantial formal and informal handover from the existing post holder.

ROLE DESCRIPTOR

JOB TITLE: Appleby Deanery Administrator (0.6FTE)

REPORTS TO: Rural Dean of Appleby

PURPOSE OF ROLE:

To provide both outward- and inward-facing administrative functions to the three benefices of the deanery.

KEY ACTIVITIES & RESPONSIBILITIES:

General

- Providing administrative support to the Rural Dean, clergy and officers of local churches in connection with the business of the Deanery and Mission Community.
- Providing end-to-end management of wedding and funeral ministry, and applications for monumental inscriptions, across the deanery.
- Developing and maintaining effective communications with the parishes of the Deanery, their PCCs and officers, by traditional and electronic means.

Weddings and funerals

- Acting as first point of contact and continuing liaison for prospective wedding couples, funeral directors, and families wishing to inter ashes.
- Supporting couples in the initial stages of their wedding planning and collecting the personal information required for marriage registration, together with the production of statutory forms such as the Marriage Document.
- Supporting prospective wedding couples in understanding their legal rights and corresponding duties in relation to marriage (including Civil and Ecclesiastical Marriage Preliminaries).
- Supporting funeral directors and bereaved families in understanding their legal rights and corresponding duties in relation to burial and related aspects of funeral ministry.
- Making arrangements with clergy, church officers and relevant third parties, for the organisation of weddings and funerals.
- Acting, with the oversight of the Rural Dean and principal officiating ministers as their delegate in the discharge of duties as to identity and immigration status, and the other areas of marriage law.
- Making arrangements with churches for the calling of Banns of Marriage where required.
- Making arrangements with the Superintendent Registrar, Bishop's Surrogates or Faculty Office for other Preliminaries to Marriage.
- Issuing fee notes for Parochial Fees and other charges associated with weddings, funerals and interments of ashes, ensuring that PCC Treasurers have the information they require to make necessary disbursements.

- Keeping accurate records of wedding and funeral arrangements, including in particular those relating to fees and charges, identity, immigration status and Marriage Preliminaries.
- Liaison with the Registrars of Marriage and Deaths, as required, including the verification of quarterly returns of marriages.
- Supporting the Rural Dean and clergy in the annual agreement of a table of local fee levels for approval by the PCCs of the Deanery.
- Compiling forms for the submission of Parochial Fees (relating to wedding, funeral and monumental inscription ministry) to the Diocese, on behalf of PCC Treasurers.

Monumental inscriptions

- Acting as first point of contact and continuing liaison for funeral directors, monumental masons and bereaved families in connection with monumental inscriptions in churchyards.
- Supporting interested parties in understanding their legal rights and corresponding duties under the Churchyard Regulations and relevant rules.
- Receiving, and conducting an initial review of, applications for monumental inscriptions on behalf of principal officiating ministers.
- Making arrangements for approval by clergy and return of applications for monumental inscriptions to masons.
- Issuing fee notes or overseeing automated payments of Parochial Fees in respect of monumental inscriptions, and providing necessary information to Churchwardens and PCC Treasurers.
- Keeping accurate records of monumental inscription applications, and including in submissions to the Diocese prepared on behalf of PCC Treasurers (see above).

Developing administrative support for related activities

- Developing, in consultation with ministers, administrative support for families and PCCs in the process of seeking faculties for gravespace reservation.
- Developing, in consultation with ministers, administrative support for churches within the deanery in the conduct of baptism ministry.

Clerking and liaison in Deanery and Mission Community bodies

- Attending and taking minutes, where required, of Deanery Synod and Standing Committee (each 3 times per calendar year).
- Supporting the Rural Dean and Deanery Lay Chair in the preparation and distribution of paperwork for Deanery Synod and Standing Committee and the organisation of premises and facilities for meetings.
- Supporting meetings of ministers, Clergy Chapter, and such other Deanery or Mission Community groups as may be developed or are relevant to the Administrator's functions.

Rural Pilot funding

- Supporting the clergy of the Deanery in connection with the development and implementation phases of the Rural Pilot project funded by Carlisle Diocese's Diocesan Improvement Programme funding, to develop sustainable administrative

or other support services within the Deanery which will free resources for Mission and Ministry.

- The Diocese of Carlisle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.
- To undertake other duties that, from time to time, may be required

FINANCIAL IMPACT (How much and for what)	NETWORK (Key people with whom the role liaises and for what purpose)
N/A	INTERNAL : DBF staff, ministers (stipendiary, self-supporting and retired)
	EXTERNAL : wedding couples, local funeral directors, churchwardens, PCC Treasurers and PCC Secretaries, methodist circuit administrator
	NOMINATED DEPUTY (where applicable):N/A

PERSON SPECIFICATION

ESSENTIAL CRITERIA
Technical Skills
<ul style="list-style-type: none">• Excellent computer skills, including Microsoft Word and Excel.• Confidence using Internet for research, cloud storage and email.• Previous experience in an administrative role.• A willingness to learn about church law and structures relevant to the role.
Knowledge & Experience
<ul style="list-style-type: none">• Excellent planning, diary and time management, and organisational skills.• High emotional intelligence, good pastoral sensitivity and ability to deal with awkward conversations.• Ability to maintain confidentiality.• Good interpersonal skills – and a friendly and helpful manner both verbally, and in writing.• Willingness and ability to travel within the Deanery.• Sympathy with the Christian faith and a willingness to demonstrate Christian values.• An ability to “see the big picture” – to encourage and initiate good communication and collaborative working with and among others.• An ability to pick up and work with new concepts quickly – and to develop creative solutions as problems arise.

Benefits	
Salary	<p>£30,720.00 FTE 0.6 - 21 hours per week</p> <p>The post holder will be employed through the Carlisle Diocesan Board of Finance.</p> <p>21 hours per week - distribution of hours capable of variation as agreed between the post holder and line manager (from week to week, if required).</p>
Pension	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	mileage paid at 45ppm
IT & Mobile phone	laptop and smartphone with remote access to email
Working Expenses	fully-funded as appropriate
Other benefits	<ul style="list-style-type: none"> • 34 days annual leave incl bank holidays (pro-rata for part time employees) • 35 hrs a week flexi-time system in operation time off in lieu for additional hours worked
<p>Any offer of employment is subject to:</p> <ul style="list-style-type: none"> • Two references (one must be current employer) • Health Check • Right to work check • Enhanced DBS check and Church of England Declaration form (if the DBS or declaration form are not completed the offer of employment will be rescinded) 	