



## **Conference Dean**

### **Position Description**

In all that follows, it is first to be understood that the Dean is a part of the Office of the Bishop.

*As such, the Dean acts as a confidant to rostered ministers and provides pastoral care, often in consultation with the Bishop, but sometimes providing a first line conversation that does not need to be shared beyond the conference conversation, maintaining confidentiality in all such relationships.*

#### **I. Representative of the Bishop**

As a part of the office of the Bishop, the Dean will represent the synod at special congregational events, including, but not limited to:

- A. Installation of a new rostered minister
  1. The Dean will care for the Order of this Service of Word and Sacrament.
  2. As the rostered person is to be the leader for the whole church, we encourage an afternoon installation service that would allow for other rostered ministers and congregations to be present.
  3. The Dean shall preach or arrange for the preacher for this service.
- B. Special Services at a Conference level
- C. Funerals of a rostered minister/spouse/family
- D. Groundbreakings
- E. Dedications
- F. Times for consultation or mediation in the life of a congregation

#### **II. Personal Relationships with Professional Leaders**

The Dean will be expected to:

- A. Contact and support all new rostered ministers in the conference.
- B. Encourage all rostered ministers within the conference to gather regularly for support, study, and fellowship.

- C. Provide continuing care to those rostered ministers On Leave from Call.

### III. Call Process/Pastoral Transitions

The Dean will be expected to assist the Bishop with vacancy counseling and be involved in the call process in the following ways:

- A. When a resignation occurs, act as a signatory in the certification process associated with review of the parish records.
- B. May be present for the thanksgiving of shared ministry with the resigning rostered minister, the Congregational Council, and the bishop's representative.
- C. Meet with the Congregation to provide a brief overview of the call process (refer to tab 9: Step 4 of the Call Process found in the Virginia Synod Call Process Handbook). This time should include presenting or installing the call committee if already formed.
- D. Be informed when a congregational meeting has been called to elect a rostered minister and when a call has been accepted. (The Synod Office will notify the Dean when these events occur.)
- E. Send a letter of welcome to the newly called rostered minister.
- F. Tutor newly ordained parish pastors in the proper procedure for parish recordkeeping.

### IV. Misconduct Policy and Boundary Trainings

The dean will be expected to:

- A. Be familiar with the synod's current ***Statement of Policy and Protocol Regarding Sexual Misconduct by Rostered Ministers***, particularly Section A - Adequate Preparation - as it relates to expectations about boundary trainings.
- B. Publicize and promote the synod council's ***Statement of Policy*** regarding basic and subsequent Boundary Training attendance requirements at monthly conference meetings.
- C. Work with synod staff to assist all rostered ministers in fulfilling boundary training requirements. Assist the synod staff in follow up with those rostered ministers who have not completed a basic Boundary Training or current training.
- D. Notify the administrative assistant in the Eastern Office of the Bishop of any new rostered ministers in the conference; this is to include the names and contact information of first call rostered ministers, and any and all active and retired rostered ministers who have moved to Virginia and who are residing in the conference.

## **V. Communications between the Office of the Bishop and the Conference**

- A. Keep the Office of the Bishop informed of joys/celebrations as well as struggles and areas of concerns for our rostered ministers or congregations.
- B. Keep the Office of the Bishop (Bishop and Assistants to the Bishop) in the loop of the life of the conference by copying them to your update emails.
- C. The Office of the Bishop will communicate important information to the Dean. One of the ways we communicate information is by the Dean's Digest. The Dean should communicate with their conference important information.

## **VI. Compensation**

- A. \$50.00 per hour + mileage at the current IRS Rate upon bishop's discretion \*(hours are not accumulated driving)
- B. \$1,000.00 annual stipend