



## **Conference Dean Position Description**

### **11/13/25**

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, actively serving synod authorized ministers, and lay preachers 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, in conversation with the ministry site.
  - 2. As the rostered minister 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, in consultation with the new rostered minister, arrange for the preacher for this service.
- B. Special services at a conference level:
  - 1. Installation of a synod authorized minister.
  - 2. Emergencies during rostered minister vacancies.
- C. Funerals of a rostered minister/spouse/family upon request in consultation with any local minister or local congregation rostered minister.
- D. Groundbreakings.
- E. Dedications.
- F. Times for consultation or mediation in the life of a congregation.
- G. Inform designated synod staff to arrange for crisis intervention services.

#### **II. Personal Relationships with Rostered Ministers and Synod Authorized Ministers**

The dean will be expected to:

- A. Contact and support all new rostered ministers and synod authorized ministers in the conference.

- B. Facilitate the development of professional leaders' support and/or study groups within the conference.
- C. Encourage all rostered ministers, synod authorized ministers, and interim ministers within the conference to gather regularly for support, study, and fellowship.
- D. Provide for continuing care to rostered ministers and synod authorized ministers who are on leave from call, retired ministers, or on disability leave.
  - 1. If a rostered minister or synod authorized minister has a need of any kind, please inform a member of the Office of the Bishop staff.
- E. Provide for pastoral care in consultation with the bishop, maintaining confidentiality in all such relationships.

### III. Call Process/Pastoral Transitions

The dean will be expected to assist the bishop with congregation/ministry site transitions 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 the review of the parish records.
- B. May be present, if needed, for the thanksgiving of shared ministry with the resigning rostered minister, the congregational council, and the bishop's representative.
- C. Be informed when a congregational meeting has been called to elect a rostered minister and when a call has been accepted. (The Office of the Bishop will notify the dean when these events occur.)
- D. Send a letter of welcome to the newly called rostered minister.
- E. Assure newly ordained parish pastors are trained in the proper procedure for parish recordkeeping.
- F. In consultation with the Office of the Bishop, maintain contact with congregations that have no pastoral oversight (especially those with extended vacancies).
  - 1. Maintain communication with the Office of the Bishop concerning these ministry sites.

### IV. Misconduct Policy and Boundaries and Inclusion Education

The dean will be expected to:

- A. Be familiar with the synod's current ***Statement of Policy and Protocol Regarding Boundaries Training for Rostered Ministers*** and ***Statement of Policy and Protocol Regarding Sexual Misconduct by Rostered Ministers***, particularly Section A - Adequate Preparation - as it relates to expectations about boundaries trainings.

- B. Publicize and promote the synod council's ***Statement of Policy*** regarding basic and subsequent boundaries education attendance requirements.
- C. Work with synod staff to assist all rostered ministers and synod authorized ministers in fulfilling boundaries education requirements.
- D. Assist the synod staff in follow-up with those rostered ministers and synod authorized ministers who have not completed a basic Boundaries Education or current training.
- E. Notify the Administrative Coordinator for Events and Data Manager of any new rostered ministers in the conference; this is to include the names and contact information of first call rostered ministers, and all active and retired rostered ministers who have moved to Virginia and who are residing in the conference.
  - 1. The Office of the Bishop will communicate with the conference dean when they are informed that a retired rostered minister has moved to Virginia.
- F. Inform retired and not serving rostered ministers to complete the "Boundaries Education Excused" form to excuse them from attending boundaries education.

#### **V. Council of Deans**

There shall be a Council of Deans composed of the deans from each conference. The Council of Deans shall be responsible for:

- A. Providing advice and counsel to the bishop concerning the work of the bishop generally and specifically regarding the bishop's work in each conference.
- B. Shall advise the bishop of issues and concerns that arise at the ministry site level.
- C. Shall also work to interpret faithfully the work of the Office of the Bishop to the ministry sites in their respective conferences.

#### **VI. 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 concern for our rostered ministers, synod authorized ministers, or congregations through the dean's liaison.
- 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. The dean should relay this communication to their conference.

#### **VII. Compensation**

\$1,500.00 annual stipend