

DEANERY RETIREMENT OFFICER

A GUIDE TO THE TASKS INVOLVED

The Deanery Retirement Officer is appointed by the Rural Dean in consultation with the Area Retirement Officer. The role of the Deanery Retirement Officer is a pastoral one. It entails keeping a friendly eye on retired clergy, their spouses and family, clergy widows and widowers (liaising with the Archdeaconry Widow's Officer), recognising that the primary pastoral care is the responsibility of the parish priest.

The role entails:

- Making contact with all retired clergy and, if possible, widows and widowers in the deanery at least once a year.
- Maintaining an up to date list of all retired clergy in the deanery and informing the Area Retirement Officer of any changes.
- Being prepared to organise or facilitate events and occasions which will enable retired clergy (and their spouses if requested) to meet together, incorporating clergy widows and widowers if this is appropriate.
- Offering support to those in need, including visiting them at home if this is needed and welcomed.
- As the Rural Dean's officer keeping him or her and the Area Retirement Officer informed of any serious illnesses or bereavements.
- Attending area meetings as organised by the Area Officer (usually once, maximum twice, a year).
- Serving for a three year term of office (circumstances permitting)
- Representing the retired clergy on Chapter and the Deanery Synod if appropriate
- Claiming all expenses of office (travelling, telephone, postage and stationery) from the Diocesan Office, preferably each quarter.