

DIOCESAN MINISTRIES – THE DIOCESAN SECRETARY

The Bishop appoints the Diocesan Secretary after consultation with the Trustees and Bishop-in-Council.

The Bishop licences the Diocesan Secretary on such terms of licence as the Bishop considers appropriate.

The appointment process of the Diocesan Secretary must include:

- (i) a recruitment process with appropriate regard for skills, capacity, character and references;
- (ii) clearance from the National Register; and
- (iii) compliance with Safe Church requirements.

Where the Diocesan Secretary is a clergy person the relevant clauses as laid out in The Licensing Statute 2017-2019 Schedule 4 will apply and be included in the contract of employment's terms of service.

The terms of service of the Office will be determined by the Bishop after consultation with the Trustees and Bishop-in-Council and included in the contract of employment's terms of service.

The Duties and Responsibilities of the Diocesan Secretary

The Diocesan Secretary may or may not be a clergy person. The primary responsibilities for such a role is to ensure the good governance of the Diocese on behalf of the Bishop, the Trustees and the Bishop-in-Council. The position reports to these bodies and to the Bishop, providing support and counsel.

Currently the role is responsible in the Diocese for:

- Safe Church, culture, systems, structure, training, policies and procedures, and implementation
- Communications
- Ensuring the delivery of good property management
- Human resource management, policies and practices, Grievances, conflict management and Bullying
- Diocesan wide governance, training and governance support
- The overall smooth running of the Diocesan support for parishes, communities and the office
- The work of Synod and its implementation, and the smooth running of Synod.
- Drafting and negotiating or revising new or existing legislation for consideration by Synod
- Supporting the governance structures of the Diocese and is a member of:
 - Trustees
 - Bishop-in-Council
 - Cathedral Chapter
 - Finance Sub Committee

- Provincial Council
- Litigation Standing Committee
- Diocesan Safe Ministry Authority
- Bishop's Ministry Advisory Council

The Diocesan Secretary supports: The Ordination Council
 Sustainable Living Working Party
 Social Responsibilities Working Party

Provides Executive Officer support: Boniface Care