

 ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS	Effective Date: September 8, 2026		Number: 317
	Subject: Deans – Role and Responsibility		
	Scope: ☒ Archdiocese ☒ Parishes ☐ Schools		
	Reference: Deanery Structure Policy (n. 318)		
	Archbishop Signature: 		

Purpose

To establish and define the role and responsibilities of [Deans](#) in the [Archdiocese](#), and their role in service to both the [Archbishop](#) and ministers of their geographic area.

Policy

I. SCOPE

- 1) The office of [Dean](#) is a pastoral responsibility. Within the [Deanery](#), the main duty of the [Dean](#) is to convene those who minister in the [Deanery](#) in order to make Jesus known and loved through our [Parishes](#), schools and institutions. In addition to his close working relationship with the priests, the [Dean](#) also maintains communication with the deacons, religious, and laity who minister within the [Deanery](#).
- 2) The [Dean](#) represents the concerns of the priests, deacons, and other pastoral ministers to the [Archbishop](#) and [Vicar General](#), and regularly works with other [Clergy](#) of his [Deanery](#) and other [Deans](#) to help develop a spirit of collaboration, unity and mutual support. In fulfilling this responsibility, the [Dean](#) does not interfere with the unique relationship which exists between the [Archbishop](#) and [Clergy](#), as well as religious and laity, but instead enhances the relationship as part of his pastoral care.

II. RESPONSIBILITIES OF THE DEAN

- 1) The [Dean](#) represents his [Deanery](#) as an *ex-officio* member of the [Presbyteral Council](#). Terms of appointment are governed by the Constitution and Bylaws of the [Presbyteral Council](#). Working within the [Council](#), the [Dean](#) is to advise the [Archbishop](#) on issues of governance and take an active part in the process of consultation within the [Archdiocese](#). The [Dean](#) is also to consult the priests of the [Deanery](#) on topics requested by the [Archbishop](#).
- 2) The [Dean](#) holds regular meetings with the priests of the [Deanery](#). [Deanery](#) meetings shall occur following each monthly Presbyteral Council meeting, providing for regular communication and consultation between the [Archbishop](#) and priests.
- 3) It is expected that each priest regularly participate in the meetings of his assigned [Deanery](#), notwithstanding unexpected pastoral needs that can arise from time-to-time. In the event of frequent absences by a priest from [Deanery](#) meetings, the [Dean](#) will check on the well-being of his brother and encourage his participation in the [Deanery](#).

- 4) The [Dean](#) encourages community building among the priest and deacons of the [Deanery](#), and manifests particular concern for [Clergy](#) with demanding assignments, who are in poor health, or face other challenges. The [Dean](#) is to foster regular communication with the priests and deacons assigned in his [Deanery](#) as a proactive measure to become aware of any situations that may require attention for the [Cleric](#) or the [Parish](#).
- 5) The [Dean](#) will inform the [Vicar General](#) as soon as practicable after he learns of the illness or hospitalization of priests or deacons from his [Deanery](#). The Vicar will inform the [Archbishop](#) and other relevant parties. The [Dean](#) should inform the Vicar and keep the [Archbishop](#) and Chancery up to date on key events or developments in the [Deanery](#) including important personal matters relating to [Clergy](#) such as the death of a family member of a [Deanery](#) priest or deacon.
- 6) The [Dean](#) will inform the [Vicar General](#) of significant developments or changes in the [Parishes](#) of their [Deanery](#) related to their vitality.
- 7) The [Dean](#) will initiate ongoing dialogue among [Clergy](#) as it relates to collaboration among parishes and to strategic and long-term planning for the [Deanery](#). The [Dean](#) will also have responsibility for leading, with the assistance of the [Archdiocese](#), comprehensive Renewal of Structures discussions in the [Deanery](#).
- 8) During the time of appointment as [Dean](#), [Deans](#) are granted the faculty to preside over the installation of pastors in the [Deanery](#) which they serve (can. 527 §2).

III. OTHER POSSIBLE RESPONSIBILITIES OF THE DEAN

- 1) The [Dean](#) may be requested to serve as a temporary parochial administrator of a [Parish](#) in the event a pastor in his [Deanery](#) is on sabbatical or a leave of absence, or if a [Parish](#) is otherwise vacant.
- 2) The [Dean](#) may be consulted by the Director of [Clergy](#) Personnel concerning the appointment and transfer of pastors and other [Clergy](#) within his [Deanery](#).
- 3) The [Dean](#), upon written request of the [Archbishop](#), may represent him at civic and religious functions.