
 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p>	Effective Date: 12/29/2017	Number: 317
	Subject: Deans – Role and Responsibility	
	Scope: <input checked="" type="checkbox"/> Archdiocese <input type="checkbox"/> Parishes <input type="checkbox"/> Schools	
	Reference: Deanery Policy, Presbyteral Council Constitution and Bylaws	
Archbishop Signature: 		

Purpose

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

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 strengthen the faith life of our [Parishes](#) 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](#).

The [Dean](#) represents the concerns of the priests, deacons, and other pastoral ministers to the [Vicar General](#), and regularly works with other [Deans](#) of the Vicariate and Regional Vicars to help develop a spirit of collaboration 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.

I. 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](#).
- 2) The [Dean](#) holds regular meetings with the priests of the [Deanery](#).
- 3) 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.
- 4) The [Dean](#) cultivates a close working relationship with lay leaders and lay movements within his [Deanery](#) and promotes Archdiocesan safe environment standards in all ministerial environments.
- 5) 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](#).

- 6) The [Dean](#) will inform the [Vicar General](#) 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.
- 7) The [Dean](#) will inform the [Vicar General](#) of developments in the [Parishes](#) of their [Deanery](#) and initiate ongoing dialogue among [Clergy](#) as it relates to strategic and long-term planning for the [Deanery](#).
- 8) When appropriate, the [Dean](#) is consulted by the Director of Clergy Personnel concerning the appointment and transfer of pastors and other [Clergy](#) within his [Deanery](#).
- 9) 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 (c. 527 §2).
- 10) The [Dean](#) closely associates himself with the Vocation Office and the Institute for Ongoing Clergy Formation to promote priestly and religious vocations, and to foster retreats, theological meetings and conferences, and programs for professional growth and development of [Clergy](#) in the [Deanery](#).
- 11) The [Dean](#), upon request of the [Archbishop](#), will represent him at civic and religious functions.