

## **GUIDELINES AND PRACTICAL ADVICE FOR DEANERY INFORMATION OFFICERS**

*The post of Deanery Information Officer (DIO) is entirely voluntary. This 'job description' is therefore issued on a purely advisory basis. It is simply intended to assist DIOs in sharing best practice and achieving greater uniformity across Deaneries.*

**A Deanery Information Officer provides a focal point for the co-ordination and dissemination of Christian information. The DIO:**

- Is appointed by Deanery Synod at the first meeting of each new triennium and becomes an officer of the Deanery Standing Committee (Deanery Synod Rule 6).
- Should liaise as closely as practicable and possible with the Rural Dean, Deanery Lay Co-Chairman and Deanery Synod Secretary in carrying out his/her role.
- Should endeavour to maintain and improve the flow of information
  - Between parishes within the Deanery
  - Between the Deanery and the Diocese
  - From parishes and Deanery to The Sarum Link and local media

**When appointed, the DIO can follow these practical tips:**

- Contact PCC Secretaries in the Deanery, encouraging them to publicise, either themselves or through you, details of events and activities taking place within their parishes.
- Contact parish magazine editors in the Deanery and request copies of magazines, to enable you to keep abreast of parish news and, where appropriate, to offer advice and suggest improvements in content or style.
- Disseminate information to Deanery Synod (e.g.: press releases/reports of Diocesan Synod meetings) and/or through an occasional newsletter to all parishes.
- Write/send any articles or potential story leads for The Sarum Link to the Editor. Get to know local reporters and notify them of any newsworthy items from parishes within the Deanery.
- Agree a budget through Deanery Synod to cover any expenses incurred in carrying out your role. (In some Deaneries, a fund is set up to cover costs such as photocopying, postage, stationery etc for Deanery Newsletters).
- **Do NOT attempt to handle any controversial issues.** If a serious matter comes to light, inform the Diocesan Communications Co-ordinator and/or the parish priest and senior clergy concerned. Your assistance and local knowledge may, however, be very helpful on occasion.