

Deanery
Delegate and Alternate
Reference Guide

Deanery of San Luis Obispo
Diocese of El Camino Real
March 2023

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1 – Introduction

Thank you for your interest in and commitment to our faith community in the Diocese of El Camino Real. This reference guide is intended to aid both new and experienced Parish Delegates and Alternates to Convention in understanding and effectively using the diocesan structure.

Because volunteering should be a life-giving and rewarding experience, this reference guide was developed to provide information to those serving their parishes at a deanery level. This guide is not intended to be a burden or another piece of required reading. You can use this resource like you read a car manual: feel free to flip through what is helpful and refer back if you need to.

Just as the diocesan structure is set up to enable communication and foster relationships in our diocese, this Reference Guide is a tool for you to use in serving your parish community and your deanery. Feel free to take notes in this book if you come across some information that might be helpful to someone taking over from you in the future.

Finally, your input is important. From time to time, this reference guide will be updated. If you have any suggestions or comments for improving this resource, please contact your Deanery Convener at ottesen2@icloud.com.

2 – Understanding the Diocesan Structure

a. Parish, Deanery, Diocese – How do we fit?

Our church is the people of God – persons of faith like you working hard at being and becoming disciples of Christ. The church is organized into the following:

The **Parish** is the local gathering of the Church in our home communities. Our parishes are families of faith, where our children and adults hear the Word of God, where our elderly, ill, or suffering members receive care and support and where we build the relationships that bring us close to God. The church building is the home of our weddings, funerals and our weekly gatherings to celebrate who we are as members of Christ’s Body in the Eucharist. Participation in parish life is vital to making Christ present in the life of our larger communities.

The **Deanery** is a regional community of faith, made up of all the parishes and missions within its borders. Delegates and alternates to the diocesan convention are elected from each congregation and join together with the clergy to be the active working group of the deanery. This working group is the governing body of the deanery and its meetings are open to all members of the deanery. To clarify this more explicitly, a procedural rule was adopted at the April 2014 meeting stating that all parishioners in good standing with their local congregation are to be given seat and voice at meetings of the San Luis Obispo Deanery working group. Elected delegates (or their alternates) and clergy have seat, voice and vote.

The term “deanery working group” is often shortened to “deanery.” Thus, the terms “deanery meetings” and “deanery members” will refer to the context of the deanery working group. Although not strictly accurate, this usage will be employed throughout the remainder of this document in order to accord with common practice.

The Diocese of El Camino Real is made up of three deaneries: the Monterey Deanery, the Santa Clara Deanery, and the San Luis Obispo Deanery. Participation in the deanery community will be less frequent but no less important than our participation in parish life. Communication between the diocese and the parishes is facilitated by information flowing through deanery meetings and delegates to and from the parishes. One of the deanery functions is to elect regional representatives to various diocesan bodies.

Monterey Deanery is comprised of congregations in Monterey, Santa Cruz, and San Benito Counties and one parish in Santa Clara County.

Santa Clara Deanery is comprised of all congregations in Santa Clara County except the southernmost parish.

San Luis Obispo Deanery is comprised of all the congregations in San Luis Obispo County and one congregation in Monterey County.

- St. Barnabas', Arroyo Grande
- St. Benedict's, Los Osos
- St. James', Paso Robles
- St. Luke's, Atascadero
- St. Paul's, Cambria
- St. Peter's by the Sea, Morro Bay
- St. Stephen's, San Luis Obispo
- St. Matthew's, San Ardo



The **Diocese** is the larger regional community of faith, made up of all the parishes in all the deaneries within its borders. The People of God in the Diocese are shepherded and served by the local Bishop. Our Bishop is the Rt. Rev. Lucinda Ashby, the 4th Bishop of the Diocese of El Camino Real.

The deanery structure is an invaluable part of Diocesan communication. At a local level, deaneries have been used to organize local initiatives among parishes

and to enable ministry at a local level. Deaneries are also important for two-way consultation between the people and the Bishop.

Individual deaneries have utilized the deanery structure in different ways, as was intended from their initial organization. Some deaneries have:

- Used the structure to build regional unity in their area
- Found the deanery very helpful in terms of collaborating for ministry training and resource networking
- Used deanery meetings and activities as opportunities for community and personal spiritual growth.

No one of these purposes should exclude the others, and deanery parishes should feel free to use the deanery to meet local needs.

3 – Parish Deanery Members

a. Important Gifts and Skills for Parish Deanery Members

God can call anyone to be a parish delegate or alternate. Parishes elect these persons from within the broader parish community, and the delegates and alternates attend both deanery meetings and annual diocesan conventions.

When looking for delegates and alternates to convention, parishes should be looking for something more than a person who has Sunday afternoons free! Delegates and alternates might have one or more of the following gifts or talents:

- Good people skills
- Organizational abilities
- Healthy communication skills
- Listening skills
- Openness to new ideas/different ways of doing things
- Collaborative approach to teamwork
- Leadership ability and/or initiative
- Commitment to their faith community
- A willingness to learn more about their faith community and its relation to the Diocese

b. Responsibilities within the Parish

Parish delegates and alternates should attend the meetings of the Vestry or read the Vestry minutes and be in communication with the Vestry. As a representative of your parish to the deanery and delegate to diocesan convention, it is important that you are able to speak on behalf of your parish community.

Responsibilities to the parish community will include:

- Staying up to date on parish events and issues by attending vestry meetings, reading the minutes and/or maintaining relationships with the people and priest at parish and community events. Past deanery members from your parish might offer insight into how this has been done in the past.
- Reporting back any relevant information from deanery meetings to ensure that deanery information and activities are available to the members of your home parish.
- Taking any questions and concerns of the parish to the deanery meetings.

- Facilitating the collection and/or dissemination of information from Diocesan Officers and Organizations to the deanery/parishes.

c. Responsibilities within the Deanery

Different deaneries have different meeting schedules and reasons for meetings. Some find it easier to meet during the day in varying locations, while others find it more advantageous to meet in a central location over meal times or in the evening. Over time, any deanery might change their meeting habits to better accommodate current members. The guiding principle is that meeting times and practices should give life to the members of the deanery and allow all to best serve the regional faith community.

Responsibilities within the deanery will include:

- Attending and actively participating in deanery meetings.
- Preparing for meetings by ensuring appropriate communication with your home parish and bringing any relevant information or materials to the meeting.
- Discerning whether or not you might be called to take on a position of leadership in the deanery such as the Convener, co-Convener, Secretary, Treasurer or a deanery representative to a diocesan board, commission, committee, or working group.
- Following up on any tasks taken on personally through the deanery meetings.
- Raising any parish questions or concerns
- Collecting and/or distributing information to and from the parish at the request of the Diocese.

d. Materials for Parish Deanery Members

Deanery members should be provided with materials upon coming into the role. In turn, when your term is up, it will be your responsibility to ensure that these materials are passed on to the delegate taking your place.

Important materials for deanery delegates:

- This *Reference Guide for Parish Delegates and Alternates*, including current copies of the resource lists in Part 6.
- Current contact list for the local Parish Vestry, the Parish Deanery Members throughout the deanery, and the Deanery Liaisons (those elected from the deanery to various diocesan boards, commissions, committees, or working groups).

- List of any upcoming deanery meetings, events and/or commitments

4 – Deanery Meetings and Activities

a. Allowing the Structure to Serve Your Needs

The deanery structure was set up to allow communication between the parishes, deaneries, and diocese and the distribution of information and resources to and from the bishop's office. The structure was also set up to increase the sense of community in the regional church and to encourage neighboring parishes to work, celebrate and pray together.

The deanery structure is not rigid or static. The organization and particular practices of any given deanery will be fluid and open to change. The following guidelines are suggestions and ideas for operating the deanery.

b. Guidelines for a Healthy Deanery

1. Preparing for Meetings and Activities

Consider the purpose of the meeting and meet when there is sufficient need. When meetings are held with clear objectives and can accomplish tasks, people feel that attendance is important. Ensure that there is a clear agenda and that it is distributed ahead of time.

Consider the timing and location of your meetings. Are meal times, evenings, afternoons or mornings preferable to the majority of the members? Is a constant central location preferable to rotating locations throughout the deanery? When planning meeting and activity dates, are you taking into account major community and/or diocesan events?

Consider the goals and hopes for your deanery. Does your deanery have a sense of shared identity? What is the guiding vision for the work your deanery is doing? Do the members of the committee share a common understanding of the situation in the deanery? Does meeting time need to be taken to identify goals/visions that guide the work of the deanery?

Consider that meetings should serve the larger goal of giving life to the faith community. Though the bishop might request

deanery meetings and provide items for the agenda, deaneries should meet a minimum of twice a year. Consider organizing at least one deanery event or gathering per year. Such an event might be a deanery eucharist and picnic, a baseball tournament, or a family day at a local lake or park. Or the deanery might host a deanery-wide retreat day.

2. Running Meetings and Activities

Remember that the deanery is still a gathering of the members of the Body of Christ. Consider the timing and leadership of prayer. Who is leading the prayer in your meetings? What style of prayer is being used?

Consider how collaborative leadership and decision-making might be life-giving for the members of the deanery. Are the responsibilities and initiatives of the deanery evenly spread between the members? Are any delegates feeling burned out? Are all parishes and all voices in the deanery feeling welcome to contribute, speak up and/or take initiative?

Consider the time and other commitments of committee members. Are stated meeting lengths respected? Are deanery activities being planned to encourage all communities and persons to attend?

Be inclusive. Especially in planning deanery events, be mindful of all those who make up the Body of Christ. Consider how an event might be an outreach to the poor, the elderly, the young, the ill and/or those who may not be practicing their faith. How might deanery events be an opportunity to invite those who have not felt welcome or able to be a part of the community?

3. Positions and Terms of Service

Convener – Responsibilities include setting the agenda, chairing the meetings, and acting as a representative of the deanery to the diocese.

Co-Convener – Responsibilities of the Convener are often shared between the Convener and Co-Convener. Often the Co-Convener will be the immediate successor of the Convener in years when the Convener is stepping down. Both Convener and Co-Convener represent the deanery to the diocese.

Secretary – Responsibilities include keeping minutes at meetings, distributing correspondence and distributing minutes and other documents to members, parishes, priests and vestries.

Treasurer – Responsibilities include maintaining a bank account, collecting income and paying bills. Most deaneries have some small amount of money (either collected from the parishes or distributed for an occasion from the diocese) that needs to be accounted for.

Parish Delegates and Alternates – All Parish delegates and alternates to diocesan convention are members of the deanery working group. Those in executive positions within the working group continue to carry out the responsibilities of delegates.

Elected or Appointed Deanery Representatives to Diocesan Boards, Commissions, Committees or Working Groups – These people are elected or appointed by the deanery to diocesan positions and are expected to attend deanery meetings so as to participate in the life and discussion of the local deanery.

Terms of Service:

Though not all deaneries are currently operating with two-year terms, this is the recommended structure, with the following three guiding principles in mind:

- Continuity of vision and work.
- Facilitation of growth into new roles, and
- Providing opportunities for new people to have the opportunity to serve.

While extended terms of service are rarely an issue, occasionally persons may need to consider stepping back to allow for new people to get involved and encourage new ideas to come through. Six to eight years is recommended as a maximum term of service, though this recommendation ought to be applied with discernment and sensitivity to the great gift of lasting presence and/or leadership.

5 – Deanery Representatives to Diocesan Boards, Commissions, Committees, and Working Groups

a. Responsibilities within the Deanery

Responsibilities within the deanery include:

- Staying up-to-date on the issues and concerns from across the deanery you represent by attending deanery meetings.
- Reporting back any relevant information from your diocesan activities to ensure that diocesan information and activities are available to the members of your deanery.
- Taking any questions and concerns of the deanery into your diocesan meetings and activities.
- Facilitating the collection and/or dissemination of information from the diocese to the members of your deanery.

b. Responsibilities to the Diocesan Board, Commission, Committee

- Attending diocesan meetings and actively participating in the discussions there.
- Bringing relevant issues and concerns to the attention of the diocesan group you work with.
- Following up on diocesan meeting discussions by taking information to or furthering the discussion at the deanery level.
- Facilitating the collection and/or dissemination of information from the diocesan meetings to the members of your deanery.

6a – References – Current Deanery Contact List

Key to abbreviations:

(D) – Delegate (A) – Alternate (O) – Other (C) – Clergy

St Barnabas', Arroyo Grande

The Rev. Susan Arnold (C)	dcnsusan.stbarnabas@gmail.com	805-550-2907
Ann Coker (D)	holacoker@hotmail.com	661-858-3091
Gary Coker (D)	holacoker@hotmail.com	661-747-3894
Jeff Diehl (O)	jdiehl@albionenvironmental.com	831-588-7775
The Rev. Can. Doug Edwards	canondougward@yaho.com	805-850-8992
Georgianna Gleason (D)	ggleason44@gmail.com	312-217-7601
Amy Hart (D)	amye720@gmail.com	805-602-6895
The Rev. Rob Keim (C)	rob.stbarnabas@gmail.com	408-718-7990
David Ottesen (D)	ottesen2@icloud.com	805-474-4365
Tricia Ottesen (O)	ottesen1@me.com	805-474-4365
The Rev. Anne Wall (C)	annefwall@aol.com	805-473-2258

St Benedict's, Los Osos

Lisa Gonzalez (D)	lgonzo@fix.net	805-544-2895
The Rev. Caro Hall (C)	caro@stbenslosos.org	805-528-0654
Diana Hammerlund (D)	ladydi0213@sbcglobal.net	805-471-6759
The Rev. Susan Plucker (C)	susanplucker@gmail.com	530-263-8540
Lorienne Schwenk (D)	purrsbythesea@gmail.com	805-200-7908
The Rev. Barry Turner (C)	carltonba@gmail.com	805-784-0670

St. James', Paso Robles

Nora Gaisi (A)	ngaisi@gmail.com	805-712-2939
Laura Learned (D)	llearned57@gmail.com	805-610-0482
Mac Learned (D)	leland.learned@gmail.com	805-440-8445
The Rev. Barbara Miller (C)	revbmiller@stjamespasorobles.org	805-712-0650
Mark Plants (D)	elmarko53@outlook.com	805-461-8218
The Rev. Jackie Sebro (C)	jmsebro@hotmail.com	805-238-4742

St Luke's, Atascadero

The Rev. Jim Arnold (C)	revdcnjames.atas.paso@gmail.com	805-459-5923
Alice Baker-Taber (D)	alicebakertaber@gmail.com	805-466-1138
Marnie Burkhardt (D)	mlb60etc@aol.com	805-438-4197
Judy Lewis (A)	Lewmanyj@gmail.com	805-720-1465

St Matthew's, San Ardo

Bart Bartosh (D)	wbartosh@kcbx.net	805-467-3042
Kaeda Kelley (A)	(see Bartosh)	831-627-2470
Tony Saponate (D)	(see Bartosh)	805-467-3042

St Paul's, Cambria

The Rev. Can. Mark Hall (C)	krametoc@cell2000.net	209-609-7044
Karen Pearson (D)	konatika@gmail.com	805-927-1659

St Peter's by the Sea, Morro Bay

Lynn Enns (D)	lynn.enns@me.com	805-471-4930
Diane Ludin (D)	dwludin@charter.net	805-471-3853
The Rev. Sidney Symington (C)	sssymington@gmail.com	203-209-2339

St Stephen's, San Luis Obispo

Sophia Agbo (A)	chiemenelum@gmail.com	805-234-7774
The Rev. Ian Delinger (C)	rector@ststephensslo.org	805-235-7242
Liz Frost (D)	lizwfrost@msn.com	805-748-2817
Bruno Giberti (D)	bruno.giberti@icloud.com	805-439-1530
The Rev. Karen Siegfriedt (C)	rectororders@yahoo.com	209-304-2879
Gail Taylor (D)	gail@applynx.com	805-746-6274

Community of Divine Love

Brother Dennis Gibbs	br.dennis@cdblmonks.org	213-220-2278
Sister Greta Ronningen	sr.greta@cdblmonks.org	646-706-2414

Deanery Website Administrator

Leonard Kohut (St. Paul's)	leonardkohout@icloud.com	805-203-5187
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6b – References – Current Deanery Conveners and Contact for All Deaneries

San Luis Obispo Deanery

Convener:	David Ottesen	ottesen2@icloud.com	805-474-4365
Secretary:	Laura Learned	llearned57@gmail.com	805-610-0482
Treasurer:	Lisa Gonzalez	lgonzo@fix.net	805-544-2895

Monterey Deanery

Convener: TBD
Co-Convener: TBD
Secretary: TBD
Treasurer: TBD

Santa Clara Deanery

Convener:	Bill Shreve	wrshreve@gmail.com	
Co-Convener:	TBD		
Secretary:	TBD		
Treasurer:	TBD		

6c – References – Diocesan Groups and General Convention

Diocesan Secretary to Convention

Jeff Diehl (St. Barnabas')	jdiehl@albionenvironmental.com	831-588-7775
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Diocesan Board of Trustees

Jeff Diehl (St. Barnabas')	jdiehl@albionenvironmental.com	831-588-7775
The Rev. Susan Arnold (St. Barnabas')	dcnsusan.stbarnabas@gmail.com	805-235-7242
Joe McJimsey (St. Luke's)	jmcjla@aol.com	?
Jane Wu (St. Benedict's)	jane16wu@gmail.com	?

Diocesan Standing Committee

The Rev. Rob Keim (St. Barnabas')	rob.stbarnabas@gmail.com	408-718-7990
Tricia Ottesen (St. Barnabas')	ottesen1@me.com	805-474-4365

Diocesan Nominating Committee

The Rev. Barbara Miller (St. James')		
The Rev. Susan Arnold (St. Barnabas')	dcnsusan.stbarnabas@gmail.com	805-550-2907

Diocesan Commission on Ministry

The Rev. Susan Arnold (St. Barnabas')	dcnsusan.stbarnabas@gmail.com	805-550-2907
Matt O'Connor (St. Barnabas')	james_m_oconnor@yahoo.com	310-430-8878
Lorienne Schwenk (St. Benedict's)	purrsbythesea@gmail.com	805-200-7908

Diocesan Missional Grants Commission

The Rev. Jim Arnold (St. Luke's)	revdcnjames.atas.paso@gmail.com	805-772-6879
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Diocesan Social Justice Committee

The Rev. Caro Hall (St. Benedict's)	caro@stbenslososos.org	805-528-0654
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Deputies and Alternates to General Convention

Jeff Diehl (St. Barnabas')	jdiehl@albionenvironmental.com	831-588-7775
The Rev. Rob Keim (St. Barnabas')	rob.stbarnabas@gmail.com	408-718-7990
The Rev. Barbara Miller	revbmiller@stjamespasorobles.org	805-712-0650
The Rev. Caro Hall (St. Benedict's)	caro@stbenslososos.org	805-528-0654

6d – References – Diocesan and Deanery Addresses and Websites

Diocesan Office: P O Box 689, Salinas, CA 93902
154 Central Ave. (“Sargent House”), Salinas, CA 93901
<http://www.realepiscopal.org> 831-394-4465 (FAX 831-394-7133)

St Barnabas’: 301 Trinity Ave, Arroyo Grande, CA 93420
<http://www.stbarnabas-ag.org> 805-489-2990

St Benedict’s: 2220 Snowy Egret Lane, Los Osos, CA 93412
<http://www.stbenslososos.org> 805-528-0654

St James’: 514 14th St, Paso Robles, CA 93446
<http://www.stjamespasorobles.org> 805-238-0819

St Luke’s: 5318 Palma Ave, Atascadero, CA 93422
<http://www.stlukesatascadero.org> 805-466-0379

St. Matthew’s: 60318 Jolon St., San Ardo, CA 93450
Email: wbartosh@kcbx.net 831-627-2470

St Paul’s: 2700 Eton Road, Cambria, CA 93428
<http://www.stpaulscambria.org> 805-927-3239

St Peter’s by the Sea: 545 Shasta Ave, Morro Bay 93442
<http://www.stpetersmorrobay.org> 805-772-2368

St Stephen’s: 1344 Nipomo St, San Luis Obispo, CA 93401
<http://www.ststephenslo.org> 805-543-7212

SLO Deanery Website: <http://www.sloepiscopalians.org>

6e – References – Deanery Reference Guide Update Requests

Please send any changes, updates, suggestions or comments to:

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1375 Grand Avenue PMB 331
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ottesen2@icloud.com