

# CHICHESTER CATHEDRAL

## THE STATUTES

### *Office holders*

#### **The Bishop**

1. (1) The Bishop has the principal seat and dignity in the Cathedral.
- (2) The Bishop may, after consultation with the Chapter and subject to the following provisions, officiate in the Cathedral and use it in the Bishop's work of teaching and mission, for ordinations and synods and for other diocesan occasions and purposes.
- (3) The Bishop may—
  - (a) celebrate the Holy Communion in the Cathedral on Christmas Day, Easter Day, Pentecost and the Feast of the Translation of Saint Richard;
  - (b) preach at or appoint the preacher at one of the services in the Cathedral on Christmas Day, Easter Day, Pentecost and the Feast of the Translation of Saint Richard;
  - (c) preach at or appoint the preacher at ordination services.
- (4) Subject to Article 18(3)(a) of the Constitution and the normal customs and rights of the Cathedral, the Bishop may on all occasions referred to in paragraph (2) above, determine the form and order of the service, appoint the preacher, decide the objects of the collection made and claim the reasonable assistance of the ministers and officials of the Cathedral.

#### **The Dean**

2. (1) The Dean is the principal dignitary of the Cathedral, next after the Bishop.
- (2) The Dean must reside in the house designated by the Chapter as the Deanery or such alternative housing as may be agreed with the Chapter after consultation with the Bishop and in accordance with the provisions of Article 46 (Residence).
- (3) Subject to the rights afforded to the Bishop under the provisions of Article 1(3), the Dean may preach at one of the services on Christmas Day, Easter Day and Pentecost and may also preach or nominate a preacher as the Chapter may determine.
- (4) The Dean, in agreement with the Chapter, is responsible for arranging for sermons to be given throughout the year. Such arrangements are subject to the rights of the Bishop and the residentiary canons as set out in Articles 1 and 46 of these Statutes
- (5) The Dean acts *ex officio* as:
  - (a) the chair of the Trustees of Saint Mary's Hospital; and
  - (b) the chair of the Executive and Custodian Trustees of the Morse-Boycott Bursary Fund.

### *The Chapter: general*

#### **Corporate and spiritual life**

3. (1) The Chapter is at the heart of the Cathedral's common life. Its members pray regularly for the Cathedral, its mission, each other and the communities which the Cathedral serves.
- (2) All members of the Chapter, its committees, and its sub-committees work together to support and nurture the Cathedral's identity, mission and values through their governance and strategic direction of its common life.

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## By- laws

4. (1) The policy matters which may be dealt with by resolutions of the Chapter on the day-to-day running of the Cathedral include in particular:
  - (a) regulation of the time of Divine Worship, the manner of conducting it and the preaching of sermons;
  - (b) the care, use and arrangement of the ornaments of the Cathedral and of the vessels and other objects used in the conduct of Divine Worship;
  - (c) any questions concerning precedence not expressly defined by the Statutes;
  - (d) any questions concerning periods of residence not expressly defined by the Statutes;
- (2) Resolutions which deal with policy matters of the kind referred to in paragraph (1) must be retained separately from other documents.

## *People, Remuneration and Nominations Committee*

### Composition etc.

5. (1) The People, Remuneration and Nominations Committee must have at least five members.
- (2) It is for the Chapter to appoint the members of the Committee, at least one of whom must be a non-executive member of the Chapter. and one of whom must be an executive member.
- (3) It is for the Chapter to appoint the chair of the Committee; but that person may not be an executive member of the Chapter.
- (4) The Chapter may remove a member of the Committee from office if—
  - (a) at least 60% of members of the Chapter present and voting at a Chapter meeting vote in favour of the removal; and
  - (b) the removal decision is accompanied by a written record of the Chapter's reasons for removing the member of the Committee.
- (5) A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for appointment as a member, until at least twelve months has passed since the member last ceased to hold office as such.
- (6) A member of the Committee who was a member of the Chapter at the time of their appointment to the Committee vacates their membership of the Committee automatically and without execution of any instrument of resignation upon that person ceasing to be a member of the Chapter. This does not prevent that person's re-appointment as a member of the Committee.
- (7) If, at the invitation of the Committee, any member of the Chapter attends the whole or part of a meeting of the Committee, the person may speak but not vote.
- (8) If, at the invitation of the Committee, any other person attends the whole or part of a meeting of the Committee, the person may speak, but only at the discretion of the chair, and may not vote.
- (9) The Dean is not eligible to be a member of the Committee but is entitled to attend the whole or part of any meeting of the Committee; and at any meeting which the Dean attends, he or she may speak but may not vote.

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## Functions

6. (1) The People, Remuneration and Nominations Committee must advise the Chapter on—
  - (a) the recruitment of non-executive members,
  - (b) the recruitment of members of committees of the Chapter and
  - (c) the training needs of members of the Chapter.
- (2) The People, Remuneration and Nominations Committee must—
  - (a) keep under review the skills, knowledge and experience of, and the diversity among, members of the Chapter, and
  - (b) where, in light of a review under sub-paragraph (a), the Committee identifies areas where improvements are required, make recommendations to the Chapter on how to make those improvements,
- (3) The People, Remuneration and Nominations Committee must liaise and co-operate with each other committee and each sub-committee of the Chapter.
- (4) The People, Remuneration and Nominations Committee must recommend to the Bishop candidates for the role of senior non-executive member.

## Proceedings

7. (1) It is for either of the chief officers, at the request of the chair of the People, Remuneration and Nominations Committee, to convene a meeting of the Committee.
- (2) The Committee must meet at least four times each year.
- (3) Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled or invited to attend the meeting by virtue of Article 5 (7) or (9) above, at least five working days before the date of the meeting.
- (4) In the case of each person invited to attend a meeting of the Committee by virtue of Article 5(8) above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
- (5) Notice of a meeting of the Committee—
  - (a) must specify when and where the meeting is to be held,
  - (b) must include an agenda for the meeting, and
  - (c) must, subject to paragraph (6), be accompanied by the relevant papers for the meeting.
- (6) In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as reasonably practicable be given to each person to whom the notice was given.
- (7) The quorum for a meeting of the Committee is 60% of the current membership, including at least one non-executive member and one executive member of the Chapter. A member does not form part of the quorum in relation to an item of business if that member is precluded from forming part of the quorum by virtue of the Chapter's conflict of interest policy maintained under Article 8 of the Constitution.
- (8) Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

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## Reporting

8. (1) A draft of the minutes of each meeting of the People, Remuneration and Nominations Committee must be circulated promptly to each member of the Committee for approval.
- (2) Once the minutes of a meeting of the Committee are approved, the minutes—
  - (a) must be sent to every member of the Chapter, and
  - (b) may be sent to such other persons as the Committee thinks appropriate.
- (3) The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

## Terms of reference

9. (1) The Chapter has the power under section 15(8) of the Measure to set terms of reference for the People, Remuneration and Nominations Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## *Finance Committee*

### Composition etc.

10. (1) The Finance Committee must have at least five members.
- (2) It is for the Chapter to appoint the members of the Committee, following consultation with the People, Remuneration and Nominations Committee.
- (3) It is for the Chapter to appoint the chair of the Committee; and that person must have recent and relevant financial experience and must be a non-executive member of the Chapter.
- (4) The Chapter may remove a member of the Committee from office if—
  - (a) at least 60% of members of the Chapter present and voting at a Chapter meeting vote in favour of the removal; and
  - (b) the removal decision is accompanied by a written record of the Chapter's reasons for removing the member of the Committee.
- (5) A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for appointment as a member, until at least twelve months has passed since the member last ceased to hold office as such.
- (6) A member of the Committee who was a member of the Chapter at the time of their appointment to the Committee vacates their membership of the Committee automatically and without execution of any instrument of resignation upon that person ceasing to be a member of the Chapter (but this does not prevent that person's re-appointment as a member of the Committee).
- (7) The Dean is not entitled to be a member of the Committee but is entitled to attend the whole or part of a meeting of the Committee; and at any meeting which the Dean attends, he or she may speak but may not vote.
- (8) The chief officers must each attend each meeting of the Committee unless the Committee considers that there are circumstances which justify excluding or excusing either or both

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of the chief officers from the whole or part of the meeting; and a chief officer, when attending the whole or part of a meeting of the Committee, may speak but not vote.

- (9) If, at the invitation of the Committee, any member of the Chapter attends the whole or part of a meeting of the Committee, the person may speak but not vote.
- (10) If, at the invitation of the Committee, any other person attends the whole or part of a meeting of the Committee, the person may speak, but only at the discretion of the chair, and may not vote.

## Functions

11. (1) The Finance Committee must keep under review the activities and management of the Cathedral in relation to such matters as the Chapter specifies in terms of reference for the Committee.
- (2) Section 16(8) of the Measure requires the Chapter, in providing the terms of reference referred to in paragraph (1), to have due regard to any guidance issued by the Church Commissioners on the responsibilities of a Finance Committee.

## Proceedings

12. (1) It is for either of the chief officers, at the request of the chair of the Finance Committee, to convene a meeting of the Committee.
- (2) The Committee must meet at least four times each year.
- (3) Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled or invited to attend the meeting by virtue of Article 10(7), (8) or (9) above, at least five working days before the date of the meeting.
- (4) In the case of each person invited to attend a meeting of the Committee by virtue of Article 10(10) above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
- (5) Notice of a meeting of the Committee—
  - (a) must specify when and where the meeting is to be held,
  - (b) must include an agenda for the meeting, and
  - (c) must be accompanied by the relevant papers for the meeting.
- (6) In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as is reasonably practicable be given to each person to whom the notice was given.
- (7) The quorum for a meeting of the Committee is 60% of the current membership, at least one of whom must be a non-executive member of the Chapter. A member does not form part of the quorum in relation to an item of business if that member is precluded from forming part of the quorum by virtue of the Chapter's conflict of interest policy maintained under Article 8 of the Constitution.
- (8) Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

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## Reporting

13. (1) A draft of the minutes of each meeting of the Finance Committee must be circulated promptly to each member of the Committee.
- (2) Once the minutes of a meeting of the Committee are approved, the minutes—
  - (a) must be sent to every member of the Chapter, and
  - (b) may be sent to such other persons as the Committee thinks appropriate.
- (3) The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

## Terms of reference

14. The Chapter has the power under section 16(11) of the Measure to set terms of reference for the Finance Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## *Audit and Risk Committee*

### Composition etc.

15. (1) The Audit and Risk Committee must have at least five and no more than seven members.
- (2) It is for the Chapter to appoint the members of the Committee, at least one of whom must be a non-executive member and one an executive member of Chapter, following consultation with the People, Remuneration and Nominations Committee. At least half of the members of the Committee must not be current members of the Finance Committee.
- (3) It is for the Chapter to appoint the chair of the Committee; and that person must have recent and relevant financial experience and must not be a member of the Chapter.
- (4) The Chapter may remove a member of the Committee from office if—
  - (a) at least 60% of members of the Chapter present and voting vote in favour of the removal; and
  - (b) the removal decision is accompanied by a written record of the Chapter's reasons for removing the member of the Committee.
- (5) A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for appointment as a member, until at least twelve months has passed since the member last ceased to hold office as such.
- (6) A member of the Committee who was a member of the Chapter at the time of their appointment to the Committee vacates their membership of the Committee automatically and without execution of any instrument of resignation upon that person ceasing to be a member of the Chapter (but this does not prevent that person's re-appointment as a member of the Committee).
- (7) The Dean is not entitled to be a member of the Committee but is entitled to attend the whole or part of any meeting of the Committee; and at any meeting which the Dean attends, he or she may speak but may not vote.
- (8) If, at the invitation of the Committee, any member of the Chapter attends the whole or part of a meeting of the Committee, the person may speak but not vote.

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- (9) If, at the invitation of the Committee, any other person attends the whole or part of a meeting of the Committee, the person may speak, but only at the discretion of the chair, and may not vote.

## Functions

16. (1) The Audit and Risk Committee must keep under review the activities and management of the Cathedral in relation to such matters as the Chapter specifies in terms of reference for the Committee.

## Proceedings

17. (1) It is for either of the chief officers, at the request of the chair of the Audit and Risk Committee, to convene a meeting of the Committee.
- (2) The Committee must meet at least on at least three occasions each year.
- (3) Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled or invited to attend the meeting by virtue of Article 15(7) or (8) or above, at least five working days before the date of the meeting.
- (4) In the case of each person invited to attend a meeting of the Committee by virtue of Article 15(9) above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
- (5) In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as is reasonably practicable be given to each person to whom the notice was given.
- (6) Notice of a meeting of the Committee—
- (a) must specify when and where the meeting is to be held,
  - (b) must include an agenda for the meeting, and
  - (c) must be accompanied by the relevant papers for the meeting.
- (7) In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as is reasonably practicable be given to each person to whom the notice was given.
- (8) The quorum for a meeting of the Committee is 60% of the current membership at least one of whom must be a non-executive member of the Chapter. A member does not form part of the quorum in relation to an item of business if that member is precluded from forming part of the quorum by virtue of the Chapter's conflict of interest policy maintained under Article 8 of the Constitution.
- (9) Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

## Reporting

18. (1) A draft of the minutes of each meeting of the Audit and Risk Committee must be circulated promptly to each member of the Committee.
- (2) Once the minutes of a meeting of the Committee are approved, the minutes—

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- (a) must be sent to every member of the Chapter, and
  - (b) may be sent to such other persons as the Committee thinks appropriate.
- (3) The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

## Terms of reference

19. The Chapter has the power under section 16(11) of the Measure to set terms of reference for the Audit and Risk Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## *Safeguarding Management Committee*

### Composition etc.

20. (1) The Safeguarding Management Committee must have at least seven members.
- (2) It is for the Chapter to appoint the members of the Committee following consultation with the People, Remuneration and Nominations Committee but they must include the Dean, at least one other member of the Chapter, and at least one person with specific experience and a background in safeguarding.
- (3) It is for the Chapter to appoint the chair of the Committee and that person may, but need not, be a member of the Chapter.
- (4) The Chapter may remove a member of the Committee from office if—
- (a) at least 60% of members present and voting at a Chapter meeting vote in favour of the removal; and
  - (b) the removal decision is accompanied by a written record of the Chapter's reasons for removing the member of the Committee.
- (5) A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for appointment as a member, until at least twelve months have passed since the member last ceased to hold office as such.
- (6) A chief officer or any member of the Chapter is entitled to attend the whole or part of any meeting of the Committee and is entitled to speak but not vote.
- (7) If, at the invitation of the Committee, any other person attends the whole or part of a meeting of the Committee, the person may speak, but only at the discretion of the chair, and may not vote.

### Functions

21. (1) The Committee must keep under review the activities and management of the Cathedral in relation to such safeguarding matters as the Chapter specifies in terms of reference for the Committee. The chair must present an annual report to Chapter which must also be shared with the Bishop.
- (2) The Committee must consider matters concerning the revision of safeguarding policies and all matters of safeguarding practice relating to the Cathedral.



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## Proceedings

22. (1) It is for the chair of the Safeguarding Management Committee, to convene a meeting of the Committee.
- (2) The Committee must meet on at least four occasions each year.
- (3) Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled to attend the meeting by virtue of Article 20(6) above, at least five working days before the date of the meeting.
- (4) In the case of each person invited to attend a meeting of the Committee by virtue of Article 20(7) above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
- (5) Notice of a meeting of the Committee —
- (a) must specify when and where the meeting is to be held,
- (b) must include an agenda for the meeting, and
- (c) must, subject to paragraph (6), be accompanied by the relevant papers for the meeting.
- (6) In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as reasonably practicable be given to each person to whom the notice was given.
- (7) The quorum for a meeting of the Committee is 60% of the current membership, at least one of whom must be a member of the Chapter. A member does not form part of the quorum in relation to an item of business if that member is precluded from forming part of the quorum by virtue of the Chapter's conflict of interest policy maintained under Article 8(2) of the Constitution.
- (8) Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

## Reporting

23. (1) A draft of the minutes of each meeting of the Safeguarding Management Committee must be circulated promptly to each member of the Committee for approval.
- (2) Once the minutes of a meeting of the Committee are approved, the minutes—
- (a) must be sent to every member of the Chapter and the chief officers, and
- (b) may be sent to such other persons as the Committee thinks appropriate.
- (3) The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

## Terms of reference

24. The Chapter has the power under section 17(6) of the Measure to set terms of reference for the Safeguarding Management Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

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## *Other committees and sub-committees*

### **Committees: composition etc.**

25. (1) A committee of the Chapter established under the Constitution must have at least three members.
- (2) It is for the Chapter to appoint the members of the committee, at least one of whom must be a member of the Chapter, following consultation with the People, Remuneration and Nominations Committee.
- (3) It is for the Chapter to appoint the chair of the committee; and that person may, but need not, be a member of the Chapter.
- (4) The Chapter may remove a member of the committee from office if—
- (a) at least 60% of members of the Chapter present and voting at a Chapter meeting vote in favour of the removal; and
- (b) the removal decision is accompanied by a written record of the Chapter's reasons for removing the member of the Committee.
- (5) A member of the committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least twelve months has passed since the member last ceased to hold office as such.
- (6) A member of the committee who was a member of the Chapter at the time of their appointment to the committee vacates their membership of the committee automatically and without execution of any instrument of resignation upon that person ceasing to be a member of the Chapter (but this does not prevent that person's re-appointment as a member of the committee).
- (7) A member of the Senior Management Group is entitled to attend the whole or part of a meeting of the committee and is entitled to speak but not vote.
- (8) A chief officer, any member of the Chapter, the Dean and the senior non-executive member is entitled to attend the whole or part of any meeting of the committee and is entitled to speak but not vote.
- (9) If, at the invitation of the committee, any other person attends the whole or part of a meeting of the committee, the person may speak, but only at the discretion of the chair, and may not vote.

### **Sub-committees: composition**

26. (1) A sub-committee established under the Constitution must have at least three members.
- (2) It is for the committee under which the sub-committee sits to appoint the members of the sub-committee, following consultation with the People, Remuneration and Nominations Committee and with the approval of the Chapter.
- (3) It is for the Chapter to appoint the chair of the sub-committee.
- (4) At least one member of the sub-committee must be a member of the committee under which the sub-committee sits.
- (5) The Chapter may remove a member of the sub-committee from office if—
- (a) at least 60% of members of the Chapter present and voting at a Chapter meeting vote in favour of the removal; and

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- (b) the removal decision is accompanied by a written record of the Chapter's reasons for removing the member of the sub-committee.
- (6) A member of the sub-committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least twelve months has passed since the member last ceased to hold office as such.
- (7) A member of the sub-committee who was a member of the Chapter at the time of their appointment to the sub-committee vacates their membership of the sub-committee automatically and without execution of any instrument of resignation upon that person ceasing to be a member of the Chapter (but this does not prevent that person's re-appointment as a member of the sub-committee).
- (8) A member of the Senior Management Group is entitled to attend the whole or part of a meeting of the sub-committee and is entitled to speak but not vote.
- (9) If, at the invitation of the sub-committee, any other person attends the whole or part of a meeting of the sub-committee, the person may speak, but only at the discretion of the chair, and may not vote

## Functions

- 27. The functions of each committee or sub-committee established under the Constitution are set out in the terms of reference for that committee or sub-committee.

## Proceedings

- 28. (1) It is for the chief officers, at the request of the chair of a committee or sub-committee established under the Constitution, to convene a meeting of the committee or sub-committee.
- (2) Notice of a meeting of the committee or sub-committee must, unless otherwise agreed, be given to each of its members, and to each person entitled to attend the meeting by virtue of Articles 25(7) or (8) or 26(8) above, at least five working days before the date of the meeting.
- (3) In the case of each person invited to attend a meeting of the committee by virtue of Articles 25(9) or 26(9) above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
- (4) Notice of a meeting of the committee or sub-committee—
  - (a) must specify when and where the meeting is to be held,
  - (b) must include an agenda for the meeting, and
  - (c) must be accompanied by the relevant papers for the meeting.
- (5) In so far as it is not reasonably practicable for the relevant papers for a meeting of the committee or sub-committee to accompany the notice of the meeting, the papers must as soon as is reasonably practicable be given to each person to whom the notice was given.
- (6) The quorum for a meeting of the committee or sub-committee is 60% of the current membership. A member does not form part of the quorum in relation to an item of business if that member is precluded from forming part of the quorum by virtue of the Chapter's conflict of interest policy maintained under Article 8 of the Constitution.

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- (7) Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the committee or sub-committee as they apply to a meeting of the Chapter.

## **Reporting**

29. (1) The terms of reference of a committee or sub-committee established under the Constitution make provision as to the reporting of proceedings of its meetings to the Chapter.
- (2) A draft of the minutes of each meeting of the committee or sub-committee must be circulated promptly to each of its members for approval,
- (3) Once the minutes of a meeting are approved, the minutes—
- (a) must be sent to every member of the Chapter, and
  - (b) may be sent to such other persons and in such form as the committee or sub-committee thinks appropriate.

## **Terms of reference**

30. The Chapter has the power under section 17(6) of the Measure to set terms of reference for each committee or sub-committee established under the Constitution in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## *Senior Management*

### **Chief officers**

31. (1) The Chapter must appoint a Communar (Chief Operating Officer) on such terms as the Chapter determines.
- (2) The functions of the Communar (Chief Operating Officer) must be set out in a role description and scheme of delegated authority which Chapter may from time to time amend but which must include provision as to the custody and control of the common seal of the Cathedral.
- (3) The Chapter must appoint a Bursar (Chief Financial Officer) on such terms as the Chapter determines.
- (4) The functions of the Bursar (Chief Financial Officer) must be set out in a role description and scheme of delegated authority which Chapter may from time to time amend but which must include provision as to responsibility to the Chapter for the financial affairs of the Cathedral, including the preparation for consideration by the Chapter of monthly management accounts, drafts of the annual budget and the Cathedral's annual report and accounts.
- (5) Neither the Communar (Chief Operating Officer) or the Bursar (Chief Financial Officer) may act as a trustee of Saint Mary's Hospital or as a trustee of the Morse-Boycott Bursary Fund.
- (6) The Communar (Chief Operating Officer), the Bursar (Chief Financial Officer) and the Dean must meet regularly according to a pattern to be reviewed and agreed by the Chapter each year in January.

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## **Establishment of management group**

32. There is to be a group called the Senior Management Group concerned with the management of the Cathedral.

## **Membership of group**

33. The members of the Senior Management Group are—
- (a) the Dean,
  - (b) each residentiary canon with responsibility for a department of the Cathedral or for part of its operations,
  - (c) the chief officers, and
  - (d) such other members of staff (whether lay or clergy) as the Chapter considers appropriate.

## **Functions of group**

34. (1) The Senior Management Group –
- (a) is responsible to the Chapter for the day-to-day operational management of the Cathedral's affairs and for delivering the Cathedral's vision and strategy; and
  - (b) undertakes such roles and duties as are delegated to it in the Chapter's schemes of delegation.
- (2) The Chapter may issue to the Senior Management Group schemes of delegation (and may update such schemes from time to time) setting out the terms on which the Senior Management Group may take decisions on behalf of the Chapter and any associated conditions and limitations.

## **Proceedings of group**

35. (1) It is for the chair or either of the chief officers to convene a meeting of the Senior Management Group.
- (2) The Senior Management Group must meet at least once each month.
- (3) A member of the Group chosen by the Chapter chairs the meetings of the Senior Management Group. The Chapter will also appoint a deputy chair to chair the meetings in the chair's absence.
- (4) The quorum for a meeting of the Group is 60% of the current membership including at least one executive member of Chapter and one of the chief officers. A member does not form part of the quorum in relation to an item of business if that member is precluded from forming part of the quorum by virtue of the Chapter's conflict of interest policy maintained under Article 8 of the Constitution.
- (5) If, at the invitation of the Group, a person who is not a member of the Group attends the whole or part of a meeting of the Group, the person may speak, but only at the discretion of the chair, and may not vote.
- (6) Minutes of each meeting must be recorded and circulated to all members of the Senior Management Group and to those members of the Chapter who are not members of the Senior Management Group and to anyone else that the Chapter decides.

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- (7) Articles 12(6) and (7) of the Constitution (participation) apply to a meeting of the Senior Management Group as they apply to a meeting of the Chapter.

## **Accountability of group**

36. (1) The Senior Management Group is accountable to the Chapter for the executive management and administration of the Cathedral and is responsible for formulating strategies, plans and budgets for the approval by the Chapter.
- (2) The chair must submit a written report of its proceedings to each meeting of the Chapter.

## **Committees of group**

37. (1) The Senior Management Group may establish one or more committees known as groups for dealing with matters relating to the day to day running of the Cathedral
- (2) In the case of each group established under this Article, the Senior Management Group must specify in writing the matters which come within the group's remit.
- (3) The Senior Management Group must appoint the members of each group so established.
- (4) The chair of each group so established must be a member of the Senior Management Group; but subject to that, the membership of the group need not include a member of staff or a member of the Chapter.
- (5) Each group so established must report to the Senior Management Group in accordance with such requirements as the Senior Management Group may specify in writing.
- (6) Each group so established may regulate its own procedure, subject to such rules as the Senior Management Group may specify in writing.

## *Dignities*

38. The Chapter may from time to time create, abolish or suspend any dignity of the Cathedral as it sees fit, and in similar fashion may change the title by which such dignity is to be known.

## **Residentiary canon titles**

39. The Bishop, after consultation with the Chapter and with the consent of the office holder, may allocate (and may with like consultation from time to time re-allocate) the titles of Precentor, Chancellor and Treasurer between the residentiary canons so that a residentiary canon may hold one or more titles or no title. Other titles may be determined by the Chapter from time to time.

## **Prebends and Canonries**

40. The names of the Prebends and Canonries of the Cathedral are: Bargham, Bishopshurst, Bracklesham, Bursalis, Bury, Colworth, Eartham, Exceit, Hova Ecclesia, Ferring, Firle, Fittleworth, Gates, Hampstead, Heathfield, Highleigh, Hova Villa, Ipthorne, Mardon, Middleton, Seaford, Selsey, Sidlesham, Somerley, Sutton, Thorney, Waltham, Wisborough, Wightring, Windham and Woodhorn.

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## The Special Prebends

41. (1) The four Wiccarnal prebends of Bursalis, Windham, Exceit and Bargham, together with the prebends of Wightring and Highleigh are designated Theological Canonries and Lectureships; persons appointed to such prebends must accordingly be either theological canons appointed under Article 22 of the Constitution or Lecturers appointed under Article 42 of these Statutes.
- (2) When appointing a theological canon or Lecturer to the prebend of Bargham or Highleigh, the Bishop must appoint such person who is nominated by the Chapter.

## Lectureships

42. (1) Subject to Article 41(2) above, The Bishop, after consultation with the Dean and the Chapter, may appoint to lectureships such number of lay persons which when added to the number of persons holding office as theological canons does not in total exceed six; and a person so appointed has the title of Lecturer.
- (2) The name of one of the vacant prebends mentioned in Article 41(1) is to be allocated to and taken as the name of the lectureship to which a Lecturer is appointed under paragraph (1) and for so long as that person holds office as a Lecturer, the prebend bearing that name is suspended; accordingly, a Lecturer is not a prebendary but is to be allocated a prebendal stall in the quire.
- (3) A Lecturer holds office for a term of three years (and vacates office automatically on completion of that term) unless:
- (a) the Lecturer's office is terminated earlier by the Bishop after consultation with the Dean and the Chapter (in which case the Lecturer vacates office upon termination); or
- (b) the Lecturer is appointed to a further three-year term (in which case the Lecturer vacates office at the end of that further term and is not eligible for re-appointment.
- (4) A Lecturer is not a lay canon and is accordingly not a member of The College of Canons unless separately appointed by the Bishop as a supernumerary lay canon under Article 23(3) of the Constitution.
- (5) It is the duty of a Lecturer to contribute to the educational life of the Cathedral and Diocese by giving such course of lectures during the Lecturer's term of office concerning theology as agreed by the Chapter.

## Canons of Honour

43. (1) The Bishop may after consultation with the Dean and the Chapter appoint up to five ordained ministers of other Christian churches (which need not be inside the United Kingdom) as Canons of Honour.
- (2) In addition to the three Canons of Honour appointed under paragraph (1) above, the Bishop may after consultation with the Dean and the Chapter appoint any Lecturer, not being a lay canon, as a Canon of Honour for their period of office as a Lecturer, and such Lecturer need not be a member of the Church of England nor of a Church in communion with the Church of England.
- (3) A Canon of Honour vacates office automatically upon ceasing to hold the office which they held at the time of their appointment unless the Bishop, after consultation with the Dean and the Chapter terminates their office as Canon of Honour earlier, or alternatively extends that person's appointment in writing.

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- (4) A Canon of Honour is not by virtue of that title a canon for the purposes of the Measure nor a member of the College of Canons.

## **Emeritus and Emerita titles**

44. (1) The Bishop may confer upon a dean, an archdeacon, a residentiary canon, a non-residentiary canon or a lay canon who vacates their office the title, as the case may be, of Dean Emeritus/Emerita, Archdeacon Emeritus/Emerita, Canon Emeritus/Emerita or Lay Canon Emeritus/Emerita.
- (2) An Emeritus or Emerita title confers no vested interest or right to occupy a stall in the quire, and, in particular the holder is not by virtue of that title a member of the College of Canons.

## **Vergers**

45. (1) The Chapter must appoint a Head Verger and as many Assistant Vergers as it deems necessary on such terms as the Chapter may determine.
- (2) One of the Assistant Vergers will act as Sacristan.
- (3) It is the duty of the Vergers to uphold the dignity of worship in the Cathedral, to care for its security and cleanliness, and to welcome visitors.

## *Residence*

46. (1) The Dean must reside in the house designated by the Chapter as the Deanery or such alternative housing as may be agreed with the Chapter after consultation with the Bishop and keep such periods of residence as the Chapter may determine.
- (2) The **residentiary canons** must keep such periods of residence as the Chapter may determine.
- (3) During such a period of residence a residentiary canon is to act as Canon in Residence according to a rota agreed by the Chapter and must accordingly:
- (a) be present as celebrant or provide a substitute at celebrations of the Holy Communion in the Cathedral.
  - (b) be present at the daily Morning and Evening Prayer in the Cathedral, or provide a substitute.
  - (c) be responsible, in the absence of the Dean, for the due performance of the services and the good order of the Cathedral.
- (4) The Chapter may from time to time determine that a prebendary who is not a residentiary canon may act as a Canon in Residence for a period of up to three weeks in each year.
- (5) When acting as a Canon in Residence, the prebendary has the opportunity of celebrating Holy Communion and, subject to the consent of the Dean, of preaching in the Cathedral.
- (6) During a prebendary's period of residence either the Dean or a residentiary canon must be resident or available to carry out such duties as are notified to them by the Chapter from time to time.



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## *Worship*

### **Divine Service and preaching**

47. (1) Morning and Evening Prayer must be said or sung in the Cathedral distinctly and reverently every morning and evening.
- (2) The Eucharist must be celebrated at least on all Sundays and other feast days, on Ash Wednesday and on other days as often as may be convenient. It must be celebrated distinctly and reverently.
- (3) Subject to the rights of the Bishop and the residentiary canons set out in Articles 1 and 46 of these Statutes it is for the Dean to determine the pattern of worship in the Cathedral after such consultation with the Bishop and Chapter as the Dean considers appropriate or the Chapter otherwise requires.
- (4) The ordering and conduct of worship at a service in the Cathedral in which the Bishop participates is the responsibility of the Bishop, and at other services, the responsibility of the Dean or, in the absence of the Dean, of the Canon in Residence.
- (5) Only forms of service that are authorised or allowed by the Canons of the Church of England may be used in the Cathedral.
- (6) Ministers in the Cathedral (other than the Dean) must observe the directions and have regard to the guidance of the Precentor or Acting Precentor on liturgical matters as reported to and approved by the Chapter.
- (7) Subject to the Bishops rights under Article 1 of these Statutes, it is for the Dean and the residentiary canons to preach or to secure the attendance of a suitable preacher.
- (8) No person may preach in the Cathedral unless that person is —
- (a) a minister, reader or lay worker of the Church of England or a church in communion with the Church of England;
  - (b) a minister of a designated church to which an invitation has been issued under Canon B43; or
  - (c) a person who has been authorised to preach by the Dean or Canon in Residence.
- (9) The Dean must ensure that invitations to guest preachers are made only in accordance with the safeguarding provisions set out in Article 11(3) and (4) of the Constitution.

### **Order of precedence**

48. The order of precedence in processions at services held in the Cathedral is -
- (a) The Bishop or any Bishop Suffragan or Assistant Bishop when acting for the Bishop,
  - (b) the Dean, Precentor, Chancellor, Treasurer, and any other residentiary canon in this order,
  - (c) the Chancellor of the Diocese and the Diocesan Registrar,
  - (d) any Bishop Suffragan or Assistant Bishop who is not a residentiary canon if they are not acting for the Bishop,
  - (e) the Archdeacon of Chichester, the Archdeacon of Hastings, the Archdeacon of Horsham, and the Archdeacon of Brighton and Lewes in this order,
  - (f) other members of the College of Canons,

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- (g) Canons of Honour
- (h) Priest vicars and Cathedral Chaplains
- (i) the Organist and Master of the Choristers, Assistant Organist, Organ Scholars, Lay Vicars and Choristers,
- (j) non-executive members of the Chapter.

## **Music, choir etc.**

- 49 (1) In addition to the Organist and Master of the Choristers, the Chapter may appoint an Assistant Organist on such terms as the Chapter may determine.
- (2) One or more Organ Scholars may be appointed by the Chapter after consultation with the Organist and Master of the Choristers on such terms as the Chapter may determine.
- (3) The Chapter must make such provision for the religious, general and musical education of the choristers as it may consider suitable.

## **Lay Vicars**

- 50 (1) Any number of Lay Vicars or Singing Clerks may be appointed by the Chapter after consultation with the Organist and Master of the Choristers on such terms as the Chapter may determine.

## *Miscellaneous*

### **Execution of documents**

51. (1) A document which is not required to be executed by the application of the Chapter's seal is validly executed by the Chapter if it is signed on behalf of the Chapter by two members of the Chapter, or by one member of the Chapter and one of the chief officers, each of whom is authorised to sign the document by written resolution of the Chapter (whether specially or generally).

### **Power to establish subsidiaries**

52. (1) The Chapter may, for the purpose of securing the good government of the Cathedral, establish subsidiary companies. The Chapter may itself become a member of a company established under this Article. In this Article, "company" includes any body corporate.

### **Archaeologist**

53. (1) Section 23(2) of the Care of Cathedrals Measure 2011 requires the Chapter to appoint a cathedral archaeologist.

### **Eucharistic Ministers**

54. The Chapter must appoint lay persons of good character to serve at the Celebration of Holy Communion and to assist in such other ways in the worship in the Cathedral as the Chapter may determine.

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## **The Librarian**

55. (1) The Chapter must appoint one of its members to be responsible for the Cathedral's library.
- (2) The Chapter must also appoint a suitably qualified sub-Librarian on such terms as the Chapter may determine.

## **The Sub-Treasurer**

56. (1) The Chapter must appoint a Sub Treasurer on such terms as the Chapter may determine.
- (2) The Sub-Treasurer is responsible for the care and display in the Cathedral's treasury of all communion plate and other property on loan to the Cathedral from parishes as well as the display of selected Cathedral property as determined by the Chapter from time to time.

## **The Clerk of the Works**

57. The Chapter may appoint a Clerk of the Works of the Cathedral, on such terms as the Chapter may determine.

## **Patronage**

58. The power of presentation or nomination to a benefice in the patronage of the Cathedral is exercisable by the Chapter or a patronage committee of the Chapter.

## *Amendments to Statutes*

### **Amendments**

59. The procedure for making amendments to these Statutes is set out in sections 31 to 34 of the Measure.

## *Interpretation*

### **Interpretation**

60. (1) In these Statutes—
- “the Bishop” means the Bishop of Chichester (but see paragraph (2));
  - “the Cathedral” means the Cathedral Church of The Holy Trinity in Chichester;
  - “the Constitution” means the constitution of the Cathedral adopted pursuant to the Measure and as revised from time to time.
  - “the Diocese” means the diocese of Chichester and “Diocesan” is to be read accordingly.
  - “the Measure” means the Cathedrals Measure 2021;
  - “working day” means a day which is not a Saturday or Sunday, Christmas Day, Good Friday or a bank holiday in England under the Banking and Financial Dealings Act 1971;
- (2) Where the functions of the Bishop are being exercised by another bishop in accordance with an instrument made under section 13 or 14 of the Dioceses, Pastoral and Mission Measure 2007, the references in these Statutes to the Bishop are to be read as references to that other bishop.

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- (3) A reference in these Statutes to a provision of the Measure is to be read as a reference to that provision as for the time being amended, extended or applied by or under any other Measure.
- (4) Subject to that, the Interpretation Act 1978 applies to these Statutes.

## *Revocation*

### **Revocation**

- 61.** The Statutes of the Cathedral made on 15 September 2000 cease to have effect.
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The present Constitution and Statutes were established in accordance with the Cathedrals Measure 2021 and came into force on 26<sup>th</sup> July 2023.