



Southwell Minster

*The Cathedral and Parish Church
of the Blessed Virgin Mary*

Lay Member of Chapter

Role Description

ROLE:	Lay Member of Chapter
LOCATION:	Southwell Minster – The Cathedral and Parish Church of the Blessed Virgin Mary
RESPONSIBLE TO:	The Dean and Chapter
OVERRIDING DUTY:	A Lay Member of Chapter shall have due regard to the fact that the Cathedral is the seat of the Bishop and a center of worship and mission.
DATE:	April 2019

Introduction

Southwell Minster is the seat of the Bishop of Southwell and Nottingham and the mother church of the Diocese. It is a living church with over 1200 services taking place each year and has been at the heart of Southwell's life for over 900 years. The Cathedral plays an important part in maintaining the English Choral Tradition with a gifted choir of boys, girls and men who sing the services. The Cathedral also welcomes many thousands of visitors, who come to admire the building with its rich history, to participate in our vibrant learning and engagement programme or to enjoy our hospitality.

Southwell Minster works within the guidance of the Cathedral Measure 1999 and its own Constitution and Statutes. Its governance is primarily carried out by the Chapter, chaired by the Dean of Southwell Minster. Chapter is part of a three-dimensional governance structure also including the Cathedral Council (attended by the Bishop of Southwell and Nottingham) and its College of Canons. Chapter includes both clergy and lay members and like many trustee boards includes executive and non-executive members.

The role of Lay Chapter members is extremely important in the composition of Chapter as they provide constructive challenge, input and support to the Cathedral's strategic direction, and advice to its Executive Board which is responsible for operational implementation.

Responsibilities of Governance

A Lay Member of Chapter shall take a full part in the discussions and decision-making of the Chapter as it fulfils its statutory responsibilities.

- a. To order the worship and promote the mission of the Cathedral;
- b. To formulate proposals in connection with the general direction and mission of the Cathedral;
- c. To manage all property vested in the Cathedral and the income accruing from it;
- d. To ensure that necessary repairs and maintenance of the Cathedral and its contents and other buildings and monuments are carried out;
- e. To prepare an annual report and accounts;
- f. To submit appropriate reports to Council and the College of Canons including the audited accounts;
- g. To keep under review the Constitution and Statutes of the Cathedral;
- h. To ensure legal and regulatory compliance;
- i. To appoint officers and members of staff;
- j. To exercise the power if necessary to provide for the incorporation of limited companies for the better management of the Cathedral.
- k. To undertake other reasonable tasks at the request of the Dean.

Contributing to the Cathedral's life, worship and mission

A Lay Member of Chapter shall contribute the skills and experience they bring to the Cathedral as opportunity allows; including:

- a. By serving on such incorporated limited companies as the Chapter may establish, on sub-committees of the Chapter and on any working groups of the Chapter as may be created;
- b. By attending and contributing to worship at the Cathedral;
- c. By contributing to the ministry of hospitality offered at the Cathedral and to such other Cathedral activity as may be appropriate.

In general:

- d. To ensure their own compliance with the Chapter's policies and procedures, and contribute to the review and development of policy and procedures;
- e. Promote and uphold the Cathedral's reputation and good standing at all times.

Person Specification:

1. Communicant member of the Church of England
2. Resident in the Diocese, on a Diocesan parish electoral roll or a member of Cathedral Community
3. Committed to the Cathedral's Christian ethos, vision and ministry

4. Appropriate strategic, leadership and management skills
5. Good interpersonal and teamwork skills
6. Able to express opinions clearly and firmly whilst exercising tact, diplomacy and sensitivity
7. Able to communicate with confidence to all types of individuals
8. Enthusiastic and energetic
9. Able and willing to maintain confidentiality
10. Computer literate
11. Good time management and prioritisation skills
12. Knowledge of the Church or church-based charities
13. Experience of working with volunteers and volunteer committees

Important note:

Members of Chapter will be mindful of the guidance issued by the Charity Commissioners, the Church Commissioners and the Association of English Cathedrals in their conduct as members of Chapter.

Although Cathedrals are not yet registered with the Charities Commission Chapter members must be eligible to be trustees under the Charities Act. Chapter members may not act as a trustee if they are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table issued by the commission but include:

- being bankrupt or having an individual voluntary arrangement (IVA)
- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being on the sex offenders' register

GENERAL INFORMATION:

Dignity at work

Southwell Minster is committed to creating a harmonious working environment, which is free from harassment and bullying and in which everyone is treated with respect and dignity. It is committed to ensuring that individuals do not feel apprehensive because of their religious belief (including theology or church tradition), political opinion, gender, marital status, sexual orientation, race, age, or disability, or through any inappropriate behaviour towards them.

Safeguarding

Southwell Minster is committed to:

- safeguarding, caring for and nurturing children and young people in the Cathedral and community.
- safeguarding and caring for vulnerable adults in the Cathedral and community.

- informing those involved with children and vulnerable adults in our church of the behaviour expected of them.
- explaining the procedure for background checks of those involved with children and vulnerable adults in the Cathedral
- protecting adult members of the church from malicious or false accusations of abuse.

Signed by Member of Chapter: **Date:**

Signed by the Dean: **Date:**