CHICHESTER CATHEDRAL

THE STATUTES of the Cathedral Church of the Holy Trinity in Chichester

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, 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 45 of these Statutes.

The Chapter: general

Corporate and spiritual life

3. (1) The Chapter is at 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.

Bylaws

4. (1) The Chapter may by resolution make rules and policies known as bylaws regulating any matter not being inconsistent with the Measure, the Constitution or these Statutes. Such bylaws must be retained in a special file and may include but are not limited to:

(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;

(e) policy statements and regulations amplifying legislation applicable to the Cathedral.

Nominations Committee

Composition etc.

5. (1) The Nominations Committee 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 non-executive member of the Chapter;

(3) It is for the Chapter to appoint the chair of the Committee. The chair of the Committee need not be a member of the Chapter but, if they are a member of the Chapter, they must not be an executive member.

(4) The Chapter may remove a member of the Committee from office if—

(a) there is a good reason for the removal, **and**

(b) at least 75% of members present and voting vote in favour of the removal.

(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 12 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 his or her appointment to the Committee vacates his or her 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 shall not prevent that person's re-appointment as a member of the Committee).

(7) If the Dean is not a member of the Committee, he or she is nonetheless entitled to attend the whole or part of any meeting of the Committee; and at any meeting which the Dean attends on that basis, he or she may speak but may not vote.

(8) If, at the invitation of the Committee, a member of the Chapter or chief officer who is not a member of the Committee attends the whole or part of a meeting of the Committee, the person may 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.

Functions

6. (1) The Nominations Committee must advise the Chapter on—

(a) the recruitment of non-executive members,

(b) the recruitment of members of committees of the Chapter,

(c) the training needs of members of the Chapter, **and**

(d) the recruitment of members of an advisory body.

(2) The Nominations Committee must—

(a) keep under review the skills, knowledge and experience of, and the diversity among, members of the Chapter, members of each committee (including the Nominations Committee itself) and members of the Cathedral Safeguarding Advisory Panel **and**

(b) where, in light of a review under sub-paragraph (a), the Committee identifies areas in which improvements are required, make recommendations to the Chapter on how to make those improvements.

(3) The Nominations Committee must liaise and co-operate with other committees and sub-committees of the Chapter.

(4) The 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 Nominations Committee, to convene a meeting of the Committee.

(2) The Committee must meet at least once each year.

(3) Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to the Dean, 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 two members or 50% of the current membership, whichever is greater. 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 12(7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

(9) Article 13 of the Constitution (decisions without a meeting) applies to the Committee as to the Chapter.

Reporting

8. (1) A draft of the minutes of each meeting of the 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 each chief officer, **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 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 three members.

(2) It is for the Chapter to appoint the members of the Committee, following consultation with the 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) there is a good reason for the removal, **and**

(b) at least 75% of members present and voting vote in favour of the removal.

(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 his or her appointment to the Committee vacates his or her 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 shall 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 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, a member of the Chapter who is not a member of the Committee 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 twice each year.

(3) Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to the Dean and the chief officers, 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(9) 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 is reasonably practicable be given to each person to whom the notice was given.

(7) The quorum for a meeting of the Committee is two members or 50% of the current membership, whichever is greater. 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.

(9) Article 13 of the Constitution (decisions without a meeting) applies to the Committee as to the Chapter.

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 each chief officer, **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 three 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, following consultation with the 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 not be a member of the Chapter.

(4) The Chapter may remove a member of the Committee from office if—

(a) there is a good reason for the removal, **and**

(b) at least 75% of members present and voting vote in favour of the removal.

(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 his or her appointment to the Committee vacates his or her 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 shall 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, a member of the Chapter or chief officer who is not a member of the committee attends the whole or part of a meeting of the Committee, the person may 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.

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.

(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 an Audit and Risk 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 twice each year.

(3) Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to the Dean, 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(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 is reasonably practicable be given to each person to whom the notice was given.

(7) The quorum for a meeting of the Committee is two members or 50% of the current membership, whichever is greater. 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 12(7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

(9) Article 13 of the Constitution (decisions without a meeting) applies to the Committee as to 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—

(a) must be sent to every member of the Chapter and each chief officer, **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.

Other committees and sub-committees

Committees: composition etc.

20. (1) A committee of the Chapter established under the Constitution must have at least three (3) members.

(2) The provisions of this Article apply to committees of the Chapter established under the Constitution unless express provision is made elsewhere in these Statutes for a particular committee.

(3) 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 Nominations Committee.

(4) 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.

(5) The Chapter may remove a member of the committee from office if—

(a) there is a good reason for the removal, **and**

(b) at least 75% of members present and voting vote in favour of the removal.

(6) 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.

(7) A member of the committee who was a member of the Chapter at the time of his or her appointment to the committee vacates his or her 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 shall not prevent that person's re-appointment as a member of the committee).

(8) If the Dean is not a member of the Committee, he or she is nonetheless entitled to attend the whole or part of any meeting of the Committee; and at any meeting which the Dean attends on that basis, he or she may speak but may not vote.

(9) If, at the invitation of the Committee, a member of the Chapter or chief officer who is not a member of the Committee 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.

Sub-committees: composition

21. (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-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) there is a good reason for the removal, **and**

(b) at least 75% of members present and voting vote in favour of the removal.

(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 or of the committee under which the sub-committee sits at the time of his or her appointment to the sub-committee vacates his or her 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 or the committee as the case may be (but this shall not prevent that person's re-appointment as a member of the sub-committee).

(8) If, at the invitation of the Committee, a member of Senior Leadership Team who is not a member of the sub-committee attends the whole or part of a meeting of the sub-committee, the person may 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 sub-committee, the person may speak, but only at the discretion of the Chair, and may not vote.

Functions

22. 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

23. (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 the Dean, 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 Article 21(9) or 20(8) 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, subject to paragraph (5), 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 two members or 50% of the current membership, whichever is greater. 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.

(7) 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.

(8) Article 13 of the Constitution (decisions without a meeting) applies to the Committee as to the Chapter.

Reporting

24. (1) 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.

(2) Once the minutes of a meeting are approved, the minutes—

(a) must be sent to every member of the Chapter and each chief officer, **and**

(b) may be sent to such other persons and in such form as the committee or sub-committee thinks appropriate.

Terms of reference

25. 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.

Cathedral Safeguarding Advisory Panel

Composition etc.

26. (1) The Cathedral Safeguarding Advisory Panel must have at least three (3) members.

(2) It is for the Chapter to appoint the members of the Panel following consultation with the Nominations Committee, but they must include the Dean and, if different, the member of the Chapter who is designated as Chapter Safeguarding Lead and Cathedral Safeguarding Officer.

(3) It is for the Chapter to appoint the chair of the Panel and that person must not be a member of the Chapter and must have specific experience and a background in safeguarding.

(4) The Chapter may remove a member of the Panel from office if—

(a) there is a good reason for the removal, **and**

(b) at least 75% of members present and voting vote in favour of the removal.

(5) A member of the Panel 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 member of the Panel who was a member of the Chapter at the time of his or her appointment to the committee vacates his or her membership of the Panel automatically and without execution of any instrument of resignation upon that person ceasing to be a member of the Chapter (but this shall not prevent that person's re-appointment as a member of the Panel).

(7) The Panel may invite any person to attend the whole of part of any meeting of the Panel and permit them to speak at the discretion of the chair.

Functions

27. (1) The Panel 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 Panel.

(2) The Panel must consider matters concerning the revision of safeguarding policies and all matters of safeguarding practice relating to the Cathedral and advise the Chapter of any changes recommended.

Proceedings

28. (1) It is for either of the chief officers, at the request of the chair of the Cathedral Safeguarding Advisory Panel, to convene a meeting of the Panel.

(2) The Panel must meet on at least two occasions each year.

(3) Notice of a meeting of the Panel must, unless otherwise agreed, be given to each member of the Panel at least five working days before the date of the meeting.

(4) Notice of a meeting of the Panel —

(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 (5), 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 Panel 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.

Reporting

29. (1) A draft of the minutes of each meeting of the Cathedral Safeguarding Advisory Panel must be circulated promptly to each member of the Panel for approval.

(2) Once the minutes of a meeting of the Panel are approved, the minutes—

(a) must be sent to every member of the Chapter and each chief officer, **and**

(b) may be sent to such other persons as the Panel thinks appropriate.

(3) The Chapter must consider any matters arising from the minutes of a meeting of the Panel.

(4) The chair must present an annual report to the Chapter which must also be shared with the Bishop.

Terms of reference

30. The Chapter has the power under section 18(4) of the Measure to set terms of reference for an advisory body 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. The functions of the chief officers are set out in each officer's job description and in the Chapter's schemes of delegation.

Establishment of management group

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

Membership of group

33. The members of the Senior Leadership Team 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 Leadership Team –

(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 Leadership Team schemes of delegation (and may update such schemes from time to time) setting out the terms on which the Senior Leadership Team may take decisions on behalf of the Chapter and any associated conditions and limitations.

(3) Schemes of delegation may authorise the Senior Leadership Team to further delegate such authority to committees of the Senior Leadership Team, individual members of the Senior Leadership Team or employees of the Chapter.

Proceedings of group

35. (1) It is for the chair or either of the chief officers to convene a meeting of the Senior Leadership Team.

(2) The Dean chairs the meetings of the Senior Leadership Team. The Chief Operating Officer shall chair the meetings in the Dean's absence.

(3) Notice of a meeting of the Senior Leadership Team must, unless otherwise agreed, be given to each member of the Senior Leadership Team at least two working days before the date of the meeting.

4) Notice of a meeting of the Senior Leadership Team —

(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 (5), 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 Senior Leadership Team 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 Senior Leadership Team is two members or 50% of the current membership, whichever is the greater, including at least one clergy member of the Chapter (the Dean or a residentiary canon) and at least one chief officer (the Chief Operating Officer or the Chief Finance Officer). 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.

(7) If, at the invitation of the Senior Leadership Team, 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.

(8) Articles 12(6) and 12(7) of the Constitution (remote participation) apply to a meeting of the Senior Leadership Team as they apply to a meeting of the Chapter.

(9) Article 13 of the Constitution (decisions without a meeting) applies to the Senior Leadership Team as to the Chapter.

Accountability of Senior Leadership Team

36. (1) The Senior Leadership Team 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 of Chapter.

(2) The Group must submit a written report of its proceedings when requested by the Chapter.

Committees of Senior Leadership Team

37. (1) The Senior Leadership Team 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 Leadership Team must specify in writing the matters which come within the group's remit.

(3) The Senior Leadership Team must appoint the members of each group so established.

(4) The chair of each group so established must be a member of the Senior Leadership Team; but subject to that, the membership of the committee need not include a member of staff or a member of the Chapter.

(5) Each group so established must report to the Senior Leadership Team in accordance with such requirements as the Senior Leadership Team may specify in writing.

(6) Each group so established may regulate its own procedure, subject to such rules as the Senior Leadership Team may specify in writing.

Dignities and offices

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

Residentiary Canon titles

39. The Bishop, after consultation with the Chapter, 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, Ferring, Firle, Fittleworth, Gates, Hampstead, Heathfield, Highleigh, Hova Ecclesia, Hova Villa, Ipthorne, Margon, Middleton, Seaford, Selsey, Sidlesham, Somerley, Sutton, Thorney, Waltham, Wisborough, Wightring, Windham and Woodhorn.

The special prebends

41. (1) The four Wiccamical 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.

Lecturerships

42. (1) Subject to Article 41(2) and Article 22 of the Constitution, the Bishop may, after consultation with the Dean and the Chapter, appoint to lectureships such number of lay persons which when added to the number of persons holding office as theological canons under Article 41(2) and Article 22 of the Constitution 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(2) 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) his or her 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 reappointment).

(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 contributing to theological learning within the Cathedral and Diocese as agreed by the Chapter.

Canons of honour

43. (1) The Bishop may after consultation with the Dean and the Chapter appoint up to three 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 he or she held at the time of his or her appointment unless the Bishop, after consultation with the Dean and the Chapter terminates his or her office as Canon of Honour earlier, or alternatively extends that person's appointment in writing.

(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.

Emeriti 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 his or her 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) 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 residentiary canons must keep such periods of residence as the Chapter may determine.

(2) During such periods of residence a residentiary canon is to act as Canon in Residence according to a rota agreed by the Chapter and whilst so acting shall:

(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.

(3) The Chapter may from time to time determine that a prebendary who is not a residentiary canon by act as Canon in Residence for a period of up to three weeks in each year.

(4) 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.

(5) 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.

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 45 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 Bishop's 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,

(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. 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. 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.

(2) The Chapter may itself become a member of a company established under this Article.

(3) In this Article, "company" includes any body corporate.

Archaeologist

53. 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 who have undertaken such training as is required by the Diocese of Chichester for the purpose 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.

The Librarian

55. The Chapter must appoint one of its members to be responsible for the Cathedral's library.

The Sub-Treasurer

56. (1) The Chapter may 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.

Patronage

57. 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

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

Interpretation

59. (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;

"chief officers" means the persons appointed by the Chapter to the roles of Chief Operating Officer and Chief Finance Officer under Article 24 of the Constitution;

"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.

(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

60. The Statutes of the Cathedral made on 10 March 2023 cease to have effect. The present Constitution and Statutes are in accordance with the Cathedrals Measure 2021 and came into force on 26 July 2023.