

# CHICHESTER CATHEDRAL

## Lay Chapter Member Role Description

This should be read with the companion document *Chichester Lay Chapter members overview*.

### Our Vision and Purpose

Through imaginative worship, inspiring music and art, engaging teaching and generous hospitality, we will be a place of transformation where our human experience finds its meaning in the love and compassion of God.

### Our values

Our purpose is supported by our values:

- **Openness, honesty and integrity** – in the way we conduct our corporate and individual life
- **Fairness, justice and compassion** – in our engagement with individuals and the structure of our society
- **Generosity** – in our judgements and welcome

### Role Description

Chichester Cathedral works within the guidance of the Cathedral Measure 1999 and its Constitution and Statutes. Its governance is primarily carried out by the Chapter, chaired by the Dean of Chichester, which is part of a three dimensional governance structure also including the Cathedral Council (attended by the Bishop of Chichester) 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.

The Cathedral seeks diverse Lay Chapter members from a range of backgrounds, who are expected to play an active role in the life of the Cathedral and to share responsibility for its spiritual life. It is, however, clearly understood that members will have a range of commitments and the role is not an executive one.

**Remuneration** Expenses will be remunerated

**Location** Chichester Cathedral, and occasional alternative off-site venues

**Time Commitment** Chichester Cathedral's Chapter currently meets approximately nine times annually, including occasional off-sites. This may be revised down following the implementation of a new Cathedrals Measure in 2021. Meetings are currently usually held on a Tuesday.

Chapter members may choose to be involved in the worshiping life of the Cathedral at regular and special services, although this is not expected to be at the expense of an existing commitment to their local church.

**Accountable to** Chapter

## **Duties**

To work collaboratively with Chapter colleagues in order to:

- provide strategic leadership and governance to enable the Cathedral to achieve its Vision and Purpose through appropriate activities and appropriate use of its resources
- ensure the Cathedral complies with its governing documents, with the principles of good governance and with legal and regulatory requirements
- help assess risks to the Cathedral and to ensure they are appropriately mitigated
- promote the Cathedral's values
- ensure financial stability, overseeing the integrity of financial information ensuring that financial controls and management are appropriate and robust
- actively commit to Chapter's role in setting overall policy, defining goals, evaluating performance and driving improvement

As well as their strategy and governance duties Chapter members are encouraged to make full use of specific skills, knowledge and experience they may have in order to support Chapter in making good decisions. They may play an active role in other committees or working groups.

## **Person Specification**

- Confirmed and active member of the Church of England
- Ability to understand the complexity of a Cathedral and its associated functions and contribute to strategic plans accordingly
- Experience in understanding, summarising and analysing reports and data and making appropriate recommendations in response
- Good communicator, listener and negotiator
- A good team player
- Confidence and strength to identify risks and to speak independently
- Ability to identify and engage effectively with a wide range of people

Chapter is enriched by the wide mix of skills and perspectives that its members bring and we are looking for applicants who will be able to contribute their specialist experience to support particular areas of the Cathedral's operations.

Appropriate training and support is provided by the Association of English Cathedrals and through other sources. A full induction programme and supporting paperwork will be provided.