

St Edmundsbury 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, on Easter Day and on Whitsunday, and on other occasions during each year;
 - (b) preach at one of the services in the Cathedral on Christmas Day, on Easter Day and on Whitsunday, and on other occasions during the year;
 - (c) preach at or appoint the preacher on other occasions during each year.

The Dean

2. The Dean is the principal dignitary of the Cathedral, next after the Bishop, and shall be known as the Dean of St Edmundsbury.

The Residentiary Canons and Officers

3. (1) Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, each of the residentiary canons shall have the duty of preaching, and the right of celebrating the Holy Communion.
- (2) The residentiary canons shall undertake such duties in the Cathedral as the Chapter shall determine after consultation with them. They shall be concerned with the pastoral care of members of the Cathedral congregation and persons resident or working in the Parish, and shall endeavour to strengthen the whole corporate life, worship and work of the Cathedral and to promote the usefulness of the Cathedral in the Diocese.
- (3) It shall be customary for the residentiary canons to be appointed to the following offices (or such other offices or roles as may be determined by the Dean, in consultation with the Bishop and the Chapter, from time to time):

- (a) **Sub-Dean**, whose duties shall include acting on the Dean's behalf in his or her absence from the Cathedral;
- (b) **Canon Precentor**, whose duties shall include responsibility for the liturgical and musical life of the Cathedral and oversight of the Cathedral's routine pattern of worship and the organisation of special services. He or she shall also collaborate with the Director of Music and Assistant Director of Music in the provision of music at the Cathedral;
- (c) **Canon Pastor**, whose duties shall include responsibility for the provision of pastoral care by the Cathedral and oversight of all baptisms, weddings and funerals at the Cathedral; and
- (d) **Canon Theologian**, whose duties shall include responsibility for the theological and educational life of the Cathedral and oversight of the Learning Hub and the ancient library.

The Chapter: general

Corporate and spiritual life

- 4. (1) The Dean shall foster the corporate and spiritual life of the Chapter and its members—
 - (a) by leading the Chapter in prayer at the start of every meeting of the Chapter;
 - (b) by inviting members of the Chapter to participate in the daily worshipping life of the Cathedral;
 - (c) by inviting the non-executive members of the Chapter to attend major events at the Cathedral; and
 - (d) in such other ways as the Dean sees fit.
- (2) The Dean and each residentiary canon shall attend morning prayer and evening prayer every day in the Cathedral unless there is a good reason to the contrary.

The Chapter: election of non-executive

Appointment of presiding officer

- 5. Where the Constitution requires there to be an election of a non-executive member of the Chapter, the Chapter must appoint a presiding officer for the election.

Role description

6. (1) The Chapter, having appointed a presiding officer for an election, must direct the Nominations Committee to prepare a description of the post to be filled by the election (a “role description”).
- (2) The role description must list the skills which the Nominations Committee considers essential in the post and skills which it considers desirable.
- (3) The Nominations Committee must submit the role description to the Chapter for approval.
- (4) The Chapter, having approved the role description, must direct the presiding officer to ensure that notice of an election to fill the post is displayed on the Cathedral’s website for a period of at least four weeks.

Invitation to nominate candidate

7. (1) The presiding officer must, within the first five working days of the period for which the notice is displayed under Article 6(4) above, send an invitation to nominate by email to—
 - (a) each member of the Chapter,
 - (b) each member of a committee or sub-committee of the Chapter who is not also a member of the Chapter,
 - (c) each person listed on the church electoral roll of the Parish, and
 - (d) each person listed on any non-worshipping community roll.
- (2) The invitation to nominate must specify—
 - (a) the criteria for eligibility for membership of the Chapter,
 - (b) the role description prepared for the post under Article 6 above,
 - (c) information about what a candidate would need to demonstrate to fit the role description,
 - (d) how to submit a completed nomination to the presiding officer, and
 - (e) the period for submitting a completed nomination.
- (3) Subject to that, it is for the Chapter to determine the form of the invitation to nominate.
- (4) It is for the presiding officer to determine the length of the period to be specified under paragraph (2)(e); and the period determined shall usually be 21 days but must be at least 14 days but no more than 28 days.

Nomination of candidate

- 8.** (1) A nomination in response to an invitation to nominate under Article 7 above must be supported by a proposer and a seconder, each of whom must come within Article 7(1).
- (2) A nomination is valid only if the person nominated—
- (a) is eligible to be a member of the Chapter,
 - (b) is not disqualified from being a charity trustee, and
 - (c) confirms his or her willingness to stand for election and, if elected, to serve as a member of the Chapter and a charity trustee.
- (3) A person is not to be included as a candidate for the election unless—
- (a) a valid nomination for the person is submitted to the presiding officer before the end of the period determined under Article 7(4) above, and
 - (b) the Bishop, the Chapter and the Nominations Committee, each being satisfied that the person is suitable to be a member of the Chapter, approve the person's candidacy.
- (4) If a person's candidacy is not approved under paragraph (3)(b), the person is entitled to be given the reasons for the decision not to approve it.

Conduct of election

- 9.** (1) If the number of persons included as candidates under Article 8 above does not exceed the number of posts to be filled, each candidate is elected.
- (2) If the number of such persons exceeds the number of posts to be filled, an election must take place under the following provisions.
- (3) The election is to be conducted by a simple majority vote.
- (4) The presiding officer must ensure that a suitable mechanism for conducting the election by electronic means is in place.
- (5) The presiding officer must determine the period within which votes may be cast; and that period must be at least seven days beginning with the day on which invitations to vote are issued.
- (6) The presiding officer must issue by email to each person entitled to vote in the election an invitation to vote; and the invitation to vote must be accompanied by—
- (a) instructions on how to vote, including the date on which the period determined under paragraph (5) ends, and

- (b) if a candidate has prepared an election address that is suitable for circulation, a copy of that election address.
- (7) A vote in the election is valid only if it is cast by following the instructions on how to vote accompanying the invitation to vote.
- (8) The presiding officer must cause the votes to be counted, must declare the result of the election and must ensure that the result—
 - (a) is published on the Cathedral’s website within two working days of the last day of the period determined under paragraph (5), and
 - (b) is sent by email to each candidate and each person entitled to vote in the election.
- (9) If there is a tied vote between candidates for a single post, the candidate to be elected is chosen by lot.

Election appeals

- 10. (1) An appeal against the result of an election under Article 9 above may be made on the grounds that the conduct of the election was such as to affect the outcome of the election.
- (2) An appeal under this Article may be brought by a candidate or voter in the election; and the appeal is to be determined by the Bishop.
- (3) The provisions in the Church Representation Rules relating to appeals apply, with whatever modifications are necessary, to an appeal under this Article as if it were a summary election appeal within the meaning of those Rules.

The College of Canons

Functions and meetings

- 11. Provisions relating to the establishment and functions of the College of Canons are set out in Article 34 of the Constitution.

Nominations Committee

Composition etc.

- 12. (1) The Nominations Committee must have at least four 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; 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) 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 two consecutive terms is not eligible for appointment as a member, until at least two years has passed since the member last ceased to hold office as such.
- (6) If, at the invitation of the Committee, a chief officer and/ or any member of the Chapter who is not a member of the Committee attends the whole or part of any meeting of the Committee, the person may 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

13. (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,
 - (d) the recruitment of members of an advisory body, and
 - (e) the procedure for the selection and approval of candidates for election as non-executive members.
- (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 each sub-committee, 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 Nominations Committee must liaise and co-operate with each other committee and each sub-committee of the Chapter.
- (4) The Nominations Committee must recommend to the Bishop candidates for the role of senior non-executive member.

Proceedings

14. (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 each person invited to attend the meeting by virtue of Article 12(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 12(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 two-thirds of the total number of members at the time, at least one of whom must be a non-executive member of the Chapter.
- (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

15. (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 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

16. 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.

17. (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 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 two consecutive terms is not eligible for appointment as a member, until at least two years has passed since the member last ceased to hold office as such.
 - (6) 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.
 - (7) 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.
 - (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.

- (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

18. (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

19. (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 six 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 17(6) or (7) 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 16(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 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-thirds of the total number of members at the time, at least one of whom must be a non-executive member of the Chapter.
- (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

- 20.** (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 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

- 21.** 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.

Risk, Audit and Review Committee

Composition etc.

- 22.** (1) The Risk, Audit and Review Committee must have at least six 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, 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 two consecutive terms is not eligible for appointment as a member, until at least two years has passed since the member last ceased to hold office as such.
- (6) 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.

- (7) The Chair may invite either or both chief officers to attend the whole or part of each meeting of the Committee; and a chief officer, when attending the whole or part of a meeting of the Committee, may speak but 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.
- (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

23. The Risk, Audit and Review 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

24. (1) It is for either of the chief officers, at the request of the chair of the Risk, Audit and Review Committee, to convene a meeting of the Committee.
- (2) The Committee must meet at least three 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 22(6) or (7) 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 22(8) 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 two-thirds of the total number of members at the time, at least one of whom must be a non-executive member of the Chapter.
- (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

25. (1) A draft of the minutes of each meeting of the Risk, Audit and Review 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 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

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

The Guild of St Edmund

Composition etc.

27. (1) The Chapter has established the Guild of St Edmund Committee (the **Guild**) as a committee of the Chapter pursuant to section 17 of the Measure and in accordance with Article 30 of the Constitution.
- (2) The Guild must have at least three members. Subject to that, and the following provisions of this Article 27, the membership and composition of the Guild shall be determined by terms of reference set out by the Chapter to best reflect the working practices of the Cathedral's volunteer arrangements and requirements from time to time.
- (3) It is for the Chapter to appoint the members of the Guild, 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 Guild; and that person may, but need not, be a member of the Chapter.
- (5) The Chapter may remove a member of the Guild 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 Guild holds office as such for a term of up to three years and may be reappointed; but a member who has served more than two consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least two years have passed since the member last ceased to hold office as such.
- (7) A member of the Senior Management Group is entitled to attend the whole or part of a meeting of the Guild and is entitled to speak but not vote.
- (8) If, at the invitation of the Guild, a chief officer or any member of the Chapter who is not a member of the Guild attends the whole or part of a meeting of the Guild, the person may speak but not vote.
- (9) If, at the invitation of the Guild, any other person attends the whole or part of a meeting of the Guild, the person may speak, but only at the discretion of the Chair, and may not vote.

Functions

- 28.** The functions of the Guild relate to volunteering in the Cathedral and are set out further in the terms of reference for the Guild provided by Chapter.

Proceedings

- 29.** (1) It is for the chief officers, at the request of the chair of the Guild, to convene a meeting of the Guild.
- (2) Notice of a meeting of the Guild must, unless otherwise agreed, be given to each of its members, and to each person entitled or invited to attend the meeting by virtue of Article 27(7) or (8) 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 Guild by virtue of Article 27(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 Guild —
- (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 Guild 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 Guild is three members.
- (7) Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Guild as they apply to a meeting of the Chapter.

Reporting

- 30. (1) The terms of reference of the Guild should 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 Guild 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 as the Guild thinks appropriate.

Terms of reference

- 31. The Chapter has the power under section 17(6) of the Measure to set terms of reference for the Guild 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.

- 32. (1) Any other 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 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) 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 two consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least two years have passed since the member last ceased to hold office as such.
- (6) 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.
- (7) If, at the invitation of the committee, a chief officer or any 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.
- (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.

Sub-committees: composition etc.

- 33.**
- (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 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) 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 two consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least two years have passed since the member last ceased to hold office as such.
 - (7) 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.

Functions

- 34.** 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

- 35.** (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 or invited to attend the meeting by virtue of Article 32(6) or (7) or 33(7) 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 Article 32(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 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-thirds of the total number of members at the time.
- (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

- 36.** (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 the chief officers, and
- (b) may be sent to such other persons as the committee or sub-committee thinks appropriate.

Terms of reference

- 37.** 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.

St Edmundsbury Cathedral Forum (advisory body)

- 38.** (1) The principal function of the St Edmundsbury Cathedral Forum is to advise the Chapter on the matters relating to the Cathedral which the Chapter from time to time assigns to it; and the composition and proceedings of the St Edmundsbury Cathedral Forum should be such as to support the exercise of that function.
- (2) The Chapter has the power under section 18(4) of the Measure to set terms of reference for the St Edmundsbury Cathedral Forum in relation to its composition, functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

Senior Management

Chief officers

- 39.** (1) Where the roles of the chief officers are appointed on a part-time basis, the chief operating officer may also be the chief finance officer for the purpose of the Measure in accordance with Article 22 of the Constitution. The functions of the roles of the chief officers includes supporting operational delivery and financial matters at the Cathedral, whilst being sensitive to the challenges associated with the ministry and mission of the Cathedral, and reporting to Chapter on:
- (a) the day-to-day operations of the Cathedral in accordance with the values, priorities and budgets set by Chapter (including as safeguarding officer and health and safety officer);
 - (b) managing the lay staff and volunteers of the Cathedral in accordance with the business plan and strategy agreed by Chapter; and

- (c) the financial management of the Cathedral, including control and performance, working with and through the finance team and the Finance Committee.
- (2) The chief operating officer shall:
- (a) prepare and circulate agendas and notices for meetings of the Chapter;
 - (b) attend meetings of the Chapter; and
 - (c) keep or procure to be kept minutes of meetings of the Chapter.

Establishment of management group

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

Membership of group

41. 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

42. The Senior Management Group has the following objectives, to:

- (a) prioritise and make operational decisions;
- (b) take strategic, financial and risk issues to Chapter;
- (c) ensure strategic decisions made by Chapter are implemented; and
- (d) support Chapter by implementing their policies and procedures.

Proceedings of group

43. (1) The Senior Management Group shall be chaired by the Dean, or, if the Dean is unavailable, any residentiary canon or the chief operating officer.

(2) The Senior Management Group shall aim to meet weekly as required.

Accountability of group

- 44.** The Senior Management Group shall make general reports (oral or written) of its activities to meetings of Chapter.

Committees of group

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

Canons

Lay Canons

- 46.** (1) Each lay canon appointed under Article 22 of the Constitution shall be allotted a place in the quire and, after collation by the Bishop, shall be installed therein by the Dean. Each lay canon vacating his or her canonry shall also vacate his or her place.
- (2) Unless prevented by reasonable cause, each lay canon shall, by agreement with the Dean, participate as required in the ministry of the Cathedral.
- (3) Each lay canon when occupying his or her place in the quire at a Cathedral service shall normally be vested in a gown as prescribed by the Chapter, together with the hood of his or her degree or such attire as shall be directed by the Dean.
- (4) Lay canons shall, unless unavoidably prevented, attend all meetings of the College of Canons and diocesan services at the Cathedral.

Non-residentiary Canons

- 47.** (1) Each non-residentiary canon appointed under Article 21 of the Constitution shall be allotted a place in the quire and, after collation by the Bishop, shall be installed therein by the Dean. Each non-residentiary canon vacating his or her canonry shall also vacate his or her place.
- (2) Non-residentiary canons shall, unless unavoidably prevented, attend all meetings of the College of Canons and diocesan services at the Cathedral.
- (3) Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, each non-residentiary canon may celebrate the Holy Communion in the Cathedral on one week day in every year to be agreed between the Dean and the non-residentiary canon.
- (4) Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, each non-residentiary canon may preach in the Cathedral at least once every three years; the occasion to be agreed between the Dean and the non-residentiary canon.
- (5) Unless prevented by reasonable cause, each non-residentiary canon shall, by agreement with the Dean, participate as required in the ministry of the Cathedral.
- (6) Each non-residentiary canon when occupying his or her place at a Cathedral service shall be vested in cassock, surplice, bands, Cathedral scarf and the hood of his or her degree or such attire as shall be directed by the Dean.
- (7) A non-residentiary canon shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service in the Diocese.

Dignities

Minor canons

- 48.** (1) There shall be not more than four minor canons appointed by the Dean after consultation with Chapter upon such terms as to tenure, remuneration and duties or honorary status as may be agreed in writing.
- (2) Each minor canon shall be a person licensed by the Bishop and shall be admitted to his or her office and installed by the Dean, and shall take the prescribed oath to observe the Constitution and Statutes of the Cathedral.

- (3) The holder of the title of minor canon shall not by virtue of that title be a member of the College of Canons.

Ecumenical Canons

49. (1) There shall be not more than three ecumenical canons who shall be appointed by the Bishop after consultation with the Chapter from among other Christian bodies.
- (2) An ecumenical canon shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service in the Diocese.
- (3) An ecumenical canon shall hold office for a term of three years but shall be eligible for re-election or re-appointment for further terms of office of three years.
- (4) Each ecumenical canon shall be allotted a place in the sanctuary and, after collation by the Bishop, shall be installed therein by the Dean. Each ecumenical canon vacating his or her canonry shall also vacate his or her place.
- (5) The holder of the title of ecumenical canon shall not by virtue of that title be a member of the College of Canons.

The Order of St Edmund

50. After consultation with the Chapter the Bishop may confer upon any person, whose life has demonstrated exemplary and unusual service, the Order of St Edmund. An Order conferred under this provision shall grant no vested interest. A record shall be maintained by the Clerk of all persons to whom the Bishop grants any Order under this provision.

Emeritus Titles

51. The Bishop may confer upon a Dean, a residentiary canon, a non-residentiary canon or a lay canon who vacates his or her office and immediately upon such vacation retires the title, as the case may be, of Dean Emeritus, Canon Emeritus or Lay Canon Emeritus. The holder of a title conferred under these provisions shall not by virtue thereof have any vested interest and in particular shall not be entitled by virtue of that title to be a member of the College of Canons.

Vergers

52. (1) The Chapter may appoint a head vergers and as many assistant vergers as the Chapter may from time to time deem necessary upon such terms in respect of remuneration and duties as may be determined by the Chapter.
- (2) The vergers shall be concerned to uphold the dignity of worship in the Cathedral, to care for its security and to be welcoming.

- (3) The vergers shall hold their office and discharge their duties under the direction and control of the Canon Precentor.

Residence

Residence for residentiary canons

53. A Residentiary Canon shall ordinarily reside in the house allocated by the Chapter. Upon ceasing to hold office, a residentiary canon shall vacate the house that has been occupied.

Worship

Divine Service and preaching

54. Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, the Dean shall have oversight and the power to govern and direct the provision of Divine Service and preaching at the Cathedral.

Special diocesan services

55. At special diocesan services: -
- (1) the Bishop may invite the suffragan bishop to accompany him or her in procession; and
 - (2) the clerical and lay vice-presidents of the diocesan synod and the rural deans shall be allocated seats by the Dean.

The Archdeacons

56. Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, each archdeacon may celebrate the Holy Communion and preach in the Cathedral on such occasions as may be agreed with the Dean.

Order of precedence

57. The order of precedence in processions at services held in the Cathedral is
- i. The Bishop (or any bishop suffragan or assistant bishop representing the Bishop) accompanied by, if present, the chancellor of the Diocese (or the diocesan registrar if representing the chancellor).
 - ii. The Dean.
 - iii. The residentiary canons in order of seniority by appointment.
 - iv. The non-executive members of the Chapter.

- v. Any bishop suffragan or assistant bishop when not representing the Bishop.
 - vi. The archdeacons.
 - vii. The registrar of the Diocese when not representing the chancellor of the Diocese.
 - viii. The non-residentiary canons in order of seniority by appointment.
 - ix. The lay canons.
 - x. The ecumenical canons.
 - xi. The minor canons.
 - xii. The clerical and lay vice-presidents of the Diocesan Synod.
 - xiii. The rural deans.
- (2) The members of the College of Canons shall maintain this order of precedence when assembled.
 - (3) If any question arises as to the order of precedence of any person not mentioned in the preceding section, it shall be determined by the Dean.
 - (4) Stalls in the quire shall be assigned to the chancellor and the registrar of the Diocese.

Music, choir etc.

- 58.** (1) The Director of Music shall regularly consult with the Dean and the Canon Precentor as to the music to be provided in the Cathedral and about the conduct of the choirs.
- (2) After consultation with the Canon Precentor, and subject to the approval of the Dean, the Director of Music shall select the Assistant Director of Music, who will be formally appointed by the Dean, upon such terms as to tenure, remuneration and duties as may be determined by the Chapter.
- (3) The Director of Music shall be responsible for the recruiting, appointing and training of all Choristers, Lay Clerks and members of the Choirs.

Lay Staff and Office Holders

Archaeologist

- 59.** Section 23(2) of the Care of Cathedrals Measure 2011 requires the Chapter to appoint a Cathedral archaeologist.

Architect and surveyor of the fabric

- 60.** (1) The Cathedral's architect shall advise the Chapter on the repair, maintenance and long term development of the Cathedral fabric.
- (2) It shall be the duty of the Cathedral architect to report to the Chapter at regular intervals on the state of the fabric of the Cathedral and to supervise any works of reparation, extension and embellishment thereto.
- (3) If the Chapter so determines, the architect may also be appointed as the surveyor to the fabric of the secular properties of the Cathedral in accordance with paragraph (4).
- (4) A registered architect or qualified surveyor, who shall be known as the surveyor to the fabric of the secular properties of the Cathedral, shall also be appointed by the Chapter upon such terms in respect of tenure, remuneration and duties as may be determined by the Chapter to advise the Chapter on the repair and maintenance of other Cathedral properties.
- (5) The Chapter may appoint a consulting architect in addition to the architect and surveyor of the fabric of the Cathedral.

Archivist and Librarian

- 61.** (1) The Chapter may appoint an archivist and/ or librarian upon such terms in respect of tenure, remuneration and duties as may be determined by the Chapter.
- (2) The archivist and/ or librarian shall have the oversight of all charters, deeds, documents, books, manuscripts and other retrievable information (including films, computer discs, etc) of the Chapter other than those which are in the custody of the clerk to the Chapter.
- (3) The archivist and/ or librarian may, subject to any directions given by the Chapter, make regulations for the use of and access to the library and Cathedral archives.

Clerk

- 62.** The Chapter may appoint a solicitor or a barrister who shall be clerk to the Chapter upon such terms in respect of tenure, remuneration and duties as may be determined by the Chapter.

Lay Staff and Office Holders

- 63.** Other lay staff and office holders of the Cathedral shall be appointed by the Chapter upon such terms in respect of tenure, remuneration and duties as may be determined by the Chapter.

Miscellaneous

Execution of documents

64. 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

65. (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.

Patronage

66. 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.

Parish church

67. The whole of the Cathedral is to be the Parish church.

Amendments to Statutes

Amendments

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

Interpretation

Interpretation

69. (1) In these Statutes—
- “the Bishop” means the Bishop of St Edmundsbury and Ipswich (but see paragraph (2));
- “the Cathedral” means the Cathedral Church of Saint James and Saint Edmund, Bury St Edmunds;
- “the Measure” means the Cathedrals Measure 2021;
- “the Parish” means the ecclesiastical Parish of St James, Bury St Edmunds, being the parish for which the Cathedral or part of it is the parish church;

“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

- 70.** The Statutes of the Cathedral made on 19 November 2000 cease to have effect.