



Application pack

Precentor of St Edmundsbury Cathedral

stedscathedral.org

St Edmundsbury
Cathedral



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Welcome from the Dean

Following the appointment of the Reverend Canon Philip Banks as Residentiary Canon and Precentor of St Paul's Cathedral, the Bishop of St Edmundsbury and Ipswich is seeking to appoint a priest to the post of Precentor here at Suffolk's Cathedral. The Cathedral is looking to appoint either a Residentiary Canon or a Minor Canon depending on the level of experience the successful candidate brings.

The post of a Residentiary Canon is open to clergy who have been ordained for at least six years and will become an executive member of Chapter and of the Senior Management Team.

Alternatively, we are open to appoint a Minor Canon which will be seen as a formational role for three to five years following a first curacy or equivalent post. At the conclusion of the period, if discerned by both parties, we are open to appointing a Minor Canon as Canon Precentor when six years in holy orders have elapsed.

Either role will be committed to excellence in the renewal of liturgy and worship, and the support and development of an outstanding team of talented colleagues.

Music is central to the life of St Edmundsbury Cathedral, with our choirs (the Cathedral Choir, St Edmundsbury Singers and Cathedral Youth Choir) enriching worship across at least six weekly services. In recent years, the Cathedral Choir has expanded and flourished, and we now have 40 girl and boy choristers, drawn from a variety of local schools, alongside around 12 adult singers, of whom six are paid professionals courtesy of a grant from the Cathedral Music Trust. In recent years, the Cathedral Choir has launched a CD, *A Year at St Edmundsbury*; been on tour to Leipzig and Normandy; premiered a new mass setting by Philip Moore commissioned for the choir; participated in the internationally renowned Aldeburgh Festival; and featured on two BBC Radio 3 broadcasts, of which one was part of the prestigious Wednesday Choral Evensong series. To listen the BBC Radio 3 broadcast please follow the link: <https://www.bbc.co.uk/programmes/m002034v>

St Edmundsbury Cathedral has made a strong recovery from the pandemic and is now operating at 2019 levels, with a strong emphasis on future sustainability: congregational growth, finances and engagement with the communities served by the diocese and Cathedral.

The Cathedral is committed to creating and sustaining a diverse and inclusive staff, volunteer and congregational base. We are aware that those of United Kingdom Minority Ethnic /Global Majority Heritage, women, and disabled people are currently under-represented among our clergy, and we particularly encourage applications from those with the relevant skills and experience that will improve our diversity.

If this mission speaks to you, please speak to us.

We look forward to hearing from you.

With every blessing,

Dean Pte.



Who are we?

We are a Cathedral that strives to be a warm and friendly place to work and volunteer, supportive of each other, and taking time to nurture the gifts and skills of colleagues. A preparedness not to take ourselves too seriously and to rejoice in good humour and a lightness of touch.

St Edmundsbury Cathedral is open for visitors and worshippers seven days a week, all year, providing a sacred space for reflection, prayer and sanctuary. Music forms a large part of activities, with several choirs and numerous musical events throughout the year. Our formal learning programmes are centred around our Learning Hub, in the heart of the Cathedral, where school children enjoy activities linked to the national curriculum, participate in reflective stories designed to encourage youngsters to behave more thoughtfully towards one another, and work with a team of local artists who help them respond to the world through creative art. Community groups such as the Mothers' Union and Young Families regularly meet in the Cathedral. We have vibrant membership groups in the Friends of the Cathedral and the Friends of the Cathedral Choirs. More than 250 volunteers tend the garden, welcome visitors and assist in our learning and community programmes. We offer 960 regular services a year and around 100 special services. St Edmundsbury Cathedral Enterprises Limited oversees the Cathedral Gift Shop, our Tourist Information Point, Pilgrims' Kitchen (café/restaurant) and our external events facilities.

St Edmundsbury Cathedral is a lively and exciting place in which to work. The completion of major building works has seen the Cathedral grow in size and activity and the place has become busier. The extraordinary variety of people who are associated with the Cathedral and the remarkable diversity of the events which take place here mean that there is much to capture the imagination of the Cathedral's employees; much to be done, and much to enjoy.

Inclusive Cathedral

We are an inclusive Cathedral and warmly welcome applications irrespective of gender or sexuality. We also encourage applications from Black, Asian, Minority Ethnic, and Global Majority Heritage candidates, who are currently under-represented on the Cathedral team.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role. The appointed candidate will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be given.



Values

Our values inform how we do things at the Cathedral.

We hold our Benedictine principles close - principles such as love, care, hospitality, and community - and are presenting these values in a way that relates to and can easily be understood in the 21st century. They are about how we work with each other, how we talk about the Cathedral, how we reach out to the whole of Suffolk and beyond, and how we transform ourselves as we grow together.

They are Faith, Welcome, Compassion and Confidence.



- Faith in God, Father, Son and Holy Spirit and God's unconditional love for all people. This is our Christian conviction, and it is what defines and shapes us;
- Welcome to friends and to strangers; to people of all faiths or none; to those with whom we agree and disagree - building a culture of openness and collaboration and generosity across the county;
- Compassion working alongside people in need, expressing love, tolerance and respect through our actions;
- Confidence to challenge wrongs; to be honest about who we are and what we stand for; to be daring in what we do, how we do it and who we do it with.

To apply

To apply for the role of either Residentiary Canon or Minor Canon, an application form can be found on our website: stedscathedral.org/vacancies and once complete should be sent to: hr@stedscathedral.org

Closing Date: Tuesday 27 August 9.00 am

Interviews: Monday 2 and Tuesday 3 September

For any questions regarding the position please speak to Dean Joe Hawes
dean@stedscathedral.org



Precentor of St Edmundsbury Cathedral

The Bishop of St Edmundsbury and Ipswich is seeking to appoint a priest to the post of Precentor at St Edmundsbury Cathedral, and, for a person with relevant experience, a Chapter lead. As a member of Chapter or in attendance of Chapter, you will be fully involved in the spiritual life, outreach, governance and operations of the Cathedral. You will be committed to both good stewardship of people and resources and also strategically creative.

What does it mean to be a Canon at St Edmundsbury Cathedral?

St Edmundsbury Cathedral has an exciting mission and ministry full of opportunities and challenges which touches the lives of the people of the county of Suffolk with its rich diversity of coastal, agricultural, charitable and business contexts – including visitors, worshippers, young people, and the churches of our diocese. As a Canon, you will be fully involved in the mission, work and ministry of the Cathedral, with a calling to inspire and encourage others with the Gospel of Jesus Christ.

The information on pages 7 - 13 is regarding the position of Residentiary Canon. If you are interested in the role of Minor Canon please skip to pages 14 - 19.

Residentiary Canon

Residentiary Canon of St Edmundsbury Cathedral:

- Is a member of Chapter
- Has an executive role in the Cathedral
- Is a priest at the Cathedral

Is a Member of Chapter

As an executive member of Chapter and an executive Trustee of the Cathedral, a Residentiary Canon shares with the Dean, other Residentiary Canons and the non-executive Members the responsibility of governing the Cathedral, working together to direct and oversee the strategy and policies of the Cathedral and ensure their implementation.

The spiritual heart of a Cathedral is its worship and prayer, which Chapter sustains and oversees. Under the new Cathedrals Measure, Chapter is responsible with the Bishop for the strategic direction of the Cathedral, while implementation of the Cathedral's business plan is delegated to the Senior Management Team.

Chapter has a majority of non-executive members and normally meets six times per year. The Chapter leads the corporate life of the Cathedral, taking forward its work as a centre for worship and mission. It acts collaboratively: its mode of working is collegiate, and each member of Chapter holds equal responsibility for decisions taken.

As a framework for governance, the Charity Commission provides guidance (CC3 – The Essential Trustee) which can be summarised as:

- Ensure that Chapter is fulfilling its core purpose
- Comply with the Cathedral statutes and relevant legislation
- Act in the Cathedral's best interests
- Manage our resources responsibly
- Act with reasonable care and skill
- Ensure that Chapter is accountable
- Reduce the risk of liability



Has an executive role in the Cathedral

Executive members (the Dean and Canons) work with the Chief Operating Officer (COO) and others as part of the Senior Management Team, and with Heads of Department, other Cathedral clergy, professional advisors and other colleagues in their work, supported appropriately by the non-executive Chapter members who have particular skills which they offer around aspects of the Cathedral's work and governance.

Integral to the way the Cathedral works is that each of us is responsible for part of the whole (via working groups), rather than wholly responsible for a part.

Being a Canon at St Edmundsbury Cathedral offers considerable opportunities in partnership with the rest of Chapter and the wider Cathedral, and the specific responsibilities of the Precentor should be read in that context. By agreement with the Dean, Canons are expected to engage in various aspects of the life of the diocese and county.

Is a priest at the Cathedral

Prayer, worship and mission are primary tasks for clergy, and you will share in the worshipping life of the Cathedral, in leading, serving and preaching in the round of regular and special services, in assisting with occasional offices and in pastoral care. Commitment to daily worship together is essential, as it is at the heart of the life of the Cathedral; we support one another when having agreed time off or when external work commitments require being elsewhere.

Whilst we do not operate a formal 'Canon in Residence' system, the Cathedral rota ensures that one of the clergy is always substantially present to take responsibility for the continuity of daily worship and pastoral care, or handle issues that arise and assist or represent the Dean and COO if they are absent. Cathedral clergy are members of the local Deanery Synod and support the work of the Bishop by being involved with the diocese in the appropriate ways.





The Role of the Precentor- Residentiary Canon

If appointed the Precentor will oversee, manage and support the work of the music department and vergers department, directly line-managing the Head Verger, and Director of Music and the Liturgy and Music Administrator.

Key Responsibilities - Residentiary Canon

As Precentor you will:

- be committed to supporting worship in the Cathedral (Morning Prayer/Mattins and Evensong/Evening Prayer each day, and on Sundays the main Eucharists) in accordance with Cathedral policies regarding matters such as time off, sickness or other work engagements;
- share in the leading of public worship including presiding at the Eucharist, singing at the choral offices and preaching regularly;
- share in pastoral care and the occasional offices as required;
- promote good safeguarding practice for yourself and for the Cathedral, including undertaking all required and appropriate checks and training, and working in accordance with Cathedral policies;
- attend formal and informal meetings of Cathedral clergy/ministers;
- attend all Chapter meetings and events (which may include some evening commitments) unless absence is agreed with the Dean;
- offer appropriate hospitality to visiting preachers and others and to the various groups, such as servers, bellringers and choirs in furtherance of the mission of the Cathedral;
- chair and participate in Chapter committees as appropriate;
- engage with diocesan, wider church and community life by agreement, on behalf of the Cathedral;
- be prepared to visit parishes in the diocese on an approximately monthly basis to preach and lead services as part of festivals or offering cover in vacancies holidays and sickness.



Key Responsibilities continued

As Precentor you will:

- work collaboratively with the Senior Management Team, together with Chapter and other members of Cathedral staff and volunteers, ensuring that the Cathedral is enabling people in all their diversity to encounter the transforming presence of God in Jesus Christ;
- lead, direct and take general responsibility for the liturgy, worship and music of the Cathedral, delegated by the Dean;
- be committed to the Cathedral's prayer and worship, and take appropriate part in leading worship, preaching and overseeing the clergy rota and preachers;
- exercise strategic leadership and support for the liturgy, worship and music of the Cathedral within the overall vision of the Chapter, ensuring that all the worship that takes place within the Cathedral coheres with Chapter's priorities and engages with the communities we seek to serve;
- regularly refresh and deliver the Cathedral's liturgical plan;
- engage with diocesan and wider church and community life by agreement with the Dean, on behalf of the Cathedral;
- be prepared to act as a Chapter-nominated governor of one of the schools associated with the Cathedral if the opportunity arises.



Person Specification - Residentiary Canon

To be considered for the role of Precentor you will need to demonstrate that you:

Residentiary Canon

- are a priest of the Church of England, of a member church of the Anglican Communion, or of a church in full communion with the Church of England, who has been ordained for at least 6 years;
- have exercised a leadership role in the Church, whether in a parish, diocese, theological education institution or cathedral;
- have worked collaboratively with a trustees or governing body or similar, collectively and individually;
- can demonstrate an ability to line-manage colleagues and be interested in their professional development, while also working to, and being held accountable yourself for, agreed annual objectives;
- are numerate in Governing Body level financial decision-making, and competent in the management of a budget;
- hold a (higher) degree or equivalent professional qualification with supporting evidence of continuing ministerial development;
- are committed to living out the Five Guiding Principles in your own ministry and that of the Cathedral, and to upholding the Guidelines for the Professional Conduct of the Clergy;
- are a 'mission-shaped' person of prayer, theologically articulate, a stimulating and intelligent preacher and attentive to your own spiritual life;
- have the ability to influence, inspire and engage; confident and secure in the additional perspectives you will bring to any discussion;
- regard collaborative team-working with other senior leadership as the norm;
- have prior experience in the field of liturgical planning and delivery; oversight of a music department; musical performance is desirable but not essential;
- are excited about the potential for cathedrals in mission, value the ethos of Cathedral liturgy, are committed to corporate prayer in the Daily Offices, and endorse the quest for excellence in every aspect of the ministry of the Cathedral;
- have a good working knowledge of IT, social media, electronic diaries and comfortable with digital technology;
- ideally have experience with overseeing and organising pilgrimages.





Terms and Conditions- Residentiary Canon

Appointment

The full-time appointment as a Canon under Common Tenure is made by the Bishop of St Edmundsbury and Ipswich, advised by the Chapter of St Edmundsbury Cathedral.

The Canon-designate is expected to move to 1 Abbey Precincts, The Great Churchyard, Bury St Edmunds IP33 1RS, for their installation at a date to be agreed.

Stipend

Residentiary Canon or incumbent stipend is in accordance with the rates issued by the Church Commissioners for the diocese of St Edmundsbury and Ipswich.

Removal expenses

The Cathedral will reimburse agreed removal expenses against three quotes.

Working hours

The postholder should be flexible in their approach to hours worked as these will be dictated by operational needs. Cathedral clergy work together to allow 36 hours off during each week and 48 hours monthly.

Reporting

The Residentiary Canon is accountable to Chapter through the Dean for their executive role. The Precentor and Dean will meet regularly for 1:1 meetings to support and monitor progress against goals which are agreed annually, as well as many informal opportunities.

Annual holiday

Office holders occupying a full-time post are entitled to 36 days annual leave (including a week after Christmas and after Easter which may be taken at other times) in any calendar year without deduction of the stipend to which the office holder is entitled. Bank Holidays may be taken either at the time or, if duties require, in lieu.

Induction

The Precentor will undertake an induction programme parallel to that practised in the diocese, meeting with key colleagues and establishing good communication and routines.

Training and Professional Development

Training needs are assessed continuously, and the diocesan Ministerial Development Review scheme allows recommendations for appropriate training to be made. With the support of Chapter, regular sabbatical, study-leave is encouraged.

Pension

Pension provision will be in accordance with the Church of England Pensions Board's Funded Pension Scheme. The postholder is entitled to make Additional Voluntary Contributions from their stipend.

Expenses

Necessary expenses for the better performance of the postholder's duties will be reimbursed on submission of a Cathedral expenses claim form in accordance with Chapter policy.

Safeguarding

Given the nature of the post, safeguarding is a priority and a candidate's experience and aptitude will be assessed as part of the appointment process. An enhanced DBS check is required.

Probationary and notice period

In accordance with current Chapter Policy, the post is subject to a 12-week probationary period. After completion of the probationary period the notice period is one month.

Policies and procedures

To be familiar and comply with Cathedral policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.

Other terms and conditions

This is only a summary of the terms and conditions offered and does not replace the wording of the Standard Terms and Conditions which will form the contract between the successful candidate and the Chapter.



Minor Canon

Minor Canon of St Edmundsbury Cathedral:

- Has an executive role in the Cathedral
- Is a Priest at the Cathedral

Has an executive role in the Cathedral

Executive members (the Dean and Canons) work with the Chief Operating Officer (COO) and others as part of the Senior Management Team, and with Heads of Department, other Cathedral clergy, professional advisors and other colleagues in their work, supported appropriately by the non-executive Chapter members who have particular skills which they offer around aspects of the Cathedral's work and governance.

Integral to the way the Cathedral works is that each of us is responsible for part of the whole (via working groups), rather than wholly responsible for a part.

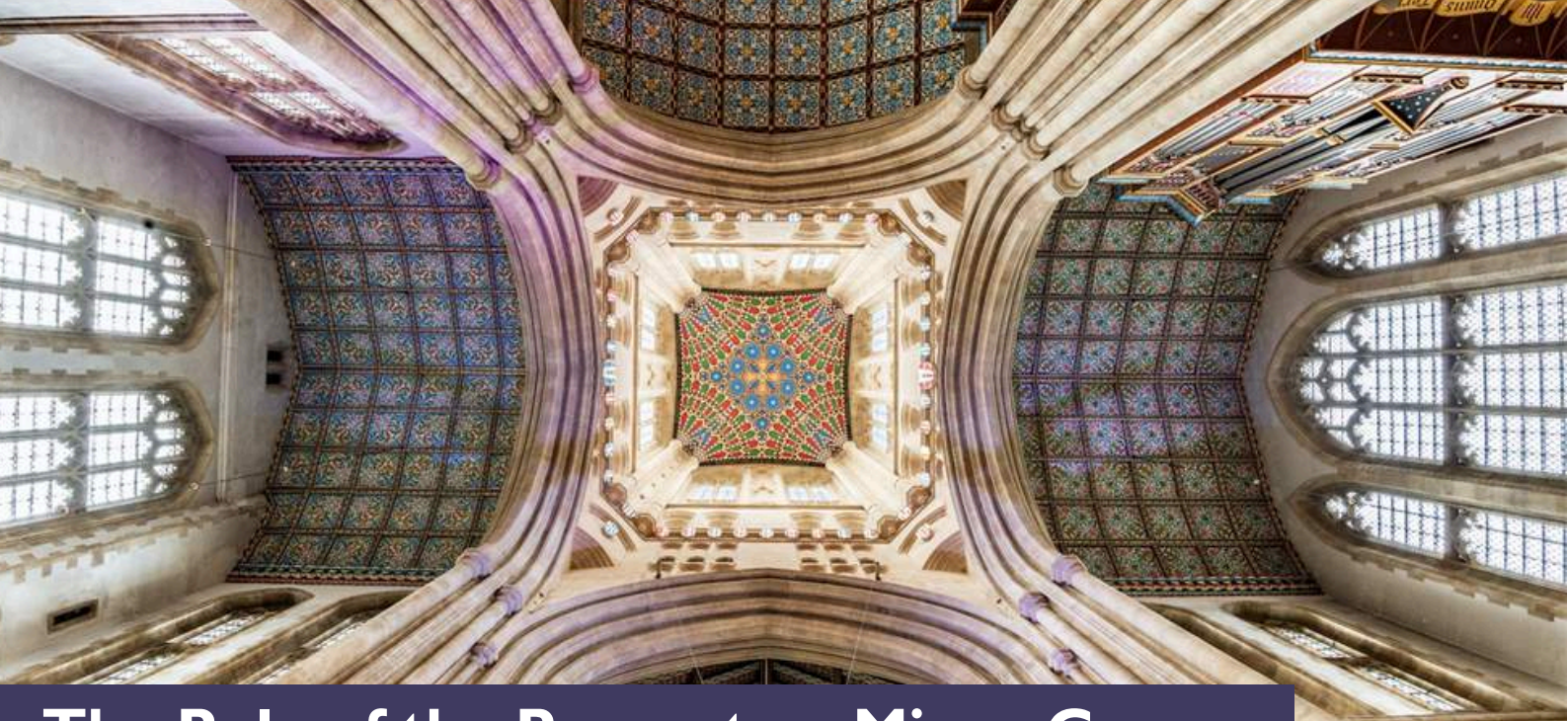
Being a Minor Canon at St Edmundsbury Cathedral offers considerable opportunities in partnership with the rest of the Chapter and the wider Cathedral, and the specific responsibilities of the Precentor should be read in that context. By agreement with the Dean, Minor Canons are expected to engage in various aspects of the life of the diocese and county.

Is a priest at the Cathedral

Prayer, worship and mission are primary tasks for the Cathedral clergy, and you will share in the worshipping life of the Cathedral, in leading, serving and preaching in the round of regular and special services, in assisting with occasional offices and in pastoral care. Commitment to daily worship together is essential, as it is at the heart of the life of the Cathedral; we support one another when having agreed time off or when external work commitments require being elsewhere.

Whilst we do not operate a formal 'Canon in Residence' system, the Cathedral rota ensures that one of the clergy is always substantially present at the Cathedral to take responsibility for the continuity of daily worship and pastoral care, or handle issues that arise and assist or represent the Dean and COO if they are absent. Cathedral clergy are members of the local Deanery Synod and support the work of the Bishop by being involved with the diocese in the appropriate ways.





The Role of the Precentor- Minor Canon

The Minor Canon appointed will assist in the preparation and delivery of the liturgy for the Cathedral, supporting the work of the music department and vergers department, working closely alongside the Head Verger, Director of Music and the Liturgy and Music Administrator.

Key Responsibilities - Minor Canon

As Precentor you will:

- be committed to supporting corporate worship in the Cathedral (Morning Prayer/Mattins and Evensong/Evening Prayer each day, and on Sundays the main Eucharists) in accordance with Cathedral policies regarding matters such as time off, sickness or other work engagements;
- share in the leading of public worship including presiding at the Eucharist, singing at the choral offices and preaching regularly;
- share in pastoral care and the occasional offices as required;
- promote good safeguarding practice for yourself and for the Cathedral, including undertaking all required and appropriate checks and training, and working in accordance with Cathedral policies;
- attend formal and informal meetings of Cathedral clergy/ministers;
- attend all Chapter meetings and events (which may include some evening commitments) unless absence is agreed with the Dean;
- offer appropriate hospitality to visiting preachers and others and to the various groups such as servers, bellringers and choirs in furtherance of the mission of the Cathedral;
- chair and participate in Chapter committees as appropriate;
- engage with diocesan, wider church and community life by agreement with the Dean, on behalf of the Cathedral.



Key Responsibilities continued

As Precentor you will:

- work collaboratively with the Senior Management Team, together with Chapter and other members of Cathedral staff and volunteers, ensuring that the Cathedral is enabling people in all their diversity to encounter the transforming presence of God in Jesus Christ;
- lead, direct and take general responsibility for the liturgy, worship and music of the Cathedral, delegated by the Dean;
- be committed to the Cathedral's prayer and worship, and take appropriate part in leading worship, preaching and overseeing the clergy rota and preachers;
- regularly refresh and deliver the Cathedral's liturgical plan;
- engage with diocesan and wider church and community life by agreement, on behalf of the Cathedral;
- be prepared to act as a Chapter-nominated governor of one of the schools associated with the Cathedral if the opportunity arises.



Person Specification - Minor Canon

To be considered for the role of Precentor you will need to demonstrate that you:

Minor Canon

- have two/three years in Holy orders;
- Can demonstrate an interest in and skill with leading music in worship;
- hold a (higher) degree or equivalent professional qualification with supporting evidence of continuing ministerial development;
- are committed to living out the Five Guiding Principles in your own ministry and that of the Cathedral, and to upholding the Guidelines for the Professional Conduct of the Clergy;
- are a person of prayer, theologically articulate, a stimulating and intelligent preacher and attentive to your own spiritual life;
- have the ability to influence, inspire and engage; confident and secure in the additional perspectives you will bring to any discussion;
- Regard collaborative team-working with other executives as the norm;
- ideally have prior experience in the field of liturgical planning and delivery; oversight of a music department; musical performance is desirable but not essential;
- are excited about the potential for Cathedrals in mission, value the ethos of Cathedral liturgy, are committed to corporate prayer in the Daily Offices, and endorse the quest for excellence in every aspect of the ministry of the Cathedral;
- have a good working knowledge of IT, social media, electronic diaries and comfortable with digital technology;
- ideally have experience with overseeing and organising Pilgrimages.





Terms and Conditions - Minor Canon

Appointment

The full-time appointment as a Minor Canon after a proper period of review under Common Tenure is made by the Bishop of St Edmundsbury and Ipswich, advised by the Chapter of St Edmundsbury Cathedral.

Accommodation

The Minor Canon will be provided with appropriate accommodation.

Stipend

Minor Canon or incumbent stipend is in accordance with the rates issued by the Church Commissioners for the diocese of St Edmundsbury and Ipswich.

Removal expenses

The Cathedral will reimburse agreed removal expenses against three quotes.

Working hours

The postholder should be flexible in their approach to hours worked as these will be dictated by operational needs. Cathedral clergy work together to allow 36 hours off during each week and 48 hours monthly.

Reporting

The Minor Canon is accountable to the Dean. The Precentor and Dean will meet regularly for 1:1 meetings to support and monitor progress against goals which are agreed annually, as well as many informal opportunities.

Annual holiday

Office holders occupying a full-time post are entitled to 36 days annual leave (including a week after Christmas and after Easter which may be taken at other times) in any calendar year without deduction of the stipend to which the office holder is entitled. Bank Holidays may be taken either at the time or, if duties require, in lieu.

Induction

The Precentor will undertake an induction programme parallel to that practised in the diocese, meeting with key colleagues and establishing good communication and routines.

Training and Professional Development

Training needs are assessed continuously, and the diocesan Ministerial Development Review scheme allows recommendations for appropriate training to be made. With the support of Chapter, regular sabbatical, study-leave is encouraged.

Pension

Pension provision will be in accordance with the Church of England Pensions Board's Funded Pension Scheme. The postholder is entitled to make Additional Voluntary Contributions from their stipend.

Expenses

Necessary expenses for the better performance of the postholders duties will be reimbursed on submission of a Cathedral expenses claim form in accordance with Chapter policy.

Safeguarding

Given the nature of the post, safeguarding is a priority and a candidate's experience and aptitude will be assessed as part of the appointment process. An enhanced DBS check is required.

Probationary and notice period

In accordance with current Chapter Policy, the post is subject to a 12-week probationary period. After completion of the probationary period the notice period is one month.

Policies and procedures

To be familiar and comply with Cathedral policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.

Other terms and conditions

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