

St Edmundsbury Cathedral



Terms of Reference¹

Name: St Edmundsbury Cathedral Forum

Membership of the Group:

The Forum is made up of members of the Cathedral's congregations and staff:

Fourteen ² people on the Cathedrals' electoral roll elected for a term of three years by those on the electoral roll at an Annual Parochial Church Meeting, with possibility of re-election for further terms of three years.

the Dean

the Residentiary Canons

the Clergy licensed to serve at the Cathedral

the Cathedral Wardens

the lay members of Chapter elected at APCM

Chief Operating Officer

Licensed Lay Ministers

Optional Attendance at meetings:

Any member of the Cathedral congregations

Cathedral staff and officers to assist with agenda items

Meetings: 4 times a year ³

Chaired by: a lay member of Chapter elected at APCM or Residentiary Canon

Vice-Chair: a Cathedral Warden

Secretary: appointed annually by the Forum from amongst its members.

¹ Following the format for all Cathedral committees/groups

² Total membership 25-30 people; 14 is the number in the previous Constitution & Statutes of the Cathedral

³ dates to fit with Chapter meeting 6 times a year

St Edmundsbury Cathedral



Objectives of the Group:

- operate within the strategy of the Cathedral as set by Chapter by assisting the operational implementation of that strategy alongside the other committees and groups of the Cathedral (such as The Guild of St Edmund with its oversight of the Cathedral's volunteer body).
- discussion and planning of aspects of the Cathedral's community life
- be an open Forum for discussion and debate of matters relating to the Cathedral congregations
- providing Chapter with the views and concerns of Forum and congregation members, voting on matters when needed to give a clear opinion
- good discussion and debate through members being sufficiently informed with information in writing ahead of meetings as needed
- keep Chapter fully informed of Forum's and the congregations' views, actions, concerns and questions
- ensure congregation members are informed of Chapter and Forum discussions and decisions

Agenda:

- based on the four key areas of work in the Cathedral's Masterplan (Worship, Mission, Hospitality, Sustainability)
- reports (from the Dean, Canons and Cathedral staff) on recent and upcoming Cathedral matters
- a report on the Cathedral's financial position from the Chief Operating Officer
- safeguarding issues at the Cathedral
- items identified as needing Forum input by the Chair of Forum and Cathedral Management Team
- items raised by Forum members or members of the congregations through Forum
- Minutes of Chapter Meetings since the last Forum meeting

Minutes and Key Points/Actions Communicated to:

Chapter and the Cathedral congregations

Terms of reference to be reviewed:

Annually

Next Annual Review: November 2024

St Edmundsbury Cathedral



Appendix

The Chapter is the Governing Body of the Cathedral and holds the statutory responsibilities of charity trustees. The Chapter sets the strategy of the Cathedral with committees and groups (including Forum) putting the strategy into practice operationally. The Forum is part of the Constitution & Statutes of the Cathedral which state:

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.

To ensure transparent and open governance, Chapter will consult with Forum.