



Application pack

**Senior Non-Executive**

**Chapter Member**

St Edmundsbury  
Cathedral





Welcome

Thank you for thinking of applying for the role of Non-Executive Chapter Member at St Edmundsbury Cathedral. We hope, after reading this application pack, you will decide to send us your application. We foster an environment of inclusivity and welcome here and we encourage you to apply whichever Christian denomination you belong to.

St Edmundsbury Cathedral is situated in the historic market town of Bury St Edmunds, and serves the Diocese of St Edmundsbury and Ipswich. It is at the heart of community life, a natural gathering place for worship, reflection, refuge, celebration, mourning, pilgrimage, debate, questioning and storytelling.

The successful candidate will be joining us at a time of unique challenge and opportunity. As we diversify what the Cathedral means to the local community and visitors, we are building a team here who are thinking outside of the traditional trappings of a place of worship. We want to be a place for fun, for challenge, for excitement and above all else, inclusivity and welcome.

All the usual requirements that you would expect for such a post are set out in the job description which follows. If you think you might be the person to join the team, we would be delighted to receive your application.

Dean Joe.

The Very Reverend Joe Hawes  
Dean of St Edmundsbury

# Who are we?

St Edmundsbury Cathedral is Suffolk's Cathedral, situated in the heart of Bury St Edmunds, open and available to everyone. As a physical place it is the cathedra, the seat of the Bishop, a centre for worship and mission, and is a symbol of the aspirations of the wider diocese. As a spiritual place it is a focus for pilgrimage and pastoral care. As a place of heritage, located on the historic Abbey of St Edmund site, it is a window into key moments from the past thousand years. As a cultural place it is a venue for learning and exploration, for artistic and musical imagination. As a convening place it gathers communities in debate, questioning and discussion. St Edmundsbury Cathedral is all of these things: a gathering place for the communities of our diocese and county, and for pilgrims and visitors from farther afield.

The Cathedral has an annual turnover of approximately £2 million, which is spent each year on operating costs, and on maintaining the Cathedral building and properties. The Cathedral has approximately 60 employees, of which 16 work in the shop and café under the trading business St Edmundsbury Cathedral Enterprises Limited.

More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes.

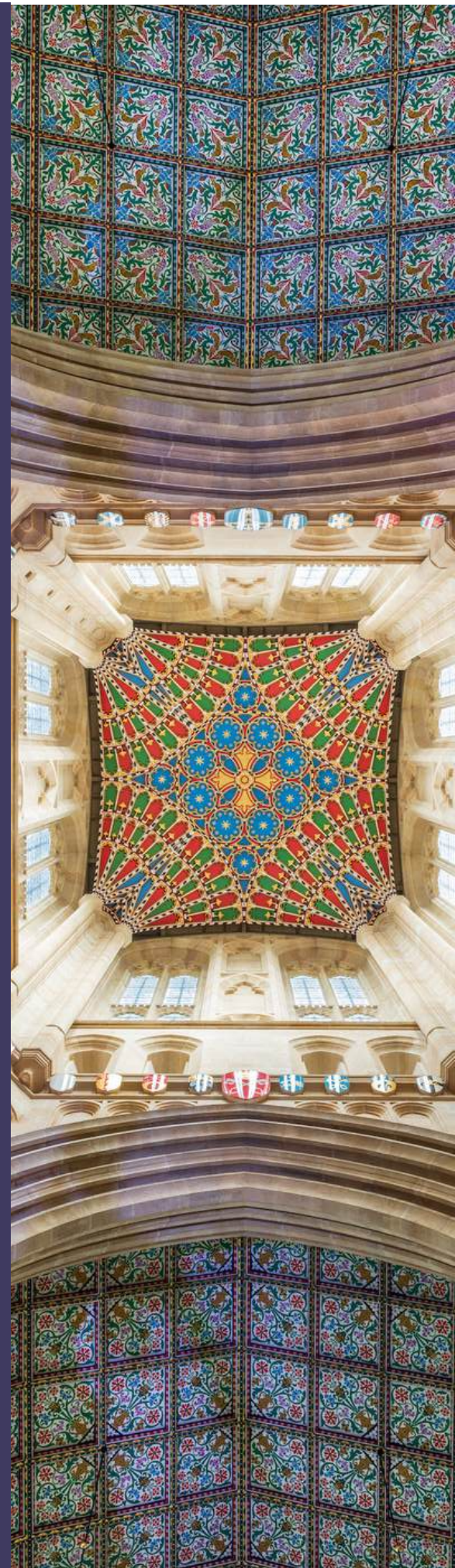
## Inclusive Cathedral

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.



# Role Description



Since becoming a registered charity in May 2023 the Bishop, after consulting the Chapter must appoint a senior non-executive member (SNEM) to join Chapter which is the Board of Trustees.

The objects of the Chapter are:

- (a) to advance the Christian religion in accordance with the faith and practice of the Church of England, in particular by furthering the mission of the Church of England;
- (b) to care for and conserve the fabric and structure of the Cathedral Church building;
- (c) to advance any other charitable purposes which are ancillary to the furtherance of the purpose referred to in sub-paragraph (a) or (b).

The Functions of Chapter are:

The Chapter must direct and oversee the administration of the affairs of the Cathedral; and in performing that duty, the Chapter must in particular:

- (a) order the worship of the Cathedral and promote its mission;
- (b) formulate, after consulting the Bishop, proposals relating to the general direction and mission of the Cathedral;
- (c) prepare an annual budget for the Chapter;
- (d) prepare an annual report for the Chapter and annual accounts for audit and subsequent approval;
- (e) keep under review this Constitution and the Statutes;
- (f) manage the property which is vested in the Chapter and the income accruing from it and, in particular, ensure that any necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out.

## **The Role of the SNEM**

The role of the SNEM, as the senior Chapter member without any executive functions or duties, is a purely governance role and, as such, is quite distinct from that of the sub-dean. As a general rule, the SNEM should not be closely involved in the day-to-day operations of the cathedral, even in the dean's temporary absence.

The SNEM owes the same fiduciary duties to the Chapter as all other Chapter members; the SNEM is not a representative of the bishop on the Chapter. The SNEM is expected to be a critical friend to the dean, to provide support and advice to the dean in his capacity as chair of the Chapter.

An important part of the SNEM's role is to co-chair Chapter meetings with the dean and in his temporary absence. This will be particularly helpful to Chapters when considering matters where the dean is absent from all or part of a meeting as he has declared a conflict of interest or loyalty in the matter being discussed.

Where the dean is temporarily absent to enable an identified conflict to be properly managed, the SNEM will chair the Chapter meeting. If the dean's absence is more than temporary, the bishop is required to appoint an interim dean to undertake the dean's role and functions in his absence.

It is good practice for the bishop, dean and SNEM to meet a couple of times a year (in addition to the dean's usual meetings with the bishop) to discuss any specific matters of concern or interest, as well as the mission of the cathedral and its wider role in the diocese more generally.



## Membership

The Chapter consists of the Dean, the Residentiary Canons and other lay members holding appointed or elected positions. The constitution allows for between 8 – 12 members of Chapter. Two of the non-executive members are directly elected from the congregation.

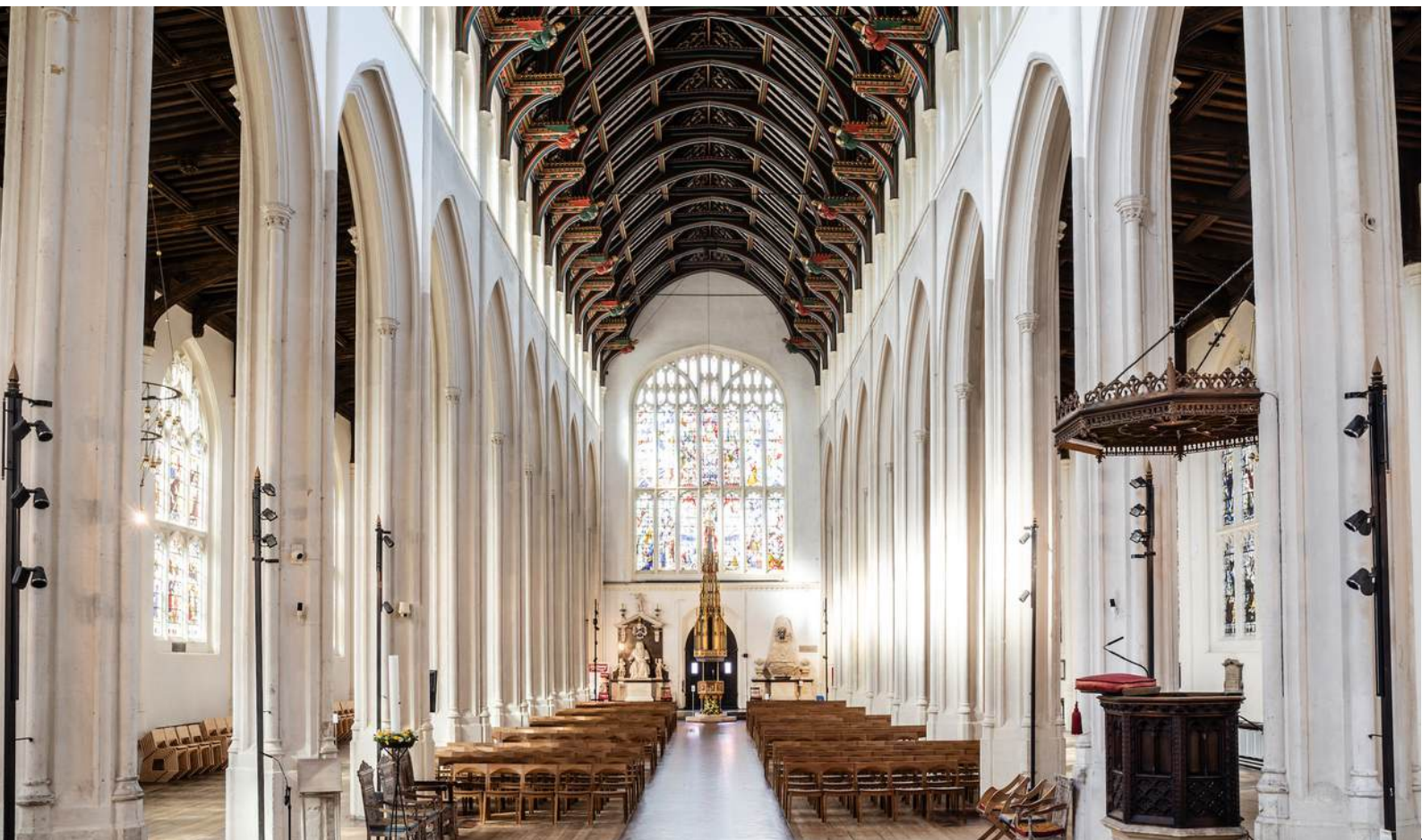
## Time Commitment and Meetings

Chapter usually meets six times each year. Meetings are held in the Chapter Room within Abbey House beside the Cathedral and the business agenda rarely exceeds two hours. A light lunch or Evensong follows each meeting of Chapter, allowing time for members to socialise. Attendance at some sub-committee meetings as appropriate.

## Term of Office

Non-Executive Chapter members are generally appointed for a term of three years, and subject to the approval of Chapter and with the agreement of the non-executive member may serve a further three year term, which is the maximum permitted term of office. The role is voluntary and unremunerated. Expenses are paid in respect of some travelling costs, in accordance with the Cathedral's policies. The appointment is subject to satisfactory references and DBS checks.

For a confidential conversation about the role, and your potential suitability, please contact Sarah-Jane Powell on 01284 748728 or email [sarah-janepowell@stedscathedral.org](mailto:sarah-janepowell@stedscathedral.org).





## Key Responsibilities

Non-executive members of Chapter ensure that the focus of the Cathedral is the promotion of the Christian faith, maintaining an effective balance between that and its important financial and commercial obligations and ventures.

Members offer strategic advice and oversight on all aspects of the work of the Cathedral, including ensuring compliance with all regulations and statutory obligations and adherence to the highest standards of good governance. They also offer constructive challenge to the executive team, offering expertise and experience to help with evidence-based decision-making.

Chapter members advise and support the Dean, Residentiary Canons, and Chief Operating Officer on issues that are within their areas of particular expertise.

Chapter members are invited to bring innovative thinking, together with new ideas and insights, to help secure the long-term future of the Cathedral and the delivery of its strategy through the Masterplan 2030. Particular emphasis will be placed on members promoting the life and work of the Cathedral at the heart of the Bury St Edmunds community, across the county of Suffolk and the wider eastern region.

Chapter members are welcomed as leading members of the Cathedral community and as such are expected to take part in meetings and events. Visible participation in the worship at the heart of the Cathedral's mission is an important expression of the non-executive membership of Chapter. Lay members robe and have individual stalls in the Quire of the Cathedral. We would hope for attendance at the Sunday Eucharist once a month; and at occasional Evensongs, Greater Festivals and civic occasions as personal circumstances permit.

# Person

## Specification



Successful candidates must possess the following competencies and personal attributes:

- be a communicant member of the Church of England, or of a Church which is not in communion with but subscribes to the doctrine of the Holy Trinity
- have an empathy with and be a compelling advocate for the Vision of the Cathedral through the Masterplan 2030; to be able to inform, lead and direct the strategy of the Cathedral
- be competent and able to exercise the highest standards of good governance in a complex Christian organisation
- have the ability to gain the trust, respect, and support of fellow members of Chapter, and the wider Cathedral community
- have the capacity to work collaboratively with all members of Chapter to translate the Masterplans aims into tangible outcomes
- be able to show empathy in dealing with others and to engage diplomatically and with authority in dialogue and debate on critical issues
- be able to voice concerns appropriately, in a frank but professional manner and to deal with conflict constructively
- have the capacity to communicate clearly with other members of Chapter, the Senior Leadership Team and employees on technical, financial and business matters in accordance with the non-executive member's particular skills
- possess the ability to communicate with confidence and to provide effective strategic guidance
- have strong intellectual and analytical skills with a broad-based and long-term view of strategic and organisational goals
- be able to grasp the bigger picture and avoid immersion in minute detail
- possess the highest levels of trust and integrity

### Specific Competencies

In addition to the matters set out above we are looking to recruit non-executive members with one or more of the following specific skills, expertise or experience:

- Architecture, Heritage, Buildings and Fabric
- Property, Estate Management
- Digital Technology
- Environmental, Net Zero
- Safeguarding
- Diversity
- Information Technology
- Charity 'best practice'
- Income Generation and Fundraising
- Retail
- Change Management
- Arts
- Library and Archives

### To Apply

An application form can be found on our website: [stedscathedral.org/vacancies](https://stedscathedral.org/vacancies) and once complete should be sent to

Sarah-Jane Powell: [sarah-janepowell@stedscathedral.org](mailto:sarah-janepowell@stedscathedral.org).

