

CONSTITUTION AND STATUTES OF THE CATHEDRAL CHURCH OF CHRIST AND THE BLESSED VIRGIN MARY IN CHESTER



CHESTER
CATHEDRAL

The Cathedral Church of Christ and the Blessed Virgin Mary in Chester was constituted the Cathedral Church of the Diocese of Chester on 4 August 1541; and Statutes of the Cathedral were published on 4 June 1544.

A new Constitution and revised Statutes came into effect in 1935 and were subsequently amended in 1967, 2000 and 2016.

This revised version of the Constitution and Statutes was approved by the cathedral Council and came into effect on 2 February 2016.

THE CONSTITUTION

C1 INTERPRETATION OF THE CONSTITUTION AND STATUTES

In the Constitution and in the Statutes:

'actual communicant' means either a person who has received Communion according to the rites of the Church of England or of a Church in communion with the Church of England at least three times within the preceding twelve months or a person who is in good standing with a church being a member of the CTBI;

'Bishop's Council' means the Bishop's Council and Standing Committee of the Diocesan Synod of the Diocese of Chester;

'Cathedral' means the Cathedral Church of Christ and the Blessed Virgin Mary in Chester;

'Cathedral duties' means duties, whether in the Cathedral or the Diocese, which should, in the opinion of the Chapter after consultation with the Bishop, be discharged in or from the Cathedral;

'Cathedral Forum' means the body defined in section C21 of the Constitution;

'Chapter' means all those duly appointed to the Chapter of Chester Cathedral including the Dean;

'Choir' means the body of singers that constitute any or all of the choirs of the Cathedral;

'College of Canons' means the body defined in section C 19 of the Constitution;

'Corporation' means the body defined in section C3 of the Constitution;

'Council' means the body defined in section C 14 of the Constitution;

'Day' means a period of twenty four hours;

'Diocese' means the Diocese of Chester and *'diocesan'* shall be construed accordingly;

'the Measure' means the Cathedrals Measure 1999;

'Quire' means that part of the Cathedral building to the east of the Tower crossing that contains the ancient stalls where Divine worship is sung regularly;

'See' means the See of Chester.

A reference in the Constitution and Statutes to the holder of any office, dignity or preferment shall be to the holder for the time being of such office, dignity or preferment in the Cathedral or, as the case requires, in the Diocese.

C2 OVERRIDING DUTY

Any person or body having functions under the Constitution or the Statutes shall, in exercising those functions, have due regard to the fact that the Cathedral is the seat of the Bishop and a centre of worship and mission.

C3 THE CORPORATION

The Corporation shall consist of the members for the time being of the Council, the Chapter and the College of Canons of the Cathedral which shall be a body corporate with perpetual succession and a common seal (to be known as the common seal of the Cathedral).

C4 THE VISITOR

The Bishop is the Visitor of the Cathedral and shall have all the powers that belong as of right to the office of Visitor.

C5 THE DEAN

The Dean, being a person having the qualifications prescribed by law, is appointed by the Crown.

C6 THE RESIDENTIARY CANONS

- (i) The number of Residentiary Canons shall not exceed four at any one time.
- (ii) The Residentiary Canons, being persons having the qualifications prescribed by law, shall be appointed by the Bishop after consultation with the Chapter.
- (iii) The holders of at least two Residentiary canonries, shall, subject to the provisions of section 8 of the Measure, be engaged exclusively on Cathedral duties as may be determined by the Chapter from time to time
- (iv) Any Residentiary Canon appointed:
 - (a) for a term of years and who held office on 31 January 2011;
 - (b) on freehold tenure prior to 31 January 2011 and from whom the bishop has received a declaration made in accordance with section 1(4) of the Ecclesiastical Offices (Terms of Service) Measure 2009; or
 - (c) on or after 31 January 2011holds office in accordance with the provisions of the Ecclesiastical Offices (Terms of Service) Measure 2009 and any regulations made under section 2 of that Measure.
- (v) Any other Residentiary Canon holds office in accordance with the terms on which he or she was appointed.

- (vi) A Residentiary Canon shall vacate his/her canonry automatically and without the execution of any instrument of resignation in accordance with the Ecclesiastical Offices (Age Limit) Measure 1975.
- (vii) The Bishop may for financial or other reasons and after consultation with the Chapter suspend and refrain from filling a Residentiary Canonry which has fallen vacant, and may, with the like consultation, revive and appoint to such Residentiary canonry.

C7 THE HONORARY CANONS

- (i) Subject to the following provisions of this section there shall be not more than 24 Honorary Canons who shall be appointed by the Bishop from among persons in Holy Orders who are beneficed or licensed in the Diocese.
- (ii) Any Bishop Suffragan or full-time stipendiary Assistant Bishop or Archdeacon, not being a Residentiary Canon shall be ex-officio Honorary Canon.
- (iii) An Honorary Canon shall vacate his/her office automatically and without the execution of any instrument of resignation upon ceasing to be beneficed or licensed in the Diocese.

C8 LAY CANONS

- (i) Subject to the following provisions of this section there shall be not more than 6 Lay Canons who shall be appointed by the Bishop after consultation with the Chapter from among lay persons resident in the Diocese who have given distinguished service to the Diocese or the Cathedral and who are actual communicants.
- (ii) A Lay Canon shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service in the Diocese.
- (iii) A Lay Canon shall be appointed for an initial period of five years but shall be eligible for re-appointment as the Bishop shall determine after consultation with the Chapter for a further term or terms not exceeding three years in the case of each renewal. He/she shall vacate his/her office automatically and without the execution of any instrument of resignation upon ceasing to be resident in the Diocese, or attaining seventy years of age, unless the Bishop determines otherwise,

C9 MINOR CANONS AND OTHER MINISTERS

The Chapter may, after consultation with the Bishop, appoint Minor Canons and other ministers, ordained or lay, to serve the work of the Cathedral on such terms in respect of tenure, remuneration and duties as the Chapter may determine.

C10 CANONS THEOLOGIAN

The Bishop may appoint after consultation with the Chapter one or more additional Honorary or Lay Canons with the title of Canon Theologian who need not be beneficed or licensed or resident in the Diocese. Such appointment shall be for an

initial term of five years, but the appointment may be renewed by the Bishop after consultation with the Chapter for a further term or terms not exceeding three years in the case of each renewal. He/she shall vacate his/her office automatically and without the execution of any instrument of resignation upon attaining seventy years of age, unless the Bishop determines otherwise, Such Canons shall not be members of the College of Canons for the purposes of the Measure, but shall be invited to meetings of the College of Canons.

C11 CANONS ECUMENICAL

In order to further the Christian ecumenical ministry of the Cathedral, the Bishop may appoint, after consultation with the Chapter, two Canons Ecumenical who are resident within the Diocese for an initial term of five years, but the appointment may be renewed by the Bishop after consultation with the Chapter for a further term or terms not exceeding three years in the case of each renewal. He/she shall vacate his/her office automatically and without the execution of any instrument of resignation upon ceasing to be resident in the Diocese, or attaining seventy years of age, unless the Bishop determines otherwise. Such Canons shall not be members of the College of Canons for the purposes of the Measure, but shall be invited to meetings of the College of Canons.

C12 THE PRIOR OF CHESTER

The Benedictine Prior of Chester occupies an ancient Office. Each new Prior shall be entitled to be installed by the Dean in the place assigned to him by the Chapter.

C13 EMERITUS TITLES

The Bishop may confer upon a Dean, a Residentiary Canon, an Honorary Canon, Lay Canon, a Canon Theologian or Canon Ecumenical who vacates his/her office the title, as the case may be, of Dean Emeritus, Canon Emeritus, or Lay Canon Emeritus or Canon Theologian Emeritus or Canon Ecumenical Emeritus. A title conferred under this provision shall confer no vested interest and, in particular, the holder shall not by virtue of that title be a member of the College of Canons.

C14 THE COUNCIL

- (i) There shall be a Council consisting of:
 - (a) a Chair, appointed as hereinafter mentioned;
 - (b) the Dean;
 - (c) three other members of the Chapter, chosen by it;
 - (d) two members of the College of Canons, chosen by it;
 - (e) two lay people, not being members of the Chapter, representing the interests of the Cathedral community, comprising two people not being paid employees of the Cathedral, elected by a meeting of the members of the Cathedral Forum,

- (f) one lay person appointed by the Dean and the Administrator from amongst the full time employees of the Cathedral;
- (g) seven other people, comprising:
 - (i) a rural dean from the Diocese appointed by the Bishop;
 - (ii) one lay person appointed by Bishop's Council;
 - (iii) one person appointed by Churches Together in Cheshire;
 - (iv) one person appointed by the Bishop after consultation with the Leader of the Cheshire West and Chester Council;
 - (v) one person appointed by the Trustees of the Friends of Chester Cathedral;
 - (vi) one person appointed by the Appointments Committee of the Church of England, being a person whom that Committee considers has the ability to reflect national interests in connection with the work of the Cathedral;
 - (vii) one person appointed by the Council of the University of Chester;
- (ii) It shall be the duty of the Council to further and support the spiritual, pastoral, educational, evangelistic, social and ecumenical, reviewing work of the Cathedral, and advising upon the direction and oversight of that work by the Chapter and in particular, without prejudice to the generality of the foregoing, to:
 - (a) consider proposals submitted by the Chapter in connection with the general direction and mission of the Cathedral and to give advice on them to the Chapter;
 - (b) receive and consider the annual and draft budget of the Cathedral;
 - (c) receive and consider the annual report and audited accounts;
 - (d) consider proposals submitted by the Chapter in connection with the Constitution and Statutes of the Cathedral with a view to their revision under Part II of the Measure;
 - (e) perform such other functions as may be prescribed.
- (iii) The Council may:
 - (a) request reports, which may include reports on financial and audit risks, from the Chapter on any matter concerning the Cathedral;
 - (b) discuss and declare its opinion on any such matter;

- (c) draw any matter to the attention of the Visitor or the Church Commissioners.
- (iv) The Chair shall be a lay person and an actual communicant and shall be resident in the Diocese and shall be appointed by the Bishop after consultation with the Chapter and Council both in general as to the appointment and the needs of the Cathedral, and as to any specific person proposed by the Bishop. The Bishop must, in deciding whom to appoint, have regard to those views.
- (v) The Chair and other members of the Council (other than the Dean) shall hold office for a term of three years but shall be eligible for re-election or re-appointment for not more than two consecutive further terms of three years.
- (vi) In the event of a casual vacancy among the membership of the Council, a new member shall be appointed, chosen or elected within six months of the occurrence of the vacancy.
- (vii) The Bishop has the right to be present and to speak, but not to vote, at any meeting of the Council.
- (viii) The Council shall meet on at least two occasions in each calendar year.

C15 THE CHAPTER

- (i) The Chapter shall, subject to the provisions of section 4 of the Measure, consist of:
 - (a) the Dean, who shall be the Chair and shall have a second or casting vote;
 - (b) all the Residentiary Canons;
 - (c) two lay persons, who are actual communicants, elected by a meeting of the Cathedral Forum, who shall be members of that Forum but shall not be paid employees of the Cathedral;
 - (d) two persons, one of whom may be in Holy Orders, appointed by the Bishop after consultation with the Dean provided that such lay persons must be actual communicants and shall be resident in the Diocese or have their names on the church electoral roll of a parish in the Diocese.
- (ii) The members in categories (c) to (d) above shall hold office for three years but shall be eligible for re-election or re-appointment for not more than two consecutive further terms of three years.
- (iii) The Chapter shall meet on at least nine occasions in each calendar year.
- (iv) It shall be the duty of the Chapter to direct and oversee the administration of the affairs of the Cathedral, including in particular:
 - (a) to order the worship and promote the mission of the Cathedral;

- (b) to formulate, after consultation with the Bishop, proposals in connection with the general direction and mission of the Cathedral and submit them to the Council for its advice;
 - (c) to prepare an annual budget for the Cathedral and submit it to the Council for its consideration before its adoption by the Chapter;
 - (d) to submit to the Council the annual report and audited accounts prepared by the Chapter in accordance with section 27 of the Measure and such other reports as may be requested by the Council on any matter concerning the Cathedral;
 - (e) to submit to the College of Canons the annual report and audited accounts prepared as aforesaid;
 - (f) to keep under review the Constitution and Statutes of the Cathedral and submit any proposals for their revision to the Council;
 - (g) to manage all property and assets vested in the Cathedral and income accruing from it and, in particular, ensure that necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out; and
 - (h) in addition to carrying out its duties under section 14 of the Care of Cathedrals Measure 1990, to arrange during every period of five years for an architect or surveyor to inspect all buildings and monuments which the Chapter is under a duty to repair and maintain (other than buildings to which the duty under section 14(1) of that Measure relates) and to make a report in writing to the Chapter on any works which he/she considers will need to be carried out and on their urgency; and (in so far as it relates to any building or monument within the precinct of the Cathedral) to arrange that the report is made in consultation with the Cathedral Archaeologist and that a copy of the report is sent to the Fabric Advisory Committee and to the Cathedrals Fabric Commission for England.
- (v) The Chapter shall have power to acquire and dispose of property and assets, subject to any necessary consent, and subject to the provisions of the Care of Cathedrals Measure 1990, provided that moneys which form part of the endowment of the Cathedral shall not be invested or used except as provided by section 16 of the Cathedrals Measure 1999.
 - (vi) The Chapter shall hold the common seal of the Cathedral and affix it when required.

C16 THE CHAPTER'S OFFICERS

- (i) Having regard to the Cathedral's purpose in worship, education, and mission, the Chapter may appoint from among the Residentiary Canons, such Officers as it may determine.

- (ii) The pastoral care of those who live within the precincts of the Cathedral, of those who minister therein, and of those who worship at the Cathedral shall be committed respectively by the Chapter to its own ordained members or to some other Priest approved by the Bishop.
- (iii) The Chapter shall appoint an Administrator and Chapter Clerk of the Cathedral on such terms in respect of tenure, remuneration and duties as the Chapter may determine.
- (iv) The Chapter shall appoint an Auditor, who shall be a person who may under section 43 of the Charities Act 1993 or any Act amending or extending the same audit the accounts of a charity. The Auditor shall be appointed by the Chapter on such terms in respect of tenure and remuneration as the Chapter may determine, and shall audit the accounts of the Cathedral and associated companies and charities in accordance with section 27 of the Measure. The appointment shall be confirmed by the Council.
- (v) The Chapter shall appoint an Architect or Surveyor of the Fabric of the Cathedral, who shall be a person registered under the Architects Act 1997 or any Act amending or extending the same. The Architect shall be appointed, after consultation with the Cathedrals Fabric Commission for England, on such terms in respect of tenure, remuneration and duties as the Chapter may determine.
- (vi) The Chapter shall appoint a Director of Music who shall supervise the music in the Cathedral, and the care of the organ. The Director of Music and Organist shall be appointed on such terms in respect of tenure, remuneration and duties as the Chapter may determine.
- (vii) The Chapter may appoint such other Officers, ordained or lay, on such terms in respect of tenure, remuneration and duties as the Chapter may determine.

C 17 THE FINANCE COMMITTEE OF THE CHAPTER

- (i) There shall be a finance committee of the Chapter with the function of advising the Chapter in connection with its responsibilities in the field of financial and investment management.
- (ii) The committee shall consist of:
 - (a) a Chair chosen by the Chapter;
 - (b) the Dean;
 - (c) the Administrator;
 - (d) one Residentiary Canon appointed by the Chapter;
 - (e) not less than two nor more than four persons, not being members of the Chapter, appointed for their expertise and experience in the field of financial and investment management appointed by the Chapter.

- (iii) The Chair and the members in categories (a) and (e) shall hold office for a term of up to three years but shall be eligible for re-appointment for not more than two consecutive further terms of three years.

C18 OTHER COMMITTEES

The Chapter may establish such other committees with terms of reference as it may determine. The Dean shall be a member of each such committee. If the Chapter so determines, persons who are not members of the Chapter may be members of a committee.

C19 THE COLLEGE OF CANONS

- (i) There shall be a College of Canons which shall consist of:
 - (a) the Dean;
 - (b) every Bishop Suffragan;
 - (c) every full-time stipendiary assistant Bishop;
 - (d) every Residentiary, Honorary and Lay Canon; and
 - (e) every Archdeacon.
- (ii) It shall be the duty of the College of Canons to further and support the spiritual, pastoral, educational, evangelistic, social and ecumenical work of the Cathedral, reviewing and advising upon the direction and oversight of that work by the Chapter and in particular, without prejudice to the generality of the foregoing, to
 - (a) receive and consider the annual report and audited accounts of the Cathedral;
 - (b) discuss such matters concerning the Cathedral as may be raised by any of its members;
 - (c) meet at least once a year;
 - (d) be chaired by the Dean;
- (iii) The Bishop shall be invited to attend meetings of the College;
- (iv) In the event of a vacancy in the See, the College of Canons shall be summoned by the Dean to meet and on receiving from the Crown a licence under the Great Seal with a letter missive as provided by the Appointment of Bishops Act 1533 shall proceed to the election of a Bishop in the manner laid down by that Act.

C20 THE CATHEDRAL ROLL AND FORUM

- (i) The Chapter shall maintain a Roll containing the names of persons who are members of the Cathedral community and apply to be enrolled as such. A new Roll shall be prepared every six years.
- (ii) For the purposes of the Constitution and Statutes, the members of the Cathedral community shall be persons over the age of sixteen years:
 - (a) who worship regularly in the Cathedral; or
 - (b) who are engaged in work or service connected with the Cathedral in a regular capacity; or
 - (c) who hold office linking the holder to the Cathedral.
- (iii) If any question arises as to whether a person applying to be enrolled is a member of the Cathedral community, that question shall be determined by the Chapter.
- (iv) Members of the Cathedral Roll shall meet at least once per year as the Cathedral Forum. The meeting shall be held not later than 30th June. It shall elect members to the Cathedral Council and Chapter, in accordance with C21(ii). Nominations shall be submitted to the Chapter Clerk no less than seven days before the meeting.
- (v) Twenty-one day's notice of the Annual Meeting shall be given with due account of the vacancies that need to be filled. Meetings of the Cathedral Forum shall be jointly chaired by the Dean and a Lay Chairman elected by the Forum to serve for three years. The Cathedral Forum shall elect triennially representatives to serve on the Chester City Centre Churches Council, observers to attend meetings of the Chester Deanery Synod, and other bodies on which lay members of the Cathedral are invited to take a part. Nominations shall be submitted to the Chapter Clerk no less than seven days before the meeting. Such elected members shall give reports of the work of the bodies upon which they serve to the Annual Meeting of the Cathedral Forum.

C21 PROVISIONS APPLICABLE TO THE CONSTITUTION AND THE STATUTES

- (i) No repeal or amendment of, nor any additions to, the Constitution or the Statutes shall be made except in accordance with the provisions of the Measure. Nothing in the Constitution or Statutes shall affect any right of patronage or other right or interest of the Crown.
- (ii) The provisions contained in the Church Representation Rules as to the creation and revision of a Parish's electoral roll and the conduct of elections at Annual Parochial Church Meeting shall apply *mutatis mutandis* to the Cathedral Roll and elections by the Cathedral Forum save that there shall be no provision as to postal ballots for such elections.

THE STATUTES

S1 THE BISHOP

- (i) The Bishop shall have the principal seat in the Cathedral and all persons holding office or ministering therein shall pay him due reverence and render him loyal and ready service.
- (ii) He shall have the right to preach and preside at the Holy Communion at such times as he may see fit, not less than one month's notice being given to the Dean before each occasion. He may preach and preside at Holy Communion on Christmas Day, Easter Day and Pentecost Sunday.
- (iii) After consultation with the Chapter and upon reasonable notice given on each occasion to the Dean, the Bishop may officiate in the Cathedral and use it in his work of teaching and mission, for ordinations and synods, and for other diocesan occasions and purposes. At any service which the Bishop holds he may determine the ordering thereof, preach or appoint the preacher and decide the object of the collection. The Chapter shall, on such occasions, render him reasonable assistance and give such orders to the members of the Cathedral staff as may be necessary for the due holding of such Services.
- (iv) The Bishop may at any time seek the advice of the Chapter on any matter.
- (v) The Bishop shall as Visitor hear and determine any question as to the construction of the Constitution and Statutes.
- (vi) The Bishop may hold a Visitation of the Cathedral when he considers it desirable or necessary to do so or when requested by the Council or the Chapter.
- (vii) At the Visitation all ministers of the Cathedral, together with the lay officers and all persons employed in the service of the Cathedral, may be required to appear before him to answer any enquiries which he may make and shall, if they desire, make representations, which he shall note and consider.
- (viii) In the course of a Visitation, the Bishop may give such general directions to the Chapter, to the holder of any office in the Cathedral or to any person employed by the Cathedral as will, in the opinion of the Bishop, better serve the due observance of the Constitution and Statutes.
- (ix) It shall be the duty of any person or body on whom functions are conferred by the Constitution and Statutes to act in accordance with any determination and any direction by the Bishop under this Statute.
- (x) The Bishop may at any time propose for consideration by the Council amendments to the Constitution and Statutes.

S2 THE DEAN

- (i) The Dean shall be the principal dignitary of the Cathedral, next after the Bishop.
- (ii) The Dean shall be installed according to the customs of the Cathedral and at his/her installation shall make such declarations and take such oaths as may be prescribed by law and by custom.
- (iii) It shall be the duty of the Dean as chairman of the Chapter to govern and direct on its behalf the life and work of the Cathedral and, in particular, without prejudice to the generality of the foregoing, to
 - (a) ensure that Divine Service is duly performed in the Cathedral;
 - (b) ensure that the Constitution and Statutes are faithfully observed;
 - (c) maintain good order and proper reverence in the Cathedral;
 - (d) secure the pastoral care of all members of the Cathedral community; and
 - (e) take all decisions necessary to deal with any emergency affecting the Cathedral, pending consideration of the matter by the Chapter.
- (iv) The Dean shall play a role in the life of the local community, the Diocese, the wider church and beyond but this involvement must be tempered with a due regard to his/her responsibilities at the Cathedral.
- (v) If the office of Dean is vacant, or the Bishop considers that the Dean is unable to discharge the functions of Dean by reason of illness or absence the Vice Dean shall carry out such functions that the Dean is unable to discharge during the period in question; and references in the Constitution and Statutes to the Dean shall be construed accordingly.
- (vi) If any question arises whether an appointment under clause (v) above is justified, that question shall be determined by the Archbishop of the Province.
- (vii) The Dean shall reside in the house allocated by the Chapter and shall diligently attend the Services in the Cathedral Church. Upon his ceasing to hold the office of Dean he/she shall vacate the house occupied by him/her.

S3 THE RESIDENTIARY CANONS

- (i) Each of the Residentiary Canons shall celebrate the Holy Communion and preach in the Cathedral as the Chapter shall from time to time determine.
- (ii) The Residentiary Canons shall undertake such duties in the Cathedral as the Chapter shall determine after consultation with them. They shall endeavour to strengthen the whole corporate life, worship and work of the Cathedral, promote the usefulness of the Cathedral in the Diocese and pursue theological reflection and research for the benefit of the wider church.

- (iii) A Residentiary Canon shall ordinarily reside in the house allocated by the Chapter unless the Chapter agrees otherwise and shall diligently attend the Service in the Cathedral. Upon his/her ceasing to hold the office of a Residentiary Canon he/she shall vacate the house occupied by him/her.
- (iv) In the case of the Residentiary Canons engaged exclusively on cathedral duties, their involvement on business away from the Cathedral shall be kept under review by the Chapter.
- (v) The financial obligations as between the Residentiary Canons and the Chapter in respect of houses occupied by the Residentiary Canons shall be determined by the Chapter.
- (vi) Each Residentiary Canon shall serve such period of residence as shall be determined by the Chapter. During such period of residence the Residentiary Canon shall be responsible for such duties as the Chapter may from time to time determine but shall include the following responsibilities:
 - (a) to ensure in consultation with the Precentor that the regular worship takes place in the Cathedral at the appointed times and in the appointed manner;
 - (b) to lead Morning Prayer and Evening Prayer daily;
 - (c) to lead the intercessions at Evening Prayer daily;
 - (d) to be the person with whom the Precentor and the vergers consult when immediate help is required;
 - (e) to deputise in the temporary absence of both the Dean and the Vice Dean in all matters relating to the Cathedral;
 - (f) to make a pastoral visit to all departments of the Cathedral;

S4 THE VICE DEAN

- (i) There shall be a Vice-Dean appointed, from amongst the number of Residentiary Canons referred to in paragraph C6 of the Constitution above, upon such terms, conditions and duties as may be determined by the Chapter from time to time.
- (ii) When the Dean is present the Vice-Dean shall be next to him/her in dignity in the Cathedral and he/she is therefore so to act, in regular and diligent attendance at the Services and in the conduct of the business of the Cathedral.
- (iii) Subject to the provision in paragraph S2 (v) of the Statutes, the Vice-Dean shall, in the absence of the Dean, do all things which belong to the office of Dean in accordance with the Statutes.

S5 THE PRECENTOR

There shall be a Precentor appointed by the Chapter, from amongst the number of Residuary Canons referred to in paragraph C6 of the Constitution above, upon such terms, conditions and duties as may be determined by the Chapter from time to time. Without prejudice to the foregoing, the Precentor (whose duties shall include the role of Sacrist) shall have responsibility for the liturgical and musical life of the Cathedral, oversight of the Cathedral's routine pattern of worship and the organisation of special services subject to the direction of the Chapter. He/she shall also collaborate with the Director of Music in the provision of music at the Cathedral.

S6 THE ARCHDEACONS

Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, each Archdeacon shall have the right of presiding at the Holy Communion and of preaching in the Cathedral at least once a year.

S7 THE HONORARY CANONS

Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, each Honorary Canon shall have the right of preaching and/or officiating in the Cathedral at intervals determined by the Chapter.

S8 THE CHANCELLOR

The Chapter shall appoint, on such terms and conditions of service as it may determine, a person suitably qualified as a Chancellor who may be a member of Chapter.

It shall be the duty of the Chancellor to oversee, promote and develop the educational work of the Cathedral.

The Chancellor shall, with the agreement of the Chapter, promote and help to sustain links between the Cathedral and appropriate educational establishments.

The Chancellor shall encourage patronage of the contemporary arts promoting and supporting discussion of particular schemes in the Chapter.

S9 THE LIBRARY AND THE LIBRARIAN

- (i) The Chapter shall appoint, on such terms and conditions of service as it may determine, a person suitably qualified as a Librarian.
- (ii) Seeing that the possession and use of good books, and other means of storing information, promote sound learning and wisdom, it is ordained that the Cathedral Library in Chester shall be made a special subject of consideration by the Chapter each year, and that the Librarian shall then

make a written report of the condition thereof; that new books and other resources shall be purchased for the library from time to time by the Librarian with the approval of the Chapter.

- (iii) The Chapter shall make regulations for the use of the Library and its resources by the Canons, the clergy of the diocese and others.
- (iv) The Librarian shall report from time to time to the Chapter concerning the repairs and improvements that are needed in the library.

S10 THE CATHEDRAL CLERK

It shall be the duty of the Cathedral Clerk, on the instructions of the Dean or relevant Chair, to summon meetings of the Council, the Chapter, or the College of Canons, to attend, if required, such meetings and keep the minutes thereof and to perform such other duties as the Chapter may from time to time determine.

S11 THE ADMINISTRATOR

- (i) The Administrator shall carry out duties as determined by the Chapter and carry out its decisions as delegated to him/her.
- (ii) The Common Seal, and also a copy of the Constitution and the Statutes, with all muniments, writings, documents and other articles of great value/importance, shall be kept in safe custody by the Chapter in a fireproof safe or in some fit and secure place under the charge of the Administrator, and an inventory thereof shall be kept by the Administrator and be annually revised by the Chapter.
- (iii) The Administrator shall be responsible for personnel management under the direction of the Chapter.
- (iv) The Administrator shall prepare the annual Cathedral budget for presentation to the Chapter for its approval and agreement before the beginning of each year. This shall be done in full consultation with Chapter members who have responsibility for aspects of the Cathedral's work.
- (v) The Administrator shall monitor the income and expenditure of the Cathedral against budget and report to each meeting of the Chapter.
- (vi) The Administrator shall have responsibility for the collection of all rents and other moneys, including alms, fees, charges, and of such gifts as may be presented to the Cathedral and shall pay them into the Cathedral's bank account.
- (vii) The Administrator shall have responsibility for keeping the Cathedral's diary, under the direction of the Chapter.
- (viii) The Administrator shall have the oversight of Cathedral communications, both internal and external.

S12 THE CUSTOS

The Chapter may appoint a Custos, on such terms and conditions of service as it may determine who shall be a person suitably qualified to advise and make recommendations relating to the Cathedral's property, possessions and estate.

S13 THE ARCHITECT

- (i) The Architect shall inspect the fabric of the Cathedral every five years and shall periodically report to the Chapter upon the condition thereof. He/she shall supervise all work ordered by the Chapter to be done upon the fabric and ornaments of the Cathedral.
- (ii) The Chapter shall be free to appoint any other architect or qualified specialist of its choice to act as Consultant, either continuously or as need shall require. The Consultant shall have his/her duties so defined that they do not conflict with those of the Architect appointed under paragraph C17(vi) of the Constitution.

S14 THE CATHEDRAL ARCHAEOLOGIST

The Chapter shall, in accordance with section 12(2) of the Care of Cathedrals Measure 1990, appoint an archaeological consultant, on such terms and conditions of service as it may determine.

S15 THE VERGERS

The Chapter may appoint a Head Verger and as many Vergers as may from time to time seem necessary on such terms and conditions as it may determine. The Vergers shall be concerned to uphold the dignity of worship in the Cathedral, to ensure good order and to welcome all who enter it.

S16 THE COUNCIL

- (i) Meetings of the Council shall be called by the Chair, in accordance with a resolution of the Council, on his/her own motion, or on the written requisition of at least eight members of the Council.
- (ii) The quorum for the transaction of business at a meeting of the Council shall be one third of the total membership.
- (iii) In the absence of the Chair, the Council shall elect one of its members to preside over it.

S17 THE CHAPTER

- (i) Meetings of the Chapter shall be called by the Dean, in accordance with a resolution of the Chapter, on his/her own motion, or on the written requisition of at least four members of the Chapter.
- (ii) On admission to the Chapter a person shall, in addition to such usual oaths as are prescribed by law, make the following declaration before the Dean or Vice Dean and other Chapter members:

“In the name of the Father, and of the Son, and of the Holy Spirit, I, appointed to the Chapter of this Cathedral Church of Christ and the Blessed Virgin Mary in Chester, declare that, to the utmost of my power, I will safely maintain, and cause to be safely maintained, the possessions, and the rights, liberties and privileges, and whatsoever pertains to this Church, and that I will steadfastly keep, and so far as in me lies cause others to keep, all and every the Constitution and Statutes thereof: and that I will not knowingly hinder whatsoever may lawfully be done for the advantage and honour of the said Church, but that I will seek to secure and augment the same. And, moreover, if I shall be called, appointed and designated to the discharge of any duty in the aforesaid Church, I will not hesitate to undertake the same, and with all earnestness discharge it to the utmost of my power.”

- (iii) The quorum for the transaction of business at a meeting of the Chapter shall be half of its members.
- (iv) The following steps shall not be taken without the consent of the Dean or in his/her absence the Vice-Dean:
 - (a) any alteration of the ordering of services in the Cathedral;
 - (b) the settlement of the Cathedral’s budget;
 - (c) the implementation of any decision taken by the Chapter in the Dean’s absence.

Provided that, in the case of a decision taken by the Chapter as to any matter other than one mentioned in paragraph (a) or (b) above, his/her consent shall be deemed to have been given for the purposes of paragraph (c) above after the expiry of one month following the date on which the decision was taken unless, within that period, the Dean requests the Chapter to reconsider the decision at the next meeting of the Chapter, in which case the matter shall be decided by a majority vote of those present and voting at the meeting, the Dean having a second or casting vote.

S18 THE COLLEGE OF CANONS

- (i) Meetings of the College shall be called by the Dean as Chair, in accordance with a resolution of the College, on his/her own motion, or on the written requisition of at least eight members of the College.

- (ii) The quorum for the transaction of business at a meeting of the College shall be one third of the total membership.
- (iii) In the absence of the Dean or Vice-Dean, the College shall elect one of its members to preside over it.

S19 VACANCIES IN MEMBERSHIP

No proceedings of the Council, the Chapter, or the College of Canons shall be invalidated by any vacancy in the membership or by any defect in the qualification or election of any member.

S20 PATRONAGE

- (i) Any presentations or nominations to benefices in the patronage of the Cathedral shall be exercised by the Chapter in accordance with the Patronage (Benefices) Measure 1986. For each specific vacancy one of the Chapter may be appointed as its representative.
- (ii) The Chapter shall have due regard to the peculiar circumstances of the benefice concerned, the duties to be discharged in it and the fitness of any clerk (by reason of health, age and other qualifications) for the discharge of such duties. The Chapter shall be careful not to give any preferential claim to those who have served the Cathedral as Canon, Honorary Canon, or in any other capacity.

S21 DIVINE WORSHIP, PREACHING AND TEACHING IN THE CATHEDRAL

- (i) Morning and Evening Prayer shall be said or sung in the Cathedral distinctly, reverently, and in an audible voice, every morning and evening, the officiating ministers and others of the clergy being duly habited.
- (ii) The Holy Communion shall be celebrated daily in the Cathedral.
- (iii) To the end that prayer may be the more reverently offered in the Cathedral, and the praises of God sung with joy and thanksgiving, the Director of Music or his/her deputies, the Lay Clerks, Choral Scholars and Choristers shall be regularly present at choral services.
- (iv) Morning and Evening Prayer, the Holy Communion and all other Services shall be conducted in accordance with the rites and ceremonies of the Church of England as set out in Canon Law.
- (v) The Dean and Canons shall be careful to teach and expound the Word of God both in the Cathedral and elsewhere as opportunity is given.
- (vi) The Dean shall preside and/or preach a sermon at one of the services on Christmas Day, Easter Day and Pentecost, and shall have the right, if he/she so desires, after consultation with the Precentor, to preach a sermon at one of the services on one Sunday in any month other than a month in which one of the three Festivals occurs. He/she may appoint a deputy to preach for him/her on any of these occasions.

- (vii) The Chapter shall be careful to give opportunities of preaching, as may be convenient, to the Suffragan Bishops, the Archdeacons, the Honorary Canons, the Ecumenical Canons and others holding the Bishop's Licence to officiate in the Cathedral.
- (viii) The consent of the Bishop and the Chapter shall be obtained for a person to preach in the Cathedral who is not a Clerk in Holy Orders, a Licensed Reader in the Church of England or an authorized minister of a Church in communion with the Church of England.

S22 DIOCESAN SERVICES

At special diocesan services the Clerical and Lay Vice-Presidents of the Diocesan Synod and the Rural Deans shall be allocated seats by the Canon in Residence.

S23 THE ORDER OF PRECEDENCE IN THE CATHEDRAL CHURCH

The order of precedence at services held in the Cathedral shall be as follows:

- (a) the Bishop;
- (b) any Bishop Suffragan or Assistant Bishop;
- (c) the Chancellor of the Diocese;
- (d) the Diocesan Registrar;
- (e) the Dean;
- (f) the Residentiary Canons and other members of Chapter;
- (g) the Archdeacons;
- (h) the Honorary Canons;
- (i) the Lay Canons and Canons Ecumenical;
- (j) the Cathedral Clerk;
- (k) the Clerical and Lay Vice-Presidents of the Diocesan Synod;
- (l) the Rural Deans.