

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—
 - (a) may preside at the Holy Communion in the Cathedral having given 14 days' notice to the Chapter unless, in exceptional circumstances, shorter notice is accepted (at the discretion of the Chapter).
 - (b) may preach or appoint the preacher at any service in the Cathedral after consultation with the Chapter, having given 14 days' notice to the Chapter unless, in exceptional circumstances, shorter notice is accepted (at the discretion of the Chapter).
 - (c) may at any time seek the advice of the Chapter on any matter, and consult with the Chapter from time to time in respect of the general direction and mission of the Cathedral.
 - (d) may hold a Consistory Court in the Cathedral.
 - (e) is the Visitor of the Cathedral, in accordance with Article 17 of the Constitution.

The Dean

2. The Dean is the principal dignitary of the Cathedral, next after the Bishop.

The Chapter: general

Corporate and spiritual life

3. (1) The Corporate and spiritual life of the Chapter will be fostered and encouraged through sharing in prayer and worship as part of their responsibilities in governance, and attending key liturgical events at the Cathedral.
- (2) Chapter members who are residentiary canons are expected to come together regularly in the daily offices.

The College of Canons

Functions

4. (1) The College of Canons exists in accordance with Article 32 of the Constitution.
- (2) The functions conferred by the Appointment of Bishops Act 1533 on the body referred to in that Act as the dean and chapter of a Cathedral are exercisable by the College of Canons of the Cathedral; and that Act is to be read accordingly.
- (3) The non-residentiary canons shall be entitled to have access to the Cathedral libraries and to the books therein (subject to any regulation made by the Chapter).
- (4) The College of Canons shall:
 - (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; and
 - (c) in the event of a vacancy in the See, 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, proceed to the election of a Bishop in the manner laid down by that Act.
- (5) The College of Canons may invite any person/s to attend and speak at any of its meetings. Any such person shall have no vote.
 - (6) When any member of the College of Canons vacates office and immediately retires, the Bishop may confer on that person an emeritus title relating to the office vacated. That person shall not by virtue of that title be a member of the College of Canons but may be appropriately vested at any service attended in that capacity.

Ecumenical Canons

5. (1) The Cathedral shall have not more than 8 ecumenical canons at any one time.
- (2) Following consultation with (a) the suffragan bishops of the Diocese, (b) the Archdeacons and (c) the Chapter, and subject to paragraph (1), the Bishop may appoint to the office of ecumenical canon a person who is a leader of chief pastor of a church, other than a church in the Anglican Communion.
- (3) An ecumenical canon shall hold office from the day of their appointment until they cease to hold the office by virtue of which their Ecumenical Canonry has been awarded.
- (4) Each ecumenical canon shall be given a place in the Cathedral's quire and be appropriately vested at any services attended in that capacity.
- (5) Each ecumenical canon may attend meetings of the College of Canons as an observer member but shall not be a member of the College of Canons for the purposes of Article 32(3) of the Constitution and shall not have a vote.

Honorary Titles

6. The Bishop may confer on any person (whether or not they are a member of the College of Canons) such honorary title as they determine to be appropriate in the circumstances, including the title of "Canon Theologian", "Canon Treasurer" and "Canon Custos" (but such title does not make the person on whom it is conferred a member of the Chapter or of the College of Canons). Any such individual will hold that honorary title until they resign by notifying the Bishop in writing, or the Bishop in their absolute discretion determines that such individual should no longer hold that title.

Nominations Committee

Composition etc.

7. (1) The Nominations Committee must have at least 4 members.
- (2) It is for the Chapter to appoint the members of the Committee, at least 1 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, for these purposes, good reason includes, without limitation, acting in breach of any code of conduct in place from time to time), and
 - (b) at least 75% of members eligible to do so vote in favour of the removal (either at a meeting or in writing).
- (5) A member of the Committee holds office as such for a term of up to 3 years and may be reappointed; but a member who has served more than 2 consecutive terms is not eligible for appointment as a member, until at least 3 years has passed since the member last ceased to hold office as such.
- (6) If, at the invitation of the Committee, a chief officer, any member of the Chapter, the Dean, the senior non-executive member attends the whole or part of a 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

8. (1) The Nominations Committee must advise the Chapter on—
 - (a) the recruitment of non-executive members and the Chapter's appointment of the same,
 - (b) the recruitment of members of committees of the Chapter and the Chapter's appointment of the same, and
 - (c) the training needs of members of the Chapter.
- (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,
 - (b) consider how it can achieve a fully diverse and inclusive governance structure, and
 - (c) where, in light of a review under sub-paragraph (a) and/or (b), 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

9. (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 or invited to attend the meeting by virtue of Article 7(6) above, at least 7 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 7(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 4 members.
- (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.
- (9) Article 13 of the Constitution (Decisions without a meeting) applies to a meeting of the Committee as it applies to a meeting of the Chapter.

Reporting

10. (1) A draft of the minutes of each meeting of the Committee must be circulated promptly to the Chair of the Committee for comment.
 - (2) Once the minutes of a meeting of the Committee are approved at the next Committee meeting, the minutes—
 - (a) must be sent to every member of the Chapter, 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

11. 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.

12. (1) The Finance Committee must have at least 5 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, for these purposes, good reason includes, without limitation, acting in breach of any code of conduct in place from time to time), and
 - (b) at least 75% of members eligible to do so vote in favour of the removal (either at a meeting or in writing).
- (5) A member of the Committee holds office as such for a term of up to 3 years and may be reappointed; but a member who has served more than 2 consecutive terms is not eligible for appointment as a member, until at least 3 year period 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

13. (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

14. (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 4 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 12(6) or (7) above, at least 7 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(8) or (9) 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 is reasonably practicable be given to each person to whom the notice was given.
- (7) The quorum for a meeting of the Committee is half of the members (or the nearest whole number rounded up), at least 1 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.
- (9) Article 13 of the Constitution (Decisions without a meeting) applies to a meeting of the Committee as it applies to a meeting of the Chapter.

Reporting

15. (1) A draft of the minutes of each meeting of the Committee must be circulated promptly to the Chair of the Committee for comment.
- (2) Once the minutes of a meeting of the Committee are approved at the next Committee meeting, the minutes—
- (a) must be sent to every member of the Chapter, 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 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.

Audit and Risk Committee

Composition etc.

17. (1) The Audit and Risk Committee must have at least 5 members.
- (2) It is for the Chapter to appoint the members of the Committee, at least 1 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, for these purposes, good reason includes, without limitation, acting in breach of any code of conduct in place from time to time), and
 - (b) at least 75% of members eligible to do so vote in favour of the removal (either at a meeting or in writing).
- (5) A member of the Committee holds office as such for a term of up to 3 years and may be reappointed; but a member who has served more than 2 consecutive terms is not eligible

for appointment as a member, until at least 3 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

18. The Audit and Risk 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

19. (1) It is for either of the chief officers, at the request of the chair of the Audit and Risk Committee, to convene a meeting of the Committee.
 - (2) The Committee must meet at least twice 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 7 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 17(8) or (9) 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, subject to paragraph (7), 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 half of the members (or the nearest whole number rounded up), at least 1 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.
 - (10) Article 13 of the Constitution (Decisions without a meeting) applies to a meeting of the Committee as it applies to a meeting of the Chapter.

Reporting

- 20.** (1) A draft of the minutes of each meeting of the Committee must be circulated promptly to the Chair of the Committee for comment.
- (2) Once the minutes of a meeting of the Committee are approved at the next Committee meeting, the minutes—
- (a) must be sent to every member of the Chapter, 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 Audit and Risk Committee 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.

- 22.** (1) A committee of the Chapter established under the Constitution must have at least 3 members.
- (2) It is for the Chapter to appoint the members of the committee, at least 1 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, for these purposes, good reason includes, without limitation, acting in breach of any code of conduct in place from time to time), and
 - (b) at least 75% of members eligible to do so vote in favour of the removal (either at a meeting or in writing).
- (5) A member of the committee holds office as such for a term of up to 3 years and may be reappointed; but a member who has served more than 2 consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least 3 year period has passed since the member last ceased to hold office as such.
- (6) A member of the Executive Management Team is entitled to attend the whole or part of a meeting of the committee and is entitled to speak but not vote.
- (7) A chief officer, any member of the Chapter, the Dean, and the senior non-executive member, are entitled to attend the whole or part of any meeting of the committee and is entitled to 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

23. (1) A sub-committee established under the Constitution must have at least 3 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) The chair of the sub-committee must be a member of the committee under which the subcommittee 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, for these purposes, good reason includes, without limitation, acting in breach of any code of conduct in place from time to time), and
- (b) at least 75% of members eligible to do so vote in favour of the removal (either at a meeting or in writing).
- (6) A member of the sub-committee holds office as such for a term of up to 3 years and may be reappointed; but a member who has served more than 2 consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least a 3 year period has passed since the member last ceased to hold office as such.
- (7) A member of the Executive Management Team is entitled to attend the whole or part of a meeting of the sub-committee and is entitled to speak but not vote.

Functions

24. 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

25. (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 subcommittee.
- (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 22(6) or (7) or 27(7) above, at least 7 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 22(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, subject to paragraph (5), 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 half of its members (or the nearest whole number rounded up).
- (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.
- (8) Article 13 of the Constitution (Decisions without a meeting) applies to a meeting of the Committee as it applies to a meeting of the Chapter.

Reporting

26. (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 the Chair of the committee or sub-committee for comment.
- (3) Once the minutes of a meeting of the committee or sub-committee are approved at the next committee or sub-committee meeting, the minutes— (a) must be sent to every member of the Chapter, and
 - (b) may be sent to such other persons as the committee or sub-committee thinks appropriate.

Terms of reference

27. 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.

Executive Management Team Chief

officers

28.

- (1) The chief officers shall be the chief operating officer (COO) and chief finance officer (CFO) as outlined in the Article 23 of the Constitution.
- (2) The COO is the most senior employee of the Cathedral and is not a member of the Chapter. The COO is responsible to the Chapter, attends its meetings and supports the work of the Chapter. The COO leads on and has primary responsibility for functions spanning all areas of Cathedral life excluding worship. The COO shall report directly to the Dean.
- (3) The CFO reports to the COO and shall have particular responsibility for managing the Cathedral's financial resources and the staff of the finance team, and for planning, implementing and running all its financial activities. The CFO supports the work of the Chapter and attends its meetings.
- (4) The Chapter is entitled to appoint the same person to carry out each of those roles, if each one is to be carried out on a part-time basis.
- (5) The Chapter reserves the right to appoint other chief officers from time to time.
- (6) It is for the Chapter to determine the line management of any other chief officers.

Establishment of management group

29. There is to be a group called the Executive Management Team, concerned with the management of the Cathedral.

Membership of group

30. The members of the Executive Management Team 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 from time to time.

Functions of group

31. The Executive Management Team shall be responsible for the day-to-day operational management of the Cathedral under the oversight of the Chapter and will meet as frequently, and generally conduct itself, as required in order for it to discharge its functions effectively, in accordance with its terms of reference from time to time:

- (a) To espouse and promote the values of Lichfield Cathedral;
- (b) To work within policies agreed with and set by the Chapter;
- (c) To implement decisions made by the Chapter;
- (d) To submit medium and long-term plans to the Chapter for approval;
- (e) To manage the Cathedral on a day-to-day basis, in accordance with the terms of delegation from the Chapter;
- (f) To keep the Chapter informed about delivery of agreed objectives;
- (g) To advise the Chapter of any major organisational risks;
- (h) To operate in line with the financial management policy;
- (i) To ensure continuity of appropriate financial and human resources;
- (j) To be responsible for overseeing and reviewing the work of the Cathedral's wholly owned trading subsidiary;
- (k) To work collaboratively and multi-functionally to further the overall objectives of the Chapter;
- (l) To undertake any function or action delegated to it by the Chapter from time to time.

Proceedings of group

32.

- (1) The Chair of the Executive Management Team is the COO.
- (2) It is for the chief officers, at the request of the Dean, to convene a meeting of the Executive Management Team.

- (3) The Executive Management Team will meet on a fortnightly basis whenever the Cathedral calendar permits.
- (3) Any member of the Executive Management Team may invite any other individual to attend a meeting of the Executive Management Team, subject to giving notice to the COO. In the case of each person invited to attend a meeting of the Executive Management Team by any member of the Team, 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 Executive Management Team—
 - (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 (5), 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 Executive Management Team 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 Executive Management Team will be 3 including at least 1 out of the Dean and the member residentiary canons and at least 1 lay member of staff.
- (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.

Accountability of group

33. The Executive Management Team is accountable to the Chapter and shall report to the Chapter accordingly.

Committees of group

- 34.**
- (1) The Executive Management Team may establish 1 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 Executive Management Team must specify in writing the matters which come within the committee's remit.
 - (3) The Executive Management Team must appoint the members of each committee so established.
 - (4) The chair of each committee so established must be a member of the Executive Management Team; 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 Executive Management Team in accordance with such requirements as the Team may specify in writing.
 - (6) Each committee so established may regulated its own procedure, subject to such rules as the Executive Management Team may specify in writing.

Dignities

- 35.**
- (1) The Chapter may from time to time create, abolish or suspend any dignity of the Cathedral as it sees fit, and in similar fashion may change the title by which such dignity is to be known. At the adoption of these Statutes the Cathedral's dignities shall comprise:
 - (a) Organist

- (b) Clerk of Works
 - (c) Priest Vicars
- (2) The role of each dignity, the process for their appointment and the method by which a person may be suspended or removed from that role will be set out in the role description of each dignity approved by Chapter from time to time.
 - (3) The Dean or 1 of the residentiary canons shall be in residence. On appointing a residentiary canon, the Bishop shall appoint that person to that dignity/those dignities as has/have been identified by the Chapter as being necessary to the fulfilment of the work of the Cathedral.
 - (4) If the Chapter makes such a request to the Bishop, the Bishop may at any time suspend or re-allocate a dignity.

Residence

Residence for residentiary canons

36. (1) Executive members of the Chapter shall not take or hold with their cathedral office any other office or preferment for which a salary or stipend is normally paid except with the approval of the Bishop and the consent of the Chapter.
- (2) For those holding office under Common Tenure, the Statement of Particulars shall refer to the house of residence provided by the Chapter within the Cathedral precinct for the better performance of their duties. The duties of the Chapter, as housing provider, are set out in Regulation 12 of the Ecclesiastical Terms of Service Measure 2009. The duties of the office holder in respect of the house of residence are set out in Regulation 14 of the Ecclesiastical Terms of Service Measure 2009.

Worship

Divine Service and preaching

37. (1) Morning and Evening Prayer shall be sung or said and the Holy Communion celebrated daily in the Cathedral according to the use of the Church of England. The decision about which services shall be sung shall be taken by the Chapter.
- (2) Subject to the rights of the Bishop as defined by Article 1 it shall be the duty of the Dean to appoint the celebrant for the Holy Communion and preachers for all services in the Cathedral.
- (3) Only a Clerk in Holy Orders of the Church of England or of a Church in Communion therewith, a Reader of the Church of England or other person licensed by the Bishop to preach (including ecumenical canons) shall be allowed to preach in the Cathedral unless consent is given by the Chapter.

Order of precedence

38. The order of precedence in processions at services held in the Cathedral is:

Diocesan Service

- (a) The Bishop
- (b) The Bishops Suffragan or Assistant Bishops
- (c) The Chancellor of the Diocese

- (d) The Diocesan Registrar
- (e) The Dean
- (f) The Cathedral Registrar (if not also the Diocesan Registrar)
- (g) The Archdeacons
- (h) The residentiary canons
- (i) The other members of the Chapter
- (j) The chief operating officer
- (k) The diocesan secretary
- (l) The Prebendaries
- (m) The assistant Cathedral clergy
- (n) The lay canons
- (o) The ecumenical Canons
- (p) The clerical and lay vice-presidents of the Diocese Synod
- (q) The rural deans and deanery lay chairs
- (r) The Choral Foundation

Cathedral Foundation Service

- (a) The Bishop or any Bishop Suffragan or Assistant Bishop when representing the Bishop
- (b) The Chancellor of the Diocese
- (c) The Diocesan Registrar
- (d) The Dean
- (e) The Cathedral Registrar (if not also the Cathedral Registrar)
- (f) The residentiary canons
- (g) The other members of the Chapter
- (h) The chief operating officer
- (i) The diocesan secretary
- (j) The Bishops Suffragan or Assistant Bishops when not representing the Bishop
- (k) The Archdeacons
- (l) The Prebendaries
- (m) The assistant Cathedral clergy
- (n) The lay canons
- (o) The ecumenical canons
- (p) The clerical and lay vice presidents of the Diocesan Synod
- (q) The rural deans and deanery lay chairs (r) The Choral Foundation.

Music, choir etc.

39. The Choral Foundation

The following shall be members of the Choral Foundation:

- (a) The Precentor, who shall be the head of the Choral Foundation
- (b) The Director of Music
- (c) The organist
- (d) Any headteacher of a school in the Diocese determined by the Chapter
- (e) Any person who may be appointed by the Chapter, after consultation with the Head of the Choral Foundation and the Director of Music, to any of the following positions:
 - a. assistant Director of Music
 - b. assistant organist
 - c. Priest Vicar Choral
 - d. Lay Vicar Choral
 - e. boy or girl chorister
 - f. organ scholar
 - g. choral scholar
- (f) Any other person whom the Chapter, after consultation with the Head of the Choral Foundation and the Director of Music, deems to be appropriate for membership of the Choral Foundation.

40. Priest Vicars Choral

- 1) The Chapter shall appoint up to 4 Priest Vicars Choral who shall be Clerks in Holy Orders and shall hold the Bishop's licence to officiate.
- 2) Priest Vicars Choral may be appointed respectively as the Precentor's Vicar (the 1st Vicar Choral), The Dean's Vicar (the 2nd Vicar Choral), the Chancellor's Vicar (the 3rd Vicar) and the Treasurer's Vicar (the 4th Vicar Choral) and each shall be installed in a sub-stall in the Cathedral's quire.
- 3) Priest Vicars Choral shall be responsible to the Chapter through the Head of the Choral Foundation and shall assist with the officiating at choral services as directed by the Head of the Choral Foundation.

41. Lay Vicars Choral

- 1) There shall be no fewer than 6 Lay Vicars Choral who shall be responsible to the Chapter through the Head of the Choral Foundation and the Director of Music for singing at such services and events as shall be determined by contract.
- 2) Each Lay Vicar Choral shall be appointed as one of the 5th to 13th Vicars Choral and shall be associated with and installed in the stall of a member of the College of Canons. Each shall thereafter occupy a place in the Cathedral's quire as directed by the Director of Music.
- 3) Whenever a vacancy occurs among the Lay Vicars Choral the other Vicars Choral shall be entitled to attend on all occasions when any candidates for the office are being tested as to their ability to sing services in the Cathedral and shall be entitled to express their views to the Chapter through the Head of the Choral Foundation in writing on the merits of all candidates.
- 4) The Lay Vicars Choral shall appoint one of their number to be "Intimator", subject to the appointee being acceptable to the Chapter.
 - a) The Intimator shall hold office for 1 year from the day after St Chad's day and be eligible for re-appointment.

- b) It shall be the duty of the Intimator to keep an accurate register of the attendance of the Lay Vicars Choral and to report thereon as required.

42. Meetings of the Choral Foundation

- 1) The Head of the Choral Foundation shall convene and chair a meeting of the Choral Foundation at least 3 times a year to consider matters relating to the work of the Choral Foundation and, when appropriate, to make representations to the Chapter or to receive representations from the Chapter.
- 2) Meetings of the Choral Foundation will comprise:
 - a) The Head of the Choral Foundation
 - b) The Director of Music
 - c) Any assistant Director of Music
 - d) The organist
 - e) Any assistant organist
 - f) A Priest Vicar Choral nominated by the Priest Vicars Choral
 - g) The Intimator
 - h) Any headteacher of a school in the Diocese determined by the Chapter
 - i) Any other person having been invited, or having sought and been granted leave, to attend any such meeting by the Head of the Choral Foundation.

Miscellaneous

Execution of documents

- 43. 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 2 members of the Chapter, or by 1 member of the Chapter and 1 of the chief officers, each of whom is authorised to sign the document at a validly convened meeting of the Chapter or by written resolution of the Chapter (whether specially or generally).

Power to establish subsidiaries

- 44. (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.

Archaeologist

- 45. Section 23(2) of the Care of Cathedrals Measure 2011 requires the Chapter to appoint a cathedral archaeologist.

Patronage

- 46. 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.

Amendments to Statutes

Amendments

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

Interpretation

Interpretation

48. (1) In these Statutes—
- “the Bishop” means the Bishop of Lichfield (but see paragraph (2));
 - “the Cathedral” means the Cathedral Church of St Mary and St Chad in Lichfield;
 - "Choral Foundation" means the Cathedral group referred to in Article 39;
 - "Lay Vicar Choral" means any individual appointed to that role from time to time in Accordance with Article 41;
 - “the Measure” means the Cathedrals Measure 2021;
 - "Priest Vicar Choral" means any individual appointed to that role from time to time in Accordance with Article 40;
 - “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

49. The Statutes of the Cathedral made on 25 June 2013 cease to have effect.