

THE STATUTES

Office holders

1. The Bishop

- (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 may—
 - (a) celebrate the Holy Communion in the Cathedral on Christmas Day or Easter Day;
 - (b) preach at or appoint the preacher at one of the services in the Cathedral on Christmas Day or Easter Day;
 - (c) preach at or appoint the preacher at ordination services.

2. The Dean

- (1) The Dean is the principal dignitary of the Cathedral, next after the Bishop (and further provisions relating to the Dean are set out in Article 46(1) of these Statutes).

The Chapter: general

3. Corporate and spiritual life

- (1) The Chapter shall endeavour to foster and sustain the corporate and spiritual life of the Cathedral, to enable the Cathedral to:
 - (a) maintain a daily pattern of corporate prayer and worship, giving glory to God and holding before him the needs of the church and the world, and particularly of the diocese of Derby, the city of Derby and the county of Derbyshire;
 - (b) be a focus for the Bishop's ministry, a resource and a place where prayer is offered;
 - (c) preach the gospel of Christ and nurture Christian learning, in collaboration with other churches and traditions and with sensitivity to other faiths;
 - (d) extend hospitality to pilgrims and visitors of every kind;
 - (e) demonstrate the concern of Christ for the poor;
 - (f) engage with the city and the county, with corporate life and institutions, in the complexities of contemporary society and culture, and explore spiritual values with all people of goodwill;
 - (g) share, as the mother church, with the parishes of the diocese in every aspect of the Church's vocation.

The Chapter: Designated Roles

- 4.** Any residentiary canon may hold such title as the Chapter may decide but Chapter shall ensure that there is a designated member of Chapter (though not necessarily a residentiary canon) responsible for:
 - (a) Liturgy and music
 - (b) Mission
 - (c) Pastoral Care

- (d) Safeguarding
- (e) Social justice

The Chapter: election of non-executive

5. Appointment of presiding officer

- (1) Where the Constitution requires there to be an election of a non-executive member of the Chapter, the Chapter must appoint a presiding officer for the election.

6. Role description

- (1) The Chapter, having appointed a presiding officer for an election, must direct the Nominations Committee to prepare a description of the post to be filled by the election (a “role description”).
 - (a) The role description must list the skills which the Nominations Committee considers essential in the post and skills which it considers desirable.
 - (b) The Nominations Committee must submit the role description to the Chapter for approval.
 - (c) The Chapter, having approved the role description, must direct the presiding officer to ensure that notice of an election to fill the post is displayed on the Cathedral’s website and the noticeboard inside the Cathedral for a period of at least four weeks.

7. Invitation to nominate candidate

- (1) The presiding officer must, within the first five working days of the period for which the notice is displayed under Article 6(1)(c) above, send an invitation to nominate by email or a hard copy to—
 - (a) each member of the Chapter,
 - (b) each member of a committee or sub-committee of the Chapter who is not also a member of the Chapter,
 - (c) each person listed on the church electoral roll of the Parish, and
 - (d) each person listed on the Cathedral community roll
- (2) The invitation to nominate must specify—
 - (a) the criteria for eligibility for membership of the Chapter,
 - (b) the role description prepared for the post under Article 6 above,
 - (c) information about what a candidate would need to demonstrate to fit the role description,
 - (d) how to submit a completed nomination to the presiding officer, and
 - (e) the period for submitting a completed nomination.
- (3) Subject to that, it is for the Chapter to determine the form of the invitation to nominate.
- (4) It is for the presiding officer to determine the length of the period to be specified under paragraph (2)(e); and the period determined must be at least fourteen days but no more than twenty one days.

8. Nomination of candidate

- (1) A nomination in response to an invitation to nominate under Article 7 above must be supported by a proposer and a seconder, each of whom must come within Article 7(1)
- (2) A nomination is valid only if the person nominated—

- (a) is eligible to be a member of the Chapter,
 - (b) is not disqualified from being a charity trustee, or is disqualified and has received a waiver from the Bishop and
 - (c) confirms his or her willingness to stand for election and, if elected, to serve as a member of the Chapter and a charity trustee.
- (3) A person is not to be included as a candidate for the election unless—
- (a) a valid nomination for the person is submitted to the presiding officer before the end of the period determined under Article 7(4) above, and
 - (b) the Bishop, the Chapter and the Nominations Committee, each being satisfied that the person is suitable to be a member of the Chapter, approve the person's candidacy.
- (4) If a person's candidacy is not approved under paragraph 3(b), the person is entitled to be given the reasons for the decision not to approve it.

9. Conduct of election

- (1) If the number of persons included as candidates under Article 8 above does not exceed the number of posts to be filled, each candidate is elected.
- (2) If the number of such persons exceeds the number of posts to be filled, an election must take place under the following provisions.
- (3) The election is to be conducted by the single transferable vote system
- (4) The presiding officer must ensure that a suitable mechanism for conducting the election by electronic means is in place.
- (5) The presiding officer must determine the period within which votes may be cast; and that period must be at least twenty one days beginning with the day on which invitations to vote are issued.
- (6) The presiding officer must issue either by email or post to each person entitled to vote in the election an invitation to vote; and the invitation to vote must be accompanied by—
 - (a) instructions on how to vote, including the date on which the period determined under paragraph (5) ends, and
 - (b) if a candidate has prepared an election address that is suitable for circulation, a copy of that election address.
- (7) A vote in the election is valid only if it is cast by following the instructions on how to vote accompanying the invitation to vote.
- (8) The presiding officer must cause the votes to be counted, must declare the result of the election and must ensure that the result—
 - (a) is published on the Cathedral's website within two working days of the last day of the period determined under paragraph (5), and
 - (b) is sent by email to each candidate and each person entitled to vote in the election.
- (9) If there is a tied vote between candidates for a single post, the candidate to be elected is chosen by lot.

10. Election appeals

- (1) An appeal against the result of an election under Article 9 above may be made on the grounds that the conduct of the election was such as to affect the outcome of the election.

- (2) An appeal under this Article may be brought by a candidate or voter in the election; and the appeal is to be determined by the Bishop.
- (3) The provisions in the Church Representation Rules relating to appeals apply, with whatever modifications are necessary, to an appeal under this Article as if it were a summary election appeal within the meaning of those Rules.

The College of Canons

11. Functions

- (1) 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.
- (2) The College of Canons shall determine its own procedures for the effective performance of its functions.
- (3) The College of Canons shall:
 - (a) consider such matters relating to the Diocese or the Cathedral as the Bishop may determine;
 - (b) have a special care for the promotion of sound theological learning in the Cathedral and the Diocese;
 - (c) receive and consider the annual report, the audited accounts of the Cathedral and any financial projection relating to future policy of the Cathedral as determined by the Chapter;
 - (d) discuss such matters concerning the Cathedral as may be raised by any of its members; and
 - (e) discuss such other matters as the Dean or the Chapter may refer to the College of Canons for their views.
- (4) Members of the College of Canons shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service in the Diocese.

Nominations Committee

12. Composition etc.

- (1) The Nominations Committee must have at least five members.
- (2) It is for the Chapter to appoint the members of the Committee, at least one of whom must be a non-executive member of 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
 - (b) at least 75% of members present and voting vote in favour of the removal (either at a meeting or by written resolution).
- (5) A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than three consecutive terms is not

eligible for appointment as a member, until at least twelve months have 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 and/or the senior non-executive member (provided such persons are not on the Committee) 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.

13. Functions

- (1) The Nominations Committee must advise the Chapter on—
 - (a) the recruitment and appointment of non-executive members,
 - (b) the recruitment and appointment of members of committees of the Chapter,
 - (c) the training needs of members of the Chapter,
 - (d) the recruitment of members of an advisory body, and
 - (e) the procedure for the selection and approval of candidates for election as non-executive members.
- (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 and members of the Advisory Body, and
 - (b) where, in light of a review under sub-paragraph (a), 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.

14. Proceedings

- (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 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 invited to attend the meeting by virtue of Article 12(6) above, at least seven 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(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 three members, at least one 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) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

15. Reporting

- (1) A draft of the minutes of each meeting of the Nominations Committee must be circulated promptly to each member of the Committee for approval.
- (2) Once the minutes of a meeting of the Committee are approved, the minutes—
 - (a) must be sent to every member of the Chapter, and
 - (b) chief operating officer and chief finance officer, and
 - (c) 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.

16. Terms of reference

- (1) 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

17. Composition etc.

- (1) The Finance Committee must have at least five 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
 - (b) at least 75% of members present and voting vote in favour of the removal (either at a meeting or by written resolution).
- (5) A member of the Committee holds office as such for a term of three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for appointment as a member, until at least twelve months have 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.

18. Functions

- (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.

19. Proceedings

- (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 eight 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 17(6) and 17(8) above, at least seven 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(9) 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 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 three members, at least one 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) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

20. Reporting

- (1) A draft of the minutes of each meeting of the Finance Committee must be circulated promptly to each member of the Committee.
- (2) Once the minutes of a meeting of the Committee are approved, the minutes—
 - (a) must be sent to every member of the Chapter, and
 - (b) chief operating officer and chief finance officer, and
 - (c) 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.

21. Terms of reference

- (1) 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

22. Composition etc.

- (1) The Audit and Risk Committee must have at least five members.
- (2) It is for the Chapter to appoint the members of the Committee, at least one 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
 - (b) at least 75% of members present and voting vote in favour of the removal (either at a meeting or by written resolution).
- (5) A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for appointment as a member, until at twelve months have 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.

23. Functions

- (1) 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.

24. Proceedings

- (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 22(6), 22(7) and 22(8) above, at least seven 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 22(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 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 three members, at least one 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) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

25. Reporting

- (1) A draft of the minutes of each meeting of the Audit and Risk Committee must be circulated promptly to each member of the Committee.
- (2) Once the minutes of a meeting of the Committee are approved, the minutes—
 - (a) must be sent to every member of the Chapter, and
 - (b) chief operating officer and chief finance officer, and
 - (c) 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.

26. Terms of reference

- (1) 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

Safeguarding Committee

27. Composition etc.

- (1) The Safeguarding Committee must have at least five members.
- (2) It is for the Chapter to appoint the members of the committee, at least one 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
 - (b) at least 75% of members present and voting vote in favour of the removal (either at a meeting or by written resolution).
- (5) A member of the committee holds office as such for a term of three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least twelve months have passed since the member last ceased to hold office as such.
- (6) A member of the Senior Management Group is entitled to attend the whole or part of a meeting of the committee and is entitled to speak but not vote.
- (7) If, at the invitation of the committee, a chief officer, any member of the Chapter, the Dean and/or the senior non-executive member attends the whole or part of a meeting of the committee, the person may 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.

28. Functions

- (1) The functions of the Safeguarding Committee are to keep under review the activities of the Cathedral in relation to its safeguarding functions and policies, as more particularly set out in the terms of reference of the Committee.

29. Proceedings

- (1) It is for chief operating officer, at the request of the chair of the Safeguarding Committee, to convene a meeting of the Committee.
- (2) The Committee must meet at least four times each year
- (3) Notice of a meeting of the 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 27(6) and 27(7) above, at least seven working days before the date of the meeting, save for

circumstances where the chair of the Committee, or a nominee chosen by the Dean, has to attend a case management meeting (CMM) as a matter of urgency.

- (4) In the case of each person invited to attend a meeting of the committee by virtue of Article 27(8) 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 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 three 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) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

30 Reporting

- (1) A draft of the minutes of each meeting of the Safeguarding Committee must be circulated promptly to each of its members for approval,
- (2) Once the minutes of a meeting are approved, the minutes—
 - (a) must be sent to every member of the Chapter, and
 - (b) Chief Operating Officer, and
 - (c) may be sent to such other persons as the Committee thinks appropriate.

31. Terms of reference

- (1) The Chapter has the power under section 17(6) of the Measure to set terms of reference for the Safeguarding 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

32. Committees: composition etc.

- (1) Articles 32 to 37 of these Statutes apply to committees which are established and regulated otherwise than under Article 12 to 31 above.
- (2) A committee of the Chapter established under the Constitution must have at least five members.
- (3) It is for the Chapter to appoint the members of the committee, at least one of whom must be a member of the Chapter, following consultation with the Nominations Committee.
- (4) 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.
- (5) The Chapter may remove a member of the committee from office if—

- (a) there is a good reason for the removal, and
 - (b) at least 75% of members present and voting vote in favour of the removal (either at a meeting or by written resolution).
- (6) A member of the committee holds office as such for a term of three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least twelve months have passed since the member last ceased to hold office as such.
 - (7) A member of the Senior Management Group is entitled to attend the whole or part of a meeting of the committee and is entitled to speak but not vote.
 - (8) If, at the invitation of the committee, a chief officer, any member of the Chapter, the Dean and/or the senior non-executive member 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.
 - (10) The Chapter has the right, in its absolute discretion, to terminate the existence of a committee established under this Article.

33. Sub-committees: composition

- (1) A sub-committee established under the Constitution must have at least three members.
- (2) It is for the committee under which the sub-committee sits to appoint the members of the sub-committee, with the approval of the Chapter.
- (3) It is for the Chapter to appoint the chair of the sub-committee.
- (4) At least one member of the sub-committee must be a member of the committee under which the sub-committee 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
 - (b) at least 75% of members present and voting vote in favour of the removal.
- (6) A member of the sub-committee holds office as such for a term of three years and may be reappointed; but a member who has served more than three consecutive terms is not eligible for election, or for appointment or co-option as a member, until at least twelve months have passed since the member last ceased to hold office as such.
- (7) A member of the Senior Management Group is entitled to attend the whole or part of a meeting of the sub-committee and is entitled to speak but not vote.
- (8) The Chapter has the right, in its absolute discretion, to terminate the existence of a sub-committee established under this Article.

34. Functions

- (1) 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.

35. Proceedings

- (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 sub-committee.

- (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 Articles 32(6), 32(7) and 33(7) above at least seven 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 Articles 32(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 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 three members.
- (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) apply to a meeting of the committee or sub-committee as they apply to a meeting of the Chapter.

36. Reporting

- (1) The terms of reference of a committee or sub-committee established under the Constitution must 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 each of its members for approval,
- (3) Once the minutes of a meeting are approved, the minutes—
 - (a) must be sent to every member of the Chapter, and
 - (b) chief operating officer and chief finance officer, and
 - (c) may be sent to such other persons as the committee or sub-committee thinks appropriate.

37. Terms of reference

- (1) 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.

Advisory bodies

38. Terms of reference

- (1) The principle function of the Cathedral Community Advisory Body is to advise the Chapter on the matters relating to the Cathedral which the Chapter from time to time assigns to it; and the composition and proceedings of the Cathedral Community Advisory Body should be such as to support the exercise of that function.
- (2) The Chapter has the power under section 18(4) of the Measure to set terms of reference for the Cathedral Community Advisory Body in relation to its composition, functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

Senior Management

39. Chief officers

- (1) The chief officers shall be appointed on such terms as the Chapter may determine and their functions will be as set out in their respective contracts of employment and job descriptions but will be subject to the requirements of the Measure, the Constitution and these Statutes. In performing their respective roles, the chief officers will, inter alia, give due regard to any guidance issued by the Church Commissioners.

40. Establishment of management group

- (1) There is to be a group called the Senior Management Group, concerned with the management of the Cathedral.

41. Membership of group

- (1) The members of the Senior Management Group 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.

42. Functions of group

- (1) The functions of the Senior Management Group will be as set out in the terms of reference as set by the Chapter and will be subject to the requirements of the Measure, the Constitution and these Statutes and will give due regard to any guidance issued by the Church Commissioners.

43. Proceedings of group

- (1) The Dean (or in the Dean's absence, such other member of the Senior Management Groups its members may select) shall chair the Senior Management Group.
- (2) It is for either of the chief officers, at the request of the chair of the Senior Management Group, to convene a meeting of the Senior Management Group.
- (3) The Senior Management Group must meet at least once every calendar month (either in person or electronically).
- (4) Notice of a meeting of the Senior Management Group must, unless otherwise agreed, be given to each member of the Senior Management Group, at least seven working days before the date of the meeting.

- (5) In the case of any person invited to attend a meeting of the Senior Management Group by the Dean, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
- (6) Notice of a meeting of the Senior Management Group–
 - (a) must specify when and where the meeting is to be held.
 - (b) must include an agenda for the meeting, and
 - (c) must 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 Senior Management Group 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 has been given.
- (8) The quorum of a meeting of the Senior Management Group is three members, at least one of whom must be an ordained member of clergy and one must be a lay person.
- (9) Subject to paragraph (10) the Senior Management Group may not take a decision pertaining to any of the following matters, without the Dean's consent for that decision to be taken by the Senior Management Group:
 - (a) any alteration of the ordering of services in the Cathedral;
 - (b) the settlement of the Cathedral's budget; or
 - (c) the implementation of any decision taken by the Senior Management Group in the Dean's absence.
- (10) Where a decision is taken in relation to a matter set out in paragraph (9)(c) the consent of the Dean shall be deemed to have been given after the expiry of one month following the date on which the decision is made by the Senior Management Group unless, within that period, the Dean requests the Senior Management Group to reconsider the decision at the next meeting of the Senior Management Group, 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.

44. Accountability of group

- (1) The minutes of each meeting of the Senior Management Group must be circulated promptly to each member of the Senior Management Group and each member of Chapter.
- (2) The Chapter must consider any matters arising from the minutes of a meeting of the Senior Management Group.

45. Committees of group

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

Dignities

46 (1) The Dean

The Dean shall be allocated a stall in the Cathedral and, after collation by the Bishop, shall be installed by the canon who has been interim dean and, at his/her installation shall make the following declaration:

*I (name) do solemnly declare
that I will serve this Cathedral church,
its Chapter, Foundation and congregation,
by governing and directing its life and work
with openness to the Spirit of God,
with zeal for the Christian gospel,
and with reverence for the members of this church,
in obedience to its Constitution and Statutes
and in the faith of Jesus Christ*

S/he shall also make such declarations and take such oaths as may be prescribed by law.

The Dean may, with the consent of the Chapter and of the Bishop, appoint one of the residentiary canons to the office of Sub-Dean to act as his/her deputy or representative during the Dean's temporary absence but such appointment will not in any way fetter or prevent the Bishop's exercise of the power to appoint an Interim Dean under Article 19 of the Constitution, and nor will any person appointed to the role of Sub-Dean perform any of the duties or responsibilities to be carried out by the Interim Dean in circumstances where an Interim Dean is appointed pursuant to Article 19 of the Constitution.

46 (2) Residentiary Canons

- (a) Each residentiary canon shall be allocated a stall in the Cathedral and, after collation by the Bishop, shall be installed by the Dean.
- (b) Where there is a Sub-Dean, s/he shall take precedence over the other residentiary canons.
- (c) Subject to Article 46 (2)(b) of these Statutes, seniority shall be established by the date of appointment.
- (d) Subject to the rights of any other more senior person, each residentiary canon shall have the right of preaching on at least four Sundays in the year and of presiding at Holy Communion on at least four Sundays in the year, of presiding and preaching on at least one weekday in every month and at such other times as the Dean shall determine after consultation with the residentiary canon.
- (e) It shall be the duty of a residentiary canon to:

- (i) Be present at the daily worship of the Cathedral on a regular and frequent basis.
 - (ii) Reside within the City of Derby or within ten miles of the Cathedral Church either in any house or residence as may be provided for him/her or, with the approval of the Bishop, in a house of his/her own choosing.
 - (iii) Attend meetings of the Chapter unless reasonably prevented.
- (f) Prior to installation, each residentiary canon shall make the declaration contained in Article 46(11).

46(3) The Bishop Suffragan

- (a) Prior to installation, each Bishop Suffragan shall make the declaration contained in Article 46(11)
- (b) A Bishop Suffragan shall be allocated a stall in the Cathedral and shall be installed by the Dean
- (c) S/he shall be received with honour and courtesy in the Cathedral, both when representing the Diocesan Bishop and when there in his/her own right and shall exercise liturgical ministry in the Cathedral at the invitation of the Dean in addition to the occasions when s/he comes as the representative of the Diocesan Bishop.
- (d) A Bishop Suffragan shall have the right of presiding and preaching at Holy Communion on two Sundays of the year in consultation with the Dean.
- (e) Every Bishop Suffragan in the diocese will be a member of the College of Canons.

46(4) The Archdeacons

- (a) An Archdeacon shall be allocated a stall in the Cathedral and, after collation, shall be installed by the Dean.
- (b) The Dean may invite an Archdeacon to whom this section applies to preach, preside or officiate at one or more services in the Cathedral each year.
- (c) Prior to installation, each Archdeacon shall make the declaration contained in Article 46(11).
- (d) Every Archdeacon of the diocese will be a member of the College of Canons.

46(5) Honorary Canons

- (a) The term honorary canon will refer to ordained non-residentiary canons appointed under Article 21 of the Constitution.
- (b) Each such canon shall, after collation by the Bishop, be installed by the Dean.
- (c) The Dean may invite a canon to whom this section applies to preach, preside or officiate at one or more services in the Cathedral each year.
- (d) Any honorary canon appointed under the Constitution dated 24th December 1999 shall continue in office for the duration of that appointment.
- (e) A canon to whom this section applies will vacate office upon receiving notice, in writing, of termination from the Bishop and in any event, will vacate office automatically upon ceasing to be beneficed or licensed in the Diocese.

- (f) Prior to installation, each honorary canon shall make the declaration contained in Article 46(11).

46(6) Lay Canons

- (a) The term Lay Canon will refer to lay canons appointed under Article 22 of the Constitution
- (b) A lay canon to whom this section applies shall be chosen from amongst people who:
 - (i) Have given distinguished service to the Cathedral or to the Diocese or to the Church of England;
 - (ii) Are actual communicants (within the meaning given in Rule 83(2) of the Church Representation Rules), and
 - (iii) Either reside within the Diocese of Derby or have their names on the electoral roll of a parish in the Diocese.
- (c) Each such Canon shall, after collation by the Bishop, be installed by the Dean.
- (d) A lay canon to whom this section applies shall hold office for a period of five years, unless the office has been terminated earlier in writing by the Bishop, and shall be eligible for re-appointment by the Bishop, after consultation with the Dean.
- (e) Any lay canon appointed under the Constitution dated 24th December 1999 shall continue in office for the duration of that appointment.
- (f) A lay canon to whom this section applies shall not be appointed over the age of 70 years but a canon so appointed or re-appointed prior to that person's 70th birthday may continue to serve notwithstanding s/he has attained the age of 70 years.
- (g) A lay canon to whom this section applies shall vacate office automatically upon ceasing to comply with Article 46(6)(b).
- (h) Prior to installation, each lay canon shall make the declaration contained in Article 46(11).

46(7) Ecumenical Canons and Canons Theologian

- (a) The Bishop, may, with the consent of the Dean:
 - (i) appoint no more than four canons at any one time (either ordained or lay) and confer upon such person or persons the title of Ecumenical Canon, provided that he/she
 - (aa) is a communicant member of a church which is a member of Churches Together in Britain and Ireland or
 - (bb) Subject to agreement between the Bishop and the Dean, may be a member of a church which subscribes to the doctrine of the Holy Trinity but is not a member of Churches Together in Britain and Ireland.
 - (ii) appoint no more than two canons at any one time (either ordained or lay) and confer upon such person or persons the title of Canon Theologian, provided that he/she is a communicant member of a church which is a member of Churches Together in Britain and Ireland.
- (b) Each such canon shall, after collation by the Bishop, be installed by the Dean.
- (c) The Dean may invite a canon to whom this section applies to preach, preside or officiate at one or more services in the Cathedral each year.

- (d) A canon to whom this section applies shall hold office for a period of five years and shall be eligible for re-appointment by the Bishop, with the consent of the Dean.
- (e) A canon to whom this section applies shall not be appointed over the age of 70 years but a canon so appointed or re-appointed prior to that person's 70th birthday may continue to serve notwithstanding s/he has attained the age of 70 years.
- (f) Prior to installation, each such canon shall make the declaration contained in Article 46(11).
- (g) Any canon appointed under this section will not be a member of the College of Canons but may be invited by the Dean to attend meetings of the College of Canons as an observer. At the invitation of the Chair of a meeting of the College of Canons, such an observer may speak but will not be entitled to vote.

46(8) The Cathedral Chaplains

- (a) The Chapter may, with the consent of the Bishop in each case, appoint no more than six persons at any one time to be Cathedral Chaplains being either:
 - (i) Clerks in Holy Orders who are either licensed or hold permission to officiate in the Diocese or who are a member of a church which is a member of Churches Together in Britain and Ireland or
 - (ii) A lay person who is an actual communicant (within the meaning given in Rule 83(2) of the Church Representation Rules), or is a communicant member of a church which is a member of Churches Together in Britain or Ireland.
- (b) The duties of the Cathedral Chaplains shall be to assist the Dean during services in the Cathedral and to undertake such duties as may be assigned to them by the Chapter.
- (c) Cathedral Chaplains may hold such other titles (including that of lay or honorary canons), appropriate to their duties, as the Chapter shall decide.
- (d) Each Cathedral Chaplain shall be allocated a stall in the Cathedral and shall be installed by the Dean.
- (e) Prior to installation, each Cathedral Chaplain shall make the declaration contained in Article 46(11) .

46(9) Other Officers and Volunteers

- (a) The Chapter may appoint a Head Verger (also known as Dean's Verger) and as many assistant Vergers as may from time to time seem appropriate, for such period and subject to such terms as may be determined by Chapter.
- (b) The Vergers shall at all times uphold the dignity of worship in the Cathedral care for those who work and worship there, care for its fabric and security and welcome all who enter it.
- (c) The Chapter may appoint suitable persons to act as voluntary Vergers, musicians, bellringers, servers and other lay helpers in the Cathedral. Such persons shall hold their office and discharge their duties at the pleasure and direction of the Chapter and subject to compliance with Cathedral policies.
- (d) The Dean, after consultation with the Cathedral wardens, may appoint annually not more than four deputy Cathedral Wardens to assist the Cathedral wardens.
- (e) Prior to installation, every office and volunteer detailed above shall make the declaration contained in Article 46(11).

46(10) Emerita

- (a) The Bishop shall have the right to confer upon a Dean, who shall vacate that office and immediately thereupon retire, the title of Dean Emerita.
- (b) The Bishop shall have the right, after consultation with the Dean, to confer upon a residentiary canon or on an honorary canon who shall vacate that office, whether or not such canon thereupon retires, the title of canon emerita.
- (c) The Bishop shall have the right, after consultation with the Dean, to confer upon a lay canon, following the end of that canon's term in office, the title of lay canon emerita.

46(11) Oaths and Declarations

- (a) All members of the College of Canons (with the exception of the Dean) shall, prior to installation, make the following declaration:

*I (name) do solemnly declare
that I will serve this Cathedral church,
its Dean, Chapter, Foundation and congregation,
by exercising the ministry laid upon me
with openness to the Spirit of God,
with zeal for the Christian gospel,
and with reverence for the members of this church,
in obedience to its Constitution and Statutes
and in the faith of Jesus Christ.*

- (b) Such persons shall also make the declarations and take the oaths as may be prescribed by law.

Worship

47. Divine Service and preaching

- (1) The Dean will be primarily responsible for setting the pattern of services and worship.

48. Order of precedence

- (1) The order of precedence in processions at services held in the Cathedral shall be determined on each occasion by the Dean (who may delegate it to the member of Chapter responsible for liturgy) in accordance with the following principles:
- (2) At the Holy Communion and in the celebration of other sacramental rites, the order of the procession is determined by function in that service rather than by office held.
- (3) It is appropriate that on occasions when the Bishop is present, the Chancellor, any Bishop Suffragan, the Archdeacons, the Registrar and the Bishop's Chaplain should walk with the Bishop except that on Cathedral occasions, it may be appropriate for the Bishop Suffragan and the Archdeacons to walk with the College of Canons.
- (4) It is appropriate that the members of the Chapter should walk together as an expression of their collegiality.
- (5) Any Bishop Suffragan, when he/she represents the Diocesan Bishop, is received as the principal dignitary, and at other times is received with honour and courtesy.
- (6) On Diocesan occasions, the honorary and lay canons, the clerical and lay Vice Presidents of the Diocesan Synod and the rural Deans should have a place in the procession and appropriate seating in the service.

49. Music, choir etc.

- (1) The Director of Music and organist will regularly consult with the Dean and the Chapter and in particular with the member of Chapter responsible for liturgy and music, as to the music to be rendered in the Cathedral and as to the conduct of the choirs.
- (2) The formation of the Cathedral choirs, their duties and terms of service shall be decided by the Chapter in consultation with the Director of Music and organist.
- (3) The members of all choirs shall hold office under the Chapter and shall be admitted by the Dean.
- (4) It will be the responsibility of the canon in charge of music and liturgy to organise the day to day musical and liturgical work of the Cathedral but if there is any disagreement between such canon and the Director of Music and/or organist, then the matter will be passed to the Dean for final determination.

Miscellaneous

50. Execution of documents

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

51. Power to establish subsidiaries

- (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.

52. Archaeologist

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

53. Patronage

- (1) 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.

54. Parish church

- (1) The whole of the Cathedral is to be the Parish church.
- (2) The Chapter shall conduct such annual church meetings as may be required for a parish church from time to time, including the conduct of an annual parochial church meeting in accordance with the requirements of the Church Representation Rules.

Amendments to Statutes

55. Amendments

- (1) The procedure for making amendments to these Statutes is set out in sections 31 to 34 of the Measure.

Interpretation

56. Interpretation

(1) In these Statutes—

“Archdeacons” means the archdeacons from time to time of the Diocese;

“the Bishop” means the Bishop of Derby (but see paragraph (2));

“the Cathedral” means the Cathedral Church of All Saints, Derby in the County of Derbyshire;

“Churches Together in Britain and Ireland” means the charitable company limited by guarantee which, at the date of adoption of this constitution, is called Churches Together in Britain and Ireland (company number 05661787 and registered charity number 1113299), or such other name as that organisation may from time to time be known by;

“ecumenical” means a person who is a communicant member of a church which is a member of Churches Together in Britain and Ireland or who is a member of a church which subscribes to the doctrine of the Holy Trinity but is not a member of Churches Together in Britain and Ireland.

“Interim Dean” means a person appointed to carry out the functions of the Dean in accordance with Article 19 of the Constitution;

“the Measure” means the Cathedrals Measure 2021;

“the Parish” means the Parish of Derby All Saints, being the parish for which the Cathedral or part of it is the parish church; and to include St Mary’s Chapel on the Bridge.

“St Mary’s Chapel on the Bridge” means the Chapel on St Mary’s Bridge, Derby which is run under separate trust of which the Dean is the Chair.

“Verger” means an individual appointed to the role of head verger or assistant from time to time in accordance with Article 46(9) of the Statutes;

“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

57. Revocation

(1) The Statutes of the Cathedral made on 24th December 1999 cease to have effect.