



ROLE DESCRIPTION FOR A CHAPTER CANON AT EXETER CATHEDRAL

The current Constitution and Statutes of Exeter Cathedral require the appointment of four Chapter Canons in addition to the Dean and the Residentiary Canons. Of these Chapter Canons, only one may be ordained, with the remainder being members of the laity recruited for their particular skills and experience. Appointments are made by the Bishop, after consultation with the Dean, and the Bishop's Council and the Standing Committee of the Bishop's Council, and are for a period of three years (renewable). These are voluntary positions and are unpaid, although reasonable expenses may be claimed. Some aspects of the governance arrangements will change in the light of legislation being considered by the General Synod.

The Chapter has the duty to “oversee the administration of the affairs of the Cathedral” and is accountable for undertaking this work efficiently and effectively, within the context of Christian worship and mission. Chapter is chaired by the Dean and operates under a system of collaborative accountability.

Chapter Canons:

- Share with the other members of Chapter responsibility for the governance, oversight and leadership of the Cathedral ;
- Provide external perspectives on the Cathedral and an element of challenge for full-time Chapter members in ensuring proper governance in all areas of Chapter's work;
- Participate fully in Chapter meetings and, as appropriate in other Chapter work , including sitting on or chairing sub-committees of Chapter; and
- Join the rest of Chapter in key aspects of the ceremonial and worshipping life of the Cathedral.

Chapter Canons will not usually have management responsibilities for staff, but may be involved in supporting staff to achieve particular objectives.

PERSON SPECIFICATION

- Commitment to the mission and work of the Cathedral;
- A communicant member of the Church of England ;
- Experience of governance in a complex organisation;
- Able to give the time to attend meetings in business hours, and to participate appropriately in Cathedral services;
- A good team player, and able to communicate well with people at all levels;
- Have relevant expertise to support Chapter and the work of the Cathedral
- Willing to undergo DBS Enhanced Disclosure and attend Safeguarding training.

TIME COMMITMENT

There are between 9 and 11 Chapter meetings each year. These are usually on the third Thursday of the month, and are preceded by Morning Prayer (8am) and Eucharist (8.20am), which members are encouraged to attend where possible. Chapter meetings usually last until lunchtime. During the current period of restrictions Chapter meetings have been held by Zoom. They have been more frequent, but shorter.

There is at least one Chapter Awayday each year; and there will be sub-committee meetings as relevant to the Canon's particular area of expertise. Time will also be needed to read papers.