



Exeter
Cathedral

BE PART OF OUR STORY

Non-Executive Member of the Chapter and Chair of the Finance Committee *Application pack*



Introduction from the Dean

Thank you for taking the time to read our application pack. The Cathedral moved to Exeter in 1050 and has been undergoing change pretty much ever since. This remains true in our day – we have recently experienced major changes, both in terms of our governance and our building.

With regard to governance, a new Cathedrals Measure became law in 2021. Our new Constitution and Statutes became effective in 2023 and provide for a Chapter made up of the Dean and our four Residentiary Canons, plus six or seven non-executive members. As our Governing Body, the Chapter holds the spiritual life of the Cathedral, ensures it is a safe and life-giving place for everyone who comes here, takes care of the building and seeks to make us financially and commercially viable. In doing all this, we have constant regard to the fact that we are the seat (cathedra in Latin) of the Bishop of Exeter.

We have now been through the first period of establishing some new ways of working and one of our Non-Executives has decided it is time to retire this autumn. Accordingly, we need to appoint one new Non-Executive who will also be prepared to serve as chair of the Finance Committee. You will be a practising Christian, with an interest in the Cathedral, and relevant, recent financial experience, who wants to make a difference to this wonderful building, and all that it is and can be for the people of Devon.

A key piece of work over the past two years has been the development of a new strategic plan for the Cathedral which will be launched this autumn. This outlines our desire to build up our worshipping community, to reach out more effectively to the people of Devon and beyond, and to make ourselves financially stronger for the long term. It also includes the further development of the building.

We have just reached the end of a major building project and are currently learning to inhabit the new space. Highlights include the construction of a new cloister (the first addition to the Cathedral for over 500 years), the creation of a new Treasures Exhibition, and the refurbishment of the eastern half of the Cathedral: including new heating, lighting and sound. The intention has been to protect the building for the long term, to reduce our carbon footprint, and to improve the experience for everyone who comes to the Cathedral, and thereby make us more sustainable for the long term – all of them goals that we shall carry forward into the next phase of our work.

If becoming more involved in the life of Exeter Cathedral appeals to you, and you think you might be the right person for this position with a can-do spirit, please do be in touch. We shall do our best to answer any questions you may have – in the hope that you will be interested in applying to become a member of Chapter.



Jonathan

The Very Reverend Jonathan Greener

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Role Description

The Constitution and Statutes of Exeter Cathedral require the appointment of at least six Non-Executives, 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. One is chair of the Finance committee, and one sits on the Audit and Risk committee. Appointments are made by the Chapter with the approval of the Bishop and are for a period of up to three years (renewable). A vacancy for one will arise in October and the intention is that the individual will chair the finance committee.

The Chapter has “the general control and management of the administration of the Cathedral and, accordingly, [members] are the Charity trustees of the Chapter for the purposes of the Charities Act 2011” and is accountable for undertaking this work efficiently and effectively, within the context of Christian worship and mission. Chapter is chaired by the Dean, who is accountable to Chapter for the work of the executive.

The Chapter's specific responsibilities include:

- To order the worship and promote the mission of the Cathedral;
- To formulate proposals, after consulting the Bishop, in connection with the strategic direction and mission of the Cathedral;
- To prepare an annual budget;
- To prepare an annual report and accounts for audit and subsequent approval;
- To keep under review the constitution and statutes
- To manage the property which is vested in the Chapter and the income accruing from it, and, in particular, ensure that any necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out.

Non-Executive Members of Chapter

The principal responsibilities of the Non-Executive Members of Chapter are to:-

- 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.

Non-Executives will not usually have management responsibilities for staff but may be involved in supporting staff to achieve particular objectives.





Role of the Finance Committee

The Finance committee advises Chapter on financial matters, investments and reserves. There is a separate Audit and Risk committee. The committee currently has six members of whom four are independent and two are non-executive members of Chapter. The statutes prescribe that the Chair must have "recent and relevant financial experience and must be a non-executive member of the Chapter." The committee meets at least four times a year.

Time Commitment

The pattern of Chapter meetings has recently been reviewed and there will be a minimum of six meetings each year. Meetings are usually on the third Thursday of the month and are preceded by Morning Prayer (8:15am) and Eucharist (8:35am), which members are encouraged to attend where possible. There is at least one Chapter Awayday each year: and there will be sub-committee meetings as relevant to the individual's particular area of expertise.



Person Specification

- Commitment to the mission and work of the Cathedral.
- A baptised and confirmed member of the Anglican Church, or of another Church in communion with the Church of England, or of a church which is not in communion with the Church of England, but which subscribes to the doctrine of the Holy Trinity ie a Roman Catholic is eligible.
- 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. We are particularly seeking someone to become chair of the Finance Committee, and it would be desirable for the individual to be a chartered accountant.
- Willing to undergo DBS Enhanced Disclosure and attend Safeguarding training.
- Ideally, experience of being a Charity trustee.

Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.



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How to apply

Please submit your CV along with a covering letter stating your skills and experience confirming that you meet the Christian requirements of the role.

For an informal conversation about this role please email:
volunteers@exeter-cathedral.org.uk

Applications should be sent by email or post to:
Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS
volunteers@exeter-cathedral.org.uk

Closing date for applications:
12pm on 3 October 2025

Interviews:
Held at the Cathedral on 24 October 2025

Thank you for your interest in this role.
We look forward to hearing from you!