

ROLE DESCRIPTION

Job title: Chapter Member: Lincoln Cathedral

Overall purpose:

The cathedral is the seat of the Bishop of Lincoln and a centre of worship and mission. Chapter is the cathedral's governing body and it is its duty to direct and oversee the administration of the affairs of the cathedral. The Chapter body consists of the dean, up to three residentiary canons and five other persons, of whom four shall be lay persons.

Each person who sits as part of the chapter body brings with them unique gifts and experience: which we hope are deployed to fulfil both the key responsibilities applicable to all members of chapter and any specific areas of responsibility allocated to the individual chapter member to lead on.

Key Responsibilities (applicable to all chapter members)¹

- Order the worship and promote the mission of the cathedral;
- Formulate, after consultation with the bishop, proposals in connection with the general direction and mission of the cathedral and submit them to Council for its advice;
- *Oversee and ensure the strategic management²* of all property vested in the cathedral and the income accruing from it and in particular ensure all the necessary repairs and maintenance in respect of the cathedral and its contents and other buildings and monuments are carried out;
- Prepare an annual budget for the cathedral and submit it to the Council;
- Prepare in accordance with section 27 of the Measure an annual report and audited accounts, and submit them to the Council and the College of Canons;
- Submit to the Council such other reports as may be requested by the Council on any matter concerning the cathedral;
- Keep under review the Constitution and Statutes of the cathedral and submit any proposals for their revision to the Council;

Specific Responsibilities (applicable to this chapter member)

- **Specific Expertise:** The Cathedral is particularly interested in speaking to potential Lay Chapter members with expertise in Communications, Marketing and Digital Technologies

PERSON SPECIFICATION

- A capacity to work with different traditions and different faiths

¹ Wording is taken from the Constitution and Statutes of Lincoln Cathedral, dated 10 September 2000, section 10.

² The wording in italics has been amended at the behest of Chapter. For the original wording please see the Constitution and Statutes of Lincoln Cathedral, dated 10 September 2000, section 10 (c).

- An ability to understand the complexities of a cathedral and its associated functions and both lead and contribute to strategic thinking
- An aptitude for collaborative and independent working
- Excellent interpersonal skills in particular warmth, tact, discretion, diplomacy, empathy and imagination when representing the cathedral chapter
- Able to influence, motivate and persuade whilst maintaining a constancy of purpose.

COMMITMENT

Tenure: This is a three year appointment in the first instance.

Statutory Meeting: Chapter meets 10 times per year, usually on the second Tuesday morning in the month. Papers are received by the previous Thursday and all members of chapter are expected to have read papers and to be prepared to contribute as needed to discussion. There is not a statutory meeting in August.

Non-statutory Meeting: In May of each year Chapter has a residential meeting (1 night away). This meeting is an opportunity to devote more time to key areas of work and to develop chapter strategy for the medium and longer term.

Working time: Chapter gathers from 9.30am with coffee/tea on arrival. Meetings commence at 9.45am and usually finish by 1pm; followed by lunch.

Expenses: Not usually reimbursed for attendance at meetings³ but will be reimbursed by prior agreement if representing the cathedral elsewhere.

³ This practice may be varied by the Dean or, in her absence, by the Chapter Clerk if required.