



STATUTES

2024



An Order in Council on 14th January 1914 created the Diocese of Chelmsford out of the area of St Albans Diocese which covered the County of Essex and five London boroughs which were at that time part of Essex. The parish church of St Mary the Virgin, Chelmsford became the new Cathedral. On 26th October 1954 it was rededicated as the Cathedral Church of St Mary the Virgin, St Peter and St Cedd.

The Statutes of the Cathedral Church of St Mary the Virgin, St Peter and St Cedd, Chelmsford, were confirmed by an Order in Council dated 12th July 1968 under the Cathedrals Measure 1963. They were amended by Schemes confirmed by Orders in Council dated 21st December 1977 and 19th December 1984 under the Cathedrals Measure 1976. New statutes were drawn up by a Transitional Council established in accordance with the Cathedrals Measure 1999 and came into effect on 6th February 2000. They were amended by the Cathedral Council at its meetings on 9th March 2005, 3rd December 2008, 2nd December 2009 and 1st July 2015.

New statutes were drawn up in accordance with the Cathedrals Measure 2021 and came into effect on 28th November 2023.

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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 may:
 - (a) celebrate the Holy Communion in the Cathedral on Christmas Day and Easter Day;
 - (b) preach at or appoint the preacher at one of the services in the Cathedral on Christmas Day or Easter Day.
- (4) At any service which the Bishop holds pursuant to this Article, the Bishop may determine, in consultation with the Dean, the ordering thereof, and preach or appoint the preacher.

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 Chapter is at the heart of the Cathedral's corporate and spiritual life.
- (2) Chapter members pray for the Cathedral, its mission, each other and the communities it serves.
- (3) Members of Chapter and its committees work together to support and uphold the Cathedral's unique identity, reputation, mission and values through independent scrutiny and oversight.
- (4) All members of Chapter are invited to participate in the worshipping life of the Cathedral, and to receive Communion in the Cathedral at least once a year, unless exempt by virtue of appointment under section 6(4)(b) of the Constitution.

Nominations Committee

Composition etc.

4. (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 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) the Chapter has resolved that it considers it would be in the best interests of the Cathedral to do so, and has recorded in writing its reasons for removing the member of the Committee; and either
 - (b) at least 75% of members of the Chapter present and voting vote in favour of the removal; or
 - (c) if the member of the Committee would be ineligible to serve as a member of the Chapter by virtue of paragraphs 2(1) and 2(2) of Schedule 1 to the Measure, at least 50% of members of the Chapter present and voting vote in favour of the removal.
- (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 three consecutive terms is not eligible for appointment as a member until at least 12 months has passed since the member last ceased to hold office as such.
- (6) The Dean and the Chief Officers are entitled to attend the whole or part of any meeting of the Committee and are entitled to speak but not vote.
- (7) If, at the invitation of the Chair of the Committee and with the agreement of a majority of the members of the committee present, 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

5. (1) The Nominations Committee must advise the Chapter on:
 - (a) the recruitment of non-executive members;
 - (b) the recruitment of members of committees of the Chapter;
 - (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) 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.

Proceedings

6. (1) It is for either of the Chief Officers after consultation with the Dean, at the request of the chair of the Nominations 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 member of the Committee, and to each person entitled or invited to attend the meeting by virtue of Article 4(7) above, at least five 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 4 (6) & (7) above, notice of the meeting must be given to the person at least five working days 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.

Reporting

7. (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 to the Chief Operating Officer;
 - (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

8. 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.

9. (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) the Chapter has resolved that it considers that it would be in the best interests of the Cathedral to do so, and has recorded in writing its reasons for removing the member of the Committee; and either

- (b) at least 75% of members of the Chapter present and voting vote in favour of the removal; or
 - (c) if the member of the Committee would be ineligible to serve as a member of the Chapter by virtue of paragraphs 2(1) and 2(2) of Schedule 1 to the Measure, at least 50% of members of the Chapter present and voting vote in favour of the removal.
- (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 three consecutive terms is not eligible for appointment as a member until at least 12 months 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 Chair of the Committee and with the agreement of a majority of the members of the committee present, 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 Chair of the Committee and with the agreement of a majority of the members of the committee present, 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

10. (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

11. (1) It is for either of the Chief Officers after consultation with the Dean, at the request of the chair of the Finance 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 member of the Committee, and to each person entitled or invited to attend the meeting by virtue of Article 9 (8) & (9) above, at least five 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 9(8) & (9) above, notice of the meeting must be given to the person at least five working days 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. A member shall not form part of the quorum in relation to an item of business if that member is precluded from forming part of the quorum by virtue of the Chapter's conflict of interest policy maintained under article 8(2) of the Constitution.
- (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.

Reporting

- 12. (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 to the Chief Officers;
 - (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

- 13. 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.

- 14. (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 or other experience, must not sit on the Finance Committee and must not be a member of the Chapter.
- (4) If, for any reason the Chair appointed in accordance Article (3) above is unavailable for any meeting with the consequence that the Committee appoints a Chair from amongst their number, such Chair must not be a member of the Finance Committee.
- (5) The Chapter may remove a member of the Committee from office if:
 - (a) the Chapter has resolved that it considers that it would be in the best interests of the Cathedral to do so, and has recorded in writing its reasons for removing the member of the Committee; and either
 - (b) at least 75% of members of the Chapter present and voting vote in favour of the removal; or
 - (c) if the member of the Committee would be ineligible to serve as a member of the Chapter by virtue of paragraphs 2(1) and 2(2) of Schedule 1 to

the Measure, at least 50% of members of the Chapter present and voting vote in favour of the removal.

- (6) 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 three consecutive terms is not eligible for appointment as a member until at least 12 months has passed since the member last ceased to hold office as such.
- (7) 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.
- (8) 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.
- (9) If, at the invitation of the Chair of the Committee and with the agreement of a majority of the members of the committee present, any member of the Chapter attends the whole or part of a meeting of the Committee, the person may speak but not vote.
- (10) If, at the invitation of the Chair of the Committee and with the agreement of a majority of the members of the committee present, 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

15. 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

16. (1) It is for either of the Chief Officers, after consultation with the Dean 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 four 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 14(8) or (9) above, at least five 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 14 (8) and (9) above, notice of the meeting must be given to the person at least five working days 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 Chapter.

- (9) If in relation to any resolution of the Committee votes of voting members are tied the Chair will have a casting vote.
- (10) 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.

Reporting

17. (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 to the Chief Officers;
 - (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

18. 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.

Estate Committee

19. (1) The Estate 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 be a member of the Chapter.
- (4) The Chapter may remove a member of the Committee from office if:
 - (a) the Chapter has resolved that it considers that it would be in the best interests of the Cathedral to do so, and has recorded in writing its reasons for removing the member of the Committee; and either
 - (b) at least 75% of members of the Chapter present and voting vote in favour of the removal; or
 - (c) if the member of the Committee would be ineligible to serve as a member of the Chapter by virtue of paragraphs 2(1) and 2(2) of Schedule 1 to the Measure, at least 50% of members of the Chapter present and voting vote in favour of the removal.
- (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 three consecutive terms is not eligible for appointment as a member until at least 12 months has passed since the member last ceased to hold office as such.
- (6) A member of the Senior Leadership Team is entitled to attend the whole or part of a meeting of the Committee and is entitled to speak but not vote.
- (7) Any member of the Chapter is 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 Chair of the Committee and with the agreement of a majority of the members of the Committee present, 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

20. The functions of the Estate Committee are set out in the terms of reference for the Committee.

Proceedings

21. (1) It is for the Chief Officers, after consultation with the Dean, at the request of the chair of the Estate 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 19 (6), (7) or (8) above, at least five 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 19 (8) above, notice of the meeting must be given to the person at least five working days 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.

Reporting

22. (1) The terms of reference of the Estate Committee 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 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 to the Chief Officers
 - (b) may be sent to such other persons as the Committee thinks appropriate.

Terms of reference

23. The Chapter has the power under section 17(6) of the Measure to set terms of reference for each 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.

Other Committees and Sub-Committees

Committees: composition etc.

24. (1) A Committee of the Chapter established under the Constitution must have at least three 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) the Chapter has resolved that it considers that it would be in the best interests of the Cathedral to do so, and has recorded in writing its reasons for removing the member of the Committee; and either
 - (b) at least 75% of members of the Chapter present and voting vote in favour of the removal; or
 - (c) if the member of the Committee would be ineligible to serve as a member of the Chapter by virtue of paragraphs 2(1) and 2(2) of Schedule 1 to the Measure, at least 50% of members of the Chapter present and voting vote in favour of the removal.
- (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 three consecutive terms is not eligible for appointment as a member until at least 12 months has passed since the member last ceased to hold office as such.
- (6) A member of the Senior Leadership Team is entitled to attend the whole or part of a meeting of the Committee and is entitled to speak but not vote.
- (7) Any member of the Chapter is 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 Chair of the Committee and with the agreement of a majority of the members of the Committee present, 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

25. (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.
- (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) the Chapter has resolved that it considers that it would be in the best interests of the Cathedral to do so, and has recorded in writing its reasons for removing the member of the Committee; and either
 - (b) at least 75% of members of the Chapter present and voting vote in favour of the removal; or
 - (c) if the member of the Committee would be ineligible to serve as a member of the Chapter by virtue of paragraphs 2(1) and 2(2) of Schedule 1 to the Measure, at least 50% of members of the Chapter present and voting vote in favour of the removal.
- (6) A member of the Sub-Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served three consecutive terms is not eligible for appointment as a member until at least 12 months has passed since the member last ceased to hold office as such.
- (7) A member of the Senior Leadership 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

26. 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

27. (1) It is for the Chief Officers, after consultation with the Dean, 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 Article 24 (6), (7) or (8) at least five 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 24 (6), (7) or (8) above, notice of the meeting must be given to the person at least five working days 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 two 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.

Reporting

28. (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 to the Chief Officers;
 - (b) may be sent to such other persons as the Committee or Sub-Committee thinks appropriate.

Terms of reference

29. 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.

The Cathedral Forum

Terms of reference

30. (1) The principal function of the Cathedral Forum 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 Forum 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 Forum 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

Chief Officers

31. Chief Operating Officer

- (1) The Chief Operating Officer is the most senior member of lay staff of the Cathedral and is not a member of Chapter. The Chief Operating Officer is responsible to the Chapter, attends its meetings and supports the work of Chapter.
- (2) The Chief Operating Officer has executive responsibility as more particularly described from time to time in the role description and schemes of delegation approved by the Chapter. The Chief Operating Officer shall report directly to the Dean.
- (3) The Chief Operating Officer is appointed by the Chapter on such terms in respect of tenure, remuneration and duties as the Chapter may determine.
- (4) The Chief Operating Officer is to be:
- (a) the 'administrator of the Cathedral' for the purpose of the Care of Cathedrals Measure 2011 and;
 - (b) the clerk of the Chapter for the purposes of the Church Representation Rules as they are applied to the Parish by section 40 of the Measure.

32. Chief Finance Officer

- (1) A Chief Finance Officer must be appointed by the Chapter on such terms in respect of tenure, remuneration and duties as the Chapter may determine, save that the same person may be appointed to carry out each of the roles referred to in Article 31 if each role is to be carried out on a part-time basis.
- (2) The Chief Finance Officer will advise Chapter and the Finance Committee on all matters involving finance. Under the direction of the Chief Operating Officer, the Chief Finance Officer will manage the day-to-day financial

operations of the Cathedral and the preparation of the Annual Report and Accounts.

Establishment of management group

33. There is to be a group called the Senior Leadership Team concerned with the management of the Cathedral.

Membership of group

34. The members of the Senior Leadership 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.

Functions of group

35. The functions of the Senior Leadership Team are set out in the terms of reference for the Senior Leadership Team.

Proceedings of group

36. (1) It is for either of the Chief Officers, after consultation with the Dean at the request of any member of the group, to convene a meeting of the group.
- (2) The group must meet at least eleven times each year.
- (3) Notice of a meeting of the group must, unless otherwise agreed, be given to each member of the group, and to each person or invited to attend the meeting at least two working days before the date of the meeting.
- (4) In the case of each person invited to attend a meeting of the group, 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 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.
- (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 group is three members; one of the Chief Officers must always be present. Either the Dean, or one of the Residentiary Canons, must always be present.
- (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.

Accountability of group

37. The accountability of the Senior Leadership Team is set out in the terms of reference for the Senior Leadership Team.

Committees of group

38. (1) The Senior Leadership Team 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 Leadership Team must specify in writing the matters which come within the Committee's remit.
- (3) The Senior Leadership Team must appoint the members of each Committee so established.
- (4) The Chair of each Committee so established must be a member of the Senior Leadership 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 Senior Leadership Team in accordance with such requirements as the Senior Leadership Team may specify in writing.
- (6) Each Committee so established may regulate its own procedure, subject to such rules as the Senior Leadership Team may specify in writing.

Dignities

39. 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.

Ecumenical Canons

40. To further the mission of the Cathedral, the Bishop may in consultation with the Dean appoint up to four Ecumenical Canons. Ecumenical Canons are appointed for an initial term of up to five years; but the appointment may be renewed by the Bishop, after consultation with the Chapter, for a further term or terms not exceeding three years in the case of each renewal. A title of Ecumenical Canon conferred under this provision shall confer no interest and the holder shall not by virtue of that title be a member of the College of Canons.

Emeritus Titles

41. The Bishop may confer upon a Dean, a Residentiary Canon or a Non-Residentiary Canon who vacates his or her office and immediately upon such vacation retires, the title, as the case may be, of Dean Emeritus/Emerita, or Canon Emeritus/Emerita. A title conferred under this provision shall confer no interest and in particular the holder shall not by virtue of that title be a member of the College of Canons.

Residence

Residence for Residentiary Canons

42. A Residentiary Canon must be present as set out in the monthly rota. Absences must be agreed by the Dean.

Worship

43. (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.
- (2) Subject to the rights of the Bishop as defined by Statute 1 (3) it shall be the duty of the Dean to appoint the President 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 or authorised by the Bishop to preach, shall be allowed to preach in the Cathedral unless consent is given by the Chapter.

Order of precedence

44. The order of precedence (in reverse order) in processions at services held in the Cathedral is:
- (i) Thurifer (when incense is used)
 - (ii) Crucifer and Servers (if there are no Crucifer/Acolytes or Thurifer- they are replaced by a Verger.)
 - (iii) Choir

 - (iv) Representatives of other faiths
 - (v) Visiting Readers
 - (vi) Diocesan Readers
 - (vii) Visiting Clergy
 - (viii) Ecumenical dignitaries

 - (ix) Honorary Chaplains (Cathedral)
 - (x) Lay Non-Residentiary Canons (in order of seniority)
 - (xi) Ecumenical Canons
 - (xii) Clergy Non-Residentiary Canons (in order of seniority)

 - (xiii) Associate Priests (Cathedral)
 - (xiv) Chief Officers of the Cathedral
 - (xv) Cathedral Chapter (in order of seniority)
 - (xvi) Residentiary Canons

 - (xvii) Vice Dean

 - (xviii) Archdeacons
(A second 'Dean's verger' may precede the Dean.)

- (xix) The Dean
- (xx) President, Deacon and Sub Deacon of the Eucharist (*if neither the Dean, nor the Diocesan Bishop*)
- (xxi) *Visiting Bishops(if any)*
- (xxii) Assistant Bishops
- (xxiii) Area Bishops
- (xxiv) Diocesan Bishop
- (xxv) Bishop's Chaplain
- (xxvi) The Registrar
- (xxvii) The Chancellor

NOTES

The Deacon (immediately in front of the President) and Sub Deacon (immediately in front of the Deacon) at a celebration of the Eucharist immediately precede the President of the Eucharist.

Any other person attending the service shall do so under the direction of the Precentor and the decision of the senior Diocesan dignitary present on all matters pertaining to the procession is final.

Miscellaneous

Execution of documents

45. 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.

Power to establish subsidiaries

46. (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

47. Section 23(2) of the Care of Cathedrals Measure 2011 requires the Chapter to appoint a Cathedral archaeologist

Patronage

48. 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.

Parish church

49. The whole of the Cathedral is to be the Parish church.

Churchwardens

50. The three Churchwardens shall be chosen in accordance with the provisions of the Churchwardens Measure 2001. Subject to the requirements of that Measure they shall be admitted to office by the Bishop (or the Bishop's duly appointed substitute) no later than 31 August each year.

Assistant Churchwardens

- 51.
- (1) There shall be three Assistant Churchwardens.
 - (2) The Assistant Churchwardens shall be elected annually from among those qualified to be chosen as Churchwardens under the Churchwardens Measure 2021, at the same time and in the same manner as the Churchwardens. They shall be admitted to office by the Dean (or by a Residentiary Canon) no later than 31 August each year.
 - (3) The Assistant Churchwardens terms of office shall be the same as if they had been elected as Churchwardens.
 - (4) The Assistant Churchwardens shall assist at services and special events under the direction of the Chapter and carry out such other functions in the Cathedral as the Chapter may from time to time assign to them.

Pluralities

- 52.
- (1) A person may hold a preferment in the Cathedral with a benefice (or with two or more benefices authorised to be held in plurality by a pastoral scheme or order) but only with the prior consent of the Chapter.
 - (2) A person may not hold a preferment in the Cathedral with a preferment in another cathedral.
 - (3) In this article, "preferment" means the office of Dean, Residentiary Canon or stipendiary Canon and "benefice" includes the office of Vicar in a team ministry.

Amendments to Statutes

Amendments

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

Interpretation

Interpretation

54. (1) In these Statutes—
- (a) “the Bishop” means the Bishop of Chelmsford (but see paragraph (2));
 - (b) “the Cathedral” means the Cathedral Church of St Mary the Virgin, St Peter and St Cedd in Chelmsford;
 - (c) “the Measure” means the Cathedrals Measure 2021;
 - (d) “electronic means” has the meaning given to it in section 1168 of the Companies Act 2006;
 - (e) “the Constitution” means the constitution of the Chapter adopted pursuant to the Measure and as revised from time to time;
 - (f) “the Parish” means the Parish of St Mary the Virgin, St Peter and St Cedd, Chelmsford, being the parish for which the Cathedral is the parish church;
 - (g) “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.
- (5) Any capitalised or defined term used in this Constitution but which is not defined in this Constitution will bear the definition contained in the Measure.

Revocation

Revocation

55. The Statutes of the Cathedral made on 6th February 2000 cease to have effect.