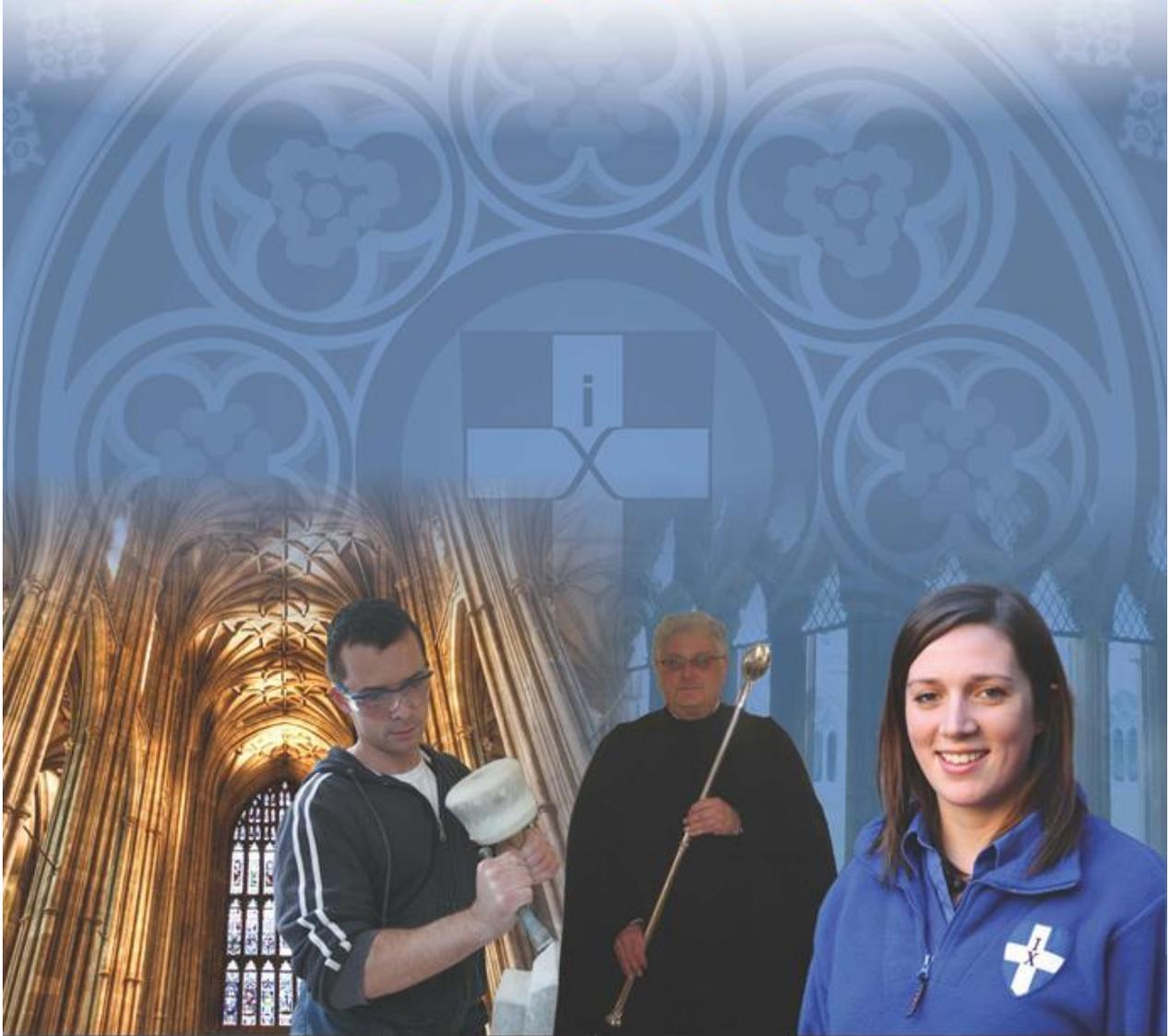




# CANTERBURY *cathedral*



**Canon Treasurer**

## INTRODUCTION

The year 2020 is set to be a very significant year indeed in the life of the community of Canterbury Cathedral. In July we are looking forward to hosting the fifteenth Lambeth Conference when we shall welcome bishops from all over the Anglican Communion here for the eleven days of the Conference: 'God's Church for God's World.' At the beginning of July we shall also begin ecumenical celebrations commemorating the 800<sup>th</sup> Anniversary of the consecration of the shrine of St Thomas Becket in 1220. During the months between July and 29<sup>th</sup> December, the 850<sup>th</sup> Anniversary of Becket's martyrdom, a whole programme of pilgrimages, liturgy, music, drama and educational events of all kinds will explore the significance of Becket's death and the issues it continues to raise today.

At the same time the restoration and enlargement of the historic Henry Willis Cathedral organ will be complete by Easter and the latest, and largest phase of the extensive restoration of the Cathedral's roofs, glass and stonework and the creation of new visitor facilities will be nearing completion.

2020 therefore has all the aspects of a new beginning, and the Canon Treasurer, as one of the two full-time Commissioners' Canons, will have a crucial part to play in how the life of the Cathedral and its large and creative community develops and flourishes in the years ahead. The Canon Treasurer's particular task is to ensure that in fabric and finance and in the working departments and committees associated with them the Cathedral is faithful to its mission statement and ethos. Many of the facilities and programmes for visitors to the Cathedral, young and old, will be being used for the first time and both staff and volunteers have a sense of excitement as the years of planning and preparation come to fulfilment and a new phase of Cathedral ministry begins.

## CANTERBURY CATHEDRAL

### Objectives and activities

The Cathedral's mission is: **"To show people Jesus"**

This comes from the account in St John's Gospel (John 12:20) which explains that "Among those who went to the temple to worship were people who came saying, "We wish to see Jesus." The mission statement is deliberately open to wide interpretation as befits this Metropolitan Church and it seeks to give purpose to the community and staff in their daily relationships with each other and the many people who make their journey here. The unbroken continuity of offering worship to God on this site for over 1400 years resonates with the understanding that the present incumbents are maintaining the long tradition of stewardship of a significant site in England's Christian history.

The Chapter has set the following strategic objectives to achieve its mission:

- To maintain and develop the tradition of Christian Worship at Canterbury Cathedral as Mother Church of the World-wide Anglican Communion and the seat of the Archbishop of Canterbury.
- To maintain and develop the ministry of welcome to all visitors to the Cathedral and more widely in outreach to the local, national and international community.
- To conserve and develop the fabric of Canterbury Cathedral, its ancillary buildings, monuments and precincts as part of a UNESCO World Heritage site.
- To be a centre of excellence for education and learning.
- To manage the Cathedral, its assets and activities with financial and operational efficiency.

The Chapter sets out its Strategic Direction and expands the principal objectives in a separate "Strategic Operating Plan". From this Plan the priorities for the year are identified. The Plan informs the budgetary provision for the year ahead and is used as a framework by departmental heads to set priorities and to deliver the strategic vision identified by the Chapter.

Canterbury Cathedral is not only the Mother Church of the diocese of Canterbury and the seat of the Primate of All England but it is also the Mother Church of the worldwide Anglican Communion which gives it a particular role in the life of the Communion. This involves such various events as Primates Meetings, gatherings in the Cathedral Lodge of newly consecrated Anglican Bishops or courses for Seminarians from all over the world in training for the Anglican ministry.

## **The Diocese of Canterbury**

Canterbury Diocese, the oldest diocese in England, stretches from Maidstone to Thanet, the Isle of Sheppey to the Romney Marsh and includes 327 churches in 231 parishes, along with 103 church schools and a University with a Church of England foundation, organised into 15 deaneries and three archdeaconries. The Archbishop of Canterbury is the diocesan bishop, although day to day oversight of the diocese is delegated to the Bishop of Dover, the Right Reverend Rose Hudson-Wilkin.

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## **THE WORK OF THE CATHEDRAL**

The work of the Cathedral is carried out by over 300 paid staff, supported by some 600 volunteers. The '*corporate body*' responsible for the management of the Cathedral is the Chapter of Canterbury who are advised by the Cathedral Council and the College of Canons.

### **The Chapter of Canterbury Cathedral**

The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. It comprises the Dean, the Residentiary Canons, and four additional people appointed by the Archbishop. Also attending Chapter meetings are the management team comprising the Receiver General (who also acts as secretary), the Director of Finance and Planning and the Executive Director of Strategic Development.

### **The Cathedral Council**

The Council represents the Cathedral community and wider local and regional community. It has 20 members, drawn from a wide variety of organisations. Its duty is to support the work of the Cathedral Church.

### **The College of Canons**

The College of Canons is composed of 30 Honorary, Lay and Provincial Canons, appointed by the Archbishop and it supports the life of the Cathedral in many different ways.

### **Canterbury Cathedral Trust**

The Cathedral Trust is a separate charity that is solely for the benefit of the Cathedral. Since 1974, it has assisted with the restoration, maintenance and improvement of the fabric and contents of Canterbury Cathedral and the provision, promotion and encouragement of music.

### **The Friends**

The Friends of Canterbury Cathedral was founded in 1927, the first of its kind in the world. The Friends are the Cathedral's fan club. Admirers of the building, its history and its community, Friends are a part of the Cathedral and work together to preserve it forever, contributing financially - and directly – to many individual and vital projects.

### **Cathedral Enterprises Ltd**

The Canterbury Cathedral Shop is a large gift shop in the heart of the city of Canterbury. It has an impressive range of high quality gifts, mostly British, and their own exclusive award winning designs. The wide range of merchandise includes replica historical artefacts, books and CD's of the world-famous Canterbury Cathedral choir.

### **The Cathedral Lodge and International Study Centre**

The International Study Centre is a first class facility that caters for an annual programme of courses for students from across the Anglican Communion. It is also, as the Cathedral Lodge, a 4\* commercial hospitality facility and conference centre that has an established record of excellence and it contributes significant income to the Cathedral. As an in-house operation it supports the Chapter's aim of offering Benedictine hospitality for events throughout the Precincts.

### **The Canterbury Journey**

The Canterbury Journey is the most recent phase of a major restoration programme which began fourteen years ago. This phase is being delivered over a five year period in partnership with the National Lottery Heritage Fund (NLHF) and it continues to play a significant role in the Cathedral's life until it's conclusion in October 2021.

The total cost of this phase of the restoration is £24.7 million. The NLHF awarded the Cathedral a total grant of £13.8 million - to which is being added £10.9 million raised in recent fundraising by the Canterbury Cathedral Trust, the Friends of Canterbury Cathedral and many other private and charitable sources in the UK and USA.

The Canterbury Journey will achieve a radical transformation in the accessibility and sustainability of Canterbury Cathedral and its Precincts.

A new Visitor Centre has been created, with a free Viewing Gallery of one of Europe's most important churches and a dedicated Community Studio. New trails will guide visitors through the Cathedral and its newly landscaped Precincts, interpreting their journey and revealing until now unseen treasures from Canterbury's past. Many new visitors will join the journey as a programme of engagement and outreach to schools and communities unfolds. A new pass scheme will swell the company of contemporary visitors and deepen the Cathedral's relationship with its neighbours. The fabric of the western end of the Cathedral, currently endangered, is being restored and enhanced.

The project is formed of three complementary programmes – responding to the most urgent needs for our heritage, people, and communities:

### **Heritage**

- Repair and restoration of the West end of the Nave and Christ Church Gate;
- Landscaping of the Western Precincts;
- Improved physical access to the Cathedral and its collections; and
- A commitment to Conservation in Action – engaging people with the work of our craftspeople and the work of the Cathedral.

## People

- Interpretative Pilgrims' Trails – developing the ways people connect with and interpret the site, utilising digital technology and opening up the Cathedral's historic collections to them; and
- Schools on the Journey – increasing the depth of experience, and the numbers and range of schoolchildren able to enjoy the Cathedral, and building the Cathedral's capacity to reach out to schools.

## Communities

- Visitor Centre – an exciting new space and Viewing Gallery to enable visitor reception, community activities, interpretation and orientation, as well as new retail facilities;
- Community Studio – a new dedicated resource for delivering the Activity Plan and for community groups to use;
- Community Pilgrimage – new programme of events and courses to offer a wide range of people the chance to discover and grow their talents; and
- Canterbury Pilgrim's Pass – replacing the existing pass system to encourage the local community to access their Cathedral regularly.

## CANON TREASURER: JOB DESCRIPTION

### BACKGROUND

Canterbury Cathedral is the Mother Church of the Anglican Communion and the Cathedral Church for the diocese of Canterbury, it is also a World Heritage Site and a place of pilgrimage. It is the seat of the Archbishop of Canterbury and the chief resource of the Archbishop's diocesan and international ministry.

The Chapter of Canterbury have as their prime responsibility the task of supporting the Archbishop in his work and enabling the Cathedral to be a place of holiness and hospitality for the many visitors and pilgrims who come here daily. At the heart of this ministry is the daily life of corporate prayer in which every member of the Chapter must be involved. The international character of the Cathedral's ministry has been greatly enhanced by the International Study Centre which has been opened in the Precincts enabling visitors from the Anglican Communion, from Primates to seminarians, to spend time living and studying as part of the community of Canterbury. The Centre complements the life of the Cathedral and many members of the courses which happen there worship regularly with the Cathedral community to the mutual benefit of both. The balance of responsibility which the Cathedral has for the diocese, Anglican Communion, pilgrims and visitors is a difficult one to maintain but it ensures that the Archbishop of Canterbury's ministry is rooted in the life of a diocese and that the life of the diocese and Cathedral is enriched by a diversity of Anglican, ecumenical and multi-cultural influences.

The Chapter meets monthly and its General Purposes Committee (comprising the Dean, Residentiary Canons and Receiver General as secretary) meets each Friday to reflect together and make decisions about the life and policy of the Cathedral. Each Canon has designated areas of responsibility to assist with the day to day running of the Cathedral and, together with the Dean, has corporate responsibility for all.

This appointment is for the canonry designated "Canon Treasurer."

Under the statutes of the Cathedral this position will be offered under Common Tenure.

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## **STRUCTURE**

There are two commitments within the appointment:

- 1 Residentiary Canon
- 2 Canon Treasurer

## **PRINCIPAL DUTIES**

### **1 Residentiary Canon**

Fundamental to the role of The Chapter of Canterbury is a common commitment to the worshipping life of the cathedral, and all members of the Chapter find in that their personal devotional focus.

#### **Management**

Chapter members are responsible for all matters of policy in respect of running the Cathedral, and for its senior management. Attendance at Chapter is a high priority.

Day-to-day management is the responsibility of the Receiver General and the Heads of Department. Each Department has a canonical presence that represents it at Chapter level. It involves a good deal of committee work, although those members who do not hold full-time Cathedral appointments have a smaller level of departmental work. Every other month there is a meeting of the Senior Staff, which the Residentiary Canons attend. It is chaired by the Dean or, if he is absent, by the Vice Dean.

#### **Residence**

The periods of canonical Residence are the backbone of the Chapter's communal life. Residences are a month in length and are taken in turn by the four Canons; Residence begins and ends at mid-day on the 25<sup>th</sup> of each month. During that period the Canon in Residence is referred to as the Vice Dean.

The Vice Dean is the Cathedral "duty officer" and is called upon in that capacity for various administrative duties. There is also the expectation that the Canon in Residence will deal with matters that arise unexpectedly, although the Canon Missioner normally leads the Cathedral's pastoral work. Organising personal time off occasionally requires more flexibility than is normal in a parish appointment as Cathedral commitments often change.

The Daily Office is at the heart of the Cathedral's life. The Canon in Residence is obliged to be present at Matins and Evensong, although attendance outside the periods of Residence is expected. It is accepted practice for the Vice Dean to arrange for a colleague to act as a substitute if s/he is unable to attend Matins or Evensong on a particular day.

The Dean and Canons, with the Precentor, share the daily celebrations of the Eucharist at 8 am according to availability. Preaching at the 11 am Sunday Sung Eucharist is the Vice Dean's responsibility, subject to ordinations, festivals and other special occasions. Normally the Dean takes one Sunday in each Residence and it is customary for the Vice Dean to

invite visiting preachers from time to time. Sunday celebrations are taken by the Dean and Canons and the Precentor according to a separate rota.

## 2 Canon Treasurer

The office of Canon Treasurer is one which is found in many ancient English Cathedrals. Traditionally the Thesaurarius was someone who looked after the treasure of the Cathedral which was not simply seen in terms of money. One could say that the Canon Treasurer's role is the guarding of the treasure that is the Cathedral, not simply in terms of resources and stone but the physical fact of the whole place, for it is the existence of this place of pilgrimage and worship for hundreds of years that becomes the gift of Canterbury to the world century by century.

This of course involves the stewardship of resources and the protection and restoration of the fabric of buildings and artefacts but it also involves the care of those who work in these areas of Cathedral life so that in modern terms the Treasurer has become the principal financial officer of the Chapter, sharing with the Receiver General and the Director of Finance and Planning the overall responsibility for the state of the Cathedral's finances, for managing the Cathedral properties and maintaining the fabric of the Cathedral and the buildings in Chapter's ownership in good condition.

Included in the duties are the requirement to oversee an annual inventory of the Cathedral's moveable property, the disposal of all collections and offerings and the administration of all the Cathedral's charitable trusts. A key element of the present role is the oversight of the Canterbury Journey project as it enters its final phase. In particular this means guiding the Chapter as we move the organisation back to a sustainable and settled position, ensuring that the legacy of the Canterbury Journey is fully realised and embedded within our community.

The Canon Treasurer is a member of the Fabric Advisory Committee and the Finance and Estates Committee and chairs the Cathedral's Investment Advisory Group.

Key aspects of the role are as follows:

- Preaching and leading worship with clergy colleagues and congregation
- Participating in the governance of Canterbury Cathedral. In particular, to work alongside colleagues to deliver our key values and strategic objectives as set down in the Strategic Mission Plan
- Together with the Director of Finance and Planning, implement our vision to move towards a sustainable financial resource position as the Canterbury Journey project reaches its conclusion
- Working closely with the Director of Finance and Planning to deliver the key objectives set out in the Strategic Mission Plan.
- Building relationships with staff, volunteers, visitors and regular worshippers, enabling them to understand more about Christian faith and the role of the Cathedral.
- Being a visible, strong and inspirational leader across our community, who will inspire high standards of mission and financial diligence throughout the organisation.
- Working collaboratively with people, including Chapter colleagues and senior Lay staff; to implement the strategic plan for the Cathedral; and to contribute to this by having oversight of the financial position in all departments.
- Supporting our Safeguarding policies and procedures, being mindful of the needs of the children and vulnerable adults who come to the Cathedral.

## PERSON SPECIFICATION

You will be a member of the Anglican Communion in priests' orders.

### Essential:

- A commitment to the mission and daily worship of Canterbury Cathedral;
- A commitment to the collegial ethos of the Chapter - to its shared governance of the Cathedral and its shared decision-making for the Cathedral.
- A commitment to working accountably as a member of a team.
- Positive experience of and commitment to collaborative working.
- Ability to work across the breadth of Church of England traditions and commitment to encouraging the ministry of all.
- Demonstrated commitment to own spiritual, theological and ministerial development since ordination.
- A sympathy with the liturgical and theological tradition of this Cathedral.
- A range of creative and effective preaching skills.
- An ability to understand and contribute to the oversight of the financial matters associated with the role.
- Able to deal flexibly and constructively with challenging issues and difficult conversations.
- Experience of line-managing and appraising others.
- Effective organisational, communication, digital and administrative skills.
- Clear thinking, with IT and administrative ability.

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## TERMS AND CONDITIONS

### Reporting

The Canon Treasurer reports to the Dean of Canterbury.

### Salary

Cathedral Clergy Stipend in accordance with the rates issued by the Church Commissioners – currently £ 29,601 per annum.

### Accommodation

Accommodation is provided rent and rate free with this position as the nature of the post requires that the incumbent resides within the Precincts for the better performance of their duties, and is in accordance with the terms set by the Cathedral under Common Tenure. This benefit is currently exempt from PAYE tax and NI.

### Working hours

The position holder must be flexible in their approach to hours worked as these will be dictated by operational needs. Every reasonable effort will be made to allow one full day off during each week.

### Annual Holiday

Office holders occupying a full-time post shall be entitled to thirty six days annual leave in any calendar year without any deduction of any stipend to which the office holder is entitled.

**Training**

Training needs are assessed continuously and the annual appraisal system allows recommendations for appropriate training to be made. Training must be undertaken if requested.

**Probation Period**

All new posts are subject to a probation period. New staff will meet regularly with their line manager to assess both formally and informally progress on work and performance.

**Pension scheme**

Your pension provision will be in accordance with the Church of England Pensions Boards' Funded Pension Scheme.

**Expenses**

Necessary expenses for the better performance of your duties will be reimbursed on submission of a Canterbury Cathedral expenses claim form in accordance with Cathedral Chapter policy in force at the time.

**Staff Benefits**

We offer a range of staff benefits including discounts in local shops, restaurants and sports centres.

**Additional Requirements**

A satisfactory disclosure from the Disclosure and Barring Service will be required upon employment. This position is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The grounds on which it is exempt are that in the normal course of your duties you will have access to persons under the age of 18 and that your normal duties will be carried out wholly or partly on the same premises where the provision of training to persons under 18 takes place. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent".

The DBS Code of Practice is available on request, alternatively you can obtain it from the website [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

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**EQUALITY STATEMENT**

The Chapter of Canterbury recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

**Processing your personal information**

The Chapter of Canterbury is required to keep and process information about you for normal employment purposes. The information we hold and process will be used for management and administrative use only. To comply with the General Data Protection Regulations, your acceptance of these terms and conditions gives your consent for your data to be processed.

Updated November 2019

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by, or on behalf of, The Chapter of Canterbury, without change to the level of responsibility appropriate to the grading of the post.

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## HOW TO APPLY

For informal enquiries and to request an Application Form and Diversity Monitoring Form, please contact James Smith, Head of Human Resources at:

[recruitment@canterbury-cathedral.org](mailto:recruitment@canterbury-cathedral.org) or by calling 01227 865285

The closing date for this post is:

**Monday 6<sup>th</sup> January 2020**

Interviews are expected to take place:

**22<sup>nd</sup> / 23<sup>rd</sup> January 2020**

Thank you for your interest in this position and in Canterbury Cathedral.