

A photograph of Rochester Cathedral, showing its prominent blue-tiled spire on the left, a large Gothic window in the foreground, and several stone towers with conical roofs. The sky is overcast.

Rochester
CATHEDRAL

Growing in Christ since AD604

**Application Pack
Canon Chancellor
October 2019**

Information for Candidates

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The Role

The successful candidate will be one of the two full-time Residentiary Canons of Rochester Cathedral who are funded by the Church Commissioners. The Canon Chancellor is a Crown appointment. Working under the leadership of the Dean, the Canon Chancellor will be a full member of the Cathedral Chapter, taking a role in the strategic, liturgical and community life of the Cathedral.

The Canon Chancellor is the Cathedral's designated lead for safeguarding and will have overall responsibility for the pastoral needs, spiritual development, growth and discipleship of those who come to Rochester Cathedral for worship, to explore or for pastoral offices.

This role is fundamental to the delivery of the Cathedral's Development Plan. All Cathedral employees are expected to work together to ensure that the Cathedral fulfils its mission.

The Post-holder

As Canon Chancellor at Rochester Cathedral you will discern and establish a number of newer areas of ministry, growth and outreach. You will work collaboratively with the Canon Precentor who has overall responsibility for cathedral worship.

You will demonstrate exemplary team working skills, a deep commitment to daily worship and have the capacity and willingness to work flexibly. You will be effective at prioritising and delegating, demonstrating strong organisational and interpersonal skills as you will manage a complex workload with competing demands. Creative, energetic, open and collaborative, you will ensure that the Cathedral can be a place where those exploring, or wishing to grow in, the Christian faith can be most effectively supported. As you have a strong work ethic you will welcome the challenges and demands of being part of a comparatively small team in a busy Cathedral, regularly working in areas of the cathedral's ministry that lie outside the primary responsibilities of your post.

You will be directly responsible to the Dean, and answerable to the governance structures of the Cathedral through the Chapter, the Council and the College of Canons.

As an ex-officio Foundation Governor of King's School, Rochester, you will relish the opportunities for ministry that involvement in the school offers.

Rest periods, annual leave and time off

Residence

Full-time residentiary canons are required to undertake residency at the Cathedral. Residence is shared between the two commissioners' canons with the Dean and other residentiary canons undertaking residence to cover rest periods, holidays and other busy periods by arrangement. Generally, a canon is 'in residence' for two weeks at a time (excluding rest periods) beginning on a Monday. The commissioners' canons agree the rota of residence between themselves, in consultation with the Dean and other residentiary canons. It is generally assumed, unless otherwise negotiated, that residency will include:

- Leading the daily offices
- Being available to sign cheques and/or authorise BACS transfers for the Finance Office
- Welcoming all special event/concerts to the Cathedral on behalf of the Chapter
- Being available, where necessary, to deal with pastoral situations arising in the Cathedral or Chapter office
- Being available to advise and support staff and volunteers dealing with a safeguarding matter, ensuring incidents are recorded and dealt with in accordance with policy and guidance

- Providing an appropriate first point of contact for vergers encountering situations requiring a clergy member of Chapter
- Covering services where, for whatever reason, the rota'd minister does not arrive
- If available, covering midday prayers in the absence of a chaplain

Rest periods

You are entitled to an uninterrupted rest period of 24 hours in each period of seven days. You are encouraged to extend your weekly rest period to start at 17:00 on the evening prior to your day off. The weekly rest period may not be taken on:

- a Sunday;
- any of the Principal Feasts of the Church of England as set out in the Canons and Common Worship
- Ash Wednesday
- Maundy Thursday
- Good Friday

Annual leave

In the remainder of the leave year, which begins on 1 September, in which you were appointed, you are entitled to 27 days' annual leave, and thereafter to 36 days' annual leave in each leave year.

Your annual leave may not be taken on:

- More than 6 Sundays a year;
- Any of the principal feasts of the Church of England as set out in Canon B6 paragraph 2, Ash Wednesday or Good Friday without the express permission of the Dean.

In addition, you are entitled to the Bank Holidays or time off in lieu. Days may be taken in lieu of the Bank Holiday entitlement in respect of Christmas Day and Good Friday.

Pension

Service is pensionable within the terms of the Church of England Funded Pensions Scheme. There is no contracting-out certificate in force stating that the office is contracted-out employment for the purposes of Chapter 1 of Part III of the Pensions Schemes Act 1993

Stipend

The office you hold is a full-time stipendiary post. You are expected to spend the equivalent of 6 days per week in discharging the duties of this office.

Under Regulation 11, you are entitled to a stipend of at least the National Minimum Stipend specified by the Central Stipends Authority.

The amount of your stipend is £28,304 per annum as at 1st January 2020, as approved by the Church Commissioners, payable by BACS transfer on the last working day of the month. The body responsible for the payment of the stipend is the Church Commissioners.

Housing

The Canon Chancellor is entitled under Section 4(1) of the Ecclesiastical Offices (Terms of Service) Measure 2009 to be provided with a house of residence.

The address of the house provided for the better performance of your duties is Prebendal House, King's Orchard, The Precinct, Rochester ME1 1TG.

Your relevant housing provider is the Chapter. The house of residence you occupy is owned by Rochester Cathedral.

Safeguarding

Under the Safeguarding and Clergy Discipline Measure 2016 all relevant persons must have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults and to keep their training up to date. It is expected that a new canon will both promote Safeguarding good practice and seek to make the Cathedral a safe place for everyone.

An enhanced DBS clearance will be required for this post.

Role Description

Job Title: **Canon Chancellor**

Accountable to: The Dean of Rochester

Role Responsibilities of the Canon Chancellor

- Playing a full part in the life of the diocese and deanery;
- Full participation in the governance of the Cathedral as a member of Chapter;
- Attendance at meetings of the College of Canons of the Diocese of Rochester;
- Membership of, or attendance at, Chapter Committees, including the Cathedral Safeguarding Committee;
- Working alongside the Dean and Chapter Clerk-Executive Director in the day-to-day management of the Cathedral;

Key Responsibilities

The major areas of responsibility of this post are as follows:

1. To have oversight of the pastoral care of the Cathedral congregations, pilgrims and visitors;
2. To develop the spiritual and numerical growth of the cathedral congregations;
3. To be the designated lead for safeguarding;
4. To oversee and creatively develop the Cathedral's ministry to children and young people, and their families;
5. To share as an ordained colleague in the pastoral, liturgical and missional ministry of the Cathedral.

The following responsibilities will be integral to undertaking the role:

1. To have oversight of the pastoral care of the cathedral congregations, pilgrims and visitors;
The person appointed:
 - will champion the work of the visitor experience team to ensure that a Benedictine welcome is extended to all visitors;
 - attend the Cathedral Community Forum and act as a link between Chapter and the cathedral congregations.
 - attend meetings of the Friends of Rochester Cathedral and act as a link between Chapter and the Friends.
 - have oversight of volunteering to support the Volunteer Manager and volunteers in the valuable work they do in the Cathedral;
 - be the first port of call for enquiries about all pastoral offices.
2. To develop the spiritual and numerical growth of the cathedral congregations
The person appointed:
 - will work towards the creation of a worshipping community which maintains the Cathedral's role as the primary centre of mission in the diocese;
 - will develop and encourage courses and other opportunities for Christian enquiry, exploration, nurture and fellowship;
 - will develop the gifts and talents of the Cathedral congregations through teaching and creating opportunities for lay ministry to be nurtured and supported;
 - will contribute towards the organisation of growth initiatives to expand the congregation;
 - will assist in the preparation of candidates for confirmation;

- will have particular concern for the welfare and hospitality of pilgrims and other visitors to the Cathedral.
3. To be the designated lead for safeguarding;
The person appointed:
- will be the designated lead for safeguarding, attending the Cathedral's Safeguarding Group and representing the Cathedral on the Diocesan Safeguarding Executive Committee.
4. To oversee and creatively develop the Cathedral's ministry to children and young people, and their families;
The person appointed:
- will bring coherence and purpose to the Cathedral's existing work with the young, and in collaboration with colleagues and volunteers will develop it in ways that build the Cathedral as a truly all age worshipping community;
 - will oversee the Sunday Club and seek to enhance its ministry and strengthen its role as part of the Cathedral's provision;
 - will work with families with the intention of growing their representation and participation in the Cathedral's worship, life and mission;
 - will be a Governor of the King's School, Rochester.
5. To share as an ordained colleague in the pastoral, liturgical and missional ministry of the Cathedral.
The person appointed:
- will draw upon and participate in the Cathedral's regular rhythm of worship, presiding, assisting, and preaching when required;
 - will be a colleague to the Cathedral staff, attending the clergy's weekly meeting and all other such staff meetings as are necessary and appropriate;
 - will maintain good relations with colleagues in the Cathedral and Diocese, specifically in the areas of children's/young people's ministry and Formation & Ministry.
 - will support and mentor the Cathedral's lay ministers (Readers, Licensed Lay Ministers, Anna Chaplains and Anna Friends);
 - where appropriate, to be a training incumbent for curates and other placements at the Cathedral.

Person Specification

To be considered for the role of Canon Chancellor you will need to demonstrate that you:	Essential / Desirable	To be demonstrated by
Are a priest of the Church of England, of a member church of the Anglican Communion, or of a church in full communion with the Church of England, who have been in holy orders for at least six years	Essential	Application form References
Hold a degree or equivalent professional qualification with supporting evidence of continuing ministerial development	Essential	Application form
Are committed to upholding the Guidelines for the Professional Conduct of the Clergy	Essential	Application form References
Are a leader of people, with the ability to influence, inspire and engage; confident and secure in the additional perspectives you will bring to any discussion; willing to be held accountable and to hold others to account.	Essential	Application form Discernment Day References
Are a supportive colleague, able and willing to listen and assist others in achieving team goals.	Essential	Discernment day References
Are an experienced pastor with a track- record of growing regular worshippers in faith and in numbers.	Essential	Application form
Have a robust grasp of safeguarding issues and procedures, willing to continue to be trained and able to exercise confidentiality appropriately.	Essential	Application form Discernment days References
Are alive to the potential for cathedrals in mission, value the ethos of cathedral liturgy, are committed to corporate prayer in the Daily Offices, and are enthusiastic about the quest for excellence in every aspect of the ministry of the Cathedral.	Essential	Application form Discernment days
Are numerate in Governing Body level financial decision-making and competent in the management of a budget.	Essential	Application form
Have a good working knowledge of ICT, social media, electronic diary and are entirely comfortable with digital technology.	Essential	
Are a good pastor, able to listen attentively and express yourself clearly.	Essential	Discernment days
Have an ability to manage a complex workload with competing demands and be effective at prioritisation and delegation.	Essential	Application form Discernment days
Have experience of working on, or with, a Board of Trustees or Governing Body.	Desirable	Application form

The criteria shown above as assessed through the application form will be used to shortlist candidates for invitation to the next stage of the discernment process. Applicants are therefore strongly advised to focus the content of their personal statements on providing evidence of how they have demonstrated those criteria.

Our History

The Cathedral was founded in 604 and is the second oldest Cathedral in England. Much of the current building is Norman and the earliest parts were built by Bishop Gundulf (who was also responsible for the construction of Rochester Castle and the White Tower of London) in the late 11th century. After a serious fire in 1137, it was rebuilt in the Romanesque style and it is this part (from 1140-60) that is the Nave today. Further building began in the 1180's, when the Eastern end was remodelled in the Gothic style. In the 1340's Bishop Hamo de Hythe added a central tower and spire and redecorated the Quire. He also added the Library doorway, with its superb carved surround. From this date, no further major building was added but there was substantial underpinning to the South Quire transept between 1825-1840, by Lewis Cottingham, which stabilised the building.

The Cathedral was established as a Benedictine foundation by Bishop Gundulf in 1083 and it remained as such until 1541. The ruins of the cloister and other monastic buildings form the backdrop to the Cathedral gardens. The Cathedral played an important part in the struggles of King John and the Barons, being used as a stable during the siege of the Castle. It was again used by the army during the Civil War and each of these invasions by secular forces left their mark, either through subsequent rebuilding or through loss of paintings and decorations.

More recently, there has been repair and conservation work and the addition of a fresco in the North Nave transept in 2004 in commemoration of the 1400th anniversary of the Cathedral's foundation. The Cathedral's Crypt, Library and Vestry were extensively restored as part of the Hidden Treasures; Fresh Expressions project. The £6.8 million development, which was funded with the generous support of the Heritage Lottery Fund, was completed in 2017.

The Cathedral is home to *Textus Roffensis* (the Book of Rochester). Compiled in Rochester around 1120 *Textus* contains English laws going back to the 7th century, from the first Christian kingdom in Kent in the time after the mission of St Augustine in AD597. In the words of historian Michael Wood "it is the foundational document of English law, which along with our language and literature, is our greatest legacy to the world".

Governance

The Cathedral is governed by the Cathedrals Measure of 1999 and by its own Constitution, which conforms to that Measure. The care of the Cathedral is governed by the Care of Cathedral Fabric Measure of 2011.

The head of the Cathedral is the Dean. He is supported by a Chapter, consisting of four Residentiary Canons (two full-time Commissioners' Canons appointed by the Crown and two part-time Canons appointed by the Bishop of Rochester) along with three Lay Canons who were recruited for their skills and expertise in specific areas of Cathedral life. The Chapter Clerk-Executive Director is also a member of Chapter. Chapter is responsible for leadership, strategy and policy for the Cathedral. Chapter is also responsible for all the statutory duties of corporate governance, including mission and worship within the Cathedral; good financial planning and control; health and safety; safeguarding; human resources; and care of the fabric. Chapter meets monthly.

The Cathedral Council is a statutory body that meets four times each year and acts as an advisory and consultative body that supports the work of Chapter and ensures accountability to the wider community and the Diocese. It receives the Annual Report and Accounts and ensures that the Cathedral fulfils its legal responsibilities. Council members are drawn from within the Cathedral community and from the local Council and Educational establishments in the Diocese, thus ensuring a wide range of high-quality advisors for the Cathedral.

The College of Canons is a statutory body of the ordained and lay canons of the Cathedral. It receives the Annual Report and Accounts and meets annually to review the year and offer advice and guidance to Chapter. The College offers informed opinions from across the Diocese to Chapter.

The Fabric Advisory Committee is a statutory body responsible for ensuring that the Cathedral's fabric is preserved in accordance with the rules set down in the Care of Cathedrals Measure 2011. The committee consists of experts in the conservation and repair of historic buildings and artefacts and is supported by the Cathedral architect and archaeologist. It meets quarterly.

The Finance, Risk & Audit Committee advises Chapter on matters relating to finance, investments and the property portfolio. It consists of three voluntary members, recruited for their financial expertise, the Dean and two other members of Chapter and the Chapter Clerk-Executive Director. The committee meets monthly. The committee recently held a review of its investment management and has appointed CCLA Investment Management Ltd as the Investment Manager for all Cathedral funds.

The Cathedral Trust exists to support the Cathedral through raising funds to promote its work. Its current main purpose is to create an Endowment Fund for Music and it meets quarterly to plan the fund-raising campaigns. The Trust's Patron is the Countess of Wessex; Jools Holland and David Starkey are Vice-Patrons. The Trust members are high profile individuals from across the Diocese. The Trust is a registered charity (Reg. No. 291616).

The Association of the Friends of Rochester Cathedral is a body dedicated to supporting the fabric of the Cathedral through fund raising and endowment income. During the past year, the Friends have continued their regular support of maintenance to the Garth garden and contributed to the major project in the crypt. The Friends is also a registered charity (Reg. No. 273973).

The Cathedral Forum is an informal body that meets quarterly as a congregational group to discuss matters relating to the Cathedral family and worship. Two members of the Forum are also Cathedral Council members, and this provides a useful link between the statutory body and the congregation. Chapter is also supported by the Health and Safety committee, which includes volunteer members with specialist expertise. The committee meets quarterly to review all aspects of Health and Safety across the Cathedral and to make decisions as to training and any matters requiring attention. The minutes of the Committee are reviewed at Chapter meetings.

Resources and Finance

The Annual Report and Accounts are available on our website (www.rochestercathedral.org) and these show that the Cathedral has a general income in excess of £1.2million. This relatively small income means that all resources must be carefully husbanded, and that use must be within mission and strategic guidelines.

Careful fiscal management is maintained by a strict budget and financial control to which all staff members adhere. Monthly management accounts are shared with all budget holders and presented to Chapter each month. Adverse variances are discussed with budget holders and everyone recognises the importance of maintaining a positive annual outcome.

In recent years, we have set an annual maintenance plan that ensures that properties are kept up to standard and this is funded from the annual operating surplus. Capital expenditure is monitored by the Finance Committee which also ensures that the yield from our properties is in line with expected outcomes.

We hold an investment portfolio of £3.4m and we ensure that this is invested in line with Church of England ethical guidelines. We aim to achieve a 4% yield on this fund and, with this aim in view, have recently appointed CCLA to take over management of the whole fund. We believe that this will increase yield by about 1% or £30k annually.

We own 44 properties in Rochester and aim for 100% occupancy of commercial and residential properties and try to ensure that vacancies are as short as possible. After a period in 2016/17 when several properties were empty due to refurbishment, we have again achieved this aim.

In 2015, we introduced more prominent offertory boxes, and this has increased our gift income by about 40%. As a free to enter Cathedral, we aim to encourage visitor giving but this is currently still very low.

Staff and volunteers

The Cathedral staff team is small but dedicated, with most staff serving for many years and a small turnover of personnel that reflects the spirit of service.

The team is led by the Chapter Clerk-Executive Director, with heads of each department answering directly to him.

The Head Verger currently has a team of six vergers and two cleaners. They are supported by an Events team who work on a casual basis as required for major events and services.

The Cathedral is also supported by a team of almost 400 volunteers, who offer a wide range of expertise, time and service to support Cathedral life and mission. They are led by a Volunteer Manager, who works in the Visitor Experience & Enterprise team.

Music

Music is an integral part of the worship at the Cathedral. The top line of the Cathedral Choir is currently made up of a maximum 20 boy choristers (currently 14), who all attend King's School, Rochester, and a maximum 20 girl choristers (currently 16), who are drawn from local schools (including King's School). The adult professional singers of the Cathedral Choir comprise up to six Principal Lay Clerks supported by a pool of Deputy Lay Clerks. We also have a Voluntary Choir (who lead the services on various occasions during the year) and a Children's Choir which offers opportunities for local young people to take part in choral singing, as part of the Cathedral's community music programme.

We are committed to excellence in music and have created an Endowment Fund with the intention to raise sufficient capital to support the cost of music in the future - the Endowment Fund currently stands at over £1.1million.

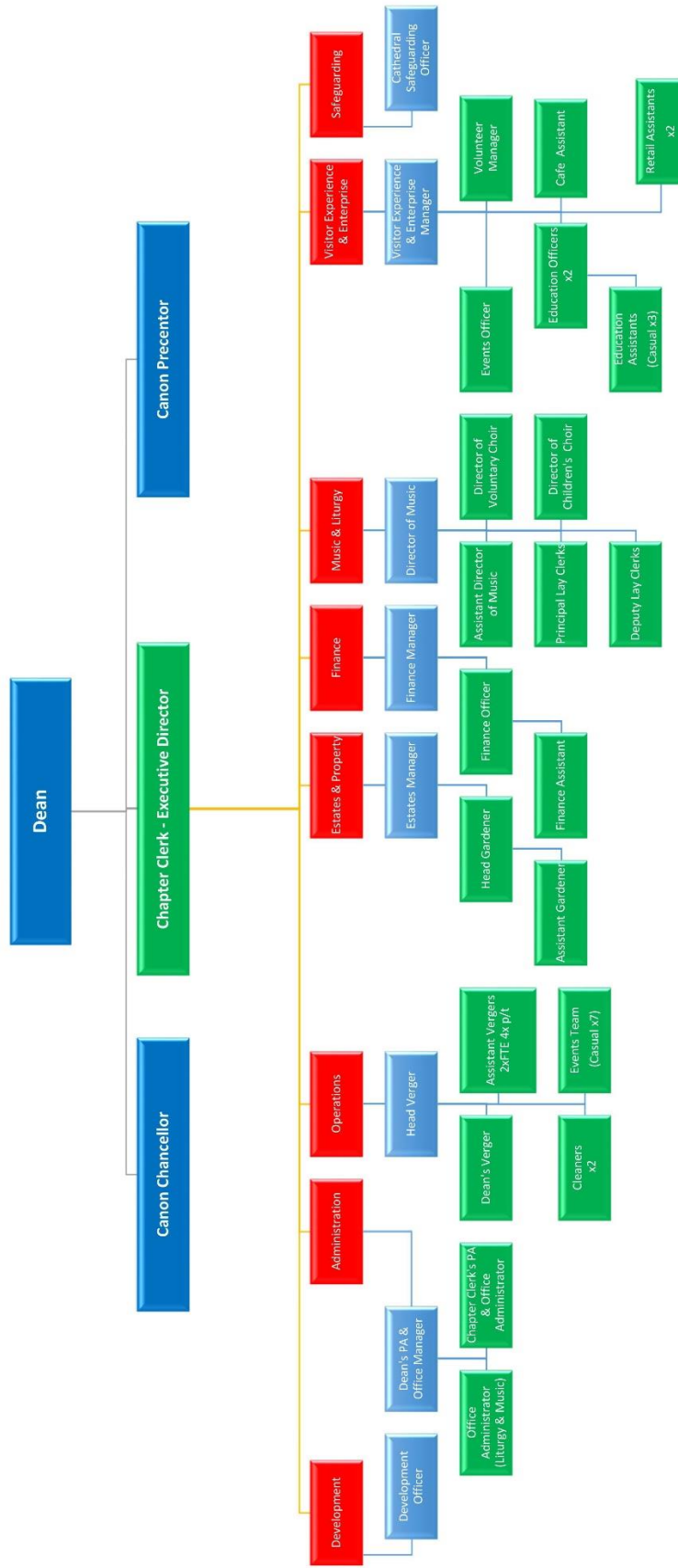
Equality Statement

The Chapter recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Chapter will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Chapter's behalf are required to adhere to this policy when undertaking their duties or when representing the Chapter in any other guise.

ROCHESTER CATHEDRAL STAFFING STRUCTURE 2019



Rochester

The Cathedral sits at the heart of historic Rochester, opposite the Norman Rochester Castle and only 200 metres from the River Medway. Rochester is a busy town with exceptional heritage, an independent high street and a busy night-time economy. It has excellent transport links to London (35 minutes by train to St. Pancras) and the south coast.

The Cathedral is the seat of the Bishop of Rochester and the cathedral church of the Diocese of Rochester. The Diocese of Rochester includes 268 parish churches in Medway, west Kent and in the London Boroughs of Bromley and Bexley.

Rochester lies in the Medway unitary authority area and is one of the five Medway towns, the others being Chatham, Strood, Gillingham and Rainham. Over half of the unitary authority area is rural in nature. Because of its strategic location by the major crossing of the River Medway, it has made a wide and significant contribution to Kent, and to England, dating back thousands of years, as evident in the siting of Watling Street by the Romans and by the Castle and Cathedral and the Chatham naval dockyard and its associated defences.

Medway is one of the boroughs included in the Thames Gateway development scheme. It is also the home of Universities at Medway, a tri-partite collaboration of the University of Greenwich, the University of Kent and Canterbury Christ Church University on a single campus in Chatham, together with the University for the Creative Arts, which has a campus in Rochester.



The Recruitment Process

The closing date for applications is Sunday 15th December 2019.

Application forms can be downloaded from this website and should be returned to theresa.buckland@rochestercathedral.org

Interviews will be held on Wednesday 22nd and Thursday 23rd January 2020.

If you have any questions about the role or application process, please contact the Vice-Dean, the Rev'd Canon Christopher Dench - chris.dench@rochestercathedral.org

