



The Corporation of the Cathedral Church of Christ in Liverpool

Statutes Cathedrals Measure 2021 30th August 2023

Amended by Instrument dated:

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The Cathedral Church of Christ in Liverpool

THE STATUTES

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 or Easter Day;
 - (b) preach at one of the services in the Cathedral on Christmas Day or Easter Day;
 - (c) preach at or appoint the preacher at ordination services.
- (4) The Bishop, upon giving the Chapter reasonable notice in writing (not being less than one month, unless for any occasion the Chapter accepts shorter notice), shall have the right to use the Cathedral or any part thereof for special services of diocesan, national or civic significance at which the Bishop or ~~the~~ a Suffragan Bishop intends to be personally present.
- (5) The Bishop may, at any time, propose for consideration by the Chapter amendments to the Constitution and Statutes.

The Dean

2. (1) The Dean is the principal dignitary of the Cathedral, next after the Bishop.
- (2) The Dean shall be installed according to the Customs of the Cathedral and at the Dean's installation shall make such declarations and take such oaths as may be prescribed by law.
- (3) It shall be the duty of the Dean to promote the mission of the Cathedral and as Chair of the Chapter to govern and direct on its behalf the life and work of the Cathedral and, in particular, to:
 - (a) ensure that Divine Service is duly performed in the Cathedral;
 - (b) preach or nominate the preacher in accordance with the provisions of Article 30;
 - (c) ensure that the Constitution and Statutes are faithfully observed;
 - (d) maintain good order and proper reverence in the Cathedral;
 - (e) secure the pastoral care of all members of the Cathedral Community; and
 - (f) take all decisions necessary to deal with any emergency affecting the Cathedral, pending consideration of the matter by the Chapter.

- (4) If the office of Dean is vacant, or the Bishop considers that the Dean is unable to discharge any or all of the functions of the office of Dean by reason of illness or absence or any other cause, the Bishop shall, after consultation with the Chapter, appoint a Residentiary Canon or another clerk in holy orders to carry out such functions as the Dean is unable to discharge during the period in question; and references in the Constitution and Statutes to the Dean shall be construed accordingly.
- (5) If any question arises whether an appointment under Article 2(4) is justified, that question shall be determined by the Archbishop of York.

The Chapter: general

Corporate and spiritual life

- 3. The Chapter has the overall control and management of the Cathedral and is responsible for furthering the objects as set out in the Constitution and fostering the corporate and spiritual life of the Cathedral in general, and of the Chapter and its members in particular. This includes to:
 - (a) order the worship of the Cathedral and promote its mission;
 - (b) formulate, after consultation with the Bishop, proposals relating to the general direction and mission of the Cathedral;
 - (c) prepare an annual budget for the Chapter;
 - (d) prepare an annual report for the Chapter and annual accounts for audit and subsequent approval and to present these to the Bishop, the College of Canons, the Church Commissioners and the Charity Commission;
 - (e) keep under review the Constitution and Statutes;
 - (f) manage the property vested in the Chapter and the income accruing from it and, in particular, ensure that necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out.
 - (g) ensure the proper use of charitable money and compliance with relevant legal and regulatory requirements;
 - (h) assess the risks facing the organisation and manage the responses to them;
 - (i) make arrangements for the induction and training needs of Chapter members;
 - (j) check progress and performance.

The College of Canons

Functions

- 4. (1) The College of Canons shall be chaired by the Dean or the Dean's nominee and shall—
 - (a) receive and consider the annual report and audited accounts of the Cathedral;
 - (b) discuss such matters concerning the Cathedral as may be raised by any of its members;

- (c) be available to offer advice to the Bishop, the Dean and the Chapter; and
- (d) perform such other functions as may be agreed by the Bishop and the Dean, subject to the provisions of the Measure, the Constitution and the Statutes.

Nominations Committee

Composition etc.

- 5. (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) there is a good reason for the removal, and
 - (b) at least 75% of members present and voting vote in favour of the removal.
- (5) A member of the Committee holds office as such for a term of 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 three years has passed since the member last ceased to hold office as such.
- (6) A chief officer, any member of the Chapter and the Dean is entitled to attend the whole or part of any meeting of the Committee and is entitled to speak but not vote.
- (7) If, at the invitation of the Committee, 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

- 6. (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 and members of each sub-committee, and
 - (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

7. (1) It is for the Chief Operating Officer at the request of the chair of the Nominations Committee, to convene a meeting of the Committee.
- (2) The Committee must meet at least once 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 to attend the meeting by virtue of Article 5(6) 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 5(7) above, 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 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.

Reporting

8. (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 Officers, and
 - (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

9. 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.

10. (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) there is a good reason for the removal, and
- (b) at least 75% of members 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 three years 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 Committee, 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 Committee, 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

11. (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

12. (1) It is for the Chief Operating Officer, 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 10(6) or (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 10(8) above, 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 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.
- (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

- 13. (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
 - (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

- 14. 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.

Other committees and sub-committee

Committees: composition etc.

- 15. (1) A committee of the Chapter established under the Constitution 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 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) there is a good reason for the removal, and
 - (b) at least 75% of members 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 election, or for appointment or co-option as a member, until at least one year has passed since the member last ceased to hold office as such.
- (6) A member of the Senior Executive Team is entitled to attend the whole or part of a meeting of the committee and is entitled to speak but not vote.
- (7) A chief officer and 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 committee, 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

16. (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, and with the approval of the Chapter.
- (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) there is a good reason for the removal, and
 - (b) at least 75% of members 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 election, or for appointment or co-option as a member, until at least one year has passed since the member last ceased to hold office as such.
- (7) A member of the Senior Executive 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

17. 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

18. (1) It is for the Chief Operating Officer 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 to attend the meeting by virtue of Article 15(6) or (7) or 16(7) above, at least six 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 15(8) above, notice of the meeting must be given to the person as soon as reasonably practicable 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 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 three 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

19. (1) The terms of reference of a committee or sub-committee established under the Constitution 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
 - (b) may be sent to such other persons as the committee or sub-committee thinks appropriate.

Terms of reference

20. 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.

Senior Management

Chief officers

21. (1) The officers will be responsible for the administration of the Cathedral through the carrying out of the roles of Chief Operating Officer and Chief Finance Officer
- (2) If the same person holds both posts, they will hold the title of Chief Operating Officer. The Chief Operating Officer will:
- (a) be accountable to the Dean, and to the Chapter;
 - (b) lead the day-to-day operations of the life of the Cathedral, in respect of all functions (other than those of the Dean and the residentiary canons)

- (c) support the Chapter in shaping the Cathedral's future strategy, in communicating this both within and outside the Cathedral, and in securing its implementation;
- (d) support the Chapter in respect of defining its mission and values, and managing its governance, finances, human resources, communications, partnership working and other practical matters;
- (e) support the Chapter in maintaining the ethics and integrity of the organisation and its operations.

Establishment of management group

22. There is to be a group called Senior Executive Team (SET), to assist Chapter in the operational management of the Cathedral.

Membership of group

23. The members of the SET are—
- (a) the Dean
 - (b) each ~~Residentiary~~ ~~e~~Canon with responsibility for a department of the Cathedral or for part of its operations
 - (c) the Chief Officers
 - (d) such other members of staff (whether lay or clergy) as the Chapter considers appropriate.

Functions of group

24. On behalf of the Chapter to ensure that the Cathedral is operationally effective and efficiently implementing strategy and operating plans within the confines of the Cathedral's annual budget and relevant policies adopted by the Chapter.

Proceedings of group

25. The SET will meet bimonthly ~~or more frequently as required~~. Standard agendas will include activity reports, metrics and risk, plus other key operational issues as they arise and its members must act within the provisions set out in the Scheme of Delegation.

Accountability of group

26. SET is directly accountable to the Chapter. It cannot allocate to itself additional budget. Nor can it change strategy or core operational plans without prior approval from the Chapter. All SET minutes will be copied to Chapter and the Chief Officer. Each meeting is chaired by the Chief Officer or the Chief Finance Officer if the Chief Operating Officer is not available.

Committees of group

27. (1) The SET 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 27, the SET must specify in writing the matters which come within the committee's remit.
- (3) The SET must appoint the members of each committee so established.
- (4) The chair of each committee so established must be a member of the SET; but subject to that, the membership of the committee need not include a member of staff or a member of the Chapter.

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- (5) Each committee so established must report to the next meeting of the SET or otherwise as the SET may specify in writing.
- (6) Each committee so established may regulate its own procedure, subject to such rules as the SET may specify in writing.

Dignities

- 28 (1) The Bishop may, with the consent of the Chapter, grant one of the customary dignities of Precentor, Treasurer and Chancellor to any Residentiary Canon. The holder of a dignity may relinquish it or may exchange one for another with the consent of the Bishop and the Chapter.

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Residence

Residence for rResidentiary eCanons

29. (1) Within the corporate responsibility for the life of the Cathedral, exercised by the Chapter as a whole, particular duties shall be laid upon the Dean and Residentiary Canons in periods of residence.
- (2) Subject to the remaining provisions of this Statute, the Dean and each of the two Residentiary Canons to whom Article 20(3) of the Constitution applies shall be resident for at least nine months in every 12 month period in the house provided, unless permission to the contrary is granted by the Bishop in writing. Other Residentiary Canons shall be resident for the like period within the Diocese.
- (3) Any period of absence exceeding eight consecutive weeks shall require the permission of the Bishop and the approval of the Chapter.
- (4) Duties and responsibilities when in residence, and the frequency and length of such periods of residence, shall be agreed by the Chapter for each year, by the end of July of the preceding year.
- (5) The Canon in residence shall be reasonably available to represent the policy of the Chapter with particular regard to its offices, sacraments and activities, during the period of residence.
- (6) The Canon in residence shall be responsible for arranging appropriate cover when off duty during the period of residence.

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Worship

Divine Service and preaching

30. (1) The Bishop shall have the right to preach in the Cathedral at the main service of the day on either Christmas Day or Easter Day. The Bishop shall have the right to preside at whichever service they do not preach.
- (2) At any service which the Bishop holds in pursuance of Article 1(4), the Bishop shall have the right to:
- (a) determine the form and order of the service and the object of the collection (if any) at the Bishop's own discretion in respect of Synods, Ordinations and

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Confirmations and with the concurrence of the Chapter in respect of other diocesan occasions;

- (b) preach in person or appoint the preacher; and
 - (c) require of the Chapter reasonable assistance from the ministers, officers and staff of the Cathedral, subject to the costs and expenses incurred by the Cathedral in providing such facilities being defrayed under arrangements agreed between the Bishop and the Chapter.
- (3) The Dean shall have the right to preach on the Great Festivals (Christmas Day and Easter Day) on the occasions on which the Bishop is not exercising the right to preach in accordance with Article 30(1).
- (4) The Bishop of Warrington has the right to preach at Pentecost.
- (5) At Sunday services other than those specified in Article 30(1) the right of the Dean and Residentiary Canons to preach or nominate the preacher, and to preside or to nominate the president at the Eucharist, shall be shared proportionally among them, as decided by the Chapter, bearing in mind the diocesan duties of those canons appointed under Article 20(5) of the Constitution.
- (6) Bearing in mind the general principle enunciated in Article 30(5), in arranging the rota for preaching at the regular services of the Cathedral, the Chapter shall, from time to time each year, invite ~~the~~ a Suffragan Bishop, other ministers within the Cathedral, members of the College of Canons, visiting preachers and in particular clergy from other Christian traditions to preach at a regular service of the Cathedral, so far as permitted by law.

Order of precedence

31. (1) The order of precedence in processions at services held in the Cathedral is—
- (a) the Bishop;
 - (b) the Dean;
 - (c) the Residentiary Canons, ordained members of the Chapter who are not executive members of the Chapter, all other ministers associated with the Cathedral on a regular basis and Lay Members of the Chapter in order of seniority by appointment;
 - (d) any Suffragan or Assistant Bishop;
 - (e) the Archdeacons in order of seniority by appointment;
 - (f) the Diocesan Chancellor and the Diocesan Registrar;
 - (g) the Canons Theologian and the Cathedral Lecturer;
 - (h) the Canons Diocesan and Lay Canons;
 - (i) the Honorary Ecumenical Fellows;
 - (j) the Clerical and Lay Vice-Presidents of the Diocesan Synod; and
 - (k) the Chair and Secretary of the Diocesan Board of Finance.

Provided that the Bishop may, at any service which he or she holds, have any Suffragan, Assistant Bishop or visiting Bishop next to him or her if the Bishop so desires; and provided that any ordained person or accredited lay ~~minster~~ minister appointed to serve at the Cathedral, other than those specified above, may be assigned a position by the Dean.

- (2) At services of Holy Communion, when the Bishop and College of Canons are not present and robing, the order of precedence established by the Chapter shall be followed.
- (3) At services in the Cathedral other than the regular services, when representing the Bishop, a Suffragan Bishop or an Assistant Bishop shall have the precedence of the Bishop.

Miscellaneous

Execution of documents

32. 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, each of whom is authorised to sign the document by written resolution of the Chapter (whether specially or generally).

Power to establish subsidiaries

33. (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.

Bye-Laws and Standing Orders

34. (1) The Chapter may make bye-laws, not being inconsistent with the Measure, the Constitution or these Statutes, for the better ordering of the life of the Cathedral.
- (2) The Chapter shall prepare Standing Orders for the conduct of its business and for the business of its committees and sub-committees.
- (3) Standing Orders for the College of Canons, and the Cathedral Community Roll, shall be prepared by the body concerned and approved by the Chapter.

Cathedral Constables

35. The Chapter may appoint constables, on such terms and conditions of service as it may determine, who shall be suitably qualified and attest to uphold good order and deter crime within the Cathedral and its precincts.

Amendments to Statutes

Amendments

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

Interpretation

Interpretation

37. (1) In these Statutes—

“the Bishop” means the Bishop of Liverpool (but see paragraph (2));

“the Diocese” means the Diocese of Liverpool;

“the Cathedral” means the Cathedral Church of Christ in Liverpool;

“the Measure” means the Cathedrals Measure 2021;

“the Suffragan Bishop” means ~~the Bishop of Warrington~~ every suffragan bishop of the Diocese;

“the College” means the College of Canons of Liverpool Cathedral;

“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.

Revocation

Revocation

38. The Statutes of the Cathedral made on 19 July 2002 cease to have effect.

Amended by Instrument:

Date of Execution—30 August 2023