

# **CONSTITUTION AND STATUTES OF THE CATHEDRAL CHURCH OF THE HOLY AND UNDIVIDED TRINITY OF NORWICH**

## **PREAMBLE**

The Cathedral Church of the Holy and Undivided Trinity of Norwich was founded in 1096 by Bishop Herbert de Losinga. Following the dissolution of the Priory, the Cathedral was re-constituted in 1538 by Royal Charter. Statutes were prescribed for the Cathedral in 1620 and these remained in force until a new Constitution and Statutes were drawn up in 1941 under the Cathedrals Measures 1931 and 1934. These were replaced in 1966 and amended in 1973 under the Cathedrals Measure 1963.

This new Constitution and Statutes were drawn up by a Transitional Council established in accordance with the Cathedrals Measure 1999 and came into effect on 1 January 2002. Amendments to the Constitution and Statutes, in accordance with the Cathedral's Measure 1999, were approved by the Cathedral Council and came into effect on 24 January 2014.

The Cathedral is the seat of the Bishop and the Mother Church of the Diocese. It maintains a daily pattern of corporate prayer and worship and shares with the parishes of the Diocese in every aspect of the mission of Christ and of the Church's vocation. The Cathedral is the focus for the Bishop's ministry and a home of education, music and art, where hospitality is extended to people of all ages in the name of Almighty God.

# **THE CONSTITUTION**

## **I. OVERRIDING DUTY**

Every person or body having functions under the Constitution or Statutes shall, in exercising those functions, have due regard to the fact that the Cathedral is the seat of the Bishop and a centre of worship and mission.

## **II. THE CORPORATION**

The members for the time being of the Council, the Chapter and the College of Canons of the Cathedral Church of the Holy and Undivided Trinity of Norwich shall be a body corporate with perpetual succession and a common seal (to be known as the common seal of the Cathedral).

## **III. THE VISITOR**

The Bishop shall be Visitor of the Cathedral Church and shall have all the powers that belong as of right to the office of Visitor.

## **IV. THE DEAN**

The Dean, being a person having the qualifications prescribed by law, is appointed by Her Majesty. The Dean shall vacate his office automatically and without the execution of any instrument of resignation in accordance with the Ecclesiastical Offices (Age Limit) Measure 1975. A Dean appointed on or after 31 January 2011 will hold office in accordance with the provisions of the Ecclesiastical Offices (Terms of Service) Measure 2009 and any regulations made under section 2 of that Measure.

## **V. THE RESIDENTIARY CANONS**

1. The number of Residentiary Canons shall not exceed five at any one time.
2. The Residentiary Canons, being persons having the qualifications prescribed by law, shall be appointed as follows:-
  - (a) as to three canonries by Her Majesty; and
  - (b) as to two canonries by the Bishop, after consultation with the Dean.
3. The holders of at least two residentiary canonries shall, subject to the provisions of section 8 of the Measure, be engaged exclusively on Cathedral duties.
4. Any Residentiary Canon appointed (i) on freehold tenure prior to 31 January 2011 and from whom the Bishop has received a declaration made in accordance with section 1(4) of the Ecclesiastical Offices (Terms of Service) Measure 2009; or (ii) on or after 31 January 2011, holds office in accordance with the provisions of the Ecclesiastical Offices (Terms of Service) Measure

2009 and any regulations made under section 2 of that Measure. Any other Residentiary Canon holds office in accordance with the terms on which he or she was appointed.

5. A Residentiary Canon shall vacate his canonry automatically and without the execution of any instrument of resignation in accordance with the Ecclesiastical Offices (Age Limit) Measure 1975.
6. Her Majesty, acting upon a request by the Chapter made for financial or other reasons after consultation with the Bishop, may suspend and refrain from filling a residentiary canonry which has fallen vacant and to which Her Majesty appoints. The Chapter may at any time after consultation with the Bishop, and shall at the request of Her Majesty, consider the revival of a residentiary canonry so suspended, and Her Majesty, acting upon a request by the Chapter made after such consultation, may revive and appoint to the residentiary canonry.
7. The Bishop, acting upon a request by the Chapter made for financial or other reasons, may suspend and refrain from filling a residentiary canonry which has fallen vacant and to which the Bishop appoints. The Chapter may at any time, and shall at the request of the Bishop, consider the revival of a residentiary canonry so suspended, and the Bishop, acting upon a request by the Chapter, may revive and appoint to the residentiary canonry.

## **VI. THE HONORARY CANONS**

1. Subject to the following provisions of this section there shall be not more than twenty-four Honorary Canons who shall be appointed by the Bishop, after appropriate consultation including consultation with the Chapter, from among persons in Holy Orders who are beneficed or licensed in the Diocese and who give or have given distinguished service to the Diocese or the Cathedral.
2. An Honorary Canon shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service in the Diocese.
3. An Honorary Canon shall vacate his office automatically and without the execution of any instrument of resignation upon ceasing to be beneficed or licensed in the Diocese or attaining seventy years of age, whichever occurs first provided that an Honorary Canon who has been appointed in connection with some office held or function performed by him shall, so long as he holds such office or performs such function, continue in his honorary canonry, but on ceasing to hold such office shall vacate his honorary canonry unless the Bishop otherwise determines.

## **VII. LAY CANONS**

1. Subject to the following provisions of this section the Bishop shall appoint as Lay Canons three lay persons appointed to be members of the Chapter. The Bishop may, after appropriate consultation including consultation with the

Chapter, appoint for an initial term of seven years renewable for one consecutive term not more than nine additional Lay Canons from among lay persons resident in the Diocese who give or have given distinguished service to the Diocese or the Cathedral and who are actual communicants.

2. A Lay Canon shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service in the Diocese.
3. A Lay Canon shall vacate his office automatically and without the execution of any instrument of resignation in the case of the three lay members of the Chapter upon ceasing to be members and in every other case upon the expiration of the term of appointment or ceasing to be resident in the Diocese, whichever occurs first.
4. On their ceasing to be Lay Canons and/or members of Chapter, the Bishop may, at his discretion, invite former Lay Canons to become Lay Canons emeriti.

### **VIII. THE CHAPTER**

1. There shall be a Chapter which shall, subject to the provisions of section 4 of the Measure, consist of
  - (a) the Dean, who shall be the chairman and shall have a second or casting vote;
  - (b) all the Residentiary Canons;
  - (c) an Honorary Canon nominated by the Bishop after consultation with the Honorary Canons;
  - (d) three lay persons appointed by the Bishop after consultation with the Dean and with the Chairman of the Council provided that such lay persons must be actual communicants and shall be resident in the Diocese or have their names on the church electoral role of a parish in the Diocese;
  - (e) the members in categories (c) and (d) shall hold office for three years but shall be eligible for membership for further terms of office.
2. It shall be the duty of the Chapter to direct and oversee the administration of the affairs of the Cathedral, including in particular, to
  - (a) order the worship and promote the mission of the Cathedral;
  - (b) formulate, after consultation with the Bishop, proposals in connection with the general direction and mission of the Cathedral and submit them to the Council for its advice;

- (c) manage all property vested in the Cathedral 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;
  - (d) prepare an annual budget for the Cathedral and submit it to the Council;
  - (e) prepare in accordance with section 27 of the Measure an annual report and audited accounts, and submit them to the Council and the College of Canons;
  - (f) submit to the Council such other reports as may be requested by the Council on any matter concerning the Cathedral;
  - (g) keep under review the Constitution and Statutes of the Cathedral and submit any proposals for their revision to the Council; and
  - (h) hold the common seal of the Cathedral and affix it when required.
3. The Chapter shall meet on at least nine occasions in each calendar year.
  4. The Chapter shall have power, subject to the provisions of the Measure of the Care of Cathedrals Measure 1990, to acquire and dispose of property on behalf of the corporate body of the Cathedral established by this Constitution.
  5. The Chapter shall have power, subject to the provisions of the Measure, to make, publish and enforce by-laws for the good government and regulation of the Cathedral, its property, ministers and officials.

#### **IX. THE FINANCE AND PROPERTY COMMITTEES OF THE CHAPTER**

1. There shall be both a Finance Committee and a Property Committee of the Chapter with the function of advising the Chapter in connection with its responsibilities in the field of financial and investment management and the management of property belonging to the Cathedral respectively.
2. Each Committee shall consist of
  - (a) the Dean, who shall be the Chairman;
  - (b) the Chapter Steward;and the following appointed by the Chapter:-
  - (c) one member of the Chapter appointed annually;
  - (d) and on each committee three persons, not being members of Chapter, appointed for their expertise and experience in the field of financial management and property management respectively, who shall hold

office for a term of three years but shall be eligible for membership for further terms of office.

- (e) any other member of Chapter may attend these meetings

## **X. OTHER COMMITTEES**

The Chapter may establish such other committees as it may determine, and may delegate functions, powers and duties to any committee. The Dean shall be a member of each such committee. If the Chapter so determines, persons who are not members of Chapter may be members of a committee.

## **XI. THE COUNCIL**

1. There shall be a Council consisting of
  - (a) the chairman appointed in accordance with clause 2 below;
  - (b) the Dean;
  - (c) the High Steward who shall be appointed by the Chapter as a member of the Council;
  - (d) two members of the Chapter other than the Dean appointed by the Chapter;
  - (e) two members of the College of Canons appointed by the College of Canons;
  - (f) three lay persons representing the interests of the Cathedral community, being actual communicants and not being members of the Chapter, and being persons whose names are on the roll of members of the Cathedral community established under article XIV below, elected by a meeting of those whose names are on that roll in accordance with article XIV 4(c) below;
  - (g) five other persons, being persons having experience in connection with the work of the Cathedral or the ability to reflect local, diocesan, ecumenical or national interests in that connection, at least two of whom shall be lay, appointed by the Bishop.
2. The chairman shall be a lay person, not being a member of the Chapter, appointed by the Bishop, who shall before making an appointment afford the Chapter an opportunity to express views both in general as to the appointment and as to any specific person proposed by the Bishop for appointment, and who shall in deciding whom to appoint have regard to those views.
3. The chairman and other members of the Council (other than the Dean) shall hold office for a term of three years but shall be eligible for membership for further terms of office.

4. The Bishop has the right to be present and to speak at any meeting of the Council but shall not be entitled to vote.
5. The Council shall meet on at least two occasions in each calendar year.
6. It shall be the duty of the Council to further and support the work of the Cathedral, spiritual, pastoral, evangelistic, social and ecumenical, reviewing and advising upon the direction and oversight of that work by the Chapter and in particular, without prejudice to the generality of the foregoing, to
  - (a) consider proposals submitted by the Chapter in connection with the general direction and mission of the Cathedral and to give advice on them to the Chapter;
  - (b) receive and consider the annual budget of the Cathedral:
  - (c) receive and consider the annual report and audited accounts; and
  - (d) consider proposals submitted by the Chapter in connection with the Constitution and Statutes of the Cathedral with a view to their revision under Part II of the Measure
7. The Council may
  - (a) request reports from the Chapter on any matter concerning the Cathedral;
  - (b) discuss and declare its opinion on any such matter; and
  - (c) draw any matter to the attention of the Visitor or the Church Commissioners.

## **XII. THE COLLEGE OF CANONS**

1. There shall be a College of Canons consisting of
  - (a) the Dean;
  - (b) every Bishop Suffragan;
  - (c) every full-time stipendiary assistant bishop;
  - (d) every Residentiary, Honorary and Lay Canon; and
  - (e) every Archdeacon.
2. The College of Canons shall meet on at least one occasion in each calendar year.

3. In the event of a vacancy in the See, the College of Canons shall be summoned by the Dean to meet and on receiving from Her Majesty a licence under the Great Seal with a letter missive as provided by the Appointment of Bishops Act 1533 shall proceed to the election of a Bishop in the manner laid down by that Act.
4. The College of Canons shall
  - (a) receive and consider the annual report and audited accounts of the Cathedral; and
  - (b) discuss such matters concerning the Cathedral as may be raised by any of its members.

### **XIII. THE ADMINISTRATOR AND OTHER OFFICERS**

1. There shall be a Lay Administrator of the Cathedral, who shall be known as the Chapter Steward and who shall be appointed by the Chapter on such terms in respect of tenure, remuneration and duties as the Chapter may determine.
2. There shall be an Architect of the Cathedral, who shall be a person registered under the Architects Act 1997 or any Act amending or extending the same, and shall be appointed by the Chapter (after consulting the Cathedrals Fabric Commission for England) on such terms in respect of tenure, remuneration and duties as the Chapter may determine.
3. There shall be an Archaeological Consultant to the Cathedral, who shall be appointed by the Chapter (after consulting the Cathedrals Fabric Commission for England) on such terms in respect of tenure, remuneration and duties as the Chapter may determine.
4. There shall be an Auditor, who shall be a person who may under section 43 of the Charities Act 1993 audit the accounts of a charity, and shall be appointed by the Chapter on such terms in respect of tenure and remuneration as the Chapter may determine, and who shall audit the accounts of the Cathedral in accordance with section 27 of the Measure.
5. There shall be a Master of the Music, who shall supervise the music in the Cathedral and shall be appointed by the Chapter on such terms in respect of tenure, remuneration and duties as the Chapter may determine.

### **XIV. THE CATHEDRAL COMMUNITY**

1. The Chapter shall as soon as practicable after the coming into effect of this Constitution form and thereafter maintain a roll containing the names of persons who are members of the Cathedral community and apply to be enrolled as such.

2. For the purposes of the Constitution and Statutes, the members of the Cathedral community shall be persons over the age of sixteen years
  - (a) who worship regularly in the Cathedral or
  - (b) who are engaged in work or service connected with the Cathedral in a regular capacity
3. If any question arises as to whether a person applying to be enrolled is a member of the Cathedral community that question shall be determined by the Dean, after consultation with the Canon Pastor.
4. There shall be a Cathedral Community Committee which shall consist of the following provided that their names are on the roll of members of the Cathedral community:-
  - (a) the Dean;
  - (b) the Residentiary Canons engaged exclusively on cathedral duties;
  - (c) the three lay persons having the qualifications prescribed by article XI 1(f) above elected as members of the Council by a meeting of those whose names are on the roll of members of the Cathedral community;
  - (d) nine other lay persons elected at a meeting of those whose names are on the roll of members of the Cathedral community from among such persons. They shall hold office for three years but shall be eligible for one further consecutive term of office of three years.
5. The Canon Pastor shall be chairman of the Committee and shall advise the Chapter on all matters affecting the Cathedral community.
6. The Chapter may delegate to the Committee such functions, powers and duties relating to the Cathedral community as the Chapter may determine.

## **XV. PROVISIONS APPLICABLE TO THE CONSTITUTION AND THE STATUTES**

1. In the Constitution and in the Statutes

‘actual communicant’ means a person who has received Communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times within the preceding twelve months;

‘the Bishop’ means the Diocesan Bishop;

‘Bishop Suffragan’ means Bishop Suffragan in the Diocese;

'Canon Pastor' means that Residentiary Canon for the time being holding the office of Pastor under the Statutes;

'Cathedral Church' means the Cathedral Church of the Holy and Undivided Trinity of Norwich;

'Cathedral duties' means (subject to section 8 of the Measure) duties, whether in the Cathedral or the Diocese, which should, in the opinion of the Chapter after consultation with the Bishop, be discharged in or from the Cathedral;

'Diocese' means Diocese of Norwich and 'diocesan' shall be construed accordingly;

'the Measure' means the Cathedrals Measure 1999;

'See' means See of Norwich;

and, unless the contrary intention appears, words importing the masculine shall include the feminine and vice versa and words in the singular shall include the plural and vice versa.

2. A reference in the Constitution and Statutes to the holder of any office, dignity or preferment shall be to the holder for the time being of such office, dignity or preferment in the Cathedral Church or, as the case requires, in the Diocese.
3. No repeal or amendment of, nor any additions to, the Constitution or the Statutes shall be made except in accordance with the provisions of the Measure.
4. Nothing in the Constitution or Statutes shall affect any right of patronage or other right or interest of Her Majesty.

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# **THE STATUTES**

## **I. THE FOUNDATION**

The members of the Foundation shall be the Bishop, the Bishops Suffragan the full-time stipendiary assistant Bishops, the Chancellor, the Archdeacons, the Dean, the Residentiary Canons, the Honorary Canons, the Lay Canons, the High Steward, the Chapter Clerk, the Chapter Steward, the Sacrist, the Sub-Sacrist, the Vergers, the Master of the Music, the Organist, the Organ Scholar, members of the Cathedral Choir and the Girls' Choir, the Priest Vicars, Minor Canons and Deacons and the Headmaster of The Norwich School.

## **II. THE DIOCESAN BISHOP**

1. The Bishop shall have the principal seat and dignity in the Cathedral and all persons holding office or ministering therein shall pay him due reverence and render him loyal and ready service.
2. As soon as possible after his Consecration or (in the event of his being already in Episcopal Orders) Confirmation of his election, the Bishop shall be solemnly placed in his throne according to the Custom of the Province of Canterbury and of the Cathedral Church.
3. After consultation with the Chapter, the Bishop may officiate in the Cathedral and use it in his work of teaching and mission, for ordinations and synods and for other diocesan occasions and purposes. At any service which the Bishop holds he may determine the ordering thereof, preach or appoint the preacher and decide the object of the collection. The Bishop may require of the Dean the reasonable assistance of the Ministers and staff of the Cathedral Church.
4. The Bishop may at any time seek the advice of the Chapter on any matter.
5. The Bishop may at any time propose for consideration by the Council amendments to the Constitution and Statutes.

## **III. THE BISHOPS SUFFRAGAN**

1. The Bishops Suffragan, when ministering in the place of the Bishop, shall be treated in all respects as in clauses 1 and 3 of Statute II above.
2. The Bishops Suffragan, when ministering in any other capacity, shall be treated with due dignity and shall occupy the seats belonging to their office.
3. Subject to the rights exercisable by any other person in accordance with the Constitution and Statutes, a Bishop Suffragan shall have the right of celebrating the Holy Communion in the Cathedral Church and on at least one Sunday in every year of preaching in the Cathedral.

#### **IV. THE DEAN**

1. The Dean shall be 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 his installation shall make such declarations and take such oaths as may be prescribed by law and by custom.
3. It shall be the duty of the Dean as chairman of the Chapter to govern and direct on its behalf the life and work of the Cathedral and, in particular, without prejudice to the generality of the foregoing, to
  - (a) ensure that Divine Service is duly performed in the Cathedral;
  - (b) ensure that the Constitution and Statutes are faithfully observed;
  - (c) maintain good order and proper reverence in the Cathedral;
  - (d) secure the pastoral care of all members of the Cathedral community; and
  - (e) take all decisions necessary to deal with any emergency affecting the Cathedral, pending consideration of the matter by the Chapter.
4. The Dean shall play a role in the life of the local community, the Diocese, the wider church and beyond but this involvement must be tempered with a due regard to his responsibilities at the Cathedral.
5. If the office of Dean is vacant, or the Bishop considers that the Dean is unable to discharge any or all of his functions by reason of illness or absence or any other cause, the Bishop shall, after consultation with the Chapter, appoint a Residentiary Canon 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.
6. If any question arises whether an appointment under clause 5 above is justified, that question shall be determined by the Archbishop of the Province.
7. The Dean shall reside in The Close of the Cathedral Church in the house allocated by the Chapter and shall diligently attend the Services in the Cathedral Church. Upon his ceasing to hold the office of Dean he shall vacate the house occupied by him.

#### **V. THE RESIDENTIARY CANONS**

1. Each of the Residentiary Canons shall celebrate the Holy Communion and preach in the Cathedral as the Chapter shall from time to time determine.

2. The Residentiary Canons shall undertake such duties in the Cathedral as the Chapter shall determine after consultation with them. They shall endeavour to strengthen the whole corporate life, worship and work of the Cathedral, promote the usefulness of the Cathedral in the Diocese and pursue theological reflection and research for the benefit of the wider church.
3. A Residentiary Canon shall ordinarily reside in The Close of the Cathedral Church in the house allocated by the Chapter and shall diligently attend the Service in the Cathedral Church. Upon his ceasing to hold the office of a Residentiary Canon he shall vacate the house occupied by him.
4. In the case of the Residentiary Canons engaged exclusively on cathedral duties, their involvement on business away from the Cathedral shall be kept under review by the Chapter.
5. The financial obligations as between the Residentiary Canons and the Chapter in respect of houses occupied by the Residentiary Canons shall be determined by the Chapter.
6. Each Residentiary Canon shall serve such period of residence as shall be determined by the Chapter. During such period of residence the Residentiary Canon shall be responsible for such duties as the Chapter may from time to time determine but shall include the following responsibilities:-
  - (a) to ensure in consultation with the Precentor that the regular worship takes place in the Cathedral at the appointed times and in the appointed manner;
  - (b) to lead Morning Prayer daily;
  - (c) to lead the intercessions at Evening Prayer daily;
  - (d) to officiate either himself or by a deputy appointed by him for that purpose at the evening service on Sundays;
  - (e) to be the person with whom the Sacrist and the vergers consult when immediate help is required;
  - (f) to deputise in the temporary absence of both the Dean and the Vice-Dean in all matters relating to the Cathedral except as provided in Statute IV clause 5;
  - (g) to make a pastoral visit to all departments of the Cathedral at least once a week.
7. No Residentiary Canon shall hold any benefice with a cure of souls except that, if the Chapter so determines, a Residentiary Canon may hold the benefice of St Mary-in-the-Marsh or be priest-in-charge of that benefice.

8. The Chapter may from time to time vary the allocation of the canonical houses to the Residentiary Canons, provided that no Residentiary Canon shall be required against his will to vacate the house previously allocated to him.

## **VI. THE ARCHDEACONS**

1. Subject to the rights exercisable by any other person in accordance with the Constitution and Statutes, each Archdeacon shall have the right of celebrating the Holy Communion in the Cathedral Church and on at least one Sunday in every year of preaching in the Cathedral.
2. The Archdeacons, when ministering, shall occupy the seats belonging to their office.

## **VII. THE HONORARY CANONS**

Subject to the rights exercisable by any other person in accordance with the Constitution and Statutes, each Honorary Canon in priest's orders may from time to time be invited to celebrate the Holy Communion and either on the same or another occasion preach in the Cathedral.

## **VIII. EMERITUS TITLES**

The Bishop may confer upon a Dean, a Residentiary Canon or an Honorary Canon (whether clerical or lay), who vacates his office and immediately upon such vacation retires, the title, as the case may be, of Dean Emeritus or Canon Emeritus. A title conferred under this provision shall confer no vested interest and, in particular, the holder shall not by virtue of that title be a member of the College of Canons.

## **IX. THE COUNCIL**

1. Meetings of the Council shall be called by the Chairman, in accordance with a resolution of the Council, on his own motion, or on the written requisition of at least eight members of the Council.
2. The quorum for the transaction of business at a meeting of the Council shall be eight of its members.
3. In the absence of the Chairman, the Council shall elect one of its members to preside over it.

## **X. THE CHAPTER**

1. Meetings of the Chapter shall be called by the Dean, in accordance with a resolution of the Chapter, on his own motion, or on the written requisition of at least five members of the Chapter.
2. Four days' notice in writing shall be given to the members of the Chapter at their usual place of residence of any meetings and of the business to be

transacted thereat unless the Dean, having regard to the prevailing circumstances, deems a lesser period to be justified.

3. Decisions at meetings of the Chapter shall be made by the votes of the majority of those present and voting and not otherwise except as provided in clause 6 below. The Dean shall have a second or casting vote.
4. The quorum for the transaction of business at a meeting of the Chapter shall be five of its members.
5. In the absence of the Dean or of any person appointed to exercise the functions of the Dean under Statute IV clause 5, the Vice-Dean shall preside over it, but he shall not have a second or casting vote.
6. The following steps shall not be taken without the consent of the Dean:-
  - (a) any alteration of the ordering of services in the Cathedral;
  - (b) the settlement of the Cathedral's budget;
  - (c) the implementation of any decision taken by the Chapter in the Dean's absence;

Provided that, in the case of a decision taken by the Chapter as to any matter other than one mentioned in clause (a) or (b) above, his consent shall be deemed to have been given for the purposes of clause (c) above after the expiry of one month following the date on which the decision was taken unless, within that period, the Dean requests the Chapter to reconsider the decision at the next meeting of the Chapter, in which case the matter shall be decided by a majority vote of those present and voting at the meeting, the Dean having a second or casting vote.

7. Without prejudice to the rules of law governing the duties of members of the Chapter and the exercise of their functions, and to the rights of the Chapter Steward as employee, in the event of the Chapter considering any matter in which a member of the Chapter has a personal interest, that member shall declare such interest to the Chapter, shall provide the Chapter with any information it requires in order to reach its decision but subject to that shall withdraw from the meeting and take no part in the Chapter's discussion of and decision on the matter (including any vote).
8. In other respects the procedure at meetings of the Chapter shall be regulated by Standing Orders made from time to time by the Chapter, not being inconsistent with the Constitution and Statutes.
9. The Common Seal shall be in the custody of the Chapter and shall not be affixed to any document except on a formal resolution of the Chapter at a meeting of the Chapter or of the Council or of the College of Canons as the case may be. The affixing of the seal shall be witnessed by any two members of the Chapter or by one member of the Chapter and the Chapter Steward and

a memorandum or each Seal so affixed shall be recorded in the Seal-Book by the Chapter Steward.

#### **XI. THE FINANCE AND THE PROPERTY COMMITTEES**

Subject to the provisions of the Constitution, the terms of reference of these Committees shall be determined by the Chapter and the Chapter may delegate to the Committees such powers as the Chapter shall from time to time determine.

#### **XII. VACANCIES IN MEMBERSHIP**

No proceedings of the Council, the Chapter or the College of Canons shall be invalidated by any vacancy in the membership or by any defect in the qualification or election of any member.

#### **XIII. PATRONAGE**

Any presentations or nominations to benefices in the patronage of the Cathedral shall subject to the Patronage (Benefices) Measure 1986 be exercised by the Chapter.

#### **XIV. THE HIGH STEWARD**

1. There shall be a High Steward of the Cathedral Church, being a distinguished lay person resident in the Diocese. The High Steward shall be appointed by the Bishop after consultation with, and agreement of the Chapter, which shall assign to him a stall in the Cathedral Church. The High Steward shall be appointed as a member of the Council in accordance with Article XI.1(c) of the Constitution.
2. The High Steward shall do all in his power in co-operation with the Chapter to advance the welfare of the Cathedral Church.

#### **XV. THE OFFICERS**

1. The Officers of the Cathedral Church, who shall be Residentiary Canons, shall include the Vice-Dean, the Custos, the Librarian, the Pastor, the Precentor and the Treasurer. One Residentiary Canon may hold two or more of the offices if the Chapter so decides. They shall be annually appointed by the Chapter at its January meeting. The duties of the Officers shall be those prescribed in this Statute or, subject thereto, by by-laws. Each Officer shall present an annual report to the Chapter on the discharge of his duties and on the work of any person appointed to assist him.
2. (a) The Vice-Dean shall deputise for the Dean in his temporary absence except as provided in Statute IV clause 5.

- (b) The Vice-Dean shall have precedence above the other Residentiary Canons and shall occupy the stall which is assigned to his office on the north side of the Choir.
3. After the Vice-Dean the other Residentiary Canons shall have precedence in order of seniority by date of appointment and shall occupy the stalls which are assigned to each of them.
  4. The Custos shall watch over the maintenance of the Cathedral and its Precincts.
  5. The Librarian shall watch over the archives and library.
  6. The Pastor shall have particular care for the Cathedral congregation and the Cathedral staff.
  7. The Precentor shall have particular care and oversight of the liturgy and worship of the Cathedral.
  8. The Treasurer shall watch over the treasures of the Cathedral.

#### **XVI. THE MINISTERS**

The Chapter may appoint from among persons who shall be in Holy Orders and hold the Bishop's Licence such Minor Canons, Priest Vicars and Deacons as may from time to time seem necessary and upon such terms and conditions as may be determined by the Chapter.

#### **XVII. THE OFFICIALS**

1. The Officials of the Cathedral Church are the Chapter Steward, the Architect, the Archaeological Consultant and the Master of the Music.
2. The Chapter may appoint a Chapter Clerk, a Sacrist, an Archivist, a Finance Manager, an Estates Manager, a Schools' Officer, and an Organist and may employ such other persons as may be necessary in each case upon such terms as the Chapter may determine.
3. The Chapter may appoint such solicitors, accountants, surveyors, managing agents and other professional firms as may from time to time be required and upon such terms as the Chapter may determine.

#### **XVIII. THE VERGERS**

1. The Chapter shall appoint a Head Verger, who may be known as the Sacrist, and may appoint as many Assistant Vergers, one of whom may be the Sub-Sacrist, as may from time to time seem necessary on such terms and conditions as may be determined by the Chapter.

2. The Vergers shall be concerned to uphold the dignity of worship in the Cathedral, to care for its security and to welcome all who enter it.

#### **XIX. THE CHOIR**

1. There shall be as many Lay Clerks and Choral Scholars as the Chapter considers suitable, after consultation with the Master of Music. They shall be appointed upon such terms and conditions as may be determined by the Chapter.
2. Wherever possible there shall not be fewer than 20 choristers including the probationers.
3. The probationers and choristers shall be educated at the Norwich School (in accordance with the Deed of Amalgamation of the Choir School with the King Edward VI Grammar School (now Norwich School) in the Close signed by the Dean and Chapter and the Governing Body of the said King Edward VI Grammar School on September 25<sup>th</sup> 1951 or any amendment thereof). They shall pass the Entrance Examination of the School and satisfy the Master of Music of their musical ability.
4. So long as the probationers and choristers are being educated at the Norwich School the Headmaster of the School shall have a stall assigned to him by the Chapter in the Choir of the Cathedral Church.
5. If circumstances arise which render the provision of clause 3 hereof impracticable the Chapter shall make other arrangements for the education of the probationers and choristers.

#### **XX. THE SERMONS**

1. On Christmas Day and Easter Day the Bishop or the Dean shall preach the sermon at the morning Service.
2. On the Sunday after Ascension Day the sermon in the morning shall, according to ancient custom, be preached by the Parker Preacher appointed by Corpus Christi College, Cambridge.
3. For the remainder of the year the Dean shall produce a rota of preachers for the approval of the Chapter.

#### **XXI. THE ARCHIVES AND LIBRARY**

1. In these Statutes the phrase "the archives and library" includes all the muniments, charters, books, manuscripts, documents and records (including matters of illustration or record however produced) and all other things of a like nature belonging to the Cathedral.

2. The Chapter shall make provision for the safe custody, maintenance, repair, preservation, access, loan and storage of the archives and library either in the Cathedral or elsewhere as it shall think fit.

## **XXII. THE CATHEDRAL COMMUNITY**

1. A meeting of the members of the Cathedral community whose names are on the Cathedral roll shall be held at least once a year.
2. The rules and regulations for the maintenance of the Cathedral Community Roll and for governing the meetings and procedures of the Cathedral community and of its Committee shall be determined by the Chapter.

## **XXIII. THE VISITOR**

1. The Bishop shall as Visitor hear and determine any question as to the construction of the Constitution and Statutes.
2. The Bishop may hold a visitation of the Cathedral when he considers it desirable or necessary to do so or when requested by the Council or the Chapter.
3. In the course of a visitation, the Bishop may give such directions to the Chapter, to the holder of any office in the Cathedral or to any person employed by the Cathedral as will, in the opinion of the Bishop, better serve the due observance of the Constitution and Statutes.
4. It shall be the duty of any person or body on whom functions are conferred by the Constitution and Statutes to act in accordance with any determination and any direction by the Bishop under this Statute.

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