



*Trustee*

RECRUITMENT PACK

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BRISTOL CATHEDRAL

# A MESSAGE FROM THE DEAN OF BRISTOL

Bristol Cathedral is a vibrant and busy place, open to visitors and offering worship 365 days a year, hosting events from concerts to art exhibitions, and seeking to serve the city and diocese as a place of gathering, conversation, celebration and lament. It is also a £1.4m turnover charity with multiple funding streams and stakeholders.

All this activity is overseen by a trustee body, The Chapter, whose members include the senior clergy, members of the congregation, and experienced external members who provide invaluable support and challenge to our life.

At an exciting and challenging time for the Cathedral as we embark on an ambitious master planning exercise while facing significant financial challenges, we are looking for new trustees to join us. In particular, we seek to diversify our membership to better reflect our diverse congregation, city and diocese.

Are you sympathetic to the Cathedral's purposes and values? Could you bring enthusiasm and expertise to the Chapter as a Trustee?

I hope that you will find this document Informative and helpful, and I look forward to hearing from you!

A handwritten signature in white ink that reads "Mandy".

The Very Revd Dr Mandy Ford,  
Dean of Bristol

# ABOUT BRISTOL CATHEDRAL

Bristol Cathedral is open 365 days per year and welcomes over 300,000 people through the doors each year. We have been a centre of Christian prayer, worship and mission for over 900 years, and this continues to be at the core of all that we do today.

People come to the Cathedral for many reasons. Some come to worship at one of over twenty services per week. Some come to enjoy learning about the history of the building and to enjoy its exceptional architecture. Some come to find a quiet space in a crisis, or as a break in the middle of their working day. And some come to attend one of the sixty or so varied cultural and community events that we run each year.

The Cathedral holds a significant role in the civic life of our city as a gathering place for celebration and lament, for example marking the death of Her Majesty Queen Elizabeth II and the coronation of His Majesty King Charles III, hosting the funeral of racial justice campaigner Paul Stephenson and the High Sheriff's Legal service.

Our mission is to:

Follow Jesus Christ

Worship God

Serve others

Transform communities

Support the Bishops and Diocese

We hold these missional purposes together believing that they complement and support each other.



# Here's a snapshot of some of the things we have done over the last couple of years:

Hosted a mass singing event, Sing for the King, to mark the coronation of His Majesty King Charles III, in partnership with St George's.



Worked with the Muslim community to put on a grand iftar in the Cathedral during Ramadan.



Welcomed primary school children from south Bristol to sing with the Cathedral choir at evensong.



Provided a safe space for "Listening Spaces" following the violence in the summer of 2024.



Celebrated the late Queen's Platinum Jubilee with a community party on College Green.



Created All God's Children, an exhibition about the Cathedral's historic involvement in the transatlantic chattel enslavement of African people.



Hosted the closing ceremony for the Diaspora Festival.



Held a full programme of services and concerts over each Advent and Christmas.



Celebrated Palm Sunday with a procession on College Green featuring a real donkey.



In the wake of the toppling of the Edward Colston statue in our city in 2020, we have been working to understand the Cathedral's historical involvement in the transatlantic chattel enslavement of African people. This work has been costly (an investment Chapter and other funders have been privileged to make) but has revealed stories that we have now been able to tell through our exhibition "All God's Children". This truth telling has been a crucial first step in developing our racial justice strategy. Future work will embed these stories into the Cathedral's interpretation, involve new art works giving voice to more diverse stories, and drive consistent attention to issues of inclusion at every level of our lives together.

Holding that all together is a small team of clergy and lay staff – around 35 of us in total – and a committed community of volunteers and congregation.

## Open, generous, creative and brave are the values that shape everything we do.

We aspire to a culture which is collaborative and in which every member of the team feels valued.

Doing all of this comes at a cost and as with most Cathedrals the financial pressures are growing each year.

As a Chapter we seek to hold together the strands of Cathedral life, recognising that they are sometimes in tension with one another. We regularly review our meetings to ensure that we are working well together, providing a safe and undefended space for dialogue and decision making. We don't always get it right, but we are committed to reflection and improvement



# RESPONSIBILITIES OF CHAPTER MEMBERS

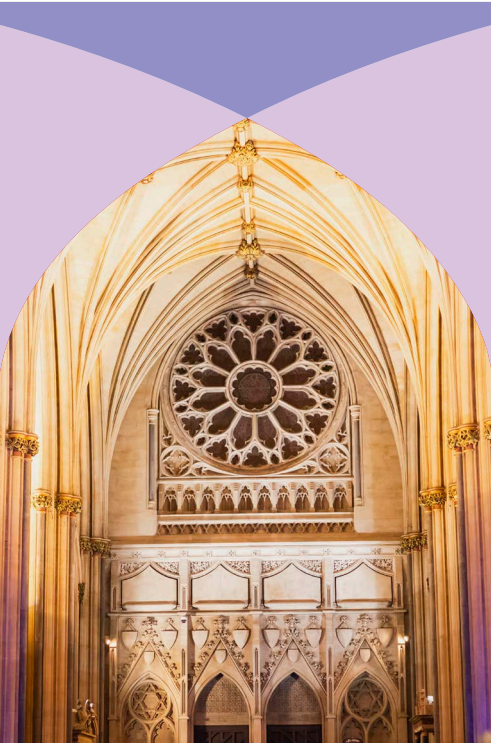
The responsibilities of Chapter members may seem onerous, but the rewards are considerable as you will share in the governance of a major heritage, faith and social asset with a 900 year history and a significant future.

## GOVERNANCE

Bristol Cathedral is a registered charity governed by the Chapter (Its board of trustees). Chapter is chaired by the Dean and comprises executive trustees – the Dean and Residentiary Canons and non-executive trustees who are known as Lay Canons. Chapter oversees all aspects of the Cathedral’s statutory compliance, strategic vision, policies and priorities. Chapter is advised by a small number of specialist committees and external advisors.

The day-to-day operation of the Cathedral is overseen by the Senior Executive Team comprising both lay professionals and the Residentiary Canons. The Senior Executive Team is chaired by the Dean.

Following its registration as a charity in September 2023, the Cathedral’s governing body is now jointly regulated by the Charity Commission and the Church Commissioners.



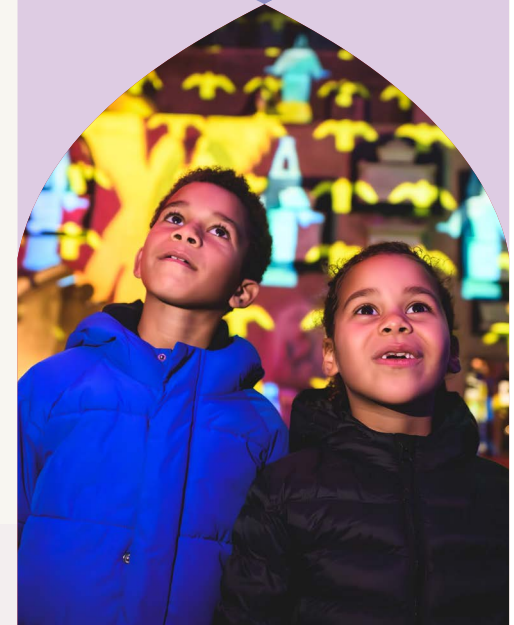
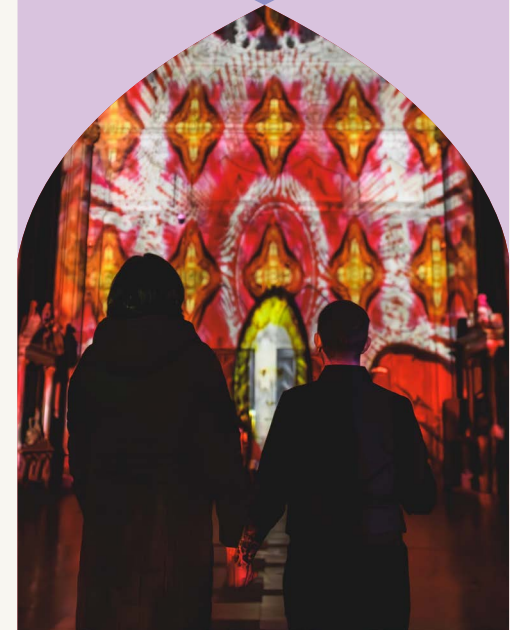
## DUTIES

Our Constitution confirms that Chapter directs and oversees the governance of the Cathedral and must in particular:

- order the worship of the Cathedral and promote its mission;
- formulate, after consulting the Bishop, proposals relating to the general direction and mission of the Cathedral;
- prepare an annual budget for the Chapter;
- prepare an annual report for the Chapter and annual accounts for audit and subsequent approval;
- keep under review the Constitution and the Statutes; and
- manage the property which is vested in the Chapter and the income from it and, in particular, ensure that any necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out.

As trustees, all Chapter members must make sure that the charity is carrying out the purposes for which it was set up, and no other purpose. This means that all Chapter members must:

- ensure they understand their charity's purposes as set out in its governing documents
- plan what their charity will do, and what they want it to achieve
- be able to explain how their charity's activities are intended to further or support its purposes
- understand how their charity benefits the public by carrying out its purposes make sure that the charity complies with its governing documents, and
- comply with charity law requirements and other laws that apply to the charity





## COMMITMENT

Chapter meets six times a year. These are in-person meetings held on-site at Bristol Cathedral, with the ability to join online if required on occasions. These meetings are currently held at 8.30am for approximately three hours, these timings may be adapted to meet the needs of our new Trustees. There may also be additional, brief, single issue meetings called if urgent decisions are required.

Chapter members also contribute through membership of Committees, Working Groups or through allocation of a lead role (e.g. Safeguarding) which may involve working with the Diocese of Bristol, for example its Safeguarding Officer.

Chapter members are invited to worship with us at major services throughout the year. Lay Canons traditionally undertake a ceremonial role by robing and processing.

Chapter members must complete training in safeguarding and compliance areas such as GDPR. The Association of English Cathedral also provides high quality training for new Chapter members, which we invite all new members to undertake. There are also opportunities for Chapter members to attend conferences and make external visits.

We will ensure that new Chapter members receive a comprehensive induction tailored to their individual needs, recognising that you may well have extensive experience as a trustee elsewhere.

Chapter members are voluntary posts that attract no remuneration. Reasonable expenses are reimbursed.

## TERM OF OFFICE

Chapter members serve an initial three-year term with scope to extend by mutual agreement up to a total maximum of nine years' service. This approach nurtures intimate organisational insight whilst ensuring that fresh experience and perspective are periodically introduced.

## DIVERSITY

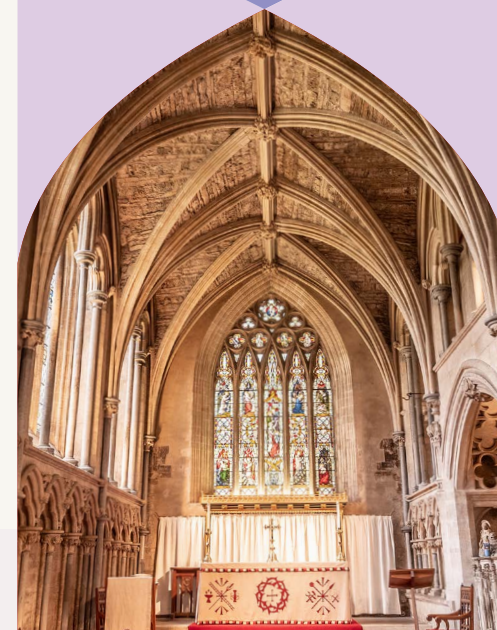
The Chapter of Bristol Cathedral places a high value on diversity at every level of the organisation including in governance structures. It recognises that there is a long way to go if we are to truly reflect the communities that we serve. We welcome applications for the roles of non-executive chapter members (trustees) which helps us to improve the diversity of Chapter.

## ESSENTIAL REQUIREMENTS

We expect members of Chapter to be committed to our vision, mission and ministry. We work in a collaborative and open way and look to our Chapter members to exercise their responsibilities and provide 'critical friendship' in their role.

Chapter members must be eligible to serve as Trustees under the Charities Act, are able to reflect the ethos of the Nolan Principles and are required to undertake an enhanced DBS check. Chapter members must be a communicant member of the Church of England, or a Church in communion with the Church of England, or a Church which subscribes to the doctrine of the Holy Trinity.

New members of Chapter will be fully supported in developing their understanding of their responsibilities and provided with all the information and training they would find beneficial. This support is provided by the Dean, key members of the executive team, our Residentiary Canons and their fellow non-executive trustees.



# APPLICATION PROCESS



The deadline for applications is **Friday 10 April**.

To apply, please complete an expression of interest form and return it along with a copy of a recent CV to:

Chief Operating Officer, Ben Silvey at  
**[ben.silvey@bristol-cathedral.co.uk](mailto:ben.silvey@bristol-cathedral.co.uk)**

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If you are shortlisted, the interviews will take place on or around 5 May. They will be in person and will take place at:

**Bristol Cathedral, College Green, Bristol BS1 5TJ.**

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If you would like an informal conversation regarding this role, please contact the Executive Assistant to the Dean and COO, Cheryl Oxley to arrange a phone call, online meeting or face to face meeting.

**[cheryl.oxley@bristol-cathedral.co.uk](mailto:cheryl.oxley@bristol-cathedral.co.uk)**