

LICHFIELD CATHEDRAL

Members of Chapter (Non-Executive)
January 2025



HOPE

HOSPITALITY

HEALING

HOLINESS



LICHFIELD
CATHEDRAL

INTRODUCTION

Members of Chapter (Non-Executive)

Thank you for your interest in becoming a member of the Chapter of Lichfield Cathedral.

We are immensely proud of our remarkable Cathedral. One of the most ancient places of Christian pilgrimage, alongside Canterbury and Walsingham, it stands today as a beautiful heritage building, a magnet for visitors, a venue for concerts and gatherings of every kind, a place of learning; and above all, it is the seat of the Bishop of Lichfield, the Mother Church of the Diocese of Lichfield which embraces Staffordshire and Stoke-on-Trent, the Black Country and northern Shropshire, and a living and lively and welcoming church which offers worship three times each day.



I was installed as Dean last September, having served as Interim Dean for the previous 18 months, and we are now entering a new period of change and growth as we discern our vision and strategy for the next five years. Building on the successful strapline of Lichfield Cathedral: Your Cathedral we are seeking to grow in six significant areas: evangelism and engagement, tourism and visitor attraction, music and worship, discipleship and learning, serving the wider diocese and heritage and stewardship.

We are seeking three new non-executive members of Chapter to work with the existing skilled and committed members of Chapter and our dedicated and gifted staff team, to help us to turn our vision into reality and to bring wisdom, discernment and enthusiasm to our oversight and governance of the Cathedral. Chapter members are trustees of the Cathedral, with all the formal responsibilities charity trustees are expected to carry. We are looking especially for skills in one or more of the arts, music, marketing, safeguarding, finance, volunteer management and environmental sustainability. We are actively seeking applicants from backgrounds which are underrepresented in our current membership.

The role is voluntary and parttime but involves a significant commitment towards our two charitable purposes – to share the Christian faith and to care for the Cathedral building.

We hope that it is a role which is rewarding, enjoyable and fulfilling, and I trust that the following information will be of help as you discern whether or not to apply to join our small but dedicated team.

The Right Reverend Jan McFarlane
Dean of Lichfield
Assistant Bishop in the Diocese of Lichfield



The Mission of Lichfield Cathedral

Lichfield Cathedral is called to live and proclaim the transforming love of God. Through the fullness of its life in the Spirit, it seeks to be a sign of the friendship and freedom that God in Jesus Christ has given the whole world to enjoy. It owes its foundation to the missionary work of St Chad, whose successor Bishop Headda built the first cathedral in Lichfield in AD700.

VALUES



HOLINESS

The Cathedral is a holy place – a sacred space. Celtic Christians used the term, 'a thin place' where the boundary between heaven and earth becomes more permeable. That is most certainly the experience of many who come here to visit or to worship. Music, prayer and worship are our foundation stones.



HEALING

Lichfield Cathedral has been, since earliest times, a place where people have sought healing, and that continues to this day. Visitors, pilgrims and worshippers come to the Cathedral in search of healing and wholeness of body, mind and spirit in a place which speaks of stability and hope, and where the walls are soaked in the prayer of generations past and present.



HOPE

In the face of a world which seems fractious and unstable, the Cathedral points to a God who offers stability and hope. In the Nave hangs an icon of Jesus Christ on the cross, dying for us to bridge the gap between us and God. On the eastward side of the cross is the resurrected Christ whose death and resurrection means that we need never again be separated from God's love. This knowledge gives us the confidence and hope to go out carrying that same love and hope to all who wish to encounter it.



HOSPITALITY

We seek to offer a warm and friendly welcome to all who come through our doors. We offer a place of welcome and refuge, of encouragement and hope, which permeates our communications and marketing, the ministry of those who work in the Chapter office and the shop, through our events and exhibitions, and of course, through our worship.

HOPE

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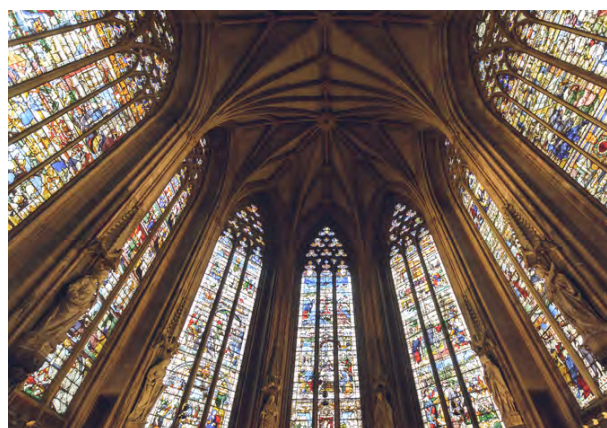
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The History of Lichfield Cathedral

Lichfield Cathedral was originally founded in AD 700 as the burial place for Chad, founding bishop of Lichfield, who came to Lichfield in AD 669 and died here in AD 672. It is one of the earliest cathedrals in the UK and a historical site of great importance. Today, Lichfield Cathedral serves the fifth largest diocese in England, a diverse community which includes all of Staffordshire, parts of Shropshire and the West Midlands and even a small part of Wales. The current Grade 1 listed building is the third cathedral on the site. Built around 1195-1350, it is the only medieval English Cathedral with three spires and the only one to have been fortified with walls and a moat.

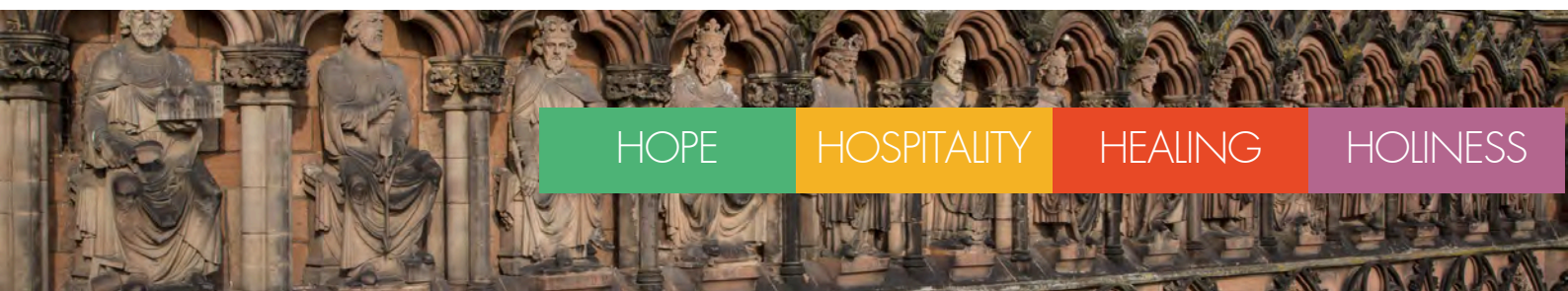
The Cathedral houses items of outstanding international significance, including: the 16th century Herkenrode Glass stained glass windows; the 8th Century St Chad Gospels manuscript; the Lichfield Angel, a carving dating to around 800 AD; a unique two-storey Chapter House containing a complete 14th century mediaeval tiled floor; fine examples of mediaeval wall painting; the important 19th century pipe organ by William Hill & Sons; and significant books, manuscripts, textiles, silver and historical artefacts, including an early 15th century Wyclif New Testament, Henry VIII's Great Bible (1539), Justinian's Law Codes (1200) and a 15th century edition of Chaucer's Canterbury Tales.



The Cathedral is also responsible for a range of significant buildings in the Cathedral Close including: the Grade 1 listed former Bishop's Palace (1686-7), the Grade 2* listed Deanery (1705), the 14th Century Vicars' Close and the Grade 1 listed Georgian eighteenth-century Darwin House. The Cathedral welcomes approximately 250,000 people every year.

Alongside our unchanging mission as a place of worship, the Cathedral is a major heritage attraction in the West Midlands, and we are open daily for free to tourists. The Cathedral also provides a significant cultural venue and focal point for the community, including those who actively take part as volunteers, visitors, pilgrims, worshippers, school groups, those presenting and attending performances (both professional and amateur) and those attending exhibitions.

Chapter believes the Cathedral is for everyone, and has implemented activity to broaden the visitor profile. Through an Artist-in-Residence programme 2016-2021, the Cathedral has seen a striking increase in visitor numbers and diversity. Through our award-winning music outreach programme MusicShare, run in partnership with Lichfield Cathedral School, we have engaged tens of thousands of children in singing in over 500 schools.



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Main Duties and Responsibilities

The role of the Chapter's non-executive members covers four areas:

1. Strategic planning
2. Performance monitoring
3. Risk management and compliance
4. Stakeholder management

Strategic Planning

- Participate in the development of long-term strategies for the Cathedral.
- Establish and periodically review the Cathedral's vision, mission and values.
- Set short, medium and long term goals.
- Agree overall operational plans and budgets.

Performance monitoring

- Ensure solvency and financial strength.
- Monitor progress and spending against plans and budgets.
- Evaluate results, assess outcomes and impact.
- Hold executive managers to account in the implementation of Chapter's strategic decisions.

Risk management and compliance

- Take a considered, proportionate and balanced approach to risk management.
- Ensure compliance with legislation, regulation and best practice.

Stakeholder management

- Communicate openly, informing people about the Cathedral and its work.
- Be an ambassador for the Cathedral at all times.
- Listen and respond to the views of congregations, communities, supporters, funders, and other users with an interest in the Cathedral's work.
- Consider the Cathedral's responsibilities to the wider community.



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Meeting attendance and other events

- To attend Chapter meetings, currently a minimum of 6 per annum. Usually mornings but can be full days when required.
- Once a year attend the Chapter residential (2 days)
- Additional meetings as required.
- Involvement in specific projects or programmes as agreed from time to time.
- Attendance at a limited number of formal liturgical occasions and services.
- Overall commitment is anticipated to be equivalent to one to two days per month.

Personal Specification

Qualifications and experience

- Be aged 16 or over
- A communicant member of a Church of England or a communicant member of the Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity.
- An understanding of the contemporary context of the mission of the Church
- Strategic experience at board or senior governance level
- And may need to have or be willing to acquire additional specific expertise (to be advised separately)

Skills and abilities

- Ability to read and understand financial reports, balance sheets and budgets. Alternatively, a willingness to undertake training.
- Understanding of risk management and compliance.

Work-related personal qualities

- Organised mind and flexible time commitment.
- Ability to listen, to identify the salient issues and contribute to discussion with confidence.
- Ability to reflect prayerfully and contribute personal wisdom.
- Ability to think strategically, to evaluate and communicate proposals succinctly.
- Patience, tact and discretion.

Application Process

To apply, applicants should write stating:

- why they are interested in joining the Chapter of the Cathedral;
- the skills and experience they can bring
- how they would fulfil the criteria set out in this specification;

Please include:

- Name and contact details of a referee;
- An accompanying CV

Applications should be sent in digital format to recruitment@lichfield-cathedral.org

Should you wish to discuss the role, arrange a visit to the Cathedral or clarify any points in advance of applying, please contact The Right Revd Jan McFarlane, Dean of Lichfield, dean@lichfield-cathedral.org

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Appointment

The new Chapter Members will be appointed for 3 years, with the possibility of extending their appointment for up to two further 3-year terms (giving a maximum period of 9 years).

The appointment will be subject to annual reviews by the Dean.

Successful candidates will be asked to undertake an induction exercise to include meeting key members of the team (clergy, staff and volunteers) and attending services and meetings as required.

Key dates:

The closing date is midnight Sunday 2 February 2025

Shortlisted candidates will be notified on or by 7 February 2025

Interviews will take place in Lichfield on Tuesday 11 February 2025.

Following interview, the successful candidates will be appointed to start on St Chad's Day (2nd March 2025) and the first order of formal business will be Principal Chapter 7th April 2025

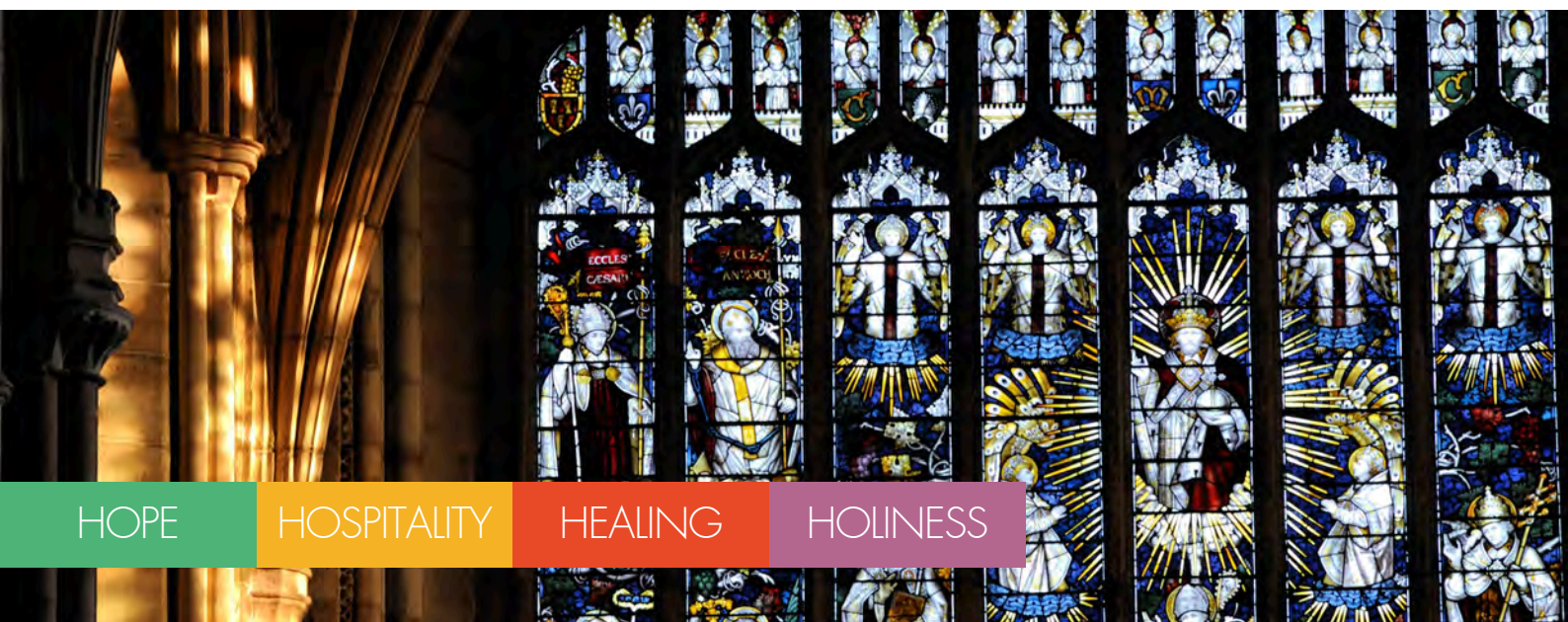
Appendices

The following can be made available upon request.

1. Lichfield Cathedral's Constitution and Statutes (2023).
2. The Strategic Plan, Vision, and Values.
3. Governance Code.
4. Schedule of Delegated Authority
5. Complaints Policy and Procedure.
6. Conflict of Interest Policy.
7. Risk Management Policy
8. Code of Conduct.

Other documents to be aware of:

- The Care of Cathedrals Measure 2011
- Cathedrals Measure 2021
- Annual Report and accounts 2023
- Keystones 2023



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