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| **EMPLOYER: Portsmouth Diocesan Board of Finance (PDBF)**  **JOB DESCRIPTION: Diocesan Chancellor** |  |  |  |

**BACKGROUND**

The Diocese of Portsmouth is made up of 13,000 or so worshippers in around 130 Church of England parishes across south-east Hampshire and the Isle of Wight. The diocese is divided into seven deaneries, each of which co-ordinates the mission and ministry of parishes in their area. Our current vision is to live as disciples of Christ, pray individually and together, and to serve our communities – hence our vision is described as Live | Pray | Serve.

The Diocesan Advisory Committee deals with around 40-50 faculty cases per year for 150 Churches and 100 church buildings. Many churches are Victorian, we have 28 Grade 1 listed buildings in mainly rural areas and a small number of modern churches mainly in suburban areas. There has recently been grant sponsored activity in refurbishing a small number of churches, mainly in the city of Portsmouth. The Church of England’s Net Zero Carbon target of 2030 adds significant challenges.

**PRIMARY PURPOSE**

The Chancellor sits as the independent judge of the Consistory Court of the Diocese and will preside over the faculty jurisdiction process relating to the use of and alterations to church buildings and land. They will work closely with the Diocesan Registrar and Registry Clerks, the Archdeacons and the Diocesan Advisory Committee. They will act as Vicar General of the Diocese to grant marriage licences. They may on occasion be consulted more generally by the Bishop.

**RESPONSIBILITIES & PRINCIPAL TASKS**

* The Diocesan Chancellor will act as the independent Judge of the Diocesan Consistory Court with jurisdiction as laid down in s7 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018. As such they they will determine proceedings which relate to the use of and reordering of church buildings and land, applications for grave reservations and exhumations and other legal matters as specified in the Measure. They will work closely with the Diocesan Registry, the Archdeacons and the Diocesan Advisory Committee.
* The appointment is for a named individual, but it is anticipated that the person appointed will wish to appoint a Deputy Chancellor to assist the~~m~~ in the performance of their duties, subject to the approval of the Bishop.
* The Diocesan Chancellor is expected to provide the professional services set out in The Ecclesiastical Judges, Legal Officers and Others (Fees) Order 2022. The retainer for this work is laid down in the Order and for 2023 this is £11,518.08. The retainer covers the remuneration for the Chancellor, any Deputy, secretarial and assistant support as well as all office overheads.
* There may be exceptional circumstances, particularly when the Bishop or senior staff or the Registrar may need urgent response to business, when evening and weekend work may be required.
* The Chancellor will be an ex officio member of the Diocesan Synod.
* A Chancellor’s appointment normally ceases on resignation in writing to the Bishop, or upon attaining the age of 70, as is more fully set out in the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

**PERSON SPECIFICATION**

* The Diocesan Chancellor is appointed by the Diocesan Bishop and will be a person who holds or has held High Judicial office, or who holds or has held the Office of Circuit Judge or is a barrister or solicitor who has the qualifications required for holding that office.
* The person appointed as Chancellor may hold or have held the role of Chancellor of another Diocese or have acted as a Deputy Chancellor.
* The person appointed may be lay or ordained but if a lay person is to be appointed, the Bishop must be satisfied that that person is a communicant member of the Church of England.

The Chancellor will:

(a) have expertise in Ecclesiastical Law

(b) have judicial experience or similar experience

(c) be familiar with the online faculty system of the Church of England

(d) be a wise advisor to the Diocesan Advisory Committee and to the Diocesan Registrar

(e) be able to communicate by email/ text and phone and Teams / Zoom as needed and be reasonably accessible

(f) have the ability to think pragmatically, creatively and pastorally

(g) have sensitivity, wisdom, patience and sound judgement

(h) be able to discharge his or her Judicial duties conscientiously and independently, adjudicating on matters in the Consistory Court.

(i) be required to take and subscribe the prescribed Oath of Allegiance and the Judicial Oath and (if a Lay person) a Declaration of Assent.

**Working Practices**

The post-holder may be required to travel to sites within the Diocese in fulfilling their duties. As public transport to outlying areas is limited, a current driving licence and access to own private transport is preferable. Evening and weekend work may be required on rare occasions.

**ACCOUNTABILITY**

Bishop of Portsmouth within the Diocese and Court of Arches for faculty jurisdiction.

**AUTHORITY**

Oversight of the casework for the Diocesan Advisory Committee and Faculty related Diocesan legal matters.

**ORGANISATIONAL STRUCTURE & RELATIONSHIPS**

**Key Collaborations:**

* Diocesan Registry
* DAC Secretary
* Archdeacons
* DAC Chair