

## **Residentiary Canon and Steward of St Paul's Cathedral**



The Crown and the Bishop of London are seeking to appoint a compassionate and practical priest to the new post of Canon Steward at St Paul's Cathedral, developing the previous Treasurer and Pastor roles to bring together care for people and resources.

As a member of Chapter, you will be fully involved in the spiritual life, outreach, governance and management of the Cathedral. You will be committed to good stewardship of people and resources, inter-culturally skilled and strategically creative.

### **WHAT DOES IT MEAN TO BE A RESIDENTIARY CANON AT ST PAUL'S?**

St Paul's has an exciting mission and ministry full of opportunities and challenges which touches the lives of over a million people a year – including visitors, worshippers, young people, and those who follow us online around the world. As a Residentiary Canon, you will be fully involved in the mission, work and ministry of the Cathedral, with a calling to inspire and encourage others with the Gospel of Jesus Christ.

#### ***A member of Chapter***

As an executive member of Chapter and a trustee of the Cathedral, a Residentiary Canon shares with the Dean, other Residentiaries and the Non-Executive Members the responsibility of governing the Cathedral, working together to direct and oversee the strategy and policies of the Cathedral and ensure their implementation.

The spiritual heart of a Cathedral is its worship and prayer, which Chapter sustains and oversees; it has a majority of non-executive members and meets normally monthly except in August, usually in person and on Wednesday mornings. The Chapter leads the corporate life of the Cathedral, taking forward its work as a centre for worship and mission. It acts collaboratively: its mode of working is collegiate, and each member of Chapter holds equal responsibility for decisions taken. Executive Chapter members (the Dean and Canons) engage with the Registrar and other Directors as part of the senior management group, and with Heads of Department, other Cathedral clergy, professional advisors and other colleagues in their work, supported appropriately by the non-executive Chapter members who engage with particular aspects of the Cathedral's work and governance. Integral to the way the Cathedral works is that each of us is responsible for part of the whole, rather than wholly responsible for a part.

### ***A minister in the Cathedral***

Prayer, worship and mission are primary tasks for the cathedral clergy, and you will be fully involved in the worshipping life of the Cathedral, sharing in leading, serving and preaching in the round of regular and special services, in assisting with occasional offices and in pastoral care. Commitment to daily worship together is essential, as it is the heart of the life of the Cathedral and its Chapter; we support one another when having agreed time off or when external work commitments require being elsewhere.

Residentiary Canons take it in turns to function as Canon in Residence, during which time they hold the emergency phone, and are substantially present at the Cathedral to take responsibility for the continuity of daily worship, welcome VIP visitors as appropriate, handling issues that arise and assisting the Dean with the overall management of the Cathedral. They invite and entertain visiting preachers during their residence in accordance with the policy of Chapter then in force. The pattern of residence is weekly, with a day off being covered by a colleague.



There are 46 parishes of which the Cathedral is patron, the majority being in the Diocese of London. The ministers on Chapter share the exercise of patronage equally and are encouraged to develop ongoing contact with their parishes. Canons are members of the City Deanery Synod and support the work of the Bishop by being involved with the Diocese in the appropriate ways.

### ***An executive role in the Cathedral***

A Residentiary Canon at St Paul's is also a Director of part of the Cathedral's operations, working together with other Directors and the Dean and Registrar as the senior management group which meets weekly to support and implement Chapter's strategy and policies and the Cathedral's Mission-Directed Business Plan. Integral to these roles is the necessity and opportunity of working corporately, including close working with professional colleagues across the various departments of the Cathedral. The particular role of the Steward is set out below.

Being a Residentiary Canon at St Paul's offers considerable opportunities in partnership with the rest of the Chapter and the wider Cathedral, and the specific responsibilities of the Steward should be read in that context; Residentiary Canons have also engaged in various aspects of national life in church and society.

Residentiary Canons are appointed under common tenure; they are part of the diocesan Ministry Development Review programme. Appointments are normally expected to last about seven years.

## THE ROLE OF THE STEWARD

There are a number of areas that comprise the Directorate of the Steward, which come together around the two themes of:



- **stewardship** of people and resources – mission, spiritual growth, safeguarding, accessibility, sustainability, support with donor care; and
- **community** – wellbeing, pastoral care, building up corporate life, connecting people with one another and with the Cathedral.

The role includes leadership for Chaplaincy and Safeguarding, advocacy for Health and Safety and Sustainability, and a wider role in supporting aspects of Wellbeing and Development and engagement with the Diocese of London.

The Steward is not expected to be professionally qualified in safeguarding, health and safety or other operational areas, but to ensure on behalf of Chapter that people are cared for by these areas being properly resourced and effectively delivered.

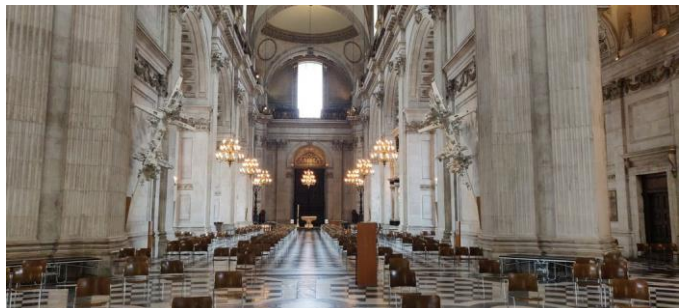
The Steward's work is spiritual as well as practical, rooted in the theological importance of stewardship of the gifts God has given in people and in creation, living out the Gospel imperatives of mission on behalf of others and the world. The Steward works within and beyond the Cathedral organisation in support of the mission of St Paul's to transform the lives of individuals in society.

The role description below sets out current expectations of the role: this can be adapted by agreement with Chapter as the Cathedral's circumstances may change.

## ROLE DESCRIPTION

As a **Residentiary Canon** you will:

- Be committed to supporting corporate worship in the Cathedral (Morning Prayer/Matins and Evensong/Evening Prayer each day, and additionally on Sundays the main Eucharist) in accordance with practice agreed by Chapter regarding matters such as time off, sickness or other work engagements;
- Share in the leading of public worship including presiding at the Eucharist and preaching regularly;
- Share in pastoral care and the occasional offices as required;



- Promote good safeguarding practice for yourself and for the Cathedral, including undertaking all required and appropriate checks and training, and working in accordance with cathedral policies;
- Attend formal and informal meetings of clergy;
- Attend all Chapter meetings and events (which may include some evening commitments) unless absence is agreed in accordance with Chapter policy;
- Act as Canon in Residence equally with other Residentiary Canons on the rota to be agreed together, and at other times if needed (e.g. covering vacancies, leave or illness), including preaching and inviting visiting preachers as required;
- Be jointly responsible for a number of the Cathedral's patronages, including participation in appointment processes for new parish priests;
- Offer appropriate hospitality to visiting preachers and others in furtherance of the mission of the Cathedral;
- Chair and participate in Chapter committees and project boards as appropriate;
- Participate in planning meetings for special services that fall within your residency;
- Engage with diocesan, wider church and community life by agreement, on behalf of the Cathedral.

As **Steward and Director** you will:

- Work collaboratively with the senior management group as one of the Directors ensuring together with other members of Cathedral staff and volunteers that the Cathedral is enabling people in all their diversity to encounter the transforming presence of God in Jesus Christ;
- Act as the Cathedral Safeguarding Lead, promoting good safeguarding practice across the Cathedral and representing the Cathedral on the Diocesan Safeguarding Advisory Panel;
- Support and oversee the work of the Chaplain and Assistant Chaplain(s), and work with the Chaplain and the HR Department to develop further appropriate engagement with regular worshippers, staff and volunteers, visitors and the Cathedral School to:
  - promote wellbeing, pastoral care and safeguarding;
  - enable evangelism, faith development and the provision of spiritual resources;
  - assist staff to understand more about the Christian faith, for themselves as appropriate, but primarily as it relates to the Cathedral's work and ministry;
  - build up the Cathedral's community: this includes working with the Registrar and other Directors to develop internal communication methods and supporting Directors and Heads of Department in the delivery of wellbeing and engagement with their teams and volunteers, and membership of the Accessibility Advisory Group (2 meetings/year);
- Resource the Cathedral's pastoral response to disasters and tragedies in the wider world, in partnership with the Canon in Residence, Chaplain, Dean and other ministers;
- Act as the Chapter's Health and Safety Lead to support and promote Health and Safety in the Cathedral, so that Health and Safety in different areas of Cathedral work is given high priority and carried out effectively;





- Act as the Chapter's Sustainability advocate working with the Registrar and the Director of Learning to promote sustainability in the Cathedral, attending with the Dean the meetings of the Fabric Advisory Committee and liaising with its Chair;
- Support the Volunteer Manager in developing a consistent framework for the volunteer journey across the Cathedral, promoting diversity and inclusion, and good communication with and care for our volunteer community;
- Attend the Staff Consultative Committee (SCC) as required;
- Act as a Chapter representative on the Council of the Friends of St Paul's, and support fundraising and the Director of Development as Chapter's lead for individual donors, including overseeing ethical issues around donations;
- As Chapter's lead for engagement with the City of London and the Diocese of London, work with the Dean in developing closer relationships and be a principal liaison with ALMA (the Angola, London and Mozambique Association);
- Be prepared to act as a Chapter-nominated Governor of the St Paul's Cathedral School if the opportunity arises.

## PERSON SPECIFICATION

You will be:



- **Supportive of the cathedral tradition of worship and committed to its opportunities for mission:** some prior experience of this will be an advantage. You will have experience of delivering a wide range of liturgy and evidence of your ability to preach creatively in ways that connect with and reflect theologically on, the experience of those inside and outside the church.
- **An authentic Christian leader who is spiritually and emotionally intelligent and resilient,** able to self-manage spiritual and emotional life in a challenging context, with a deeply rooted prayer life. You will have evidence of the ability to learn and be flexible, and able to listen constructively to others.
- **Committed to good stewardship and sustainability of people and resources, including promoting spiritual and mental wellbeing.** You will have good experience of team membership as well as leadership and will show evidence of ability to enable others to make the best use of resources in a complex organisation, be sensitive and robust in negotiating complex issues and have relevant governance experience.
- **Inter-culturally skilled:** you will have lived experience of ministry and communication in a culturally and ethnically diverse context, able to relate to the variety of local and national communities St Paul's serves. You will be committed to including the breadth of Anglicanism lived out across the Diocese of London and provide a welcome to those from other faiths and those with no faith.
- **Strategically creative,** having vision and imagination and the ability to take the initiative whilst being able to engage with detail. You will have experience of holding together vision and mission with management and practical team leadership.

## Terms and Conditions

- You must have been in holy orders for at least six years as an ordained Anglican, or ordained by a bishop in a Church not in communion with the Church of England whose orders are recognised or accepted by the Church of England.
- The offer of a post is made subject to satisfactory enhanced DBS clearance.
- Appointment for Residentiary Canons is in accordance with Common Tenure. A Statement of Particulars will be provided.
- Stipend will be paid at the current Church Commissioners rate for London residentiary canons (in 2021 £29,214), and pensions are paid under the rules, as amended from time to time, applicable to members of the Church of England Funded Pensions Scheme.
- Accommodation is provided in Amen Court, in which the Steward must reside for the better performance of their duties, and in accordance with the terms set by the Cathedral under Common Tenure. Council tax, water rates and gas and electricity charges are paid by the Cathedral (subject to benefit in kind rules) and office space and equipment is provided.
- The expenses of Residentiary Canons will be met in accordance with the policy of Chapter then in force. Expenditure incurred needs to be approved in advance within the budget agreed by Chapter.
- A full day off will be taken by agreement each week plus bank holidays (or time in lieu) and six full weeks' holiday per year (i.e. a total of 96 days off per year). Planning of working time to enable two consecutive days off to be taken up to six times a year is strongly encouraged. Up to six days a year for annual retreat is additional to holiday allowance.
- Residentiary Canons are, in respect of their functions relating to the cathedral, accountable to the Chapter through the dean in accordance with arrangements made by the Chapter; and are accountable to Chapter for their trusteeship. All cathedral clergy also participate in the Diocese of London Ministerial Development Review scheme.
- In the event of conflict or dispute between members of the Chapter which cannot be resolved with or through the agency of the Dean, the Dean and Canons undertake to accept the mediation of the Bishop.

An enhanced DBS disclosure is required. We encourage applicants from diverse backgrounds with relevant skills and experience.

## Applications Process

To apply for the position of Residentiary Canon and Steward of St Paul's Cathedral please use the Church of England Pathways website:

<https://www.cofepathways.org/members/modules/job/detail.php?record=3998>

Applications must be submitted by 09.00hrs on Thursday 3<sup>rd</sup> February 2022.

Short-listing by the panel and notification to candidates will take place on Wednesday 9<sup>th</sup> February 2022.

References will be taken up as soon as short-listing is completed, and should be returned by Monday 21<sup>st</sup> February.

A Presentation to a group via Zoom (which will be recorded) will be required of short-listed candidates on the morning or evening of Monday 21<sup>st</sup> or Tuesday 22<sup>nd</sup> February, times to be confirmed.

Interviews in person will be on Saturday 26<sup>th</sup> February 2022.

If you would like an informal confidential conversation with the Dean, please contact the Business Support Team at [bst@stpaulscathedral.org.uk](mailto:bst@stpaulscathedral.org.uk)

### **NOTES ON THE CONTEXT OF THE CATHEDRAL**

St Paul's Cathedral is a vibrant place of worship and mission, a national treasure and a London icon. St Paul's draws together in its ministry and daily life a range of activities and aspirations. Amongst other roles, it is the Cathedral of the Diocese of London and the seat of its Bishop, a national and international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, a visitor attraction, and a commercial enterprise. As a Christian church, St Paul's seeks to preach and share the Gospel, yet is also 'owned' by many who would profess no Christian faith.

At the heart of our vision and strategy is our mission 'to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ'. A particular theme of our vision is inclusion and diversity, and the Cathedral seeks constantly to engage with questions of how to express this appropriately in its life and work.

Worship and prayer is the heartbeat of the Cathedral. It is first and foremost a place of welcome and worship that seeks to draw all people into God's presence through daily services throughout the year, including a wide range of special services marking moments of sorrow and joy in our common life and celebrating the work of a variety of charitable organisations.

Worshippers include those who come regularly to St Paul's, others who form a wider congregation for major festivals and those, many from overseas, who visit the Cathedral only once. The standard of music is world-class, and St Paul's also aspires to an excellent standard of liturgy and preaching. The regular services at St Paul's sit within the relatively formal style of 'Cathedral worship' in the broad catholic tradition. On special occasions, our worship may also include, for example, a Gospel Choir, a Praise band, some liturgical dance and drama. Representatives of other denominations and faiths are often invited to services and events at the Cathedral and to participate as is appropriate and as they feel able.

The Cathedral is also a place of learning, conversation and debate. Through its active programme of live and digital events, St Paul's seeks to offer a space for people to reflect intelligently and deeply on matters of faith and of social justice.

The Cathedral's gathered community consists of its regular worshippers alongside around 160 staff (125 FTE) and 350 volunteers. There are also approximately 25 choristers and probationers supported by their parents and nearly 60 staff who work for St Paul's Cathedral School.

Cathedrals are the seat of the Bishop and a centre of worship and mission. The Bishop of London as Visitor meets with Chapter once a year to discuss matters of common concern in mission and is regularly in the Cathedral. St Paul's is committed to supporting the London Diocese in all aspects of its 2030 vision.

Up to thirty clergy in the diocese are Prebendaries and together with the bishops and archdeacons are part of the corporate body of St Paul's. The Cathedral is the patron of several parishes and seeks to nurture relationships with them.

St Paul's has had a historic relationship with the 'old city' of the livery companies and the Lord Mayoralty and seeks to bring this together with relationships in the 'modern city' – the traders, banks and insurers as well as many other businesses with their international perspectives and employees from across the globe, as well as neighbouring key arts organisations.

Although located in the City of London itself, the Cathedral also serves that part of Greater London that is located within the Diocese of London. As a Cathedral, we are dedicated to finding new ways to engage with the full range of the diverse aspects of London's culture, including and especially those places where the relationship remains underdeveloped.

The Cathedral seeks to be and is seen to be at the heart of key moments in our national life: such as the Platinum Jubilee Celebrations (2022); the NHS anniversary service (2021); the Grenfell Tower National Memorial Service (2017); the Queen's 90th Birthday (2016); the anniversary of the London bombings (2015) Lady Thatcher's funeral (2013), and the Diamond Jubilee Celebrations (2012). The Cathedral's digital and developing physical memorial *Remember Me* for those who died as a result of Covid-19 is also a key part of its ministry.

The Cathedral also has an international reach: there are links with the USA through, for instance, the American Memorial Chapel and the annual Thanksgiving Day Service. The St Paul's Cathedral Trust in America is based in Washington and has recently become more engaged in fundraising for St Paul's, particularly for the School's Learning in Harmony capital project. The Cathedral also contains chapels for the church of the Order of St Michael and St George, the Order of the British Empire and the Imperial Society of Knights Bachelor, as well as being a centre for worship and thanksgiving for national organisations such as the Order of St John. There are diocesan connections with the Evangelical Church of Berlin-Brandenburg Silesia & Upper Lusatia, and the church in Angola and Mozambique through ALMA (Angola London Mozambique Association).



The Corporate Body of St Paul's established by the Cathedrals Measure 1999 has consisted of the Chapter, the College of Canons and the Cathedral Council. The Cathedral is currently working to bring its Corporate Body and governance into line with the requirements of the 2021 Cathedrals Measure.

The Chapter is the executive body that exercises governance and has responsibility for the overall life of the Cathedral. The Chapter consists of the Dean and (currently) two executive Residentiary Canons alongside four additional non-executive Chapter members. Chapter is in the process of appointing a further non-executive Chapter member in line with the 2021 Cathedrals Measure. In addition, the Registrar and the Director of Corporate Services are in attendance at Chapter meetings and other senior staff are invited to attend as appropriate.

The administration of the Cathedral is overseen by the Registrar, who is the senior executive for the Chapter and oversees the Cathedral's directorates and departments. The Director of Corporate Services oversees the Cathedral's finances, HR and Works Department; the Director of Visitor Engagement looks after welcome and the tourist and visitor business, and the Director of Development is responsible for fundraising. There is a weekly senior management group (Senior Leadership Team) meeting, chaired by the Registrar and attended by the Dean, the Residentiary Canons and other Directors.

## **The Vision and Values of St Paul's Cathedral**

### **Our Mission Statement**

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

### **Our Purpose**

The Cathedral is a community of worship and mission with a particular role in supporting the Bishop of London in her work across the diocese and beyond.

We are above all a living Christian church, inspired by the love of God in Jesus Christ to offer welcome, prayer and learning.

Together, we are entrusted with the outstanding building and the iconic dome, the fruit of human skills offered to the glory of God. We will curate and fashion the building on behalf of current and future generations as a sign of hope for all.

We will bring together all our resources to make a tangible difference to people's lives, shaping policy and attitudes to tackle social injustice, specifically in the area of young people's mental health.

## **Our Values**

**Welcoming** – we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each one of our visitors.

**Responsible** – We are people of integrity, each responsible for part of the whole of the Cathedral's work, looking after the Cathedral for the next generation.

**Engaging** – we seek to engage everyone in our mission, at the Cathedral, within London, and across the World.

**Nourishing** – As a community we work together in a learning environment, aiming for the highest possible standards in everything we do whilst acknowledging that we cannot do everything

