

# REGULATIONS

## 1 The Bishop

- 1.1 After consultation with the Chapter, the Bishop may officiate in the Cathedral and use it in his or her work of teaching and mission, for ordinations and Synods and for other diocesan occasions and purposes. At any such service the Bishop may determine the order of the service, may preach or appoint the preacher and decide the object of the collection.
- 1.2 The Bishop shall normally preside and preach at the Cathedral Eucharist on Easter Day and Christmas Day and shall have the right, having ascertained and taken into account arrangements already made, and on giving not less than three (3) months' notice to the Dean (unless on any occasion the Dean agrees to accept shorter notice) to do so on the Feast of Pentecost. Similarly, but with not less than twelve (12) months' notice to the Dean (unless on any occasion the Dean agrees to accept shorter notice), the Bishop may preside at the solemn liturgies of the Easter *Triduum* (Maundy Thursday, Good Friday and the Easter Vigil) and the Feast of St Woolos (29<sup>th</sup> March, unless transferred).
- 1.3 The Bishop may at any time seek the advice of the Chapter on any matter.
- 1.4 The Bishop shall as Visitor hear and determine any question as to the construction of the Constitution and Regulations.
- 1.5 The Bishop may hold a Visitation of the Cathedral when he or she considers it desirable or necessary to do so, or when so requested by the Chapter or the Cathedral Consultative Council.
- 1.6 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 Regulations.
- 1.7 It shall be the duty of any person or body on whom functions are conferred by the Constitution and Regulations to act in accordance with any determination and any direction by the Bishop under this Regulation.
- 1.8 The provisions of paragraphs 1.4 to 1.7 above, are without prejudice to the Bishop's powers under *the Constitution of the Church in Wales* and his or her powers as Visitor generally.
- 1.9 The Bishop may at any time propose for consideration by the Chapter and Cathedral Consultative Council amendments to the Constitution and Regulations.
- 1.10 The Bishop may attend meetings of the Chapter after giving due notice and may have a matter of his or her choosing included on the agenda.

## **2 The Dean**

- 2.1 The Dean shall be appointed by the Bishop in accordance with the Constitution of the Church in Wales.
- 2.2 The Dean shall be installed according to the customs of the Cathedral, and at his or her Installation shall make such declarations and take such oaths as may be prescribed.
- 2.3 It shall be the duty of the Dean as Chair 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 Regulations 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 Chapter.
- 2.4 If the office of Dean is vacant, or the Bishop considers that the Dean will be unable to discharge any or all of his or her functions by reason of illness or absence or any other cause, the Residentiary Canon shall carry out such functions.
- 2.5 If any question arises whether an appointment under paragraph 2.4 is justified, that question shall be determined by the Archbishop.

## **3. Residentiary Canons**

- 3.1 The Residentiary Canon being a person having the qualifications prescribed by *The Constitution of the Church in Wales*, shall be appointed by the Bishop, in consultation with the Dean in accordance with the Constitution of the Church in Wales.
- 3.2 A Residentiary Canon shall be installed according to the customs of the Cathedral and at his or her Installation shall make such declarations and take such oaths as may be prescribed.
- 3.3 A Residentiary Canon shall normally attend the public recitation of the Daily Office in the Cathedral, and shall not absent himself or herself without the consent of the Dean or for other good and grave reason.
- 3.4 A Residentiary Canon shall undertake such duties in the Cathedral as the Chapter shall determine after consultation with him or her. He or she shall be concerned with the pastoral care of the Cathedral Community, Staff, volunteers and visitors and shall endeavour to strengthen the whole corporate life, ministry and mission of the Cathedral

3.5 As specified in his or her Terms of Appointment, the Residentiary Canon shall promote the mission and usefulness of the Cathedral in the Diocese, both within and beyond the institution of the Church in Wales.

#### **4. The Archdeacons**

4.1 The Archdeacons shall be installed according to the customs of the Cathedral and at their installations shall make such declarations and take such oaths as may be prescribed.

4.2 Each Archdeacon shall have a stall assigned by the Dean in the choir of the Cathedral.

4.3 At least once in each year each Archdeacon shall preach in the Cathedral on such occasion as the Dean may determine and take such part in the service as may be assigned to him or her.

#### **5 The Clerical Canons**

5.1 A Clerical Canon shall be installed according to the customs of the Cathedral and at his or her installation shall make such declarations and take such oaths as may be prescribed.

5.2 Each Clerical Canon shall have a stall assigned by the Dean in the choir of the Cathedral.

5.3 At least once in each year, each Clerical Canon shall preach in the Cathedral on such occasion as the Dean may determine and take such part in the service as may be assigned to him or her.

#### **6 The Lay Canons**

6.1 A Lay Canon shall be installed according to the customs of the Cathedral and at his or her installation shall make any such declarations and take any such oaths as may be prescribed.

6.2 Each Lay Canon shall have a stall assigned by the Dean in the choir of the Cathedral.

6.3 At least once in each year, each Lay Canon holding the Bishop's Licence to do so, shall preach in the Cathedral on such occasion as the Dean may determine and take such part in the service as may be assigned to him or her.

## **7 Titles upon retirement**

In accordance with the established custom of the Church in Wales a Dean, a Residentiary, Clerical or Lay Canon who vacates his or her office and immediately upon such vacation retires, shall be entitled to continue to use the style of that office. A title and style 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.

## **8 Annual Cathedral Congregational Meeting**

- 8.1 There shall be an Annual Cathedral Congregational Meeting held before the end of April each year.
- 8.2 All members of the Cathedral Electoral Roll shall be entitled to speak and vote at this Meeting.
- 8.3 The Annual Cathedral Congregational Meeting shall:
- a) every three years or as required, elect the Cathedral Wardens
  - b) every three years or as required, elect members of the Congregational Committee
  - c) as required by the Diocesan Constitution, elect representatives for the Deanery and Diocesan Conferences
  - d) receive reports from the Congregational Committee

## **9 Congregational Committee**

- 9.1 There shall be a Congregational Committee which shall consist of
- a) the Cathedral Wardens and not more than one Assistant Warden
  - b) the Deanery Conference representatives
  - c) six (6) other lay persons who are members of the Cathedral Electoral Roll elected at the Annual Cathedral Congregational Meeting.
- 9.2 Those members of the Committee described in clause 9.1c shall hold office until the third annual meeting after election (but shall be eligible for re-election). Where a casual vacancy occurs among such members, it shall be filled at the Annual Cathedral Congregational Meeting next occurring.
- 9.3 Persons in paid employment by the Cathedral shall not be eligible for election but may be invited to attend, as per 9.5, below.
- 9.4 Any member of the Committee shall automatically cease to be a member on ceasing to be qualified for election.
- 9.5 The Committee shall have power to invite other persons to be present at any meeting of the Committee and to speak but not vote.
- 9.6 The Committee shall appoint a Chair from among its members.

- 9.7 The Committee shall meet not less than twice a year.
- 9.8 The Dean, any Residentiary Canon and any clergy licensed to the Cathedral may attend any meeting of the Committee. They may speak but not vote.

## **Functions**

- 9.9 The Committee
- a) shall represent the interests of all members of the Cathedral Community
  - b) shall advise the Chapter, if so requested, on any matter affecting the Cathedral
  - c) may make representations to the Chapter on any matter affecting the Cathedral Community

## **10 Procedures of the Cathedral and other bodies**

- 10.1 Subject to the provisions of this Constitution and Regulations
- each of the Cathedral bodies
  - any Committee of any Cathedral body, and
  - the Congregational Committee
- shall determine its own procedure.
- 10.2 The quorum for a meeting of the Chapter shall be one half of the members for the time being plus one (1). In the absence of the Chair, the Chapter shall appoint another member to preside.
- 10.3 The quorum for a meeting of the Cathedral Consultative Council shall be one half of the members for the time being plus one (1). In the absence of the Chair and Vice–Chair, the Council shall appoint another member to preside, but that person shall not have a casting vote.
- 10.4 The following steps shall not be taken without the knowledge of the Dean:
- a) any alteration of the ordering of the services in the Cathedral
  - b) any alteration of the furnishings of the Cathedral
  - c) the settlement of the budget of the Cathedral
  - d) 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 a) or b) above, his or her consent shall be deemed to have been given for the purposes of c) above after the expiry of one (1) month following the date on which the decision was taken unless within that period the Dean request 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.

- 10.5 The quorum for a meeting of any committee of any Cathedral body and of the Congregational Committee shall be one half of the members for the time being plus one (1).
- 10.6 The Chair in respect of the Cathedral Consultative Council and the Dean in respect of the Chapter shall set the date and place of meeting of those bodies, but seven (7) members of the Council, or five (5) members of the Chapter, may require the Chair or Dean, as the case may be, to convene a meeting of the relevant body, which the Chair or Dean shall do within fourteen (14) days of receipt of the request. Any such request shall be in writing, dated and signed by the relevant number of persons requiring a meeting to be convened.
- 10.7 Any member of a Cathedral body (not being a member by virtue alone of holding office) may resign therefrom by notice in writing delivered to the Chair or to the Dean, as the case may be, at any time.
- 10.8 Any member shall cease to be such automatically and without executing any instrument of resignation
- on ceasing to hold a qualifying status as a lay person or as an actual communicant
  - on ceasing to hold office as Dean, Residentiary Canon, Archdeacon, Clerical Canon or Lay Canon
- 10.9 Subject to 10.10, upon any vacancy in the Chapter or Cathedral Consultative Council, however arising, the person or body with power to appoint under this Constitution shall fill the vacancy as soon as possible.
- 10.10 Lay appointment to the Chapter shall be for three (3) years and to the Cathedral Consultative Council for five (5) years in accordance with clauses 7.6, 8.4 and 8.5 of the Constitution.
- 10.11 No proceedings of any Cathedral body, or any committee of any Cathedral body or of the Congregational Committee, shall be invalidated by any vacancy in the membership or by any defect in the qualification or election or appointment of any member.

## **11 The Vergers**

The Chapter may appoint a Verger and as many Assistant Vergers as may from time to time seem necessary on such terms and conditions as may be determined by the Chapter. 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 or visit.

## **12 Bye-laws**

The Chapter may make bye-laws not being inconsistent with this Constitution or these Regulations for the better ordering of the life of the Cathedral.

### **13      The Order of Precedence in the Cathedral Church**

The order of precedence at services held in the Cathedral shall be subject to the direction of the Dean or the Dean's representative.