

## VISION STATEMENT

The ancient church of St Woolos in Newport has stood for over fifteen centuries on Stow Hill. As the Cathedral Church of the Diocese of Monmouth since 1949 it exists to welcome and to witness in the name of Jesus Christ. It responds to this vocation from God in cooperation with all people – of whatever faith or of none – and in every circumstance, across the City, the Diocese and the County.

**Daily worship** is the priority underpinning all that happens at the Cathedral, witnessing to the love of God revealed in the life, death and resurrection of Jesus Christ. Thus, the Cathedral stands, above all else, as place of encounter with the holy in which the needs and concerns, hopes and fears, joys and sorrows of those amongst whom it is set are daily presented to God.

As the **focal point of the Bishop's public ministry** the Cathedral is a resource for him and a place where prayer is offered daily, both for him and in his name.

**Proclamation of the Gospel and teaching the Christian Faith**, as the Church in Wales has received it, is its distinctive contribution to wholehearted cooperation with other Christian bodies.

Open and sensitive engagement with **other Faith communities** enables the exploration and acknowledgement of spiritual values wherever the Holy Spirit moves to inspire them, amidst the complexities of contemporary culture and society and amongst all people of good will.

**Hospitality** to stranger and pilgrim, friend and fellow-traveller is a hallmark of the welcome offered here in Christ's name.

**Serving Christ in the poor and marginalised** will always be the measure of the words and actions of all that happens in and from the Cathedral, as the Gospel unhesitatingly proclaims.

## CONSTITUTION

### 1 Presupposition

Any person or body on whom functions are conferred by or under this Constitution or Regulations shall, in exercising those functions, have due regard to the fact that the Cathedral is the seat of the Bishop of Monmouth and the Mother Church of the Diocese and, therefore, primarily a centre of worship and mission.

### 2 The Cathedral Foundation

The Cathedral Foundation comprises the Chapter, the Cathedral Consultative Council and the College of Canons.

### **3. The Bishop**

The Bishop shall have the principal seat and dignity in the Cathedral. The Bishop shall be the Visitor of the Cathedral and shall have all the powers that belong as of right to the office of Visitor.

### **4. The Dean**

4.1 The Dean, by virtue of his or her office, shall be the principal dignitary of the Cathedral, next after the Bishop.

4.2 The Dean shall be styled, Dean of Newport.

4.3 The Dean shall vacate his or her office in accordance with Ch.VI, of Volume 1 of *The Constitution of the Church in Wales*.

4.4 In his or her office, the Dean shall have the rights, powers, privileges and duties set out in the Regulations.

### **5. The Residentiary Canon**

5.1 The Residentiary Canon shall be the senior stipendiary priest of the Cathedral next after the Dean and shall be wholly engaged in the life and ministry of the Cathedral.

5.2 Under the direction and with the approval of Chapter, the Residentiary Canon may undertake such responsibilities outside the Cathedral as may not conflict or detract from his or her Cathedral responsibilities.

5.3 Subject to paragraphs 5.5 and 5.6 below, any appointments to a Residentiary Canonry after coming into force of this Constitution and Regulations shall be for an initial term of seven (7) years; but the appointment may be renewed by the Bishop after consultation with the Dean, for a further term or terms not exceeding three (3) years in the case of each such renewal.

5.4 A Residentiary Canon shall vacate his or her canonry in accordance with Ch.VI, of Volume 1 of *The Constitution of the Church in Wales*.

5.5 The Bishop may for financial or other reasons and after consultation with the Chapter suspend and refrain from filling a residentiary canonry which has fallen vacant and may after the like consultation revive the same.

5.6 No provision in this Constitution shall adversely affect the tenure of office of any person holding the office of Residentiary Canon immediately before the coming into force of this Constitution unless that person by a signed instrument in writing agrees to be bound by that provision.

## **6. The College of Canons**

### **Membership**

- 6.1 The College of Canons shall consist of the following
- a) The Dean
  - b) The Residentiary Canon
  - c) every Archdeacon of the Diocese
  - d) eight (8) Clerical Canons
  - e) eight (8) Lay Canons
- 6.2 The function of presiding in the College of Canons, including the calling together of the College of Canons for the purpose of performing the functions referred to in section 6.3 below, shall be exercised by the Dean, or if he or she is unable to preside or elects not to do so on any particular occasion, the Dean's nominee chosen from among the members of the College of Canons shall preside.
- 6.3 The College of Canons shall:
- a) support the life, mission and ministry of the Cathedral Church particularly with regard to its ministry to the diocese as its designated Ministry Area
  - b) meet at least annually
  - c) preach and preside in the Cathedral at least once each year, if licensed to do so.
  - d) unless they are members of Chapter, be members of the Cathedral Consultative Council and attend its meetings.

## **Clerical Canons**

- 6.4 Subject to the following provisions of this section there shall be no more than eight (8) Clerical Canons who shall be appointed by the Bishop after consultation with the Dean from among persons in Holy Orders who, unless one is an Ecumenical Canon, shall be beneficed or licensed in the Diocese.
- 6.5 One of the Clerical Canons may be an Ecumenical Canon subject to the provisions of paragraphs 6.19 to 6.21, below.
- 6.6 Clerical Canons shall be nominated primarily for their ability to support, encourage and advance the mission and ministry of the Cathedral across the life of the whole Diocese, both within and beyond the life of the Church.
- 6.7 Any full-time, stipendiary, Assistant Bishop shall be a supernumerary Clerical Canon with voting rights.
- 6.8 A Canon shall vacate his or her office automatically and without the execution of any instrument of resignation upon ceasing to be beneficed or licensed in the Diocese unless the Bishop otherwise determines, or upon attaining seventy (70) years of age, whichever occurs first, provided that:
- a) a Clerical Canon who has been appointed in connection with some office held or function performed by him or her shall, so long as he or she holds such an office or performs such function, continue in his or her Clerical canonry, but on ceasing to hold such office or perform such function, shall vacate his or her Clerical canonry unless the Bishop otherwise determines.
  - b) no provision in this Constitution shall adversely affect the tenure of office of any person holding the office of Clerical Canon immediately before the coming into force of this Constitution unless that person by a signed instrument on writing agrees to be bound by that provision.
- 6.9 Any vacancy amongst the Clerical Canons shall be filled before any election to Chapter from amongst their number.

## **Lay Canons**

- 6.10 Two Lay Canons shall be the Cathedral Wardens elected by the Annual Cathedral Congregational Meeting for a term of three (3) years, subject to 6.17, below.
- 6.11 Not more than two Lay Canons shall be appointed by the Bishop after consultation with the Chapter, as provided in 7.1, below, and subject to the following provisions of this section.
- 6.12 Not more than two Lay Canons shall be appointed by the Chapter after consultation with the Bishop, as provided in 7.1, below, and subject to the following provisions of this section.

- 6.13 Subject to the following provisions of this section, the Bishop may appoint, after consultation with the Dean, no more than two (2) further Lay Canons from among lay persons who have given distinguished service to the Cathedral or the Diocese or the Church in Wales.
- 6.14 Lay Canons, unless one is an Ecumenical Canon, shall be actual communicants.
- 6.15 One of the Lay Canons may be an Ecumenical Canon subject to the provisions of paragraphs 6.19 to 6.21, below.
- 6.16 Lay Canons shall be nominated for their suitability to serve in Chapter or on the Cathedral Consultative Council because of their ability to support, encourage and advance the mission and ministry of the Cathedral across the whole Diocese, both within and beyond the life of the Church.
- 6.17 Save as for an Ecumenical Canon, any Lay Canon shall hold office for an initial period of three (3) years and shall be eligible for re-appointment for further such periods, but shall vacate his or her office automatically and without the execution of any instrument of resignation upon ceasing to be an actual communicant or upon attaining the age of seventy-five (75) years.
- 6.18 Any vacancy amongst the Lay Canons shall be filled before any election to Chapter from amongst their number.

### **Ecumenical Canons**

- 6.19 Subject to the following provisions of this section, the Bishop may appoint, after consultation with the Dean, no more than two (2) Ecumenical Canons from among persons who have given distinguished service to the Christian Church. They shall be members of any Category 'A' member church or denomination of Cytun. If there are two Ecumenical Canons, one shall be clerical and one lay.
- 6.20 Ecumenical Canons shall be nominated primarily for their ability to support, encourage and advance the mission and ministry of the Cathedral across the life of the whole Diocese, both within and beyond the life of the Church in Wales.
- 6.21 Any Ecumenical Canon shall hold office for an initial period of five (5) years and shall be eligible for re-appointment for further such periods, but shall vacate his or her office automatically and without the execution of any instrument of resignation upon ceasing to be a member of his or her church or denomination or upon attaining the age of seventy-five (75) years.

## **7 The Chapter**

### **Membership**

- 7.1 The membership shall consist of:
- a) the Dean
  - b) the Residentiary Canon
  - c) the Archdeacon of Newport
  - d) one (1) Clerical Canon elected by the College of Canons
  - e) one (1) Lay Canon elected by the College of Canons
  - f) Two (2) Cathedral Wardens, elected by the Annual Cathedral Congregational Meeting
  - g) not more than two (2) Lay Canons appointed by the Chapter after consultation with the Bishop
  - h) not more than two (2) Lay Canons appointed by the Bishop after consultation with the Chapter
- 7.2 Each member of Chapter under categories d), e), g) and h), above, shall be chosen with a view to his or her ability to contribute in one of its primary areas of responsibility, including, but not restricted to, Finance or Fundraising, Fabric or Property Management, Human Resources or Legal Matters, Heritage, Tourism or the Arts. Account shall be taken of diversity of representation including geographical spread across the Diocese.
- 7.3 Any lay person appointed or elected to serve on the Chapter shall not have already attained the age of seventy-five (75) and shall be an actual communicant and shall be resident in the Diocese or be on the church electoral roll of a parish in the Diocese or on the Cathedral Electoral Roll.
- 7.4 There shall be a Clerk to the Chapter who shall be present at any meeting of the Chapter (except during any discussion concerning him or herself) and who shall be entitled to speak, but not vote.
- 7.5 The Dean shall be:
- a) the Chair and shall have a casting vote
  - b) entitled to be a member of every committee of the Chapter.
- 7.6 The members mentioned in section 7.1(d–h) shall hold office for three (3) years but shall be eligible for further terms of office.
- 7.7 The Chapter shall meet on at least six (6) occasions in the calendar year.
- 7.8 Canons who cease to be members of the College of Canons and Cathedral Wardens who cease to hold this office shall no longer be members of Chapter.

### **Objects**

- 7.9 The furtherance of the mission of the Church in Wales in the Cathedral and Diocese.

### **Functions and powers**

7.10 As the governing body and trustees of the Cathedral, the Chapter shall direct, oversee and execute the administration of the affairs of the Cathedral and in particular, without prejudice to the generality of the foregoing, to:

- a) order the worship and promote the mission of the Cathedral
- b) formulate, after consultation with the Bishop, proposals in connection with the strategic direction and mission priorities of the Cathedral
- c) prepare an annual budget for the Cathedral
- d) submit to the Cathedral Consultative Council the Annual Report and audited accounts prepared by the Chapter in accordance with *the Constitution of the Church in Wales*.
- e) submit all other reports as may be requested by the Cathedral Consultative Council on any matter concerning the Cathedral
- f) keep under review the Constitution and Regulations of the Cathedral and submit any proposals for their revision to the Cathedral Consultative Council
- g) manage all property vested in the Cathedral and the income accruing from it and, in particular, ensure that necessary repairs, maintenance and insurance in respect of the Cathedral and its contents and other buildings and monuments are carried out, and
- h) employ the financial and other resources of the Cathedral appropriately to further the purposes and aims of the Cathedral.

7.11 All those functions immediately before the date of the coming into force of this Constitution and the Regulations exercisable in relation to the Parish by the Parochial Church Council of the Parish shall be transferred to and exercised by the Chapter.

7.12 As soon as practicable after the coming into force of the Constitution and Regulations, the Chapter may establish such committees as shall from time to time be deemed necessary, having the function of advising the Chapter in connection with the discharge of its responsibilities for the governance, management and trusteeship of the Cathedral.

7.13.1 The Finance Committee shall consist of:

- (i) The Dean
- (ii) The Administrator  
– both *ex officio*

and the following, appointed by the Chapter

- (iii) one (1) Clerical member of Chapter
- (iv) one (1) Lay member of Chapter
- (v) not more than three (3) persons, whether clerical or lay, not being members of Chapter at least two (2) of whom shall be appointed for their expertise and experience in the field of financial and investment management and the management of property. They may or may not be members of the Church in Wales.

7.13.2 The members in categories (iii) to (v) shall hold office for terms of up to three (3) years but shall be eligible for membership for further terms of office.

- 7.14 Such other committees as Chapter may from time to time establish shall have such membership, term of office and functions as it thinks fit, and it may delegate functions, powers and duties to any committees. Any such committee may include persons chosen for their expertise but who are not members of the Chapter
- 7.15 Each Chapter committee shall be chaired by a member of Chapter.

## 8 The Cathedral Consultative Council

### Membership

- 8.1 The membership shall not exceed twenty (20) and shall consist of:
- a) the Chair appointed in accordance with paragraph 8.4 below
  - b) the Dean, who shall have no vote
  - c) Those members of the College of Canons who are not members of Chapter
  - d) two (2) lay persons, not being members of the Chapter, representing the interests of the Cathedral community, elected by the Annual Cathedral Congregational Meeting from among members of the Cathedral Electoral Roll
  - e) up to seven (7) other persons appointed by the Bishop, in consultation with the Chapter, as follows:
    - one (1) person after consultation with local ecumenical bodies
    - one (1) person having experience and expertise in financial matters after consultation with the Diocesan Board of Finance
    - one (1) other person nominated by the Diocesan Standing Committee
    - up to four (4) other persons representing the life of the wider community, city or county, who may or may not be members of the Church in Wales.

8.2 The Council shall have power to invite other persons to be present at any of its meetings and to speak but not vote.

8.3 The Bishop shall be entitled to be present at any meeting of the Council and to speak, but not vote.

8.4 The Chair, who may be either a cleric or layperson, shall be nominated by the Bishop in consultation with the Chapter. The nominee shall have experience in connection with the work of the Cathedral or the ability to reflect local, diocesan, ecumenical or national interests in that connection, and the ability and willingness to support the role of the Cathedral as a centre of worship and mission. The term of office shall be five years, renewable once.

8.5 The Vice–Chair shall be elected by the Council from among its members. The Vice–Chair shall be a cleric if the Chair is lay, and vice–versa. The term of office shall be for five years, renewable once for a period of three years.

8.6 The Council shall meet on at least two (2) occasions in each calendar year.

### Functions

8.7 It shall be the purpose and duty of the Council to further and support the work of the Cathedral, (including but not restricted to spiritual, pastoral, evangelistic, educational, social, ecumenical and inter–faith concerns),

reviewing and advising upon the direction of that work by the Chapter and in particular, without prejudice to the generality of the foregoing, to:

- a) consider proposals submitted by the Chapter in connection with the strategic direction and mission priorities of the Cathedral and to give advice on them to the Chapter
- b) receive and consider the annual budget of the Cathedral
- c) receive and consider the Annual Report and audited accounts
- d) consider proposals submitted by the Chapter in connection with the Constitution and Regulations of the Cathedral with a view to their revision or adaptation in the light of changing circumstances
- e) invite members of Chapter to speak, but not vote, upon any matter under consideration

8.8 The Council may:

- a) request reports from the Chapter on any matter concerning the Cathedral
- b) discuss and express its opinion on any such matter, and
- c) draw any such matter to the attention of the Visitor
- d) request the Visitor to conduct a Visitation

## **9 The Administrator and other officers**

The Chapter shall appoint persons to the following offices on such terms in respect of tenure remuneration and duties as the Chapter may determine:

- an Administrator
- a Chapter Clerk
- an Architect of the Cathedral who shall be a person registered under the Architects Act 1997 or any Act amending or extending the same.
- an Auditor, being a person who may under Section 43 of the Charities Act 1993, audit the accounts of a charity, and who shall audit the accounts of the Cathedral in accordance with law.
- a Director of Music, who shall supervise the music in the Cathedral.

## **10 General and Miscellaneous**

Any repeal, amendment of, or addition to, this Constitution and Regulations shall be made by the Cathedral Chapter.

## **11 Interpretation**

11.1 In this Constitution and Regulations, except where the context otherwise requires, the following definitions and interpretation shall apply:

- a) 'actual communicant' means a person who has received Holy Communion according to the use of the Church in Wales or a Church

in full communion with the Church in Wales at least three (3) times within the preceding twelve (12) months

- b) 'Cathedral' means the Cathedral Church of St Woolos, Newport
- c) 'cathedral duties' means duties, whether in the Cathedral or the Diocese, which should, in the opinion of the Chapter and after consultation with the Bishop, be discharged in or from the Cathedral
- d) 'The Chapter' means the Chapter of the Cathedral Church of St Woolos, Newport
- e) 'Diocese' means Diocese of Monmouth and 'diocesan' should be construed accordingly
- f) 'the Constitution' means the Constitution of the Cathedral Church of St Woolos, Newport
- g) 'the Regulations' means the Regulations of the Cathedral Church of St Woolos, Newport
- h) 'the Bishop' means the Lord Bishop of Monmouth
- i) 'the Diocese' means the Diocese of Monmouth
- j) a reference to the holder of any office, dignity or preferment shall be to the holder for the time of being of any office, dignity or preferment in the Cathedral or, as the case requires, in the Diocese.
- k) 'Category A member church' means those churches and denominations so defined by the membership criteria of Cytun and the Canons of the Church in Wales

11.2 For the purposes of this Constitution and Regulations, the Cathedral Community shall consist of the following persons over the age of sixteen (16) years whose names are entered on the Cathedral Electoral roll because they

- a) have worshipped habitually in the Cathedral during the previous six months, *or*
- b) are engaged in work or service connected with the Cathedral in a regular capacity
- c) have been on the Electoral Roll of the Cathedral Parish at the coming into force of this provision.

If any question arises as to whether a person applying to be enrolled is a member of the Cathedral Community, that question shall be determined by the Dean.