

THE CATHEDRAL CHURCH OF ST WOOLOS, NEWPORT REGULATIONS

Regulation 1: Use of the Cathedral

- 1.1 With the agreement of the Dean, 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 (29th March, unless transferred).

Regulation 2: The Bishop

- 2.1 The Bishop may hold a Visitation of the Cathedral in accordance with Regulations 2.4
- 2.2 The Bishop may at any time propose for consideration by the Chapter amendments to the Constitution and Regulations.
- 2.3 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.
- 2.4 Visitor
 - 2.4.1 The Bishop shall as Visitor hear and determine any question as to the construction of the Constitution and Regulations.
 - 2.4.2 The Bishop may hold a Visitation of the Cathedral when they consider it desirable or necessary to do so, or when so requested by the Chapter or the College of Canons or the Annual Cathedral Congregation Meeting.
 - 2.4.3 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.
 - 2.4.4 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.
- 2.5 The provisions of regulation 2.4, are without prejudice to the Bishop's powers under *the Constitution of the Church in Wales* and his or her powers as Visitor generally.

Regulation 3: The Dean

- 3.1 The Dean shall be installed according to the customs of the Cathedral as may from time to time be established, and at their installations shall make such declarations and take such oaths as may be prescribed
- 3.2 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.
 - (f) In accordance with the established custom of the Church in Wales, a Dean 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.
- 3.3 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 requests 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 in the case of an equality of votes.

Regulation 4: Residentiary Canons

- 4.1 A Residentiary Canon shall be installed according to the customs of the Cathedral as may from time to time be established, and at their installations shall make such declarations and take such oaths as may be prescribed
- 4.2 A Residentiary Canon shall normally attend the public recitation of the Daily Office in the Cathedral, and shall not absent him or herself without the consent of the Dean or other good and grave reason.
- 4.3 A Residentiary Canon shall undertake such duties in the Cathedral as the Chapter shall determine after consultation with him or her. S/he 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

- 4.4 As specified in his or her Terms of Appointment, s/he shall promote the mission and usefulness of the Cathedral in the Diocese, both within and beyond the institution of the Church in Wales.

Regulation 5: The Archdeacons

- 5.1 The Archdeacons shall be installed according to the customs of the Cathedral as may from time to time be established, and at their installations shall make such declarations and take such oaths as may be prescribed.
- 5.2 Each Archdeacon shall have a stall assigned by the Dean in the choir of the Cathedral.
- 5.3 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 them.

Regulation 6: The Canons

6.1. The Clerical Canons

- 6.1.1 A Clerical Canon shall be installed according to the customs of the Cathedral as may from time to time be established, and at their installations shall make such declarations and take such oaths as may be prescribed.
- 6.1.2 Each Clerical Canon shall have a seat assigned by the Dean in the choir of the Cathedral.
- 6.1.3 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.

6.2. The Lay Canons

- 6.2.1 A Lay Canon shall be installed according to the customs of the Cathedral as may from time to time be established, and at his or her installation shall make any such declarations and take any such oaths as may be prescribed.
- 6.2.2 Each Lay Canon shall have a seat assigned by the Dean in the choir of the Cathedral.
- 6.2.3 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.

6.3. Titles upon retirement

In accordance with the established custom of the Church in Wales, 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.

Regulation 7: Annual Cathedral Congregational Meeting and Congregational Committee

- 7.1 There shall be an Annual Cathedral Congregational Meeting held before the end of April each year.
- 7.2 All members of the Cathedral Electoral Roll shall be entitled to speak and vote at this Meeting.
- 7.3 The Annual Cathedral Congregational Meeting shall:
 - (a) every three years or as required, elect two Cathedral Wardens and such assistant wardens as are deemed necessary;
 - (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; and
 - (d) receive reports from the Congregational Committee.

Cathedral Wardens

- 7.4 The office of Church Warden is an ancient and valued one in the church. Although the Cathedral is not a Parish Church, the office of warden, styled Cathedral Warden, has been retained recognising the importance of lay voices from the worshipping community within the leadership of the Cathedral. It shall be the function of the Cathedral Wardens to:
 - (a) Provide a bridge between the congregations and the Chapter.
 - (b) Serve as full and equal members of the Chapter and College of Canons.
 - (c) Report to the bishop as his/her officers on any aspect of the welfare of the whole life of the Cathedral.
 - (d) Ensure all who come to the Cathedral are welcomed and helped to find their place.
 - (e) Ensure the dignity and security of the Cathedral during worship.
 - (f) Organise stewards to assist with the ministry of welcome and hospitality.
 - (g) Manage collections and the safe retention of cash collections at acts of worship.
 - (h) Have due regard for the communal and spiritual wellbeing of the Cathedral Community, identifying any in particular need.
 - (i) Take responsibility for other areas, with their agreement, as delegated to them by the Chapter.

Congregational Committee

- 7.5 There shall be a Congregational Committee which shall consist of:
 - (a) the Cathedral Wardens and not more than one Assistant Warden;
 - (b) the Deanery and Diocesan Conference representatives;
 - (c) six (6) other lay persons, who are members of the Cathedral Electoral Roll, elected at the Annual Cathedral Congregational Meeting.
- 7.6 Those members of the Committee described in Regulation 7.5 (c) 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.
- 7.7 Persons in paid employment by the Cathedral shall not be eligible for election but may be invited to attend, as per 7.9, below.

- 7.8 Any member of the Committee shall automatically cease to be a member on ceasing to be qualified for election.
- 7.9 The Committee may invite other persons to be present at any meeting of the Committee and to speak but not vote.
- 7.10 The Committee shall appoint a Chair from among its members.
- 7.11 The Committee shall meet not less than twice a year.
- 7.12 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 of the Committee

- 7.13 The Committee
- (a) shall work to promote and cooperate in the whole mission of the church in the Cathedral;
 - (b) shall represent the interests of all members of the Cathedral Community;
 - (c) shall advise the Chapter, if so requested, on any matter affecting the Cathedral;
 - (d) may make representations to the Chapter on any matter affecting the Cathedral Community;
 - (e) shall consider any matters referred to it by the Diocesan or Deanery Conferences.

Regulation 8: 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.

Regulation 9: Bye-laws

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

Regulation 10: Cathedral Electoral Roll

The Roll

- 10.1 The maintenance of the Cathedral Electoral Roll ("the Roll") shall be under the direction of the Chapter.
- 10.2 The Roll, when not otherwise required, shall be kept in the safe of the Cathedral. If it is kept in electronic form it must be held securely with due regard to the fact that the Roll contains personal information and is subject to data protection rights.

Eligibility

- 10.3 A lay person who is over sixteen years of age shall be entitled to apply to have their name entered onto the Cathedral Electoral Roll if they:
- (a) are a Communicant; and
 - (b) are not a member of any religious body which is not in communion with the Church in Wales, (unless they have the written dispensation of the Bishop of Monmouth from this requirement); and
 - (c) have habitually attended public worship in the Cathedral during a period of six months prior to enrolment; and
 - (d) have signed a form of application for enrolment; and
 - (e) do not have their name entered on the Roll of another Parish or Cathedral in Wales, save with the consent of the Bishop of Monmouth.

Removal from the Roll

- 10.4 A person's name shall be removed from the Roll if they:
- (a) have died; or
 - (b) become a Clerk in Holy Orders; or
 - (c) signify in writing their desire that their name should be removed; or
 - (d) cease to meet the eligibility criteria set out above; or
 - (e) were not entitled to have their name entered on the Roll originally.

Appeals

- 10.5 Any person whose application to have their name entered on the Roll has been refused, or whose name has been removed from the Roll, may appeal in respect thereof in writing to the Dean.
- 10.6 The Dean shall appoint one or more lay Communicants as a committee to consider and determine the appeal. The committee shall be entitled to inspect all papers and to be furnished with all relevant information connected with the appeal and the decision of such committee shall be final.

Access to the Roll

- 10.7 A list of all names (but no other details) appearing on the Roll shall be produced by the Chapter for inspection by any Member of the Church, in the Cathedral at any reasonable time.
- 10.8 A copy of the Roll shall be produced by the Cathedral Wardens to the Bishop on request.

Duration of the Roll and preparation of a new Roll

- 10.9 The Roll shall remain valid for a period of five years.

- 10.10 It shall lapse immediately before the Annual Congregational Meeting in every fifth year when a new Roll must be prepared.
- 10.11 Notice of the intention to prepare a new Roll shall be displayed near the principal door of the Cathedral for at least fifteen days before the commencement of the preparation of the new Roll. Applications shall be considered during this period.
- 10.12 A fresh application shall be required from persons whose names appeared on the previous Roll.
- 10.13 The new Roll shall be prepared under the direction of the Chapter and all persons wishing to have their names included shall make the application in accordance with the procedure established by Chapter.
- 10.14 As soon as the new Roll has been compiled, a notice stating that the new Roll is available for inspection shall be displayed near the principal door of the Cathedral for at least fifteen days before the Annual Congregational Meeting in each year the Roll lapses. The new roll shall come into force at the commencement of that Meeting. .

Application process

- 10.15 Chapter shall, two months prior to the expiration of the current electoral Roll, agree the process for applications to be entered onto the new Roll. This must include as a minimum a form of application requiring:
- (a) the name, address and contact details of the applicant; and
 - (b) the eligibility criteria that apply to them.
- 10.16 Chapter may ask for such evidence as they deem appropriate for the assessment of applications
- 10.17 Chapter may delegate to a suitable person or persons any of the following:
- (a) the assessment of applications
 - (b) the decision to include a person on the Roll;
 - (c) the decision to exclude a person form the Roll
- but it remains responsible for the accuracy of the Roll produced.
- 10.18 Chapter shall establish a timetable for the compilation of the new Roll. This must allow sufficient time for applications to be made and assessed prior to the Annual Congregational Meeting at which the new Roll comes into force.