



Truro
Cathedral
sacred space, common ground

Chapter Member
(Non-executive Charity Trustee)



The ecclesiastical purpose of the cathedral

Truro Cathedral is the seat of the Bishop of Truro, and a centre of worship and mission that provides a focus for the life and work of the Church of England in Truro Diocese (Cornwall, the Isles of Scilly and three parishes in Devon).

The charitable objects of the cathedral

The charitable objects of the cathedral and its governing body of trustees (known as 'the Chapter') are, for the public benefit, to:

- (a) advance the Christian religion in accordance with the faith and practice of the Church of England, in particular by furthering the mission of the Church of England;
- (b) care for and conserve the fabric and structure of the Cathedral Church building;
- (c) advance any other charitable purposes which are ancillary to the furtherance of the purpose referred to in sub-paragraph (a) or (b).

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

- Love & Unity
- Dignity & Respect
- Accountability & Integrity
- Creativity & Courage

Role Description

Role Title	Chapter Member (Non-executive Charity Trustee)
Hours of Voluntary Work	6 - 10 meetings per year, plus preparation, training and occasional attendance at events as a representative of the Chapter or cathedral.
Supported by	<p>The Chapter is supported by a Senior Management Team that includes the Interim Dean, Chief Operating Officer and Chief Finance Officer. They are responsible for operational management and the day to day running of the cathedral.</p> <p>Chapter administration and governance is supported by the Strategic Governance Officer. Additional advisers available to the Chapter include the Diocesan Safeguarding Team, Auditor, Fabric Advisory Committee and Cathedral Architect.</p> <p>The Chapter's work is underpinned by governance committees that report to it, including</p> <ul style="list-style-type: none">• Finance• Safeguarding Management• Audit & Risk• Building & Property• Health & Safety• Nominations

Chapter members are charity trustees. All English cathedrals are charities, and they are jointly regulated by the Charity Commission and the Church Commissioners. Like other charities, cathedrals must abide by their [constitution and statutes](#), and deliver their charitable purposes for the public benefit. Every year, the Chapter publishes an [annual report with audited accounts](#).

General information about the role of a charity trustee can be found on the [Charity Commission website](#).

Non-executive Chapter members work at a strategic rather than operational level. They have a collective responsibility to give strategic direction, use resources wisely, set overall policy, define goals and evaluate outcomes.



Responsibilities

Chapter members

- set direction and take strategic decisions needed to deliver the cathedral's charitable objects and ecclesiastical purposes (see page 2)
- ensure that a safeguarding culture is fully embedded into all cathedral activities, and that the cathedral has appropriate policies and procedures to deal with safeguarding matters
- ensure financial integrity and stability (through income generation, fundraising and cost control), and the proper investment of funds,
- act as advocates for the cathedral, its heritage, music and mission
- represent the Chapter and the cathedral at events
- provide constructive advice and support to the Dean and Chief Officers
- act as custodians of the cathedral building, mission and values.

Induction is provided for new Chapter members. Discussion and decision-making take place within the context of the Christian faith, and non-executive trustees are invited to become canons of the Cathedral.

Meetings

Chapter meetings are open-minded and constructive. They involve considering reports, discussing key issues and sharing previous knowledge and experience. Chapter members serve on committees and represent the cathedral externally.

Chapter membership is an unpaid voluntary role. Reasonable out of pocket expenses can be paid in accordance with Charity Commission rules and the cathedral's expenses policy. Meeting arrangements try to be flexible to meet the needs of people with work or caring responsibilities.

Eligibility – all members of cathedral chapters must be

- at least 18 years old
- either a communicant in the Church of England OR a communicant member of a church which is not in communion with the Church of England, but subscribes to the doctrine of the Holy Trinity. They need not be a current member of the cathedral congregation.
- eligible to serve as a Charity Trustee under the [Charities Act 2011](#) and [Cathedrals Measure 2021](#).

Appointments process

There is a formal process for recruiting Chapter members, involving an application, interview (in w/c 19 October) and the approval of nominees by the Bishop of Truro. New members take up their role at the turn of the year.

Appointments are provisional in the first instance. Confirmation of appointment is contingent upon completion of three 'safer recruitment' protocols: mandatory safeguarding training, satisfactory references and a clear DBS check.

Person Specification

Members of the Chapter should have:

- Enthusiasm for the cathedral and its work, and commitment to its charitable and ecclesiastical purposes
- Ability to work at board level, contributing to strategic thinking through constructive engagement and questioning
- Respect for the confidentiality of Chapter proceedings and reports
- Aptitude for collaborative and independent working, with warmth, discretion, diplomacy and imagination
- Effective communication skills, including listening skills, and willingness to participate actively in discussion
- A strong personal commitment to safeguarding
- A strong personal commitment to equality, diversity and inclusion
- Commitment to the role of charity trustee, and capacity to prepare for meetings, attend regularly and undertake appropriate training
- Commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Experience

Chapter members should have recent experience (within the last 6 years) in one (or more) of the following areas:

- Financial management in a business context
- Retail, visitor services, hospitality or commercial activities
- Missional development and growth
- Education (in a school, church or adult education setting)
- Business technology and digital services
- Heritage tourism
- Marketing and communications

Term of appointment	Chapter members serve a three year term, after which they can choose whether to apply for re-appointment. After three consecutive terms of office, they are not eligible to be re-appointed again until at least three years have passed.
Compliance with policies	Mandatory policies and procedures are set out in the team handbook. These cover matters such as health & safety; equality, diversity & inclusion; conflict of interest; confidentiality etc. The cathedral operates a no-smoking policy.
Safeguarding Everyone Matters - Everyone's Responsibility	<p>Truro Cathedral strives to be trauma-informed and is committed to developing safer policies, cultures and practices. The safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at www.trurocathedral.org.uk/safeguarding</p> <p>A DBS check and references are required for this position.</p> <p>Training: Chapter members are required to attend safeguarding training up to 'Leadership' level. This will be arranged by the cathedral. Completion of 'Basic Awareness' and 'Foundations' level safeguarding training is required before provisional offers can be confirmed by the Chapter and a start date agreed. Following provisional appointment, prospective Chapter members must book onto the Leadership training on the earliest date available.</p>
Parking	Parking on-site is extremely limited. It may be available, but only on a first come first served basis and only while performing volunteer duties, not at any other time. The car park operates a number plate recognition system, so drivers need to log their registration number in the cathedral office. Town centre car parks are nearby, and use of public transport or bicycles is encouraged.