

Chapter Trustee and Committee

Application Pack



Truro
Cathedral

sacred space, common ground

Charity No 1207821



Welcome to Cornwall's Cathedral.



Truro Cathedral is changing to respond to the needs, desires and hopes of Cornwall and the Isles of Scilly, and those who visit them. This is a significant and exciting time for us. There are always many challenges, but I am confident that this extraordinary church can continue to thrive both now and in the future. To help this to happen, we need to strengthen our governance team - charity trustees and committee members who underpin the efforts of our dedicated group of staff and volunteers. If you have relevant skills and experience, and you want to help the cathedral succeed in the next period of its history, we would like to hear from you.

In a cathedral, the board of charity trustees is known as 'The Chapter'. We need more people from a diverse range of backgrounds to serve either as Chapter trustees or as members of the committees that provide it with constructive advice and scrutiny. For the right person, these are wonderful opportunities to make a significant contribution to the life of Truro Cathedral in the run up to 2030 - the 150th anniversary of the laying of our foundation stone.

Details of how to apply can be found in this brochure, and you are invited to respond by 11 March 2025. If after reading this brochure, you have any general queries, please contact Paul-Ethan Bright in the cathedral office (peb@trurocathedral.org.uk or 01872 276782). Or if you would like to speak to me informally before you apply, please contact him to arrange a time.

Thank you for your interest in a governance role at Truro Cathedral. We need several more people to join our existing team, and I hope that you will want to apply.

With blessings,



**Truro
Cathedral**
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The Very Reverend Simon Robinson, Dean of Truro and Rector of St Mary's, Truro



What is Truro Cathedral trying to achieve?

Purposes

The cathedral exists for two purposes – our ecclesiastical purpose is to be a centre of worship and mission, and a focus for the life and work of the Diocese of Truro. Our charitable purpose is to advance the Christian religion (in particular, the mission of the Church of England) and to care for and conserve the cathedral building.

Vision

Since 2017, the vision of the cathedral has been 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. Examples of the issues that have been explored by people brought together by the cathedral include racism, climate change and poverty.

We strive to ensure Truro Cathedral is a welcoming, supportive, holy place that actively and warmly extends God's love to all in our community. We have a leadership commitment to foster an environment of inclusivity, where people of diverse backgrounds, beliefs and needs feel valued. We emphasise common ground, celebrating diversity as a source of strength and unity.

Strategic plan

Truro Cathedral's strategic plan has now run its course, having been created in 2017. Once additional members have been recruited to the Chapter and its committees, it will be completely refreshed but in the meantime, the cathedral has a two year interim action plan.

The action plan's workstreams are founded on these themes -

- Building the life of the cathedral
- Delivering mission
- Influencing the world
- Being custodians
- Walking with the diverse communities of Cornwall
- Being a well-governed cathedral

How is Truro Cathedral governed?

Anglican cathedrals in England have been changing their governance arrangements to align with the [Cathedrals Measure 2021](#), supplemented by the [Cathedral Governance Code](#). Truro Cathedral became a registered charity in April 2024, and is under the joint regulation of the Charity Commission and the Church Commissioners.



The Chapter is the governing body of a cathedral. Chapter members are volunteers: charity trustees. You can find out about the role of charity trustees by reading Charity Commission publications such as [‘The Essential Trustee.’](#)

Not every governance role requires you to become a charity trustee. You could instead apply to be a member of a committee, helping to provide valuable advice and scrutiny to the Chapter.

Who are the members of Truro Cathedral Chapter?

The Chapter consists of up to 12 charity trustees, the majority of whom are non-executives. A majority of non-executives are required to be lay people. The Chapter currently has 6 serving trustees -

- Two residentiary clergy, including the Dean. Because they work at the cathedral, they are known as executive members of the Chapter.
- Four non-executive trustees, from a variety of professional backgrounds.

To strengthen our governance and broaden the range of views around the Chapter table, we are looking to recruit up to 5 more non-executive trustees. We are also looking for extra volunteers to join our committees. The committees are currently 'Finance, Audit and Risk'; 'Nominations and Remuneration'; 'Safeguarding'; 'Health and Safety' and 'Building and Property'. These committees have a vital role in providing scrutiny and advice on these topics.

Role and responsibilities

The Chapter's focus is on strategic decisions. Members have a collective responsibility to give strategic direction to the cathedral, set overall policy, define goals and evaluate outcomes. Later this year, the Chapter will ensure that a new strategic plan (including a financial recovery plan) is developed and delivered effectively. Some Chapter members also serve on committees or represent the cathedral at external meetings. However, you do not have to be a member of the Chapter to serve on a committee.



Role description

Chapter members are custodians of the good name and values of the cathedral, and provide constructive advice and support to the Dean. They have a particular responsibility to 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. The Chapter is also responsible for the mission, care and maintenance of the cathedral, its financial stability and the proper investment of its funds. It publishes an Annual Report and audited accounts.

Discussion and decision-making take place within the context of the Christian faith and lay members of the Chapter are Honorary Canons of the cathedral. The type of work undertaken by members of the Chapter and committees is similar. Meetings involve considering reports, having discussions on key issues and sharing previous knowledge and experience. Our ethos aims to encourage constructive engagement, critical questioning and making a difference.

Support available to the Chapter and its committees

The Chief Operating Officer (COO), Chief Financial Officer (CFO) and other officers provide reports and advice to meetings, but they are not Chapter members. Independent external advice is available from specialists such as the Diocesan safeguarding team; auditors, and, for property matters, from an independent Fabric Advisory Committee and a Cathedral Architect. Legal advice is obtained as required.



Person specification

Truro Cathedral is a place that people care passionately about. We wish to attract applicants who are members of a worshipping community and who would embrace that passion. They will get to know the cathedral as a living community of people, and thrive on sharing in its life and acting as enthusiastic allies and advocates with the outside world.

We are seeking people who are committed to the cathedral's purposes and vision, and who reflect Cornwall in broad and diverse ways. We will try to be flexible to meet the needs of people with work or caring responsibilities.

We'd be particularly interested in talking to you if you have recent experience (within the last 6 years) in any of the following areas:

- Finance, audit and risk management
- Retail and commercial activities
- Arts and culture
- Fundraising
- Health and safety
- Communications and marketing
- People management (including volunteers)
- Buildings and property management
- Charity governance
- Safeguarding
- Law
- Care for the Environment

The Chapter and its committees welcome people who have:

- Ability to work at board level, and contribute to strategic thinking
- Aptitude for collaborative and independent working
- Warmth, discretion, diplomacy and imagination
- Effective communication skills, including listening skills, and willingness to participate constructively and actively in discussion.
- A strong commitment to safeguarding (clear DBS check and/or references also required)
- A strong personal commitment to equality, diversity and inclusion, and openness to work with different traditions and different faiths
- Enthusiasm for the cathedral's purposes, vision and strategy
- Willingness to undertake appropriate training
- Commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Person specification (cont)

Eligibility (Chapter only)

You are eligible to become a Chapter member (charity trustee) if you are:

- Over the age of 16
- An actual 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.
- Eligible to serve as a Trustee under the [Charities Act 2011](#) and [Cathedrals Measure 2021](#).

An 'actual communicant' is someone who has received Communion at least three times in the past twelve months. You do not need to be a member of the cathedral congregation.

Time commitment required

The Chapter meets six times a year. Meetings are currently held in the afternoon on Wednesdays, but this could be flexible to take account of the needs of new Chapter members. Although in-person attendance is preferred, a hybrid option can be available.

Committee members usually attend at least 4 meetings each year, either in person or online.

These are unpaid roles but reasonable out of pocket expenses can be paid in accordance with Charity Commission rules and the cathedral's expenses policy. Induction training will be provided, and the cathedral's insurance cover includes trustees and other volunteers.

As a member of Truro Cathedral Chapter or a committee, you will agree to:

- Prepare for Chapter or committee meetings by reading papers (circulated a week in advance)
- Attend scheduled meetings, contribute to discussions, offer constructive challenge and work as part of a team
- Undertake appropriate training, understand and accept your role and responsibilities as a trustee or committee member and act in the best interests of the cathedral.

Term of Office

Appointment to the Chapter is for three years. There is a maximum of three terms of office. Committee terms of office are similar, depending on which committee you join.

How to apply

Please send your CV, a supporting statement, the application form and recruitment monitoring form to Susie Merelie, Volunteer Manager and HR Administrator, volunteering@trurocathedral.org.uk. Appointments may be made to the Chapter or a committee.

Your supporting statement (maximum 1000 words) should summarise your interest in becoming a Chapter member or a committee member and explain the knowledge, skills and experience you would bring if appointed. The short application form asks for key information, including your eligibility to apply if you are a potential Chapter member.

Your application should be received by the cathedral by email by **noon Tuesday 11 March 2025** at the latest. Interviews will be held on Tuesday 1 April 2025.

Safer recruitment process

The cathedral practises Safer Recruitment. Two referees are required, to be contacted after interviews but prior to a confirmed offer being made. Membership of the Chapter (and some of its committees) additionally requires a DBS check and all those invited to interview for them will be asked to complete a Confidential Declaration.

Shortlisting

A shortlist will be drawn up by the cathedral's Interim Nominations Committee. Shortlisting will focus on identifying individuals who have the capacity and enthusiasm to make a substantial contribution to the cathedral's life, whilst ensuring breadth and diversity of expertise and experience across the Chapter and its committees.



How to apply (cont)

Recruitment Event (not part of the selection process)

Applicants shortlisted for interview will be invited to an informal gathering to meet the Dean, current Chapter members and Chief Officers on Monday 31 March. There will be an opportunity to attend Choral Evensong.

Interview Process

Interviews will provide an opportunity to discuss your reasons for applying, ask questions and get to know us. They will be held at Truro Cathedral on Tuesday 1 April, with a panel that includes the Dean, a Chief Officer and a non-executive member of the Chapter.

Following the interviews, the panel will make recommendations to the Chapter, who will make provisional offers of appointment. Appointments are confirmed upon completion of 'safer recruitment' processes, including undertaking safeguarding training appropriate to the role.

Support

We recognise that application processes for any role can be challenging, and actively seek to support applicants so that they can participate fully. If you wish to request any reasonable adjustments at any stage, please contact Susie Merelie, Volunteer Manager and HR Administrator at volunteering@trurocathedral.org.uk or 01872 276782.



Context

Truro Cathedral is earnest in its desire to benefit the public, both because of our Christian mission and because of our obligations as a charity. We are a place of worship, civic pride, music, heritage, learning and community life for everyone in Cornwall and the Isles of Scilly, and all who visit the county and islands.

There is no charge to visit the cathedral, and it is open to everybody, almost every day of the year. We host exhibitions, concerts and awards ceremonies, and are one of the most visited tourist attractions in Cornwall, making a significant contribution to the economy of Truro and Cornwall as a whole. In 2024, the cathedral was used for more than 1,000 services and hundreds of other events.

In a typical week, in addition to the daily pattern of services, prayers are said, seating layouts changed (often!), bells rung, flowers arranged, floors cleaned, music practised, marketing materials designed, tours conducted, social media posted, accounts kept, repairs made and, most of all, people welcomed. The cathedral is busy, exciting and challenging, all day, all year

History

Truro is Cornwall's only cathedral, a regional centre of Christianity and the mother church of the Church of England Diocese of Truro. The first bishop was appointed in December 1876, almost 150 years ago. The Grade 1 listed building was constructed between 1880 and 1910 to an inspirational Gothic Revival design by leading architect John Loughborough Pearson



Context (cont)

A living cathedral

The cathedral is a lively Anglican church that holds services every day. It is a place of sanctuary, prayer and reflection, and provides pastoral care and comfort.

Music is at the heart of cathedral life and worship. Truro Cathedral Choir is a centre of excellence for Cornwall's vibrant choral music scene. Its 45 professional singers (two thirds of whom are children) sing in public an astounding 230 times a year. The music department opens up nationally rare internship opportunities for young musicians, and provides the only opportunity in Cornwall for youngsters aged 8 – 18 to receive a professional choral training.

Financial and Human Resources

The cathedral's financial position is difficult. It needs to pay its own way to cover annual operating costs of roughly £1.3 million. The main income sources are grants, donations, commercial income and legacies. There is very little in the way of investments and property.

The cathedral's accounts on the website www.trurocathedral.org.uk show why financial sustainability is one of the biggest issues we face. We are, though, rich in human resources and commitment. The freely-given time, skills and expertise of about 155 volunteers support the paid staff (c24 FTE, including three clergy) to stretch every penny received.



Thank you
for your interest in
the future of
Cornwall's great
cathedral.



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