

STATUTES
OF THE CATHEDRAL AND ABBEY CHURCH
OF ST ALBAN

I THE BISHOP

- (1) The Bishop shall have the principal seat and dignity in the Cathedral and all persons holding office or ministering therein shall pay due reverence and render loyal and ready service to the Bishop.
 - (2) The Bishop shall, after election, be enthroned according to the customs of the Cathedral.
 - (3) After consultation with the Dean, the Bishop may officiate in the Cathedral and use it for the Bishop's work of teaching and mission, for ordinations and synods and for other diocesan occasions and purposes. At any service which the Bishop holds, the Bishop may determine the ordering thereof, preach or appoint the preacher and decide the object of the collection, subject to the deduction therefrom of an amount, to be determined by the Chapter, to meet the expenses incurred in such services.
 - (4) The Bishop may at any time seek the advice of the Chapter on any matter.
 - (5) The Bishop, as Visitor, shall hear and determine any question as to the construction of the Constitution and Statutes.
 - (6) The Bishop may hold a visitation of the Cathedral when the Bishop considers it desirable or necessary to do so or when requested by the Council or the Chapter.
 - (7) 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 Statutes.
 - (8) It shall be the duty of any person or body on whom functions are conferred by the Constitution and Statutes to act in accordance with any determination and any direction by the Bishop under this Statute.
 - (9) The Bishop may at any time propose for consideration by the Council amendments to the Constitution and Statutes.
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II THE ANNUAL MEETING

- (1) There shall be an Annual Meeting for the purpose of holding elections and receiving the customary reports, which may be attended by persons resident in the parish whose names are entered on a register of local government electors by reason of such residence, and by persons whose names are on the church electoral roll of the parish, and by persons on the roll as provided in paragraph (2) below.
- (2) The Chapter shall maintain a roll of those who are engaged in work or service connected with the Cathedral in a regular capacity and who have requested in writing that they should be on the roll.

III TERMS OF OFFICE AND MEMBERSHIP

- (1) Those persons in office at the time when this Constitution and these Statutes shall come into effect shall remain in office on the conditions regarding tenure of office under which they were elected or appointed.
- (2) No proceedings shall be invalidated by any vacancy in the membership or by any defect in the qualification or election of any member.
- (3) Members of the Chapter and its Committees shall declare any personal interest they have in any matter under consideration. They may, with the consent of the meeting, be present and speak at any discussion on such a matter, but they shall not in any case vote on that matter.

IV THE COUNCIL

- (1) Meetings of the Council shall be called by the chairman, in accordance with a resolution of the Council, on the chairman's own motion, or on the written requisition of at least eight members of the Council. Three weeks notice of a Council meeting shall be given.
- (2) The quorum for the transaction of business at a meeting of the Council shall be nine of its members.
- (3) In the absence of the chairman, the Council shall elect one of its members to preside over it.

V THE CHAPTER

- (1) Meetings of the Chapter shall be called by the Dean, in accordance with a resolution of the Chapter, on the Dean's own motion, or on the written requisition of at least four members of the Chapter. Seven days notice of a Chapter meeting shall be given.
- (2) The quorum for the transaction of business at a meeting of the Chapter shall be six of its members.
- (3) In the absence of the Dean or of any person appointed to exercise the functions of the Dean under article X(5) below, the Sub Dean shall preside over the Chapter, but shall not have a casting (or second) vote.
- (4) The following steps shall not be taken without the consent of the Dean—
 - (a) any alteration of the ordering of services in the Cathedral;
 - (b) the settlement of the Cathedral's budget;
 - (c) 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 paragraph (a) or (b) above, the Dean's consent shall be deemed to have been given for the purposes of paragraph (c) above after the expiry of one 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 casting (or second) vote.

- (5) Two members of the Chapter shall be present when the common seal is affixed and they shall record the reason why it is affixed in the seal book and sign as witnesses.

VI WORSHIP AND PREACHING

- (1) It shall be the duty of the Chapter to order the worship of the Cathedral. No alteration in the ordering of services shall be made without the consent of the Dean. It shall be the duty of the Dean to ensure that Divine Service is duly performed in the Cathedral.

- (2) A person who is not authorised to preach in a church to which Canon B43 applies shall not preach in the Cathedral without the consent of both the Bishop and the Dean.

VII THE ABBEY ASSEMBLY

- (1) There shall be an Abbey Assembly which shall co-ordinate the work of the parish and advise the Chapter on all matters affecting the parish and congregation. The Chapter may delegate to the Abbey Assembly such budget, functions, powers and duties relating to the parish and congregation as the Chapter shall determine.
- (2) The Assembly shall consist of:
 - (a) the chairmen of committees established by the Chapter for parish and congregational purposes, if not appointed under (b) below;
 - (b) six persons on the church electoral roll of the parish appointed by the Chapter, to hold office as members of the Assembly for a term of three years (Provided that in the case of the first such appointments after these Statutes come into force the terms of office shall be one year in the case of two of the members, two years in the case of a further two of the members and three years in the case of the remaining two members, in order to enable members to retire in successive years, such terms to be determined by lot among those appointed.) The appointments falling to be made under this sub-paragraph in any year shall be made after the annual parochial church meeting, which shall elect, as persons to be nominated to the Chapter for appointment, the same number of persons on the church electoral roll as the number of members of the Abbey Assembly to be appointed by the Chapter in that year under this sub-paragraph, and in making such appointments the Chapter shall have regard to those nominations;
 - (c) two representatives, chosen by and from among those elected by the Annual Parochial Church Meeting to serve on the Deanery Synod;

- (d) the Dean;
 - (e) the Residentiary Canons engaged exclusively on Cathedral duties;
 - (f) the Minor Canons with parish duties;
 - (g) the Cathedral Wardens.
- (3) The Sub Dean shall be Chairman of the Abbey Assembly. The quorum for the transaction of business at a meeting of the Abbey Assembly shall be nine of its members. The Assembly shall meet at least four times in each calendar year.
- (4) The Chapter shall meet with the Abbey Assembly at least once in each calendar year and may call further joint meetings at its discretion. The Chapter shall have regard to requests of the Abbey Assembly for further meetings.

VIII THE WORKS COMMITTEE OF THE CHAPTER

There shall be a Works Committee of the Chapter. It shall be the duty of the Works Committee to advise the Chapter on the repair and maintenance of the fabric of the Cathedral Church and other property belonging to the Cathedral.

IX THE COLLEGE OF CANONS

The Dean shall convene at least one meeting of the College of Canons in each calendar year, in addition to the meeting described in section VIII(2) of the Constitution. The Dean may also convene a meeting of the College of Canons on other occasions and shall convene a meeting on the written request of one-third of the members of the College or at the request of the Bishop.

X THE DEAN

- (1) The Dean shall be the principal dignitary of the Cathedral, next after the Bishop.
- (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 by law.

- (3) It shall be the duty of the Dean, as chairman of the Chapter, to govern and direct on its behalf the life and work of the Cathedral and, in particular, to—
 - (a) ensure that Divine Service is duly performed in the Cathedral;
 - (b) ensure that the Constitution and Statutes 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;
 - (e) take all decisions necessary to deal with any emergency affecting the Cathedral, pending consideration of the matter by the Chapter.
- (4) The Dean shall reside in the accommodation provided by the Chapter.
- (5) If the office of Dean is vacant, or the Bishop considers that the Dean is unable to discharge any or all of his or her functions by reason of illness or absence or any other cause, the Bishop shall, after consultation with the Chapter, appoint a Residentiary Canon to carry out such functions as the Dean is unable to discharge during the period in question, and references in the Constitution and Statutes to the Dean shall be construed accordingly.
- (6) If any question arises whether an appointment under paragraph (5) above is justified, that question shall be determined by the Archbishop of the Province.

XI THE SUB DEAN

- (1) The Sub Dean shall have special care for the Cathedral community and for persons resident in the parish.
- (2) The Sub Dean shall be the senior Residentiary Canon and shall, in the temporary absence of the Dean, act in the Dean's stead.

XII THE RESIDENTIARY CANONS

- (1) Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, each of the Residentiary Canons shall preach in the Cathedral at least five times in each calendar year and shall preside at the celebration of the eucharist in the

Cathedral at least twelve times in each calendar year.

- (2) The Residentiary Canons shall undertake such duties in the Cathedral as the Chapter shall determine after consultation with them. They shall endeavour to strengthen the whole corporate life, worship and mission of the Cathedral and to promote the rôle of the Cathedral in and beyond the Diocese.
- (3) The Residentiary Canons engaged exclusively on Cathedral duties shall reside in the accommodation provided by the Chapter. The Residentiary Canons not engaged exclusively on Cathedral duties shall reside within such a distance from the Cathedral Church as shall be prescribed, after consultation with the Chapter, by the Bishop.

XIII THE ARCHDEACON OF ST ALBANS

The Archdeacon of St Albans shall have a special responsibility for the relationship between the Cathedral and the Diocese. The Archdeacon shall act as the Canon in Residence for at least, but not necessarily for more than, one month in each calendar year. The Archdeacon shall be placed in a stall among the Residentiary Canons and shall have the same duties in respect of preaching in the Cathedral and presiding at the celebration of the eucharist as a Residentiary Canon. The Archdeacon shall be a member of the College of Canons and of the Council. The Archdeacon shall not be a member of the Chapter.

XIV THE BISHOPS SUFFRAGAN AND ARCHDEACONS

Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes, each Bishop Suffragan and Archdeacon (other than the Archdeacon of St Albans) shall have the right of preaching in the Cathedral at least once in each calendar year and shall be invited by the Dean to preside at the celebration of the eucharist in the Cathedral at least four times in each year.

XV THE CANON IN RESIDENCE

- (1) Residentiary Canons shall be in residence for at least one month in each calendar year. The Canon in Residence shall be the ‘duty officer’ for the period for which he or she is in residence. The Canon in Residence shall attend Matins and Evensong or, in his or her absence, ensure that another Residentiary Canon is present. The Canon in Residence, having consulted the Dean and the other Residentiary and Minor Canons, shall co-ordinate the choosing of preachers.
- (2) In consultation with the Dean and the other Residentiary and Minor Canons, the Canon in Residence shall be the Cathedral’s representative on special occasions. The Canon in Residence shall, in the temporary absence of the Dean and of the Sub Dean, act in their stead.

XVI SEATING FOR LAY MEMBERS OF THE CHAPTER

Those lay members of the Chapter who are not Honorary Canons shall have an appointed place in the Quire of the Cathedral Church.

XVII INSTALLATION OF CANONS

Every Canon shall be installed by the Dean according to the customs of the Cathedral and shall take such oaths as may be prescribed by law or by the said customs.

XVIII THE HONORARY CANONS

The Dean shall from time to time invite each Honorary Canon who is a Clerk in Holy Orders to preside at the celebration of the eucharist in the Cathedral.

XIX EMERITUS TITLES

When a Dean, a Residentiary Canon or an Honorary Canon vacates his or her office and, in the case of a clerk in Holy Orders, retires, the Bishop may confer upon him or her the title of Dean Emeritus or of Canon Emeritus, as the case may be. A title conferred under this provision shall grant no vested interest and, in particular, the holder shall not by virtue of that title be a member of the College of Canons.

XX THE MINOR CANONS

The Chapter may appoint Minor Canons on such terms in respect of tenure, remuneration and duties as the Chapter shall determine. Minor Canons shall reside in the accommodation provided by the Chapter.

XXI THE ECUMENICAL CHAPLAINS

Ecumenical Chaplains shall be appointed, after consultation with the Bishop, by the Chapter. The Chaplains shall hold office for five years but shall be eligible for membership for further terms of office. They shall be members of the Cathedral staff and shall be given due assistance in their work by all who hold office or minister in the Cathedral.

XXII ASSOCIATED CLERGY

The Chapter may request the regular voluntary services of some clergy. The arrangement shall be an informal one and may be ended by either party at any time. Associated Clergy shall be given due assistance in their work by all who hold office or minister in the Cathedral.

XXIII THE CATHEDRAL ADMINISTRATOR

The Cathedral Administrator shall attend meetings of the Chapter and shall act as clerk to the Chapter. He or she shall be entitled to speak but not to vote at the meetings. The Cathedral Administrator shall have an appointed place in the Quire of the Cathedral Church.

XXIV THE MASTER (OR DIRECTOR) OF THE MUSIC

The Master (or Director) of the Music may attend such meetings of the Chapter as he or she wishes subject to the agreement of the Dean and shall receive the agenda and minutes of meetings. He or she shall be entitled to speak but not to vote at the meetings.

XXV OTHER MUSICIANS

The Lay Clerks, Choristers and other musicians of the Cathedral shall be appointed, after consultation with the Master (or Director) of the Music, by the Chapter.

XXVI THE TREASURER

There shall be a Treasurer of the Cathedral who shall be appointed by the Chapter on such terms in respect of tenure, remuneration and duties as the Chapter shall determine.

XXVII THE VIRGERS

The Chapter shall appoint a Head Virger and as many Virgers as may from time to time seem necessary on such terms and conditions as the Chapter shall determine. The Virgers shall be concerned to uphold the dignity of worship in the Cathedral, to care for its security and to welcome all who enter it.

XXVIII LAY STAFF AND OFFICE HOLDERS

Other lay staff and office holders of the Cathedral shall be appointed by the Chapter.

XXIX THE CHANCELLOR

The Chancellor of the diocese, if he is not a Canon, shall have an appointed place in the Quire of the Cathedral Church.

XXX LEGAL ADVISER

The Chapter may appoint a legal adviser on such terms in respect of tenure, remuneration and duties as the Chapter shall determine.

XXXI THE ORDER OF PROCESSION IN THE CATHEDRAL CHURCH

- (1) (a) the Bishop (or any Bishop Suffragan when representing the Bishop), accompanied by the Chancellor or his representative;
- (b) the Dean;
- (c) any Bishop Suffragan or full-time Assistant Bishop;
- (d) the Sub Dean, Residentiary Canons and Archdeacons;

- (e) the lay members of the Chapter, accompanied by the Cathedral Administrator;
 - (f) the Honorary Canons and Ecumenical Chaplains;
 - (g) the Minor Canons and Associated Clergy.
- (2) Residentiary Canons and Archdeacons shall process together. The Sub Dean is the senior Residentiary Canon. Other Residentiary Canons and the Archdeacons process in order of seniority by date of appointment.
- (3) The Dean shall determine any questions as to the order of procession not covered by these Statutes.