

**CATHEDRALS MEASURE
1999**

YORK MINSTER



CONSTITUTION & STATUTES

Revised with effect from 29 June 2018

**THE CATHEDRAL AND METROPOLITICAL CHURCH OF
ST PETER IN YORK**

THE CONSTITUTION

In the Name of God, Amen. The Cathedral Church has been governed according to several constitutions and statutory requirements during its history, the succession of ancient and original models, first consolidated at the start of the twelfth century, each drawn up according to law and subject to the sovereigns of this Realm. A new Constitution and Statutes, which came into effect on Sunday 23 April 2000, were drawn up by a Transitional Council established under the terms of the Cathedrals Measure 1999, and which superseded the instruments effective since the Cathedrals Measure 1963. Amendments have been made, under the terms of the Cathedrals Measure 1999, to the Statutes on 4 September 2002, and to the Constitution and Statutes on 1 June 2008 and 29 June 2018.

I INTERPRETATION

- A. No change in, or addition to, the Constitution or the Statutes shall be made except in accordance with the provisions of the Cathedrals Measure 1999, or subsequent amending legislation.
- B. In the Constitution and Statutes:-
- "Chapter Steward" means the Administrator of the Cathedral Church appointed in accordance with Article X;
- "Cathedral Church" means Cathedral and Metropolitan Church of St Peter in York;
- "Canon of York" means any Residentiary Canon or other Canon of the Cathedral Church holding a Prebend;

"Diocese" means Diocese of York; "Diocesan" shall be construed accordingly;

"Measure" means the Cathedrals Measure 1999;

"Cathedral duties" means duties, whether in the Cathedral Church or the Diocese, which should, in the opinion of the Chapter after consultation with the Archbishop, be discharged in or from the Cathedral Church subject to Section 8 of the Measure;

"actual communicant" means a person who has received Holy Communion according to the use of the Church of England, or of a Church in communion with the Church of England, at least three times within the preceding twelve months;

Words importing any gender shall include all genders.

- C. A reference in the Constitution and Statutes to the holder of any office, dignity or preferment shall be to the holder for the time being of such office, dignity or preferment in the Cathedral Church, or, as the case requires, in the Diocese.

- D. Every person or body having duties under the Constitution and Statutes shall, in discharging those duties, have due regard to the Cathedral Church being the seat of the Archbishop and a centre of Christian worship and mission.

II THE CORPORATION

The members for the time being of the Chapter, the Council and the College of Canons of the Metropolitan Cathedral Church of St Peter in York, shall be a body corporate with perpetual succession and a common seal (to be known as the Common Seal of the Cathedral Church).

III THE VISITOR

The Archbishop shall be Visitor of the Cathedral Church and shall have all the powers that belong as of right to the Office of Visitor.

IV THE DEAN

The Dean, being a person having the qualification prescribed by law, is appointed by the Sovereign. The Dean shall vacate office automatically, and without the execution of any instrument of resignation, in accordance with the Ecclesiastical Offices (Age Limit) Measure 1975.

V THE RESIDENTIARY CANONS

- A. The Residentiary Canons, being persons having the qualifications prescribed by law, shall be appointed, after consultation with the Dean and the Chapter, by the Archbishop.
- B. The number of Residentiary Canons shall not exceed six at any one time.
- C. The holders of at least two Residentiary Canonries shall, subject to the provisions of Section 8 of the Measure, be engaged exclusively on Cathedral duties.
- D. A Residentiary Canon shall vacate the canonry automatically and without the execution of any instrument of resignation in accordance with the Ecclesiastical Offices (Age Limit) Measure 1975.
- E. Subject to paragraph D above, if a Residentiary Canon was at the date of appointment the holder of a diocesan office, or was appointed to a diocesan office at the same time as appointment to a Residentiary Canonry, and was appointed to that canonry on the condition that the canonry would be held only so long as the diocesan office was retained, the office of Residentiary Canon shall be vacated at the same time as that other office.
- F. The Archbishop may for financial or other reasons after consultation with the Chapter suspend and refrain from filling a Residentiary Canonry and after the like consultation revive and appoint to such Residentiary Canonry.

VI THE CHAPTER

A. There shall be a Chapter of the Cathedral Church which shall, subject to the provisions of Section 4 of the Measure, consist of:-

- (i) the Dean, who shall be in the chair, and shall have a second or casting vote;
- (ii) all the Residentiary Canons;
- (iii) seven persons, at least two-thirds of whom shall be lay, appointed by the Archbishop after consultation with the Dean.

B. (i) A person appointed under paragraph A(iii) above shall hold office for a term of 3 years but shall be eligible for re-appointment for a further term or terms of office.

- (ii) A person appointed under paragraph A(iii) above may,
 - (a) if a Clerk in Holy Orders, be appointed a Canon of York by the Archbishop in accordance with Article VIII C(i),
 - (b) if lay and an actual communicant, be appointed a Canon of York by the Archbishop in accordance with Article VIII C(iv).

(iii) If a person appointed under paragraph A(iii) above is not appointed a Canon of York, that person is not a member of the College of Canons but shall on appointment be installed into an assigned seat in the Quire by the Dean in the prescribed manner.

C. At the time of admission to office each member of the Chapter shall take an oath as follows:-

I,, do swear that I will be faithful to the Cathedral Church of York, will keep its Statutes and Customs that are agreeable to law and will to the utmost of my power defend its liberties. I will not reveal the secrets of the Chapter to which I shall be called, and will fulfil all the duties which are incumbent upon me to be performed as well to the Church as to its ministers.

- D. It shall be the duty of the Chapter to direct and oversee the administration of the Cathedral Church, including in particular to:-
- (i) order the worship and promote the mission of the Cathedral Church;
 - (ii) formulate, after consultation with the Archbishop, proposals in connection with the general direction and mission of the Cathedral Church and submit them to the Council for its advice;
 - (iii) manage all property vested in the Cathedral Church and the income accruing from it, and, in particular, ensure that necessary repairs and maintenance in respect of the Cathedral Church and its contents, and other buildings and monuments, are carried out;
 - (iv) prepare an annual budget for the Cathedral Church and submit it to the Council;
 - (v) prepare in accordance with Section 27 of the Measure an annual report and audited accounts, and submit them to the Council and to the College of Canons;
 - (vi) submit to the Council such other reports as may be requested by the Council on any matter concerning the Cathedral Church;
 - (vii) keep under review the Constitution and Statutes of the Cathedral Church and submit any proposals for their revision to the Council; and
 - (viii) hold the Common Seal of the Cathedral Church, and affix it when required.
- E. The Chapter shall meet on at least nine occasions in each calendar year.
- F. The Chapter shall have power, subject to the provisions of the Measure and the Care of Cathedrals Measure 2011, to acquire and dispose of property on behalf of the corporate body of the Cathedral Church established by this Constitution.
- G. There shall be a Finance Committee of the Chapter, with the duty of advising the Chapter in connection with its responsibilities in financial and investment management, and in the

management of property belonging to the Cathedral Church if required to do so by the Chapter when this seems appropriate. The Treasurer shall be appointed by the Chapter from among its own members and shall subject to Article VI J chair the Finance Committee and be responsible to the Chapter for the oversight of all financial affairs, subject to the functions given to the Dean and to the Chapter.

H. The Finance Committee shall consist of:-

- (i) The Treasurer who shall (subject to Article VI J) chair the Committee
- (ii) the Dean
- (iii) the Chapter Steward

and the following, appointed by the Chapter:

- (iv) one Residentiary Canon
- (v) one member of the Chapter appointed under paragraph A(iii) above
- (vi) no fewer than four persons, not being members of the Chapter, appointed for their expertise and experience in the area of financial, investment and property management.

The Director of Finance shall be in attendance and act as Secretary to the Finance Committee.

J. Should the Dean at any time be appointed Treasurer then the Chapter shall appoint one of the lay members of the Finance Committee to chair the Finance Committee.

K. The members of the Finance Committee in categories (iv) to (vi) of paragraph H above shall hold office for a term of 3 years, but shall be eligible for membership for further terms of office not exceeding 3 years in each case.

- L. The Chapter may establish such other committees as it may determine, and may accordingly delegate functions, powers and duties to any such committee. If the Chapter so determines, persons who are not members of the Chapter may be members of a committee. The Dean shall be a member of every committee of the Chapter.

VII THE COUNCIL

- A. There shall be a Council, whose duty shall be to further and support the mission and the work of the Cathedral Church, reviewing and advising upon the direction and oversight of that work by the Chapter, and in particular without prejudice to the generality of the foregoing, to:-
- (i) consider proposals submitted by the Chapter in connection with the general direction and mission of the Cathedral Church and to give advice on them to the Chapter;
 - (ii) receive and consider the annual budget of the Cathedral Church;
 - (iii) receive and consider the annual report and audited accounts of the Cathedral Church;
 - (iv) consider proposals submitted by the Chapter in connection with the Constitution and Statutes of the Cathedral Church, with a view to their revision under Part II of the Measure.
- B. The Archbishop shall have the right to be present and to speak, but not vote, at any meeting of the Council.
- C. The Council shall consist of:-
- (i) A lay person, not being a member of the Chapter, appointed by the Archbishop to chair the Council but:-

(a) before making the appointment the Archbishop shall afford the Chapter the opportunity to express views both in general as to the appointment and as to any specific person proposed by the Archbishop for appointment,

and

(b) in deciding whom to appoint the Archbishop shall have regard to those views.

(ii) the Dean;

(iii) four members of the Chapter chosen by the Chapter;

(iv) two members of the College of Canons elected by the College of Canons;

(v) four lay persons, not being members of the Chapter, reflecting the interests of the Cathedral Community, elected by those on the roll of the Cathedral Community from among their number;

(vi) eight persons, ordained or lay, appointed by the Archbishop after consultation with the Dean and the Archbishop's Council and Standing Committee of the Diocesan Synod who shall have experience in connection with the work of the Cathedral Church or the ability to reflect local, diocesan, provincial, ecumenical, or national interests in that connection.

D. The members of the Council (other than the Dean) shall hold office for a term of three years but shall be eligible for membership for further terms of office of three years in each case.

E. A person appointed by the Chapter shall vacate their place on the Council on ceasing to be a member of the Chapter.

F. A person appointed by the College of Canons shall vacate their place on the Council on ceasing to be a member of the College of Canons.

- G. A person appointed in accordance with paragraph C(v) above shall vacate their place on the Council on ceasing to be on the roll of the Cathedral Community or on being ordained.
- H. (i) A person appointed by the Archbishop by virtue of any ecclesiastical office or position which they held at the time of their appointment shall vacate their place on the Council, unless the Archbishop in writing directs otherwise, if they cease to hold that office or position.
- (ii) A person appointed by the Archbishop (other than a person so appointed by virtue of an ecclesiastical office or position which they held at the time of their appointment and continue to hold) shall vacate their place on the Council, unless the Archbishop in writing directs otherwise, if having been at the time of their appointment resident in the Diocese or resident in the Province, they cease so to reside; or having been a lay person at the time of their appointment, they be ordained.
- J. The Council shall meet on at least two occasions in each calendar year.
- K. The Council may:-
- (i) request reports from the Chapter on any matter concerning the Cathedral Church;
 - (ii) discuss and declare its opinion on any such matter;
 - (iii) bring any matter to the attention of the Visitor or the Church Commissioners.

VIII THE CANONS OF YORK

- A. The Canons of the Cathedral and Metropolitan Church of St Peter in York are by ancient custom styled Canons of York. No rights are conferred in virtue of the use of this title in addition to those established in the Measure.

- B. Each Canon shall hold a Prebend. The Prebends are the Prebends of Ampleforth, Apesthorpe, Barnby, Bilton, Bole, Botevant, Bramham, Bugthorpe, Driffield, Dunnington, Fenton, Fridaythorpe, Givendale, Grindal, Holme, Husthwaite, Knaresborough, Langtoft, Laughton-en-le-Morthen, Masham, Newthorpe, North Newbald, Salton, South Cave, South Newbald, Osbaldwick, Riccall, Stillington, Strensall, Tockerington, Ulleskelf, Warthill, Weighton, Wetwang, Wistow, Wilton.
- C. There shall be not more than 36 Canons of York.
- (i) Not more than 24 Canons of York shall be appointed by the Archbishop from among persons who are Clerks in Holy Orders.
 - (ii) The Archbishop shall appoint each Residentiary Canon as a Canon of York to hold office, subject to the following provisions of this Article, while that person remains a Residentiary Canon. Subject to Article V F the Prebends of Osbaldwick, Laughton-en-le-Morthen, Dunnington and Tockerington shall be held by Residentiary Canons.
 - (iii) The remainder of the Canons of York who are Clerks in Holy Orders shall be appointed:
 - (a) pursuant to Article VI B(ii)(a), or
 - (b) from among the Clerks in Holy Orders who are beneficed or licensed in the Diocese.
 - (iv) Not more than 12 Canons of York shall be appointed by the Archbishop from among persons who are not in Holy Orders.
 - (v) The Canons of York who are not Clerks in Holy Orders shall be appointed by the Archbishop:
 - (a) pursuant to Article VI B(ii)(b), or
 - (b) from among lay persons who are actual communicants and who have their names on the church electoral roll of a parish in the Diocese or on the roll of the Cathedral Community maintained under Article XI(i).

- (vi) A Canon of York appointed under paragraph C(v)(b) above shall, subject to the following provisions of this Article, hold office for a term of three years but shall be eligible for re-appointment for a further term or terms at the Archbishop's discretion.
- D.
- (i) A Canon of York who was appointed to a canonry and prebend in express conjunction with appointment as a Residentiary Canon or with membership of the Chapter or with any other office or duty performed, whether that office or duty be exercised in the cathedral or elsewhere, shall vacate that canonry and prebend automatically and without execution of any instrument of resignation on ceasing to hold that office or perform that duty.
 - (ii) A Canon of York who is a Clerk in Holy Orders, and who subsequently during their tenure of that canonry is collated to a Residentiary Canonry, shall if the Archbishop requires exchange their prebend for one of those listed in paragraph C(ii) above, and on vacating the Residentiary Canonry shall automatically vacate the Canonry and any Prebend.
- E. Except as provided in sub-paragraph D(ii) above, and subject to the following provisions of this Article, a Canon of York who was appointed to a Canonry and Prebend otherwise than in express conjunction with any other office or duty shall not be required to vacate the canonry and prebend by virtue of ceasing to hold any particular other office.
- F. Subject to sub-paragraph D(i) above, a Canon of York who is a Clerk in Holy Orders shall vacate the Canonry and prebend automatically and without any instrument of resignation:-
- (i) on being collated to be an Archdeacon, or installed as Dean, or on being consecrated to be a Bishop in the Church of God; or
 - (ii) (not being appointed to a canonry and prebend in express conjunction with appointment to a Residentiary Canonry which they continue to hold), either

- (a) on ceasing to be beneficed to a parochial benefice in the Diocese or on ceasing to hold the Archbishop's licence in the Diocese, or
- (b) having attained seventy years of age, on such a date as the Archbishop may by written direction specify after consultation with the Dean,

whichever shall occur first.

- G. A Canon of York who is not a Clerk in Holy Orders shall vacate the canonry and prebend automatically on expiry of the term of years for which that person is appointed if the term is not renewed under Article VI A(iii) or VIII C(v).
- H. A Canon of York who is neither a Clerk in Holy Orders nor a member of the Chapter shall vacate the canonry and prebend automatically on ceasing to have their name on the church electoral roll of a parish in the Diocese or on the roll of the Cathedral Community maintained under Article XI(i), unless the Archbishop otherwise determines.
- J. A Canon of York who is not a Clerk in Holy Orders shall vacate the canonry and prebend automatically on being ordained.
- K. A Canon of York shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service.
- L. Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes each Canon of York who is in priest's orders shall have the honour of presiding at the Holy Communion, and each Canon of York who is a Residentiary Canon or who is licensed to preach by the Archbishop shall have the honour of preaching in the Cathedral Church, in each case on such occasions as the Dean may from time to time determine.

IX THE COLLEGE OF CANONS

- A. There shall be a College of Canons consisting of:-
- (i) the Dean who shall be the President;
 - (ii) every Bishop Suffragan in the Diocese;
 - (iii) every full-time stipendiary Assistant Bishop in the Diocese;
 - (iv) every Canon of York;
 - (v) every Archdeacon in the Diocese.
- B. In the event of a vacancy in the See, the College of Canons shall be summoned by the Dean to meet, and on receiving from the Sovereign a licence under the Great Seal with a Letter Missive as provided by the Appointment of Bishops Act, 1533, shall proceed to the election of an Archbishop in the manner laid down by law.
- C. The College of Canons shall:-
- (i) receive and consider the annual report and audited accounts of the Cathedral Church; and
 - (ii) discuss such matters concerning the Cathedral Church as may be raised by any of its members.

X THE OFFICERS OF THE CATHEDRAL CHURCH

- A. The Chapter shall appoint an Administrator, who shall be known as the Chapter Steward, on the terms of a written agreement, and with such remuneration and conditions of service as the Chapter shall determine.
- (i) The Chapter Steward shall be responsible for the overall administration and commercial enterprises of the Cathedral Church. The Chapter Steward shall be the senior lay advisor to the Dean and to the Chapter.

- (ii) It shall also be the duty of the Chapter Steward to provide any necessary liaison between the various departments of the Cathedral Church's domestic operations, and to tender advice to the Chapter.

- B. The Chapter shall appoint a Chief Accountant, who shall be known as the Director of Finance, on the terms of a written agreement, and with such remuneration and conditions of service as the Chapter shall determine.
 - (i) The Director of Finance shall be responsible to the Treasurer through the Chapter Steward. The Director of Finance shall be in attendance at meetings of the Finance Committee, act as its Secretary, and shall undertake such additional functions as the Committee shall determine.
 - (ii) The Director of Finance shall administer such financial, investment and other business as shall be stipulated by the Chapter. That person shall tender advice about such matters and shall arrange for the production of annual accounts, budgets and financial projections of the Cathedral Church on behalf of the Chapter.

- C. The Chapter after consulting the Cathedrals Fabric Commission for England shall appoint as Cathedral Architect a person registered under the Architects Act 1997, who shall be known as the Surveyor of the Fabric and who shall be subject to the authority of the Chapter through a Dignitary or officer nominated by it. The Surveyor of the Fabric shall make regular inspections of the fabric of the Cathedral Church. Without prejudice to the requirements of the Measure and of the Care of Cathedrals Measure 2011, the Surveyor of the Fabric shall report, at least once in every five years, with a general assessment of the state of the Cathedral Church, to the Chapter. The Surveyor of the Fabric shall also supervise the quality of work of the Stoneyard in all matters affecting work done in connection with the Cathedral Church and its properties.

- D. The Chapter after consulting the Cathedrals Fabric Commission for England shall appoint as Cathedral Archaeologist a person who shall be subject to the authority of the Chapter through a Dignitary or officer nominated by it. The Cathedral Archaeologist shall assess those matters of archaeological interest which relate to the cathedral church or its precinct, including buildings within the precinct and remains in or under the cathedral church or within its precinct, and any other matters which the Cathedral Archaeologist considers to be relevant to the archaeological interest of the cathedral church or its precinct. Without prejudice to the requirements of the Measure or the Care of Cathedrals Measure 2011, the Cathedral Archaeologist shall in consultation with the Surveyor of the Fabric make an annual report to the Chapter containing recommendations on how all such matters of archaeological interest should be managed and on the compilation and maintenance of archaeological records relating to them.
- E. The Chapter shall appoint a duly qualified Auditor who may, under Section 144 of the Charities Act 2011 audit the accounts of a charity, and who shall audit the accounts of the Chapter in accordance with Statute XI (3).
- F. The Chapter shall appoint a Director of Music who shall have the function of supervising music in the Cathedral Church, and shall have the overall responsibility for the performance by persons in, or connected with, the Choir. The Director of Music shall be responsible to the Chapter through the Precentor, and shall advise the Chapter in the choice of music as services require. The Chapter shall appoint the Director of Music on the terms of a written agreement, and with such remuneration and conditions of service as the Chapter shall determine.

- G. The Chapter may appoint, engage and employ such other Officers, Directors and members of staff on such terms in respect of tenure, duties, remuneration and conditions of service as it may determine.

XI THE CATHEDRAL COMMUNITY COMMITTEE

There shall be a Cathedral Community Committee with a constitution approved by the Chapter:-

- (i) The Chapter shall, through a designated officer, maintain a roll containing the names of persons who are members of the Cathedral Community and apply to be enrolled as such.
- (ii) For the purposes of this Constitution and Statutes, the members of the Cathedral Community shall be persons over the age of sixteen years. They shall be either regular worshippers in the Cathedral Church, or engaged in work or service connected with the Cathedral Church in a regular capacity.

XII AMENDMENTS AND PROVISIONS

- A. No repeal or amendment of, nor any additions to, the Constitution or the Statutes of the Cathedral Church may be made except in accordance with the provisions of the Measure.
- B. Nothing in the Constitution or Statutes shall affect any right of patronage or other right or interest of the Sovereign.

STATUTES

I THE CHAPTER

1. Meetings of the Chapter shall be called by the Dean in writing, at least seven days in advance, either in accordance with a resolution of the Chapter, on the sole motion of the Dean, or on the written requisition of at least three members of the Chapter. Meetings may be held at shorter notice if all members of the Chapter consent in writing. Notice shall be sent to the last address of the addressee notified to the Chapter Steward, and shall be deemed to have been delivered on the day of actual delivery if delivered by hand or sent by electronic means, and 24 hours after posting if posted by first class post.
2. The quorum for the transaction of business at a meeting of the Chapter shall be two-thirds of its members (rounded to the nearest whole number) present in person or by video link.
3. In the absence of the Dean or of any person appointed to exercise the duties of the Dean under Statute IV, the Chapter shall elect one of its members to preside over it, but such person shall not have a second or casting vote.
4. The following actions shall not be taken without the consent of the Dean:
 - (a) any alteration of the ordering of Services in the Cathedral Church.
 - (b) the settlement of the Cathedral budget.
 - (c) the implementation of any decision taken by the Chapter in the absence of the Dean;

Provided that, in the case of a decision taken by the Chapter as to any matter other than one itemised in (a) or (b) above, the Dean's consent shall be deemed to have been given to any decision taken under 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 second or casting vote.

5. Subject to the Patronage (Benefices) Measure 1986 any presentations or nominations to benefices in the patronage of the Cathedral Church shall be exercised by the Chapter.
6. The Chapter shall meet on at least nine occasions in each calendar year.

II THE COUNCIL

1. Meetings of the Council shall be called by the Chairperson at least twice a year, in accordance with a resolution of the Council, or on the motion of the Chairperson, or on the written requisition of at least eight members of the Council, with notice of at least twenty one days in writing.
2. The quorum for the transaction of business at a meeting of the Council shall be eight of its members present in person or by video link.
3. In the absence of the Chairperson, the Council shall elect one of its members to chair its meeting.

III THE ARCHBISHOP

1. The Archbishop shall have the principal seat and dignity in the Cathedral Church.
2. After consultation with the Chapter, and subject to any provision in the Statutes the Archbishop may officiate in the Cathedral Church and use it in their work of teaching and mission, for consecrations, ordinations, confirmations, convocations, and synods and for other diocesan, provincial or national occasions or purposes.

3. At any celebration of the Holy Communion in the Cathedral Church at which the Archbishop is present the Archbishop shall have the right to preside. At any service at which the Archbishop is present the Archbishop shall have the right to pronounce the blessing. At special services called for diocesan or provincial purposes the Archbishop may preach or appoint the preacher, determine the order of the service and the allocation of monies collected from the faithful, and require the reasonable assistance of the ministers and staff of the Cathedral Church.
4. The Archbishop shall enjoy the right of preaching and presiding in the Cathedral Church on Christmas Day and Easter Day at the principal service and, upon at least six months' notice to the Dean, to preach at any time when custom provides that there shall be a sermon.
5. The Archbishop shall have the right to confer upon not more than six persons worthy of distinction, but not necessarily resident in the Province of York, the title of Canon Provincial, who may be lay or clerical. The holder of a provincial canonry shall be entitled to a seat of honour at any service in the Cathedral Church but no other dignity or precedence. The holder of a provincial canonry is not thereby entitled to be a Canon of York, and is not a canon for the purposes of the Measure.
6. The Archbishop may also, at the request of the Chapter, appoint for a specified period of years, a distinguished lay person to hold the honorary office of High Steward of York Minster, whose duties shall be to promote public and financial support of the Cathedral Church for the restoration and preservation of the fabric. In all matters of policy and organisation in which the High Steward may engage the prior approval of the Chapter shall be secured.
7. The Archbishop may at any time seek the advice of the Chapter on any matters pertaining to the mission of the Church.

8. The Archbishop shall as Visitor hear and determine any question as to the construction of the Constitution and Statutes.
9. The Archbishop may hold a visitation of the Cathedral Church when the Archbishop considers it desirable or necessary to do so, or when requested by the Council or the Chapter.
10. In the course of a visitation the Archbishop may give such directions to the Chapter, to the holder of any office in the Cathedral Church or to any person employed by the Cathedral Church, as will, in the opinion of the Archbishop, better serve the due observance of the Constitution and Statutes.
11. 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 Archbishop under this Statute.
12. The Archbishop may at any time propose for consideration by the Council amendments to the Constitution and Statutes.

IV THE DEAN

1. The Dean shall be the principal dignitary of the Cathedral Church, next after the Archbishop.
2. At the time of admission to office the Dean shall be admitted, invested and received by the delivery of book and bread and by the kiss of charity in the Chapter House by the Canon in Residence and shall be installed in the place assigned by custom in the Quire by the Residentiary Canon senior by date of appointment. The Dean at the time of admission to office shall take an oath as follows:-

I,, do swear that I will be faithful to the Cathedral Church of York, will keep its Statutes and Customs that are agreeable to law and will to the utmost of my power defend its liberties. I will not reveal the secrets of the Chapter to which I shall be called and will fulfil all the duties which are incumbent upon me to be performed as well to the Church as to its ministers.

3. It pertains to the office of Dean to induct, install and enthrone the Archbishop.
4. The Chapter shall be chaired by the Dean whose duty it shall be to govern and direct on its behalf the life and work of the Cathedral Church and, in particular, to:-
 - (a) ensure that divine service is duly performed in the Cathedral Church;
 - (b) ensure that the Constitution and Statutes are faithfully observed as required by oath;
 - (c) maintain good order and appropriate reverence in the Cathedral Church;
 - (d) secure the pastoral care of all the members of the Cathedral Community; and
 - (e) take all decisions necessary to deal with any emergency affecting the Cathedral Church, pending consideration of the matter by the Chapter.
5. It pertains to the office of Dean to install members of the Chapter and the College of Canons unless the Dean determines otherwise.
6. If the office of Dean is vacant, or the Archbishop judges the Dean incapable or unable to discharge necessary functions by reason of illness or absence, or any other cause, the Archbishop shall, after consultation with the Chapter, appoint one of the Residentiary Canons to carry out such functions as the Dean is unable to discharge during the period in question; references in the Constitution and Statutes to the Dean shall then be construed accordingly.

V THE RESIDENTIARY CANONS

1. Subject to the rights exercisable by any other person in accordance with the Constitution and Statutes, each of the Residentiary Canons shall, according to prescribed use or custom have the duty of preaching in the Cathedral Church, and the honour of celebrating the Holy Communion.
2. Each Residentiary Canon shall hold a Prebend and if appointed to that Prebend in conjunction with a Residentiary Canonry shall automatically vacate the Prebend on ceasing to occupy the Residentiary Canonry.
3. At the time of admission to office each Residentiary Canon shall take an oath in the prescribed manner.
4. The Residentiary Canons shall undertake such duties in the Cathedral Church as the Chapter shall determine after consultation with them. They shall endeavour to sustain the corporate life, the worship, and the work of the Cathedral Church, and to promote the mission of the Church in the Diocese and in the Province.
5. Four of the Residentiary Canons shall be appointed by the Archbishop to hold the Major Dignities, in alphabetical order Chancellor, Missioner, Pastor and Precentor. Those appointed to these offices shall be persons able to represent and interpret the Chapter's policy and in accordance with that policy to direct and oversee, as appropriate, such areas of work in the Cathedral Church as the Chapter may from time to time determine.
6. No Residentiary Canon shall, save with the consent of the Chapter, and of the Visitor, and in so far is lawful, hold any benefice with cure of souls in conjunction with their Canonry, nor accept any other position considered by the Visitor incompatible with the duties of a Residentiary Canon.

7. The Chapter shall make arrangements for housing as follows:-
- (a) The Dean shall be entitled to occupy their house, and each holder of a Major Dignity shall be entitled to have a house assigned to them by the Chapter. These houses shall be occupied free of rent and council tax, and of the costs of building insurance and structural repairs, and of such other services as may be deemed necessary for the performance of the duties of a Dean or a Residentiary Canon or other Dignitary.
 - (b) The Chapter may assign a house to any other person, in association with work in the service of the Cathedral Church, upon such terms as the Chapter may determine.
 - (c) The Chapter shall pay the costs of the external and internal decoration of any house occupied by the Dean or a Major Dignitary.
 - (d) The Chapter may pay to a Dean or Residentiary Canon on their retirement from office, or to their personal representatives on their death, such sum as it thinks fit to assist in meeting the costs of removal and other expenses arising on such retirement or death.
8. The Dean and Residentiary Canons shall be diligent in attendance at the daily services of the Cathedral Church. Each Residentiary Canon shall in addition serve such periods of residence as are allotted to them by agreement with the Dean and the other Residentiary Canons. The Dean shall be allotted a period of residence only with their consent and they may also consent to undertake periods of residency to meet an emergency.

The Canon in Residence shall be bound to attend Morning and Evening Prayer in the Cathedral Church on each Sunday and weekday during the periods of their residence. If prevented by sufficient reason from attendance, they shall provide a deputy who must in

the first instance be a Residentiary Canon. If this is not possible, and with the express consent of the Dean, the replacement may be a member of the College of Canons or a minister who holds the Archbishop's licence. Substitution of duties between those undertaking residence may be arranged according to custom, by mutual agreement, and the Chapter shall in any event ensure that a deputy undertakes residence in the place of the Canon in Residence on any day that is designated as a weekly rest period for that Canon in Residence in accordance with Regulation 21 of The Ecclesiastical Offices (Terms of Service) Regulations 2009.

In the temporary absence of the Dean the Canon in Residence acts in their stead, saving the rights of the Chapter under Statute I (3) and that of the Archbishop under Statute IV (6).

9. Subject to Article V C of the Constitution the Archbishop may assign to a Residentiary Canon any other work in advancement of the mission of the Cathedral Church in the diocese. Before such an assignment is made the prior consent of the Dean and of the Chapter shall have been secured.
10. It shall be the duty of the Canon in Residence to admit invest and receive the Dean in the Chapter House and of the Residentiary Canon senior by date of appointment to install the Dean in the place assigned by custom in the Quire.
11. In the absence of the Dean it shall be the duty of the Residentiary Canon senior by date of appointment to induct, install and enthrone the Archbishop.

VI THE CANONS OF YORK

1. A Canon of York shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service.

2. Following collation by the Archbishop, each member of the College of Canons shall be received in the Chapter House by the Dean in the prescribed manner and shall be assigned a seat in the Chapter House and then installed in the Quire.
3. Subject to the rights exercisable by any other person in accordance with the Constitution and the Statutes each Canon of York who is in Priest's Orders shall have the honour of presiding at the Holy Communion and each Canon of York who is duly licensed to do so by the Archbishop shall have the honour of preaching in the Cathedral Church in each case on such occasions as the Dean may from time to time determine.

VII EMERITUS TITLES

The Archbishop may confer upon a Dean, a Residentiary Canon, a Canon of York or a Chapter member who vacates office, the title, as the case may be, of Dean Emeritus, Canon Emeritus or Chapter Member Emeritus. The Chapter may confer upon the Director of Music the title of Organist Emeritus. A title conferred under this provision shall not entitle the holder to be a member of the College of Canons, or to any dignity or precedence in the Cathedral Church.

VIII ADDITIONAL MINISTERS

The Chapter may appoint persons whether ordained or lay to fulfil specified ministerial or liturgical functions in the Cathedral Church, with the title of Chamberlain, Sub-Chamberlain, Sacrist, Minor Canon, Minor Canon (Succentor), Vicar Choral or any other appropriate title as the Chapter may from time to time determine. The terms and conditions of service in each instance shall be determined by the Chapter.

IX THE SUCCENTOR CANONICORUM

The office of Succentor Canonicorum may be occupied by one person appointed in either of the following ways:-

1. A Residentiary Canon who shall not be one of the Major Dignitaries may, at the request of the Chapter, be appointed by the Archbishop to the office of Succentor Canonicorum. The tenure of this office shall not exceed three years, and both the tenure and other terms of office shall be stated in the deed of appointment signed by the Archbishop and approved by the Chapter. The tenure of years may be extended for further periods by a deed signed in the same manner.
2. Notwithstanding the provisions of paragraph 1 above, the Chapter may appoint as Succentor Canonicorum, a Clerk in Holy Orders who, having retired, is in receipt of a clergy pension and who, by reason of their residence in or near the city of York, is able to undertake duties in the Cathedral Church. The terms and conditions of service shall be determined by the Chapter, and shall be reviewed annually.

X THE OFFICERS OF THE CATHEDRAL CHURCH

1. The Chapter shall appoint a Chapter Steward in accordance with Article X A of the Constitution.
2. The Chapter shall appoint a Director of Finance in accordance with Article X B of the Constitution.

XI FINANCIAL AND ADMINISTRATIVE PROCEDURES

1. The Treasurer assisted by the Chapter Steward shall be responsible to the Chapter for the administration of all Cathedral revenues and expenditure, investments, property and any other financial business. The Treasurer shall also have the responsibility to ensure that all necessary budgets and forward projections are produced for the approval of the Chapter.
2. The Chapter may authorise the Treasurer, and such other members of the Chapter as it may determine, to make the necessary payments for current liabilities out of funds assigned to such purposes and to make extraordinary payments to a fixed amount. Such

authority will be strictly in accordance with the bank mandate, a copy of which will be attached to the original minutes of the Chapter meeting sanctioning such authorities.

3. The Treasurer shall prepare draft annual accounts in accordance with Section 27 of the Measure and submit them to the Chapter.
4. Without relinquishing their general oversight, the Treasurer shall, if the Chapter so decides, remit the routine administration of the Cathedral revenues to the Director of Finance.
5. The Chapter Steward on behalf of the Chapter shall be responsible for the furniture, vessels, ornaments, books and other objects of value belonging to the Chapter and shall supervise the keeping and revision of the Inventory thereof. The Chapter Steward shall confer with the Chapter when there is any substantial expenditure on replacement or refurbishment contemplated. An annual report will be made to the Chapter upon matters entrusted to the care of the Chapter Steward.

XII THE MUSIC DEPARTMENT

1. The Chapter shall appoint a Director of Music in accordance with Article X F of the Constitution.
2. The Chapter shall appoint another person, the Assistant Director of Music, to be employed in such duties as the Chapter may from time to time determine; and such other assistants as may be deemed necessary.
3. The Director of Music and the Assistant Director of Music and any other assistants appointed under paragraph 2 above shall hold their appointments upon terms established in a written agreement between the Chapter and themselves. The Director of Music shall be entitled to such house or other provision of accommodation as the Chapter may from time to time determine pursuant to Statute V (7)(b) above.

XIII THE MINSTER CHOIR

1. The Chapter shall maintain a Choir, which shall be known as the Minster Choir. The Chapter shall determine the size, role and composition of the Minster Choir in consultation with the Precentor and the Director of Music. Vicars Choral shall be recommended for appointment to the Dean by the Precentor and the Director of Music, and shall be appointed by the Chapter according to such terms as may be specified in an agreement signed by each Vicar Choral at the time of appointment. The appointment of a Vicar Choral shall be subject to a period of probation to be determined by the Chapter.
2. The Chapter may, in consultation with the Director of Music and the Precentor, award a Choral Scholarship to one or more students of the University of York, or of some other institution of Higher Education, under such conditions as may from time to time be agreed by the Chapter and the Institution concerned. The conditions of tenure of the Choral Scholars, and the numbers of those appointed, shall be determined by the Chapter.
3. The Choristers shall be chosen and entered as Probationers by the Director of Music after agreement with the Precentor and subject to paragraph 5 below the Headteacher of the Minster School. The terms of their service shall be governed by an agreement with the Chapter signed by the parents or guardians of each Probationer at the time of admission. The Choristers shall be under the authority of the Director of Music during the performance of their duties in the Cathedral Church.
4. Probationers shall be admitted as Choristers by the Dean or, in the absence of the Dean, by the Canon in Residence.
5. Where the Chapter maintains a School, the Choristers and Probationers of the Cathedral Church shall be educated at that School in accordance with Statute XIV below. Where the Chapter does not maintain a School, it shall ensure that the Choristers and Probationers of the Cathedral Church receive an education in religion and general subjects consonant with

the principles of the Christian religion as received and taught by the Church of England from such School or Schools as the Chapter may determine.

XIV THE MINSTER SCHOOL

1. Where the Chapter maintains a School, it shall be known as the Minster School. The Chapter shall delegate all day to day matters of finance and management relating to the School to a School Management Committee appointed by the Chapter. The School shall provide an education for children consonant with the principles of the Christian religion as received and taught by the Church of England.
2. The composition and responsibilities of the School Management Committee shall be laid down in Terms of Reference approved and from time to time revised by the Chapter.
3. The Chapter shall require the School Management Committee to submit such reports and information on such matters relating to the work of the School as the Chapter shall in its discretion from time to time determine.
4. The Chapter shall require the School Management Committee to submit all matters of strategic planning for discussion and approval, prior to implementation.
5. The School shall be under the direction of a Headteacher appointed by the Chapter and assisted by a staff of duly qualified teachers. The Headteacher shall hold office upon tenure of a written agreement. Probationers and Choristers educated at the School shall be subject to the authority of the Headteacher for all educational purposes.
6. It shall be a priority of the School to have places for Probationers and Choristers of the Cathedral Church, who shall be educated in religion and general subjects. According to availability of places the School shall also admit boys and girls other than Probationers and

Choristers. Fees shall be fixed by the Chapter after consultation with the Headteacher and the School Management Committee.

XV THE CHAPTER LIBRARY

1. The Chapter shall maintain a Library whose purpose shall include the promotion of sacred learning.
2. The Chapter shall make appropriate provision for the direction and oversight of the Library and Archives and for the care and conservation of the historic collections of the Cathedral Church by a person or persons who shall be subject to the authority of the Chapter through a Dignitary or officer nominated by it, and who shall be assisted by such qualified persons as the Chapter may determine.
3. Where it may in the opinion of the Chapter assist it in fulfilling requirements imposed upon it by the Measure or by the Care of Cathedrals Measure 2011, the Chapter may at its discretion operate an Accredited Museum, as defined by the applicable Arts Council England national quality standards, within the Cathedral Church or within such other precinct property of the Cathedral as the Chapter may from time to time determine.
4. The Chapter may enter into agreements with the University of York, or other institutions of Higher Education, concerning the Library which may be mutually advantageous, both in matters of policy and staffing, and the maintenance and use of the Archives of the Chapter.

XVI THE MAINTENANCE OF THE FABRIC

1. The Chapter shall appoint a Cathedral Architect who shall be known as the Surveyor of the Fabric in accordance with Article X C of the Constitution.
2. The Treasurer shall require from the Surveyor of the Fabric (and from any other architect, sub-contractor or person employed by the Chapter) the fullest co-operation in the provision

of regular reports about the nature and extent of work which it is proposed to do in, or upon, or about the Cathedral Church or any property of the Cathedral. Such reports must include the drawing up of budgets, forecasts and long term projections where necessary together with final accounts where called for.

3. Notwithstanding the appointment of a Surveyor of the Fabric, the Chapter shall be free at all times to seek other professional opinion in relation to the fabric of the Cathedral Church and the Cathedral's properties as occasion may require. However, the Surveyor of the Fabric shall be taken into full consultation upon all architectural matters concerned with the Cathedral Church and the precinct properties of the Cathedral.
4. The Chapter shall appoint a Cathedral Archaeologist in accordance with Article X D of the Constitution.
5. The Chapter shall appoint a Superintendent of Works, who shall be known as the Director of Works and Precinct, who shall be subject to the authority of the Chapter through a Dignitary or officer nominated by it. The Director of Works and Precinct shall be responsible for the day to day management of the Stoneyard and Works Department, and for such purposes shall have control of all those engaged in such work. The Director of Works and Precinct shall also maintain appropriate records.

XVII THE VERGERS AND MINSTER POLICE

The Chapter shall appoint as many Vergers and Minster Police 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 Church and to carry out such other necessary duties as the Chapter may determine. The Minster Police shall be concerned with the security of the Cathedral Church and shall carry out such necessary duties as the Chapter may determine.

XVIII PREACHING AND PRESIDING ORDER

1. Subject to the foregoing provisions, the choice of preacher is left to the determination of the Dean and shall be exercised in such a manner as to preserve the right of the Residentiary Canons and Major Dignitaries to preach in the Cathedral Church as may seem appropriate.
2. No person shall preach in the Cathedral Church unless the Dean is satisfied that they are a person of sound doctrine or distinction in religious learning.
3. No person other than a Clerk in Holy Orders of the Church of England or of a Church in communion therewith or a lay person with the Archbishop's licence to preach shall, without the consent of the Archbishop, preach in the Cathedral Church.

XIX THE ORDER OF PRECEDENCE IN THE CATHEDRAL CHURCH

1. The order of precedence in the Cathedral Church shall be:-
 - (a) The Archbishop, attended by their Chaplain, the Chancellor and Registrar of the Diocese.
 - (b) The Chapter:
 - (i) The Dean
 - (ii) The Canon in Residence
 - (iii) Residentiary Canons in order of appointment
 - (iv) Other members of the Chapter in order of appointment
 - (c) The Chapter Steward.
 - (d) The Succentor Canonicorum.
 - (e) The High Steward.
 - (f) Other members of the College of Canons in order of appointment.
 - (g) Additional Ministers of the Cathedral Church appointed under Statute VIII if not a Canon of York.
 - (h) The Headteacher.

- (i) The Director of Music.
 - (j) The Vicars Choral and the Choristers.
-
- 2. Provided that at any event ordered by the Archbishop, the Archbishop or their commissary shall have first precedence, and may be attended by the Suffragan and Assistant Bishops, Archdeacons, Chancellor and Registrar, if the Archbishop so determines.
 - 3. At special diocesan services the Diocesan Chairpersons of the House of Clergy and the House of Laity of the Diocesan Synod, the Area Deans and Lay Deans of the Diocese, and any other such persons as the Archbishop shall determine, shall be allocated seats by the Dean.
 - 4. No dignity or precedence attaches to membership of the Council.
 - 5. All questions concerning precedence shall be settled by the Dean.