

**Chapter Trustee
and Lay Canon**

APPLICATION PACK

YORKMINSTER.ORG



Registered Charity No. 1201499

WELCOME FROM THE DEAN OF YORK



Thank you for your interest in joining the Chapter of York.

The Cathedral and Metropolitan Church of St Peter in York – more commonly known as York Minster – is one of the most famous church buildings in the world. Often claimed to be ‘the largest gothic cathedral north of the Alps’, it is the seat of an Archbishop, a living church which offers worship at least three times every day, an architectural monument in need of constant care and preservation, an accredited museum, a place of learning, a centre for heritage crafts, and the most visited ‘tourist attraction’ in northern England.

Since I joined as Dean in November 2022, I have learned that these overlapping identities make the Minster a fascinating, demanding and stimulating environment, which is both complex and fast-paced. To ensure the ongoing mission and ministry of this extraordinary cathedral is delivered appropriately requires committed and diligent governance to underpin and support the team of dedicated and skilled staff and volunteers. This is the responsibility of the Chapter of York, which consists of the resident ‘executive’ clergy working alongside non-executive lay members.

This information pack sets out in more detail the role and function of our non-executive members, whose contribution to the life of the Minster is absolutely vital. While the role is voluntary and part-time, it demands a profound commitment to the vision and life of this cathedral church, and to the many overlapping communities it serves. I hope that you may feel called to offer yourself as a potential new member of Chapter – for the right person, this will be a wonderful opportunity to serve God’s Church and to enjoy being immersed as a key part of the team here at York Minster.

The Very Reverend Dominic Barrington

Dean of York



York Minster

The seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York, York Minster as it is better known, is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England and is a gothic masterpiece in stone and stained glass.

York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of Minster life. It is a magnet that draws people to visit the City of York and is a defining symbol of the ancient “capital of the North”. Each year over 600,000 people from all over the world come to explore the Minster and many more join our worship through our popular live streaming of services. The Minster is one of the centres of York’s lively cultural life, hosting many concerts and exhibitions alongside the daily pattern of worship and prayer. The worship cycle is presented in a magnificent setting with exceptional music and liturgy. York Minster’s Choir of adult ‘Vicars Choral’ and boy and girl Choristers educated at St. Peter’s School is world renowned. The Choir’s mastery of the English choral tradition is one of the Minster’s crowning glories.

The Minster is a diverse place with some 200 members of staff needed to run it. There is a large Works Department, whose range of skilled craftspeople look after the Minster and the Precinct buildings and gardens; a fine Library run in partnership with the University of York; two cathedral shops; and a team of audience engagement staff, Vergers and Police Officers who ensure that all of our worshippers and visitors receive a warm welcome. The outward facing teams are supported in their stewardship of the Minster’s resources by the Chapter Office team which include Finance, HR & Volunteering, Legal, IT and Communications. This stewardship function is vitally important as the Minster relies on self-generated income as it receives no regular income from Government and very modest funding from the central Church of England.

Volunteers are essential to the governance of the organisation in the role of Chapter Members. We have over 450 volunteers contributing in a wide range of roles including Bell Ringer, Flower Arranger, Worship Assistant, Steward, Guide and our team of Voluntary Chaplains.

To find out more about the history of York Minster, our services and events then please visit [Homepage | York Minster](#)



OUR MISSION, VALUES & STRATEGIC AMBITIONS



Our Vision

To inspire everyone to experience God's love through our welcome, worship and work.

Our Mission

To deliver innovation, welcome everyone and offer outstanding experiences as part of our living tradition, where faith is nurtured.

Our Values

We are guided by our values in how we approach both corporate decision making and our day-to-day operations. They inform everything from our policy making to the behaviours we seek to demonstrate in whatever role we undertake:

Integrity – We behave ethically, honestly and professionally, take accountability and consider the impact of our actions both short term and long term.

Purpose – We are focused on achieving our objectives in a responsible way and on delivering innovation and excellence in our welcome, worship and work.

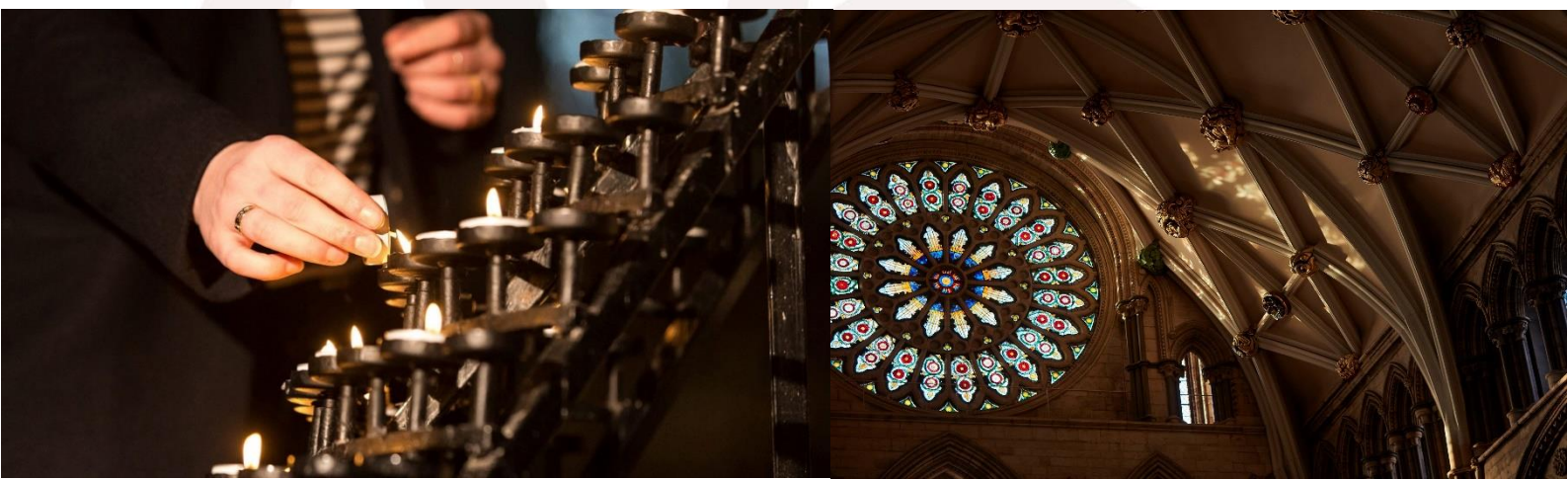
Humility – We are grounded and respectful in all that we do, ensuring everyone's unique contribution is valued and that we constantly seek to develop and share learning.

Compassion – We are thoughtful in all our attitudes and behaviours so that everyone is listened to, treated with kindness and feels safe.

Our Strategic Plan

We are transforming the way we work to ensure that our ambitious strategic objectives to 2030 and beyond can be delivered. A copy of the plan is available on our website and sets out how we can harness innovation and collaboration alongside revamping our ways of working and reshaping how we deploy our precious resources. [About us | York Minster](#)

Our latest news updates give further insights into how we are translating our strategic ambitions into reality and can be found at [Latest | York Minster](#)



Governance

The Minster is governed by the Chapter of York, a registered charity, chaired by the Dean (Chief Executive Officer) and comprising executive trustees – Residentiary Canons and non-executive trustees - Lay Canons. Chapter oversees all aspects of the Minster’s statutory compliance, strategic vision, policies and priorities. Chapter is advised by a number of specialist committees and external advisors.

The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professionals and the Residentiary Canons. The Senior Executive Team is chaired by the Chapter Steward (Chief Operating Officer), David Colthup CBE.

Following its registration as a charity in January 2023, the Minster’s governing body is now under the joint compliance regulation of the Charity Commission and the Church Commissioners.

Duties

Our Constitution confirms that Chapter directs and oversees the governance of the Cathedral and must in particular:

- order the worship of the Cathedral and promote its mission;
- formulate, after consulting the Archbishop, proposals relating to the general direction and mission of the Cathedral;
- prepare an annual budget for the Chapter;
- prepare an annual report for the Chapter and annual accounts for audit and subsequent approval;
- keep under review this Constitution and the Statutes; and
- manage the property which is vested in the Chapter and the income accruing from it and, in particular, ensure that any necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out.

As trustees, all Chapter members must make sure that the charity is carrying out the purposes for which it was set up, and no other purpose. This means that all Chapter members must:

- ensure they understand their charity’s purposes as set out in its governing documents
- plan what their charity will do, and what they want it to achieve
- be able to explain how their charity’s activities are intended to further or support its purposes
- understand how their charity benefits the public by carrying out its purposes make sure that the charity complies with its governing documents, and
- comply with charity law requirements and other laws that apply to the charity

Decision Making

When making any Chapter decision, all Chapter members must, as trustees:

- act within their powers
- act in good faith and only in the best interests of the charity
- make sure they are sufficiently informed, taking any advice they need
- take account of all relevant factors, and ignore all irrelevant factors
- identify and manage all conflicts of interest, and
- make decisions that are within the range of decisions that a reasonable trustee body could justifiably make in the same circumstances

Commitment

Chapter is required to meet at least five times a year. These are in-person meetings held on-site in York. There will also be additional, brief, single issue meetings called if urgent decisions are required. These may use online platforms such as 'Teams'.

Chapter members also contribute through membership of Sub-Committees, Working Groups or through allocation of a lead role (e.g. Safeguarding) which may involve Diocesan liaison.

Chapter members are invited to worship with us at major services throughout the year. Lay Canons traditionally undertake a ceremonial role by robing and processing.

Mandatory training must be completed covering safeguarding and compliance areas such as GDPR. There are also opportunities for Chapter members to attend conferences and make external visits.

All new Chapter members receive a comprehensive induction tailored to individual needs.

Chapter members are voluntary posts that attract no remuneration. Reasonable expenses are reimbursed.



York Minster is a complex organisation that to thrive requires high calibre governance and leadership.

Term of Office

Chapter members serve an initial three-year term with scope to extend by mutual agreement up to a total maximum of nine years' service. This approach nurtures intimate organisational insight whilst ensuring that fresh experience and perspective are periodically introduced.

Current Vacancies

Chapter is looking to appoint two new non-executive members over the coming months and recognises that further vacancies will need to be filled in 2025 and subsequent years. Ideally, those appointed will bring particular expertise in one of the following areas we have identified:

- Marketing and communications
- People (HR & Volunteering)
- Equity, Diversity & Inclusion
- Excellence of welcome and commercial growth within a large visitor attraction
- Commercial development of our new Centre of Excellence for Heritage Craft Skills and Estate Management.

It is the responsibility of Chapter's Nominations and Development Sub-Committee to promote achievement of a diverse Chapter membership with all members bringing experience of governance in a complex organisation and being committed to our mission and values. We are particularly keen to receive applications from applicants who further broaden the demographic composition of our Trustee body as we fully recognise the immense value diversity brings.

Essential Requirements

We are seeking new members of Chapter who would be committed to our vision, mission and ministry. We work in a collaborative and open way and look to our Chapter members to exercise their responsibilities and provide 'critical friendship' in their role. York Minster is also a place that arouses and sustains passion, and we wish to attract applicants who would relish getting to know us, thrive on sharing in our life and who themselves could become passionate allies and advocates.

Chapter members must be eligible to serve as Trustees under the Charities Act, are able to reflect the ethos of the Nolan Principles and are required to hold a current clear DBS check.

Whilst it is not essential to be a current member of the York Minster congregation, Chapter members must be a communicant member of the Church of England, or a Church in communion with the Church of England, or a Church which subscribes to the doctrine of the Holy Trinity.

New members of Chapter will be fully supported in developing their understanding of their responsibilities and provided with all the information and training they would find beneficial. This support is provided by the Dean (as CEO), key members of the executive team, our Residentiary Canons and their fellow non-executive trustees.

Current Lay Chapter Members

Peter Collier

Peter Collier spent his working life in the law initially as a barrister, but then as a Circuit Judge, until retirement in 2018. He has been involved in ecclesiastical law for over 40 years, having been diocesan chancellor in several dioceses and is currently the Vicar-General for the Province of York. He is a member of the General Synod. He was Chair of the Cathedral Council from 2005 until 2022 and has a ministry as a Reader in the Minster. Peter was appointed Senior Non-Executive Member (SNEM) of Chapter in November 2022.

Sir William Worsley

William Worsley is Chair of the Forestry Commission, the Howardian Hills AONB (Area of Outstanding National Beauty) and of Hovingham Estate. He was President of the Yorkshire Agricultural Society and of the Country Land and Business Association. He is a Fellow of the Royal Institution of Chartered Surveyors, a Fellow of the Royal Agricultural Societies and a member of the Institute of Chartered Foresters.

Dr Eve Poole OBE

Eve chairs the Woodard Corporation, a group of Christian schools. Previously she was Interim CEO at the Royal Society of Edinburgh and the Carnegie Trust for the Universities of Scotland. She was Third Church Estates Commissioner for England from 2018-2021 with a particular brief for cathedral governance, and the first female Chairman of the Board of Governors at Gordonstoun School from 2015-2021. Eve received an OBE in the 2023 New Years Honours for services to education and gender equality.

JOINING CHAPTER



Alan Dunsmore

Alan is currently Chief Executive of Severfield plc, the UK's largest structural steelwork contractor, which is listed on the London Stock Exchange. He has held this role on an acting or permanent basis since March 2017 having previously served as the company's Chief Financial Officer from 2010 onwards. From 1995 until 2010, Alan held various finance roles at Smiths Group plc both in the UK and overseas. He originally qualified as a chartered accountant in 1992 with Coopers and Lybrand (now part of Pricewaterhouse Coopers PwC). Alan is a member of the Institute of Chartered Accountants of Scotland.

Jonathan Britton

Jonathan is Chief Executive Officer (CEO) and Accounting Officer of the Wonder Learning Partnership, an Educational Trust. He is a passionate believer in our rural schools and communities, working to retain their heritage, values and distinctiveness. In 2018 he was appointed as a National Leader of Education by the Minister of State for Schools, to lead school improvement at primary and secondary levels. The Department of Education identified one of these schools as in the 'top 100' most improved school in the country. As founder of the Wonder Trust, he now leads primary and secondary schools across North Yorkshire and the East Riding of Yorkshire.



How to Apply

Thank you for your continued interest in joining the Chapter of York. We hope this information pack has given you a flavour of what this would entail. Further details of the next steps are below:

Closing date for applications

Please write to Mrs Jane Coope, Head of People at janec@yorkminster.org summarising your interest in becoming a Chapter member and highlighting what knowledge, skills and experience you would contribute if appointed. This application letter, along with your current CV, should be received by **noon on Monday 18 November 2024**.

Should any further information be helpful, or you wish to speak with someone in advance of submitting your application, then please do contact Jane who will be pleased to assist.

Shortlisting

A shortlist will be drawn up by a panel chaired by Sir William Worsley, Lay Canon and Chair of the Nominations and Development Sub-Committee. Shortlisting will focus on ensuring a breadth of experience and diversity across Chapter alongside identifying individuals who have the capacity and enthusiasm to make a substantial contribution to the Minster's life as a Chapter member.

All applicants will be notified of the outcome of their application.

Selection Event

Shortlisted candidates will be invited to a Selection Event at York Minster at 2pm on Monday 9 December 2024. This will be an opportunity to explore the Precinct and meet with current Chapter members and Executive staff members so that you have full insight into the challenges and opportunities that Chapter members encounter. You will be invited to attend Evening Prayer and to an informal evening meal in the Deanery. On Tuesday 10 December 2024 you will be invited to attend a panel interview. Following which, it is anticipated that appointment offers will be made.

Support

We recognise that selection 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 or just want to talk through any aspect of the process, then please contact Jane Coope at janec@yorkminster.org or by telephoning 07785 615497.