



Vacancy Detail

Overview, Role Detail and Person Specification

Canon Missioner

Residentiary Canon



This post will be offered subject to receiving satisfactory references, providing evidence of the right to remain and work in the United Kingdom, and an enhanced criminal record check with the Disclosure and Barring Service (DBS). Manchester Cathedral is proud to be an accredited Living Wage Employer.

Overview

Preamble

The Collegiate Church of Manchester was first founded in 1421 by Charter and Royal Licence from King Henry V. The College was dissolved by Act of Parliament in the reign of King Edward VI and was in the year 1553 refounded by Queen Mary; it was again dissolved in the reign of Queen Elizabeth who thereupon granted it another Charter. The existing Charter was granted by King Charles I with the object of continuing and restoring the old College and founding it anew and by that Charter the College, consisting of a Warden and four Fellows, all being priests, was incorporated by the name of the "Warden and Fellows of the College of Christ in Manchester founded by King Charles" with perpetual succession. The Charter also provides that there shall be "forever in the said College two Chaplains or Vicars, being Clerks, and four men, being either Clerks or laymen, and four boys skilled in music, to perform daily prayers and Divine service in the Chapel of the College."

The Ecclesiastical Commissioners Act 1840 enacted that the Warden and the Fellows should be styled respectively the Dean and the Canons.

By Order in Council dated the 10th day of August, 1847, it was ordered that the Collegiate Church of Manchester should be constituted and become and should forever thereafter be a Cathedral Church and the seat of a Bishop and should be invested with all the honours, dignities and privileges of a Cathedral Church or Episcopal seat and that the Dean and Canons of the said Cathedral Church should be the Dean and Chapter thereof.

The Dean and Residentiary Canons are seized of the Rectory of the ancient Parish of Manchester, and the Dean, as well as being Chairman of the Chapter, is the Rector of the Residuary Parish of Manchester. As such, the Dean still acts as Chairman of the meeting of parishioners and Annual Church Parochial Meeting which have continued to be held according to ancient usage for the Residuary Parish of Manchester, at which Church Wardens continue to be elected annually and at which all other things necessary to be done at a meeting of parishioners and Annual Parochial Church Meeting continue to be done.

The finances of the Cathedral Church are governed by the Parish of Manchester Division Act 1850 and the Parish of Manchester Revenues Measure 1933 and other legislation.

A new Constitution and Statutes were drawn up by a Transitional Council established in accordance with the Cathedrals Measure 1999 and came into effect at Pentecost, 2002. New measures to strengthen governance and operational frameworks for England's cathedrals received their final approval by General Synod in November 2020; the new Measure has since been referred to Parliament and received Royal Assent in April 2021.

Vision

Led by the Holy Spirit we seek to:

- **be a sign** of the presence of God in the world as sacred space for worship, prayer, hospitality and sanctuary;
- **witness** to the inclusive gospel of Jesus Christ in word and deed;
- **encourage** and support Christian pilgrimage, spiritual formation and Christian education;
- **be a place of excellence** in supporting the ministry of the bishop, the diocese and its parishes, together with other churches in the city;
- **celebrate our diversity** as a city and diocese; engage prophetically for justice, peace and reconciliation in God's world;
- **engage in critical theological reflection and action** in collaboration with other agencies and especially with the universities;
- **preserve and develop** our heritage;
- **celebrate human flourishing** through music and the arts.

Background

The Cathedral is a praying community, founded as a Collegiate Church in 1421 and established as a Cathedra in 1847. Our spiritual life is sustained by the Daily Office and the celebration of the Holy Eucharist, and stands within the broad tradition within Anglicanism. Theologically we sit within the broad liberal tradition within the Church of England whilst at the same time being open to other traditions within the Church.

It is the seat of the Bishop of Manchester and plays its part in promoting the life and mission of the Diocese of Manchester, whose mother church it is. The Dean and Chapter ensure that the Cathedral plays its part in praying for and supporting the ministry of the bishop. The Cathedral Chapter aspires to excellence in liturgy and music, and asks visiting choirs and others responsible for planning or leading worship or other events here to share our aspiration. We are proud of our world class musicians and choir. Our choristers are recruited from the world renowned Chetham's School of Music next door to the Cathedral and form our statutory choir.

The Cathedral Chapter believes that the Gospel of Jesus Christ commits us to just and loving relationships and to offering generous hospitality irrespective of age, gender, sexual orientation, race, disability, religious conviction or social status. To this we seek to live as an inclusive community of faith seeking to offer generous hospitality to all people. We are committed to developing the Cathedral as a place of hospitality for Christians of all traditions, people of all faiths or none, and for our civic life. The Chapter recognises that at the heart of the life of the Cathedral are the Eucharist and the Opus Dei. We are committed to modern, inclusive, imaginative and accessible worship; as cathedral for the Diocese, the worship offered on diocesan occasions seeks to be non-partisan, excellent and engaging.

The clergy team comprises the Dean and three Residentiary Canons (Canon Precentor and Sub-Dean, Canon Missioner and the Archdeacon). There is also a retired Cathedral Chaplain who helps to lead worship and provide priestly ministry to the community, alongside a group of Honorary Day Chaplains, mostly retired, who assist with pastoral care in the Cathedral during the daytime.

A central administrative team helps enable the Dean and Chapter to fulfil their mission within the framework of a strategic plan, bearing in mind the Cathedral's role as mother church for the Diocese of Manchester, a centre of Christian mission, an historic civic institution, a place of worship and learning, a historic visitor attraction and the seat of the Bishop of Manchester. The team contributes directly to the Cathedral's mission by underpinning the Dean and Chapter with an effective administrative support service that provides the highest professional values, cross-functional teamwork, excellent customer service, innovation and cathedral wide collaboration.

The Canon Missioner will work with the Dean and Canons and other colleagues to develop the capacity of the volunteers and congregations to know, and also to tell the story of, Jesus Christ. The Canon Missioner will help to develop appropriate content to share our faith and life with others through the variety of platforms that are available or being further developed, to enable the Cathedral community to grow into maturity in Christ.

Development Project

The Manchester Cathedral Development Project, launched in 2010 by the Bishop of Manchester, supports the mission of the Cathedral by the sustainable repair and renewal of its fabric and facilities for the 21st century. Almost £12 million was raised in the succeeding decade. A second phase of the project has been designed and tested over the past five years. The priorities of the second phase are as follows:

- To realise the West End development, including improved visibility for the Cathedral, level access at the West Door, and toilet provision, making connections with Cathedral Square and the Glade of Light memorial garden, in collaboration with Manchester City Council;
- The opening of the Tower for tours, as a new source of income, digitally and in person;
- The relocation of the Sacristy to the Champneys south east wing;
- The creation of improved facilities for learning and heritage interpretation;
- The provision of income-generating commercial accommodation, based on the Bishop Wickham Library and related infrastructure, and on the events marquee; and,
- The improvement of working conditions for staff and volunteers of the Cathedral.

The output from the project will benefit the entire community, including worshipping congregations and visitors, those in need or distress, and those involved in music, learning and heritage interpretation.

Role Purpose

Manchester Cathedral is an inclusive community of faith called to build the Kingdom of God through faith and discipleship in Jesus Christ through the power of the Holy Spirit. We are first and foremost a house of prayer and worship for all nations and we serve a very diverse city region as its Cathedral. As a Residentiary Canon and member of the Chapter the Canon Missioner will carry out duties in support of the mission of Manchester Cathedral as required by the Constitution and Statutes, together with the Dean and Canons. These include:

- Preaching and leading worship with clergy colleagues and the congregation;
- Weekends of residence, including responsibility for the oversight of the Cathedral's daily activity including worship, security and safety;
- Full participation (with Trustee responsibility) in the governance of the Cathedral.

The successful candidate will be able to demonstrate exemplary team working skills, a deep commitment to daily worship and Opus Dei and have the capacity to work flexibly and effectively. They will be expected to demonstrate strong organisational and interpersonal skills, well-developed personal management skills; they will be creative, energetic, open and collaborative to help ensure that the Cathedral can be a place where those seeking God or wishing to grow in the Christian faith can be directly assisted. The individual will be expected to have a strong work ethic that welcomes the challenges and demands of a busy Cathedral.

Duties and Responsibilities

The Canon Missioner will:

- Work with the Dean and Canons and other colleagues to develop the capacity of the volunteers and congregations to know and also to tell the story of Jesus Christ;
- Work with the Communications and Marketing Officer to help develop appropriate content to share our faith and life with others through the variety of platforms that are available or being further developed;
- Work with the Canon Precentor to enable the Cathedral community to grow into maturity in Christ;
- Work with the Dean and other colleagues to develop a comprehensive understanding of who worships with us and who visits us;
- Be accountable to the Dean and Chapter for the development of policies and plans to support the growth of our congregations, particularly our diverse group of young adults, and the growing number of young families with children;
- Work with the Dean and clergy team to develop the Cathedral's outreach in the city, county and diocese;
- Be responsible, on behalf of Chapter, for developing our congregational giving scheme;
- Liaise with the Dean and bishop's office to ensure that, as cathedral, we actively support the work of the Diocesan Bishop and collaborate with the wider diocese as it develops its mission strategy and programme;
- Work with the Mission Community that is being formed in the city centre to support outreach and growth as part of the diocesan strategy for growth and discipleship.
- Be accountable to the Chapter through the Dean.

Additional responsibilities include:

- Any other duties as may reasonably be required;
- Promote equal opportunities;
- Ensure compliance with relevant legislation and statutory codes of practice, as advised;
- Participate in the normal diocesan arrangements for Ministerial Development Review;
- Ensure that professional skills are regularly updated through participation in training and development activities, including safer recruitment and safeguarding as well as induction;
- Help ensure that the Cathedral's mission is accessible and inclusive, and that the Cathedral is a safe environment, and that it is a welcoming place to all;
- Attend and/or lead committees and working groups as required by the Dean and Chapter;
- Participate in a rota for Canon in Residence duties;

- Share in the ministry for the Cathedral through high standards of preaching and providing opportunities for spiritual growth;
- Share in the provision of pastoral care to our regular congregations, community, pilgrims, and visitors and sharing in the Occasional Offices of the Cathedral;
- Contribute at all times to the efficient and effective operation of the Cathedral and to sustain its dignity and beauty as a place of worship, education, heritage and outreach;
- To ensure that Manchester Cathedral remains a safe and secure environment whereby children, young people and those who may be vulnerable for any reason are able to visit, worship and pursue their faith journey in accordance with the policy and procedures laid out in 'The Cathedral Safeguarding Handbook'.
- To bring to the attention of the Cathedral Administrator (COO) any matters relating to the health and safety of staff, clergy, volunteers and visitors;
- To engage with the Cathedral's commitment to deliver value for money services that optimise the use of resources by maintaining a cost-conscious approach when undertaking all duties and aspects of the role.

Person Specification

Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	A theological, pastoral or equivalent professional qualification;	Essential	A
2	A demonstrable commitment to continuing professional development;	Desirable	A
3	A current driving licence.	Desirable	A

Background & Experience

	We are seeking a priest colleague who:	Essential/ Desirable	Tested by* A, I, P, T
4	Has been in holy orders for at least six years;	Essential	A
5	A person of stable and rooted faith who will flourish in the context of cathedral life and worship;	Essential	A, I
6	Has significant experience of and is comfortable in leading and managing people, including volunteers;	Essential	A, I
7	Who is committed to the rhythm of the Daily Office, is a person of prayer, and is grounded in the life and practice of the Christian faith as the Church of England has received it;	Essential	A, I
8	Is comfortable in an essentially liberal catholic liturgical and choral context;	Essential	A, I
9	Has demonstrable evangelistic skill and professionalism;	Essential	A, I
10	Has experience of planning, managing and reviewing projects;	Essential	A, I
11	Has a track record of reflective practice;	Essential	A, I
12	Has a track record of effective development of individuals and communities.	Essential	A, I

Knowledge

	The successful candidate should:	Essential/ Desirable	Tested by* A, I, P, T
13	Have a demonstrable record in engaging with congregational communities and know how to inspire others to explore and enter the Christian faith;	Essential	A, I, P
14	Be financially literate and comfortable talking about money;	Essential	A, I
15	Have an understanding of the distinctive contribution of cathedrals to the life and mission of the Church of England and a strong appreciation of cathedral worship;	Essential	A, I
16	Be IT literate, possess strong administrative skills and have demonstrable knowledge of Microsoft Office.	Essential	A

Skills & Competencies

	We are seeking a priest colleague who:	Essential/ Desirable	Tested by* A, I, P, T
17	Is able to think strategically and to contribute to the decision-making process of Chapter;	Essential	A, I
18	Can demonstrate the personal and professional authority to take a lead in the missiological and evangelistic work of Manchester Cathedral;	Essential	A, I, P
19	Continues to learn and has a track record of enabling others to discover the Christian faith and to grow in that faith;	Essential	A, I
20	Is comfortable working in situations of ambiguity and complexity;	Essential	A, I
21	Has excellent social and interpersonal skills, able to give and receive advice from others;	Essential	A, I
22	Will be comfortable as a member of the resident community;	Essential	A, I
23	Has the ability to work flexibly and collaboratively in a highly complex and busy cathedral and can cope with ministry in an exposed outward facing context;	Essential	A, I, P
24	Will uphold the vision of the Dean and Chapter to enable the Cathedral to proclaim the Christian faith, and to enable spiritual and numerical growth.	Essential	A, I, P

A = Application form, I = Interview, P = Presentation, T = Test

Behavioural Indicators

- Attention to Detail
- Taking Responsibility
- Sense of Humour
- Demonstrating Leadership
- Demonstrating Integrity
- Openness and accountability
- Diversity and openness and accountability

Additional information

- Shortlisted candidates will be interviewed on Friday 8 July 2022.
- The office-holder will be licensed by the Bishop of Manchester to serve in full-time stipendiary role as Residentiary Canon (Missioner) at Manchester Cathedral. The usual terms and conditions of Common Tenure will apply.
- The holder of this role will have at least one 24-hour rest day in every seven-day period. Given the pressures on diary planning, the office-holder will be required to take as his/her regular rest day a day other than that normally taken by colleagues.
- Office space will be provided at the Cathedral.
- A four-bedroom house with a study will be provided in the Cathedral Close (No 3 Booth-Clibborn Court). Council Tax and water costs are met. The Cathedral will reimburse agreed removal expenses upon the production of a supporting invoice.
- The appointee will be expected to continue to develop his/her ministerial skills and practice, to link with those in equivalent posts in other cathedrals and to take an annual retreat.
- The role carries a Stipend equivalent to that stipulated for a Residentiary Canon in the Diocese of Manchester (presently £28,445).
- The office-holder will be enrolled as a member of the Church of England's Clergy Pension Scheme.
- Free car parking is available to staff and clergy at a designated city centre car park (this is a non-contractual benefit and subject to review).
- To ensure that Manchester Cathedral remains a safe and secure environment whereby children, young people and those who may be vulnerable for any reason are able to visit, worship and pursue their faith journey, the appointee will be expected to undertake mandatory safeguarding training up to and including senior leadership level in accordance with the policy and procedures laid out in 'The Cathedral Safeguarding Handbook'. This role is subject to an enhanced criminal record check with the Disclosure and Barring Service (DBS).
- Mandatory GDPR training will be provided.
- Under the Health and Safety at Work Act 1974, whilst at work, the office-holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, he/she must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for his/her health, safety or welfare.
- Manchester Cathedral is committed to respecting your privacy and protecting your personal information. We will only use the personal information you provide during the application process to assess your suitability to work with us. You can review our Privacy Notice for Applicants online from the outset of the application process, which clearly outlines how your personal data is used and your legal rights regarding its use.
- Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; care responsibilities; sexual orientation; disability; age; appearance; or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic. To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.
- Informal conversations are welcomed by the Dean of Manchester prior to submitting an application, which may be arranged by contacting his PA, Nidhi, on 0161 833 2220 ext. 220.
- If you are invited for interview you will be asked to produce evidence of your eligibility to work in the United Kingdom. Any offer will only be made subject to satisfactory references, medical clearance and an enhanced criminal record check.

Organisational Chart

