**PETERBOROUGH CATHEDRAL**

**CANON PRECENTOR**

**ROLE DESCRIPTION**

**PURPOSE OF ROLE**

The Cathedral’s Mission and Development Plan identifies three key themes: **Promoting wonder, Celebrating Faith and Taking risks in the service of Christ**,and speaks of worship as being the **heartbeat of the Cathedral**.

The post holder’s primary purpose will be both to manage and sustain the daily round of prayer and praise, and lead in the creative development of our liturgical life. Additionally they will be expected to exercise oversight of the pastoral care of the congregation, staff and others associated with the life of the Cathedral.

**BACKGROUND**

The Cathedral is celebrating its 900th anniversary, but continues to operate within a challenging financial climate following the well-publicised difficulties of recent times. These challenges are addressed in the Mission and Development Plan, which seeks to create a sustainable, missionally-focussed model for the Cathedral’s future. A number of new appointments have been made in recent months, including the Dean and Canon Missioner, and a new Director of Music will soon be appointed to take up their role in the autumn. The post holder will therefore be joining an emerging team at a time of considerable change, significant challenge and huge opportunity.

**KEY RELATIONSHIPS**

The Dean and clergy colleagues. The Director of Music and members of the Music department. Lay Clerks, choristers and their families. The Vergers. Members of the serving team, readers, intercessors, sidesmen, stewards, bell ringers and flower arrangers. The Cathedral Administrator, Director of Operations and other Cathedral staff. The safeguarding team.

**PRINCIPAL DUTIES**

1. **To oversee the liturgy of the Cathedral**

In collaboration with the Dean and other Chapter members, and members of the Music Department, the Canon Precentor will:

* oversee the planning, preparation, management and delivery of all Cathedral services (statutory and other) – seeking to ensure that the Cathedral’s worship is of the highest standard and appropriate for each situation and occasion
* stimulate thinking and oversee the shaping and development of new patterns of worship as agreed by Chapter
* lead in developing and ensuring the production of a Liturgical Plan to articulate Chapter’s priorities in the area of worship
* enable all those participating in acts of worship to fulfil their tasks to the best of their ability
* have particular oversight of the liturgical duties carried out by the Verger team
* oversee the work of stewards and sidemen in their role of welcome and guidance to members of the congregations (the Precentor is Chair of the Guild of Stewards)
* provide the calendar, lectionary and rotas for Sunday and weekday services
* produce the rotas for residence, presidency and preaching
* ensure a complete music plan with hymns is in place for all services
* organise special services (diocesan and other) – liaising with the Bishop’s office and other organisations as necessary, and crafting the liturgy with them
* oversee the production of all information sheets and orders of service
* ensure services are properly advertised and included in the Cathedral’s diary
* assist in the arrangements for visiting choirs at such times as the Cathedral choir is unavailable
* establish harmonious and productive relationships with those responsible for the extra-liturgical operations of the Cathedral.

2 **To support the musical life of the Cathedral and its musicians**

On behalf of Chapter, the Canon Precentor will:

* support the development of the Cathedral as a place of excellence in Cathedral music, encouraging breadth and diversity in the Cathedral’s musical repertoire
* foster an understanding of how music can contribute to the mission and ministry of the Cathedral, including the areas of spirituality, the arts and theology
* be an ambassador for the Cathedral within the region’s musical and cultural networks
* support the Director of Music and his colleagues, offering pastoral support to the Cathedral’s musicians and other music staff, and the families of the Cathedral choristers
* work closely with colleagues responsible for the promotion, development and delivery of concerts and recitals, and, when appropriate, assist in the organisation of special events
* support the implementation of the Cathedral’s safeguarding policy.

3 **To teach and to engage**

The Canon Precentor will have a special responsibility within Chapter to:

* act as a facilitator and teacher of liturgical practice to help the congregation appreciate both the riches of the Christian tradition and become familiar with new patterns and resources of worship
* enable all involved in the offering of worship, including readers, intercessors and sidesmen, to take their role and place within it confidently and effectively
* oversee the team of servers, including recruitment, training and pastoral care
* contribute to liturgical formation within the life of the diocese (in liaison with appropriate officers) – encouraging the active engagement of the Cathedral as a teaching resource for the diocese in this area
* Support the training of ordinands and others in ministerial training.

4 **Support the pastoral care of the Cathedral community**

* supporting the development of appropriate structures of pastoral care for members of the Cathedral community, including training and support of lay visitors and administrants of communion
* ensuring colleagues are fully apprised of any significant pastoral concerns – liaising with them to ensure a good level of care and support for members of the Cathedral community
* playing a full part in the work of the Cathedral’s safeguarding team and ensuring full compliance with the Cathedral’s safeguarding policy.

5 **To participate in the governance and administration of the Cathedral through:**

* membership of Chapter – attending regular monthly meetings as agreed
* attendance at meetings of the Fabric Advisory Committee, College of Canons and other governance groups as required
* attendance at meetings of the Cathedral’s Management Team, diary meetings, meetings of clergy, and other groups and committees as required.

6 **Other duties include:**

* playing a full part in the worshipping life of the Cathedral, including presiding and officiating on Sundays and weekdays as agreed with colleagues
* preaching and interceding at the Cathedral as agreed with colleagues
* being prepared to respond to invitations to preach or lead worship in parishes in the diocese as agreed with colleagues
* being the Bishop’s Liturgical Officer – offering help, advice and support to parishes and clergy on matters of liturgy and worship. This may include help in preparing services for special occasions (though not including inductions and confirmations, which are dealt with by the Bishop’s Office) and music for worship etc.

**STIPEND**

The post is remunerated according to the national guidelines for residentiary canons.

**HOUSING**

A house will be provided in the Minster Precincts.

**OFFICE**

Office space is provided within the Cathedral’s Music Department.