

Diocesan Chancellor



THE CHURCH
OF ENGLAND



Diocese
of Portsmouth

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Cover photo is of the Mosaic Cross installed at St Mary's Church, Brightstone, on the Isle of Wight.

BISHOPS WELCOME

I am delighted by your interest in the post of Chancellor of the Diocese of Portsmouth. The diocesan community of communities has been very ably served in past years by eminent post holders. I look forward to establishing a fruitful partnership with a new chancellor. Be assured of my prayers and good wishes as you consider whether to apply for this vital, enabling role.

Sincerely,

Jonathan Portsmouth



THE RT REV JONATHAN FROST,
BISHOP OF PORTSMOUTH

INTRODUCTION TO THE DIOCESE

The Diocese of Portsmouth stretches across south-east Hampshire and includes the whole of the Isle of Wight. It includes around 130 parishes, from Botley in the west to Emsworth in the east, and from Blackmoor in the north to Ventnor on the south side of the Isle of Wight. It includes diverse communities, ranging from the densely populated and relatively deprived parts of inner-city Portsmouth, to rural villages in Hampshire; and from a range of seaside towns on the Isle of Wight to suburban communities west of Fareham and Gosport. In total, it covers 420 square miles and has a population of 784,000.

The Diocese of Portsmouth has 170 churches, ranging from historic listed buildings to brand new, purpose-built churches. There are approximately 150 clergy serving in those churches and their parishes, around 50 of whom are self-supporting. There are also around 70 licensed lay ministers who help with leading services and pastoral work. Around 13,500 people regularly worship in our churches, on Sundays and during the week. Attendance numbers have been declining over the past 10 years, but there are particular congregations that have grown. Only a tiny number of churches have been closed in recent years.



Parishes and chaplaincies within the diocese are supported by a small diocesan team, based in Peninsular House, Portsmouth. These officers support parishes and church schools, administer clergy housing and stipends, manage its property portfolio, promote social justice, handle communications, manage safeguarding procedures, and run a variety of training courses. The Diocesan Secretary oversees these staff. Separate teams of staff are employed in the bishop's office and for the three archdeacons. There is no suffragan bishop.

The diocese includes 44 Church of England schools in south-east Hampshire and the Isle of Wight. These are still mostly schools funded by the local authority, but the diocese supports them with regard to governance and admissions, building projects, Christian ethos, RE and recruitment of headteachers. The education team supports schools across both Portsmouth and Winchester dioceses, under the authority of a Joint Board of Education. Two schools on the Isle of Wight are joint Church of England/Roman Catholic schools.

Bishop Jonathan Frost was installed in March 2022, and has shared his vision for the diocese – a place where all are invited into a life-enhancing encounter with Jesus Christ. It should be a place where children, young people and young adults are given a particular priority; and where ministry to the elderly is supported by a network of Anna Chaplains, working in every locality. The vision



is encapsulated by a vocational call to all Christians, entitled **Live | Pray | Serve**, which has been supported by strategic funding from the national Church of England to promote the planting of new congregations and a network of pioneer ministers. You can read more about our vision and vocation at portsmouth.anglican.org/liveprayserve.

The Diocese of Portsmouth is one of the smallest dioceses in the Church of England, but has often “punched above its weight”, with senior staff and diocesan officers involved in the national Church, managing joint projects or implementing innovative ideas. Financially, the payment of parish share has always been good – but the recent Covid pandemic has resulted in some financial challenges.

There is a range of churchmanship across all traditions within the diocese, few parishes deliberately exclude themselves from deanery and diocesan initiatives, and our smaller, family feel means that most clergy and lay leaders know and respect each other.

PORTSMOUTH DAC

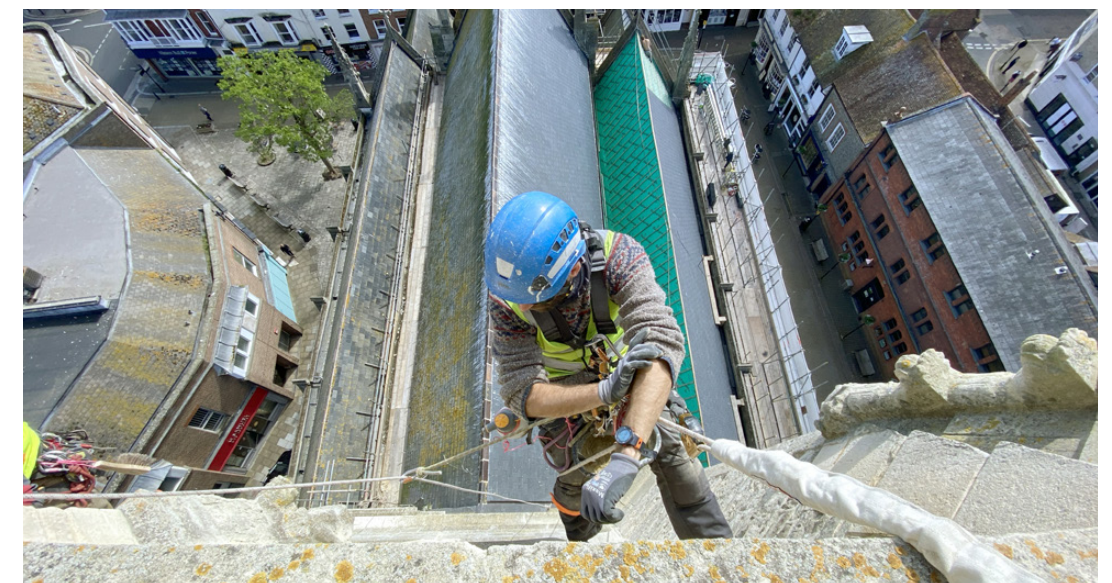
THE COMMITTEE

We currently have 20 members of the committee including three Archdeacons. The committee includes lay and clergy representatives, an organ advisor, architect/surveyor members and local authority and amenity society reps. There is also a Clocks Advisor and a Bells Advisor who advise the committee outside of meetings. The committee meets 10 times a year (not January or August) and this is now a combination of in-person and virtual meetings. Site visits take place alongside this.

The DAC Secretary role is shared between two staff for administrative purposes, to allow for adequate cover and timely response for parishes. The role is combined with the role of Diocesan Buildings Officer allowing for further support to parishes on building projects. The current team has been in post for around 10 years and so has a good knowledge of past casework.

FACULTY SYSTEM

Portsmouth Diocese has been using the faculty online system since its start in 2016 and now only accepts applications submitted in this way. The DAC team work closely with the registry to enable a smooth process for casework.



STATISTICS FOR PORTSMOUTH DIOCESE

- 4 major churches (two on the mainland and two on the Isle of Wight).
- 28 Grade I Listed, 36 Grade II* Listed, 60 Grade II Listed buildings.
- 1 Church under the Churches Conservation Trust.

MAJOR PROJECTS IN THE LAST 10 YEARS

- Southsea: St Margaret – repairs and reordering to reopen church for new church plant.
- Droxford: St Mary and All Saints – repairs followed by an extension for toilets and kitchen facilities.
- Portsea: St George – external repairs, internal redecoration, flooring and external work to the courtyard.
- Paulsgrove: St Michael – internal reordering project to create a community hub.
- Liss: St Mary – internal reordering for further community use. Work to roof being undertaken.

Also added extensions at Portsdown Christ Church, Hayling St Mary and Sarisbury Green.



REPAIRS TO ST MARGARET'S CHURCH, SOUTHSEA, BEFORE AND AFTER

DAC CONFERENCE

An annual DAC conference takes place for DAC staff and committee chairs. In 2017 the diocese hosted the national DAC conference in conjunction with the Church Buildings Council. Around 120 delegates from across the country visited many of our churches during the three-day conference, including St Mary's Portchester (parish church within a Norman castle), St Jude's Southsea (to see redeveloped entrance) and Holy Trinity Gosport (to see the organ).

CURRENT WORK

The committee aims to continuously review its help and guidance to parishes keeping up to date with changes to rules and legislation. The DAC Chair and Secretary have been working to help parishes understand and implement central policy on net zero carbon.

THE DIOCESAN REGISTRY

The Registry team of five is based in Salisbury at Batt Broadbent Solicitors LLP. It took over the role in March 2023 following the retirement of the previous Registrar who had been in post for thirty-five years until her retirement. The Registrar is Ms Sue de Candole, a solicitor and partner in the firm. She is also Diocesan Registrar for both Salisbury and Winchester dioceses, jointly with the Rev Gavin Foster, a barrister, who is deputy registrar in Portsmouth. The



INTERNAL REORDERING AT ST MARY'S CHURCH , LISS

Registry team includes Mrs Sarah Hart, senior Diocesan Registry Clerk, Mrs Anita Jeans, also a very experienced clerk, and is being joined by a third registry clerk in late September.

The Registry has a direct telephone number, 01722 432390, distinct from that of the firm, and email address registry@battbroadbent.co.uk.

The Registry clerks deal with the online faculty process directly and are highly experienced in handling all sorts of Registry queries generally, as well as the full range of specific faculty queries. The Clerks work closely with the Diocesan Advisory Committee secretaries and Archdeacons to ensure a smooth and speedy process for the parishes, with most contact by phone or email on a same-day basis wherever possible. The Clerks have direct contact with the Chancellor and handle all routine matters with limited day-to-day involvement of the Registrars needed.

The Registry works with the Diocese to train senior staff, churchwardens, and PCC members to ensure awareness of the faculty process, and gives speedy support during applications. The team is familiar with arranging and running Consistory Court sittings and dealing with emergencies extremely quickly. The Registry provides full-time cover. The Registrar/Senior Registry Clerk are happy to accompany the Chancellor on-site visits.

Applicants are welcome to ring the Registrar for an informal chat, and to contact our present Chancellor, His Honour Philip Waller CBE, Miss Ruth Arlow, Chancellor of the Diocese of Salisbury and Mr Cain Ormondroyd, Chancellor of the Diocese of Winchester, for their comments on their work with the Registry.

The Registry team is very much looking forward to working together with the new Chancellor.



JOB DESCRIPTION

DIOCESAN CHANCELLOR

EMPLOYER: Portsmouth Diocesan Board of Finance (PDBF).

BACKGROUND

The Diocesan Advisory Committee deals with around 40-50 faculty cases per year for 150 churches and 100 church buildings. Many churches are Victorian, we have 28 Grade 1 listed buildings in mainly rural areas and a small number of modern churches mainly in suburban areas. There has recently been grant-sponsored activity in refurbishing a small number of churches, mainly in the city of Portsmouth. The Church of England's Net Zero Carbon target of 2030 adds significant challenges.

PRIMARY PURPOSE

The Chancellor sits as the independent judge of the Consistory Court of the Diocese and will preside over the faculty jurisdiction process relating to the use of and alterations to church buildings and land. They will work closely with the Diocesan Registrar and Registry Clerks, the Archdeacons and the Diocesan Advisory Committee. They will act as Vicar General of the Diocese to grant marriage licences. They may on occasion be consulted more generally by the bishop.

RESPONSIBILITIES AND PRINCIPAL TASKS

The Diocesan Chancellor will act as the independent Judge of the Diocesan Consistory Court with jurisdiction as laid down in S7 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018. As such they will determine proceedings which relate to the use of and reordering of church buildings and land, applications for grave reservations and exhumations and other legal matters as specified in the Measure. They will work closely with the Diocesan Registry, the Archdeacons and the Diocesan Advisory Committee.



REPAIR WORK CURRENTLY BEING UNDERTAKEN AT NEWPORT MINSTER

The appointment is for a named individual, but it is anticipated that the person appointed will wish to appoint a Deputy Chancellor to assist them in the performance of their duties, subject to the approval of the bishop.

The Diocesan Chancellor is expected to provide the professional services set out in The Ecclesiastical Judges, Legal Officers and Others (Fees) Order 2022. The retainer for this work is laid down in the Order and for 2023 this is £11,518.08. The retainer covers the remuneration for the Chancellor, any Deputy, secretarial and assistant support as well as all office overheads.

There may be exceptional circumstances, particularly when the bishop or senior staff or the Registrar may need urgent response to business, when evening and weekend work may be required.

The Chancellor will be an ex officio member of the Diocesan Synod.

A Chancellor's appointment normally ceases on resignation in writing to the bishop, or upon attaining the age of 70, as is more fully set out in the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

PERSON SPECIFICATION

The Diocesan Chancellor is appointed by the Diocesan Bishop and will be a person who holds or has held High Judicial office, or who holds or has held the Office of Circuit Judge or is a barrister or solicitor who has the qualifications required for holding that office.

The person appointed as Chancellor may hold or have held the role of Chancellor of another Diocese or have acted as a Deputy Chancellor.

The person appointed may be lay or ordained but if a lay person is to be appointed, the bishop must be satisfied that the person is a communicant member of the Church of England.

The Chancellor will:

- (a) have expertise in Ecclesiastical Law
- (b) have judicial experience or similar experience
- (c) be familiar with the online faculty system of the Church of England
- (d) be a wise advisor to the Diocesan Advisory Committee and to the Diocesan Registrar
- (e) be able to communicate by email/text and phone and Teams/Zoom as needed and be reasonably accessible



- (f) have the ability to think pragmatically, creatively and pastorally
- (g) have sensitivity, wisdom, patience and sound judgement
- (h) be able to discharge his or her Judicial duties conscientiously and independently, adjudicating on matters in the Consistory Court.
- (i) be required to take and subscribe to the prescribed Oath of Allegiance and the Judicial Oath and (if a Layperson) a Declaration of Assent.

WORKING PRACTICES

The post-holder may be required to travel to sites within the Diocese in fulfilling their duties. As public transport to outlying areas is limited, a current driving licence and access to own private transport is preferable. Evening and weekend work may be required on rare occasions.

ACCOUNTABILITY

Accountable to the Bishop of Portsmouth.

AUTHORITY

Oversight of the casework for the Diocesan Advisory Committee and Faculty related Diocesan legal matters.

ORGANISATIONAL STRUCTURE & RELATIONSHIPS

KEY COLLABORATIONS:

- Diocesan Registry
- DAC Secretaries
- Archdeacons
- DAC Chair



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of Portsmouth

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