

Chair and Deputy Chair of The Diocesan Board of Finance

Recruitment Information Pack
April 2024

The Chichester Diocesan Fund and Diocesan Board of Finance (DBF) stewards the diocesan finances and has an annual budget of £17 million, and assets of £320 million. We have over 470 churches, served by nearly 400 clergy, and more than 150 church schools across the diocese.

We're looking for two people to help us strengthen our financial governance and ensure that the Church of England continues to thrive across Sussex. Our Chair, Lesley Lynn, will step down next year. As well as seeking her successor, we are also looking to appoint a Deputy Chair. Although these are voluntary roles, reasonable expenses will be reimbursed.

Could one of these be you, or someone you know?





The role...

Both Chair and Deputy Chair will serve as members of Bishop's Council, which acts as the Board of Directors and Trustees for the Diocesan Board of Finance. Bishop's Council meets in person at Church House, Hove, four times a year. You will also be a member of Diocesan Synod, which meets twice a year, on Saturdays, as a hybrid in-person/online meeting.

Both Chair and Deputy Chair are members of the Operating Committee, which meets six times a year, of which five are online. Bishop's Council delegates many of the financial, property and governance decisions to the Operating Committee.

Both Chair and Deputy Chair are members of the Assets Committee, which meets online three times a year. The Assets Committee is responsible for the management of the Diocesan Glebe land portfolio, and also has responsibility for non-land investments (equity holdings, deposits etc). Our investment assets generate over £2.5 million a year.

The Remuneration Committee normally meets once a year, and both Chair and Deputy Chair are members. The Committee makes recommendations and decisions on clergy and lay remuneration.

It is proposed that the Chair and Deputy Chair attend one each of the other two sub-committees:

- The Education Finance Committee meets online twice a year to monitor financial aspects of the diocese's educational work.
- The Parsonages and Houses Committee meets three times a year to carry out the functions of the Diocesan Parsonages Board in respect of properties used as residences by clergy across the diocese. At least one meeting is online.

In total, the Chair's responsibilities will require an average of half a day per week. The Deputy's duties will entail less time commitment.



In terms of wider engagement around the Diocese there are two in-person meetings of deanery treasurers (one on zoom, one in person) and a series of deanery meetings (where sometimes deaneries are combined) in the autumn which are shared between Chair and Deputy Chair. Also:

- The Chair/Deputy Chair are not members of the Audit Committee but sometimes attend
- The Inter Diocesan Finance Forum is a twice yearly meeting of Senior Diocesan finance people from around the church. Whilst historically in-person at Church House Westminster, since the pandemic it has been on Zoom or hybrid
- The Chair or occasionally the vice chair may be invited to join ad hoc groups working on strategic issues
- The Chair, jointly with the Bishop, line-manages the Diocesan Secretary

Skills and experience needed...

We're looking for people who can take an overview of our financial model and operations, can think strategically and contribute insightfully and succinctly to Bishop's Council – most of whom will not be financial specialists. The ability to ask good questions is important.

Your experience will include most of the following skills and experience:

- Financial skills, ideally but not necessarily in relation to charities and the C of E
- Strategic thinking and experience of senior leadership roles
- Presenting skills. Ability to speak persuasively and answer questions from large groups

- Non-executive governance expertise, ideally from being a Charity Trustee
- Charing meetings.
- Property – land management, housing management
- It would be helpful if you have some understanding of the Church of England

Timescales and applications...

The term of office for these roles is a four year period, and it would be helpful if at least one of those appointed was willing to consider serving for two terms.

For more details and an informal chat please call the Diocesan Secretary, John Preston, on 01273 421021 or the current Chair of the DBF Lesley Lynn on 07768 115184.

To apply please send your CV with a brief covering letter to: recruitment@chichester.anglican.org

The Church of England is for everyone, and it is a priority for us to reflect the diversity of the community the Church serves across the whole diocese.

We welcome all applications from interested and suitably qualified people, and particularly welcome applications from those of UK Minority Ethnic / Global Majority Heritage and People with Disabilities.

We also particularly encourage applications from women for these roles as they are currently under-represented on our financial committees.

