



# Volunteer Handbook

  
ELY CATHEDRAL

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# Volunteer Handbook

The Cathedral Church of the Holy and Undivided Trinity of Ely  
Ely Cathedral Enterprises Ltd



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# Welcome from the Dean

**Welcome to Ely Cathedral.** Thank you for volunteering here. I would like to wish you a happy and rewarding time with us.

The Cathedral's main purpose is the worship of God. Much of the work undertaken by both Cathedral staff and volunteers relates in one way or another to the welcome and care of visitors who come to the Cathedral from all over the world. Staff and volunteers are therefore involved in giving substance to the Cathedral's mission statement:

**Joyfully proclaiming the love of God in worship, outreach, welcome and care.**

All staff and volunteers who work at Ely Cathedral must be sympathetic with the aims and ethos of the Cathedral as a place of Christian worship within the traditions of the Church of England and as the mother church of the Diocese of Ely. The governing body of the Cathedral is the Chapter, which is chaired by me, the Dean.

This handbook sets out what we look for in the relationship between the Cathedral and our volunteers and how this relationship works on a day-to-day basis. Please do ask your staff supervisor, Volunteer Team Leader / Co-Ordinator or the Volunteer Manager about anything that isn't clear.

On behalf of Chapter, I welcome you to the Cathedral and wish you a rewarding and enjoyable experience volunteering here.

**The Very Revd Mark Bonney, Dean of Ely**



# Foreword



We recognise the immense benefits that volunteers bring and how important they are to our work. We aim to give volunteers opportunities to gain new experiences and to use your skills in this remarkable place.

We offer a range of volunteering opportunities and aim - in line with our equal opportunities and diversity policies - to ensure that the opportunity to volunteer is widely available and accessible.

We require volunteers to respect our mission statement and uphold the principles set out in section 2.3. We require the same of all staff and clergy at the Cathedral, so that together we meet the high expectations of welcome and care that the public rightly expect of us.



# The Cathedral

The Cathedral is the seat of the Bishop, a centre of worship and mission and a focus for the life of the Church of England in the Diocese of Ely. In becoming a Cathedral volunteer, you will be working in an ancient place with a long history. That history is reflected not only in the Cathedral itself, but also in many of the buildings in the precinct.

## History

The building of the Cathedral at Ely was started in 1081. The story of Ely, however, dates back to 673 when Etheldreda, Queen of Northumbria, founded a monastery for men and women here on the Island of Ely. The first monastery was then later destroyed by the Danes.

The most famous architectural feature is the Octagon Tower and its unique wooden Lantern. It owes its existence to an accident. In 1322 the central tower collapsed bringing down with it much of the roof. Alan of Walsingham (Sacrist) designed the Octagon in order to roof the void left by the collapsed tower.

Before the Reformation, Ely was a Benedictine Monastery for men. In 1109 the Diocese of Ely was established, and the Abbot of Ely became the Bishop. The Monastery was dissolved in 1539.

In 1541, the Cathedral was refounded by Henry VIII. The statutes of 1541 provided for some fourteen clergymen, twenty-four schoolboys and six bedesmen to live together in community on the lines of a Cambridge college. As a result, we talk about the grounds as 'The College' and not as a 'Close' as in many other cathedrals. The governing body of the Cathedral is the Chapter. Chapter is led and chaired by the Dean.

The Cathedral has undergone many periods of restoration and the last great restoration, which started in 1986, was completed in 2000.

## Cathedral life

At Ely Cathedral there are a great many opportunities to get involved and experience art, music, and culture, as well as the worshipping life of the cathedral. By volunteering at Ely Cathedral, you become part of a family, and you will likely make good friends here. We hope you enjoy your time with us.

# Our People

## Chapter

Chapter is the governing body of the Cathedral. It directs and oversees the life and work of the Cathedral, including its mission, ministry and worship, its finances, conservation, and the properties under the Cathedral's care.

Chapter comprises the Dean, three Residentiary Canons, a Senior Non- Executive Member, and up to seven (though usually five) others. Our Resident Chapter are assisted in liturgical and pastoral work by additional clergy and ministers.

## Resident clergy

L-R: Canon James Reveley, Canon Jessica Martin, The Dean, Canon James Garrard.



## Lay staff

The Chief Operating Officer & Chapter Clerk, Jonathan Bell, is responsible to the Dean for the management of most of the Cathedral's non-clergy staff team.

The Chief Finance Officer (Alison Binstead) and Director of Communications & Commerce (Lesley Ann Thompson), together with the Chief Operating Officer, Dean and Residentiary Canons form the Cathedral's Senior Management Group.

If you would like to locate the names and contact details of key staff members, please visit our website: [www.elycathedral.org/about/who-we-are/cathedral-staff](http://www.elycathedral.org/about/who-we-are/cathedral-staff)

# 1. Volunteering Aims



## 1.1. General aims

We ask all who volunteer at Ely Cathedral to be sympathetic with the aims and ethos of the Cathedral as a place of Christian worship within the tradition of the Church of England and as the mother church of the Diocese of Ely.

The work of Ely Cathedral is a partnership between the Cathedral Chapter, volunteers, and staff. As a volunteer, your gift of time, skills and experience extends our capacity to give visitors and worshippers alike a meaningful time at Ely Cathedral. It is Chapter's aim that volunteers gain satisfaction from this partnership and that the relationship is one of mutual benefit. The aim of this handbook is to set out the relationship between Chapter and volunteers and to create a volunteering environment with which all parties are satisfied.

## 1.2. Specific aims

When you volunteer to work in the Cathedral, we aim to ensure that:

- Your gifts of knowledge, time, skills, and experience will be used well and for the purposes for which the Cathedral is called to serve.
- Your volunteering will be appreciated and recognised.
- You will be provided with all the information and guidance required for you to carry out your volunteering.
- You volunteer in an environment that is safe.
- You will be covered by the Cathedral's insurance policy within certain limits outlined in this document.
- You can expect us to help you resolve any difficulties you may have with us or your volunteering.
- You will encounter opportunities for feeling spiritually rewarded.

## 1.3. In order to meet these aims:

- We will ensure that all staff and volunteers (where appropriate) are trained and practise good people management.
- We expect everyone to carry out their volunteering within the bounds of the guidance laid down in this handbook?
- We may require an individual to stop volunteering if the relationship between volunteer and the Cathedral or our staff has broken down or is in danger of breaking down. There are various reasons why a volunteer may be asked to retire, but infirmity may be a factor which makes it impossible for a volunteer to carry out the tasks required.
- We maintain a database of the details of volunteers necessary for the purposes of efficient management. Volunteers are required to provide a certain amount of personal information. You have rights over this information. Please see our privacy notice for full details:  
**[www.elycathedral.org/legal/privacy](http://www.elycathedral.org/legal/privacy)**

## 2. Introduction to Volunteering



### 2.1. Statement of intent

There is no legally binding contract of any kind between volunteers and the Cathedral and – specifically – no employment contract. All volunteer arrangements are binding in honour only. However, for clarity, volunteers are provided with a document which outlines the expected functions to be fulfilled in any particular volunteer role (see 4.2 below).

### 2.2. About this handbook

This handbook sets out the broad principles for volunteering at the Cathedral. It is designed for everyone who is a volunteer or is involved in the recruitment, support, and management of volunteers.

## **2.3. Principles**

We abide by certain principles for volunteering:

- Care for one another.
- A recognition that voluntary service is freely given.
- We expect to empower people with the authority and resources to carry out their role and have responsibility for their actions.
- We endeavour to listen and learn from what volunteers say and to treat them with respect.
- We believe that successful partnership rests on the concept of mutual benefit.

## **2.4. Scope**

The handbook applies to all volunteers working on any aspect of Cathedral activity.

## **2.5. Definition of a volunteer**

A volunteer is not an employee and therefore has no employment contract for their volunteering role with the Cathedral. Volunteers nevertheless work under the ultimate direction of Chapter.

A volunteer is anyone who – without remuneration or expectation of remuneration – performs a task at the direction and on behalf of Chapter. We may offer certain discretionary benefits which may vary over time.

We agree roles with volunteers and there is an expectation that volunteers will meet the role's requirements. We endeavour to provide opportunities for the volunteer but are not bound to do so and volunteers are free to refuse the opportunities we offer.

Both the Cathedral and the volunteer should give as much notice as possible if either is unable to meet agreed expectations. All volunteers must be accepted by and registered with the Volunteer Manager prior to the performance of any task.

## **2.6. What can you expect from us?**

Our volunteers are an integral part of the Cathedral team, and we want everyone's experience to be as enjoyable as possible. You can expect:

- A clear role description, outlining the nature of your work.
- Fair, respectful treatment, and recognition of your contribution.
- A full induction with training and ongoing support.
- The equipment needed to fulfil your role effectively.

- A discount in the Cathedral Shops and Almonry Restaurant.
- Access to a limited number of free tickets for Cathedral-run events.

## 2.7. Who can volunteer?

To provide the best experience for those who visit the Cathedral, we welcome volunteers from all faiths, or none, and all backgrounds, encouraging everyone to work together for the good of the Cathedral.

We require our volunteers to be:

- Open minded and friendly.
- Approachable and confident at engaging with others.
- Positive, flexible in outlook and willing to help.
- Punctual and reliable.
- Sympathetic to the Cathedral's core mission statement.
- Supportive of our policies and procedures.
- Willing to engage with Cathedral clergy, staff, fellow volunteers and the public with courtesy and respect.



# 3. Policies and Procedures

## 3.1. Confidentiality

Volunteers may become aware of confidential information about the Cathedral, its staff, visitors, and suppliers.

Volunteers should not disclose such information or use it for their own or another's benefit without the consent of a member of Cathedral staff. Volunteers are required to respect the confidentiality of any privileged information obtained during the course of the period of volunteering and to protect those confidences once the period of volunteering is completed.

This does not prevent disclosure once the information is in the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

Media enquiries should be referred on all occasions to the Director of Communications, on 01353 660 350.

## 3.2. Data protection

Any volunteers who handle personal data are required to undergo training. This is identified in the relevant role descriptions.

All volunteers are required:

- Not to share other people's personal information (for example, contact details) received in the course of your work with us, unless authorised by a member of Cathedral staff.
- To tell a member of Cathedral staff if you lose or accidentally destroy any personal information under the Cathedral's control (for example, if you lose a Cathedral laptop or a paper form containing personal information).
- To ask a member of staff to tell the Chief Operating Officer or Cathedral Data Protection Officer if anybody asks to see what information or data the Cathedral holds about them, or asks us to delete it.

## 3.3. Handling complaints

Inevitably, when receiving many members of the visiting public, we receive complaints from time to time. Complaints should be referred promptly to a member of Cathedral staff to be handled in line with our complaints procedure.

This is available on the Cathedral website:

[www.elycathedral.org/about/policies-and-procedures/annual-review-and-policies](http://www.elycathedral.org/about/policies-and-procedures/annual-review-and-policies)



### **3.4. Whistleblowing**

We are committed to conducting our activities with honesty and integrity. Any wrongdoing should be reported to a member of Cathedral staff as soon as possible.

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, health and safety risks, damage to the environment and any breach of legal obligations, including safeguarding.

Our whistleblowing policy is available on the Cathedral website:

[www.elycathedral.org/about/policies-and-procedures/annual-review-and-policies](http://www.elycathedral.org/about/policies-and-procedures/annual-review-and-policies)

### **3.5. Safeguarding**

The Church of England is committed to the safeguarding, care, and nurture of everyone within its community. Safeguarding procedures are in place to protect everyone who works at, volunteers at, or visits the Cathedral. We want all volunteers to be confident in knowing how to respond when faced with challenging or inappropriate behaviour by staff, visitors, and other volunteers, and how to report and record concerns for the safety of others or disclosures of abuse.

The Cathedral Safeguarding Handbook can be found on our website:

[www.elycathedral.org/about/safeguarding](http://www.elycathedral.org/about/safeguarding) and is available in hard copy on request from the Chapter Office or the Volunteer Manager. In addition, the “Safeguarding: Your Pocket Guide” is also in circulation and acts as a quick reference guide.

### **3.6. Complaints about the handling of safeguarding concerns**

If there is a complaint about the way a safeguarding concern has been handled by the Cathedral or Diocesan Safeguarding Adviser or a Cathedral Safeguarding Officer, then the Diocesan Secretary should be contacted. If serious harm has been caused to a child or vulnerable adult by someone connected to the Cathedral, or if someone is in danger of serious harm, this must be referred to the police immediately.

### **3.7. Harassment and bullying**

We are committed to providing an environment free from harassment and bullying, and ensuring that volunteers are treated, and treat others, with dignity and respect. If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you feel uncomfortable.

If this is too difficult or embarrassing, you should speak to a member of Cathedral staff. Somebody from the Cathedral staff team will provide advice and assistance in resolving the issue formally or informally, in line with our equal opportunities, anti-harassment and anti-bullying policy.

### **3.8. Smoking**

Smoking and vaping is not permitted on Cathedral premises. This is in the interest of safety and out of consideration for visitors and colleagues. We also want to avoid influencing school children to take up smoking.

If you take a smoking break, you will be expected to do so discreetly and away from the Cathedral, residential property and buildings occupied by the school. The benches on Steeple Row (on the north side of Cross Green) are an acceptable nearby place.

### **3.9. Personal appearance**

The choice of clothing and personal grooming is largely a matter of individual taste. Nevertheless, while volunteering for the Cathedral you represent us, and your appearance contributes to our public perception. Please do your best to appear clean and smart whilst on duty. Dress in a manner appropriate to your working environment and the type of work you do. Cathedral-branded clothing, badges and so on are available for many public-facing volunteer roles. Please contact the Volunteer Manager if you believe you require this.

### **3.10. Social media**

The Cathedral hosts a number of social media platforms which are managed and monitored by the communications team. In your own use of social media, we ask you to keep in mind the following points:

- Be clear to distinguish your personal use of social media from any use in your role at the Cathedral.
- Do not post information or opinions about individuals at the Cathedral (including images) on social media without their knowledge and consent.
- Do not use social media to make complaints or air grievances – please raise these with us directly when they occur.
- Report any safeguarding concerns relating to the Cathedral community that arise on social media to the Cathedral Safeguarding Adviser and the Diocesan Safeguarding Advisor.

### **3.11. Ending your volunteering**

Either party (volunteer or the cathedral) may, at any time, for whatever reason, decide to end the relationship if it is no longer mutually beneficial. It is expected that both parties will provide each other with reasonable notice of their intentions in such a situation.

When you stop volunteering with us, it will be necessary to return data, documents, and other items belonging to the Cathedral that are in your possession.

## 4. Recruitment and Training



### 4.1. Recruitment

All volunteer recruitment literature ensures that clear and accurate information about the principles and values of the Cathedral as a Christian Church and part of the Church of England are given. We seek to highlight the benefits as well as the demands of volunteering, making sure that everyone receives a clear message about our offer and expectations.

Recruitment is aided by processes to induct, train, support, and supervise volunteers effectively. The Cathedral operates a Safer Recruitment Policy for all staff and volunteers, in line with our safeguarding responsibilities. All volunteers must be recruited by the designated Volunteer Manager.

It is not possible for those under the age of 16 to volunteer at the Cathedral.

The Cathedral must work within its insurance policies with regard to an upper age limit (this is set out more fully in section 5.1 below). We recognise the valuable contributions made by volunteers of all ages, however, we do not wish volunteers to continue in a role beyond a point that is potentially detrimental to their health, safety or wellbeing.

## **4.2. Volunteer role descriptions**

We recognise that everyone requires clarity about the role they are here to fill. All volunteers are therefore provided with a written role description. This details the following information:

- the purpose of the role
- its duties
- a person specification
- the time commitment involved
- the training provided/required
- the staff/volunteer supervisor

It is inevitable that some roles change over the course of time. This might mean that we need to alter your role description accordingly so that it reflects your new responsibilities. We will always ensure that you receive a copy (either paper or electronic) of the updated version.

## **4.3. Role-specific training**

As a volunteer, you will be given a general induction that will cover all the essential information you need to know. This will include fire evacuation procedures, welfare arrangements as well as a site orientation. Following this you will then be shown the more practical elements of the role you are accepting. This role-specific training will provide you with the information and skills necessary to perform your volunteer assignment.

Staff and volunteers in a supervisory capacity will have primary responsibility for the design and delivery of role-specific training for volunteers assigned to them.

## **4.4. Expenses**

We expect to provide the equipment you need to volunteer with us effectively. If you need equipment, then please speak to the Volunteer Manager. Please do not buy equipment in the expectation of the cost being reimbursed: we generally buy equipment only from suppliers who fulfil our policies on ethical sourcing, modern slavery, and care for the environment.

We expect to provide Cathedral-branded clothing and badges to public-facing volunteers whose role requires these.

We are not able to reimburse every volunteer for travel expenses. If you would like to discuss this matter in greater detail, please speak to our Volunteer Manager. Please note, however, that if you need to travel to or from the Cathedral at night alone to fulfil duties, we will want to support you in doing so safely.

#### **4.5. Safeguarding children and adults at risk of abuse or neglect**

It is important that the Cathedral is a safe environment for everyone. The safeguarding of children and adults who may be vulnerable is central to our community life. All volunteers are required to undergo regular safeguarding training (outlined below) and be familiar with the Cathedral's safeguarding handbook. Some roles require a Disclosure and Barring Service ('DBS') check. Where a DBS check is required, work as a volunteer may not start until the check has been satisfactorily completed.

Anyone whose work involves contact with children, young people or adults who may be vulnerable is required to comply with the Cathedral's safeguarding policies, as set out in our safeguarding handbook.

#### **4.6. Safeguarding training**

Every volunteer, no matter what their position, is required to complete the 'Basic Awareness' safeguarding training. Higher levels of training might also be required, depending on the individual role. This is made clear in your volunteer role description.

The Cathedral follows an adapted version of the Ely Diocesan Training Strategy (2022-2025).

##### **Basic Awareness (C0)**

For anyone who needs a basic level of awareness of safeguarding. This module is also a pre-requisite for attendance at any other core training module.

##### **Foundation (C1)**

Required for anyone who has safeguarding responsibilities, contact with children and / or vulnerable adults and all clergy, those with permission to officiate, Readers, Licensed Lay Ministers and Lay Chapter members.

##### **Leadership (C2)**

Required for all clergy, those with permission to officiate, Readers, Licensed Lay Ministers and Lay Chapter members.

## Senior Leadership (C3)

For members of the senior leadership team who have, in different ways, responsibility for, and involvement in safeguarding matters. NB - Non-executive Chapter members are trained at Leadership level unless their role in the diocese requires a higher level.

## Safer Recruitment and People Management (SRPM)

For line managers and anyone involved in the recruitment of Church Officers (employees, elected members, and volunteers) and those with responsibility for administering checks under the Disclosure & Barring Scheme.

## Awareness of Domestic Abuse (DA)

For anyone holding the Bishop's license, commission, authorisation or permission and for Lay Chapter Members.

Volunteers are contacted every three years by the Cathedral Safeguarding and HR office with a request to renew their training. If your training expires then you will be unable to undertake volunteering at the Cathedral until you have renewed it at the required level.



# 5. Safety



## 5.1. Insurance

Volunteers are insured against most risks (injury to the public, personal property and so on) by the Cathedral's insurance policies. There are, however, age restrictions for personal accident insurance. We revisit these periodically with our insurers to improve them wherever possible.

Insurance cover for personal accidents is provided by the Cathedral for all volunteers between 16 and 80 years of age. Volunteers wishing to continue beyond this age are advised to consult an insurance provider to extend their own personal insurance to cover their continuing service. If you continue to volunteer beyond the age of 80 without personal insurance arrangements in place for personal accidents, then you do so at your own risk.

## **5.2. Health and safety**

We are responsible for ensuring that our premises are safe, so far as reasonably practicable, for our volunteers. While on Cathedral premises you have an obligation to ensure that no action you take endangers yourself or others. You are expected to act to minimise risk, report danger and follow our health and safety guidance and notices.

## **5.3. Lone working**

Do not put yourself or others, in a vulnerable or compromised situation. Work with, or within sight of, another adult whenever you can in accordance with our safeguarding policy (see 3.5 above).

## **5.4. Fire evacuation procedure**

The actions upon hearing the fire alarms and or the verbal announcement from the Clergy or Head/Duty Verger, are as follows:

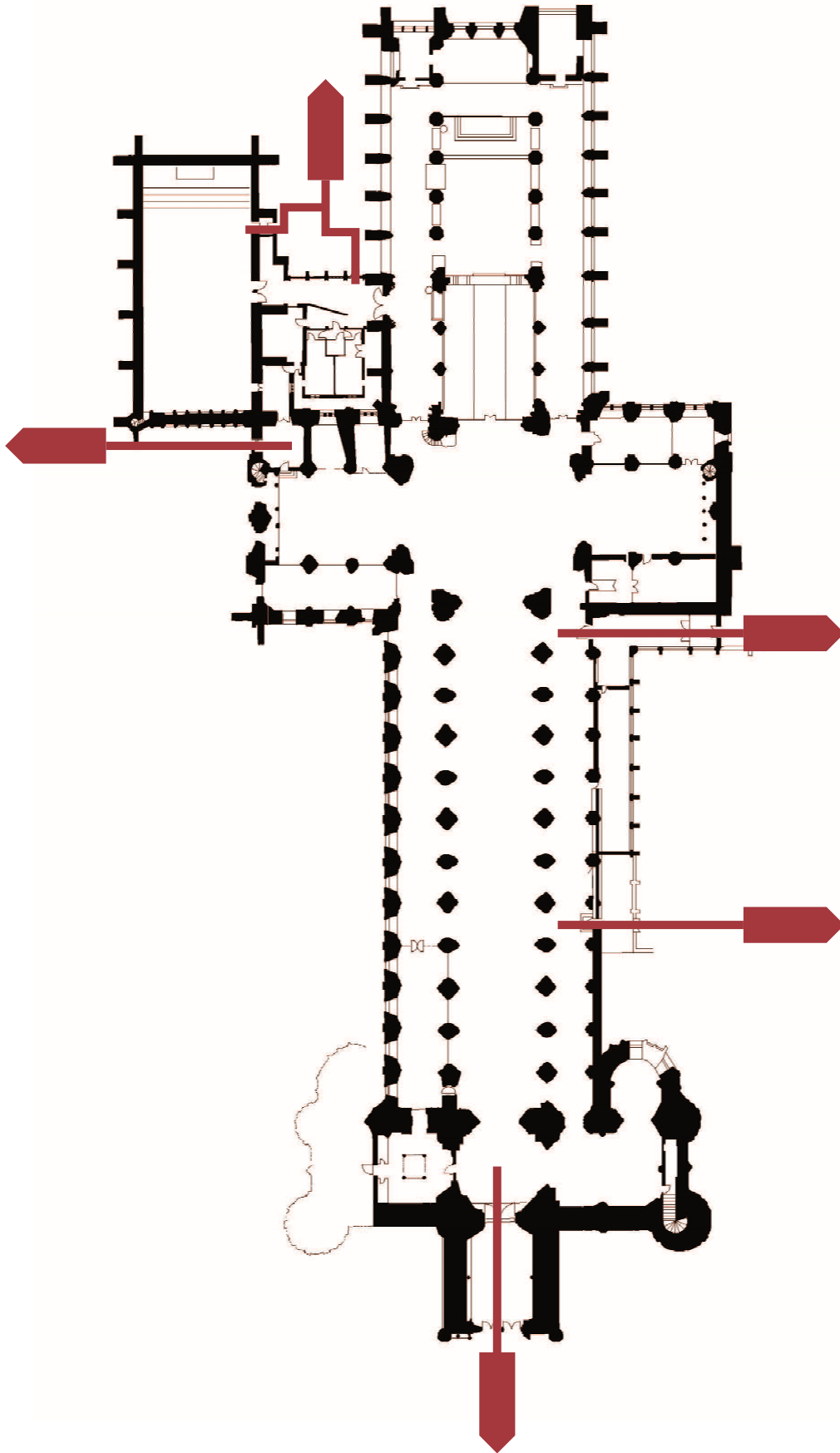
- If leading a tour, escort your group to the nearest fire exit, picking up any stray visitors en route;
- If you aren't leading a group, please assist any visitors to the nearest fire exit as you leave yourself;
- Do not take it upon yourself to search the building for 'stragglers'. This will be done by trained fire marshals or the fire service;
- Please account for the people you escort from the building. i.e., keep them together in one group until you are all outside. After you have left the building, they are free to disperse should they wish;
- Be prepared to supervise one of the exit doors if asked by a fire marshal. This will involve stopping anyone entering or re- entering the building until the 'all-clear' has been given by a fire marshal or the fire service;
- Do not re-enter the building under any circumstances before the 'all clear' has been given.

## **5.5 Accident reporting**

All incidents or accidents, however minor, must be reported immediately to a Verger who will ensure that any first aid is administered and that the accident report form is completed correctly. If there is a delay in a verger attending and the person insists on leaving, please make sure you obtain their full name and contact details. You must then ensure that the accident report form is completed before you finish your shift or duty



## Emergency exits



# 6. Supervision

## 6.1. Management

All volunteers are clearly supervised. This is undertaken by a member of staff who is responsible for the role. In some instances, there are volunteer Team Leaders or Co-Ordinators who act as a direct point of contact and a source of guidance if needed.

The Cathedral also employs a dedicated Volunteer Manager who is responsible for overseeing the entire volunteering programme. This person is widely available and is there to offer help, support, and advice.

## 6.2. Volunteer-staff relationships

Volunteers and staff are considered to be partners in implementing the mission of the Cathedral, with each having a complementary position to fulfil. It is essential to this relationship that each partner understands and respects the role of the other. Upon induction, it will be made clear to you which staff member(s) you will be working with closely.

## 6.3. Your commitments

You are requested to undertake your volunteering on a scheduled and punctual basis. All role descriptions give a specified time commitment.

If you expect to be absent for whatever reason, please inform your staff supervisor, Team Leader / Co-Ordinator, or Volunteer Manager as soon as possible to enable alternative arrangements to be made.

We recognise that sometimes people need to take extended periods of leave/absence. Depending on your role, this may vary. However, we define 'extended' as 90 days or longer. Please notify the Volunteer Manager, staff supervisor, and your Team Leader/ Co-Ordinator (if applicable) with as much as notice as possible. This enables us to plan accordingly. Moreover, we will endeavour to keep in touch whilst you are away. When you are ready to return, it is important that you inform us so that we can plan your return to active cathedral life.

## 6.4. Disciplinary

As has been stated previously, the relationship between the Cathedral and its volunteers is one of mutual benefit. Volunteers who do not abide by the Cathedral's policies, or who consistently fail to carry out their volunteering satisfactorily risk breaking this relationship.

Should this occur, you may be asked to attend a meeting to discuss the matter.

The purpose of such a meeting is, in the first place, to restore the Cathedral/volunteer relationship. Should the situation not improve after a reasonable amount of time has elapsed, a second meeting may be called and, if in our opinion the situation cannot be rectified, it may be suggested that the volunteering relationship be ended. If at any point you do not agree with this assessment then you may appeal to the director responsible for the relevant department, or – if that individual made the assessment originally – the Chief Operating Officer. A decision at this stage will be final.

Possible grounds for terminating the relationship may include, but are not limited to, being under the influence of alcohol or drugs, theft of property or misuse of the Cathedral's equipment/materials, abuse or mistreatment of staff or other volunteers, failure to abide by Chapter's policies and guidance and constant failure to perform assigned duties satisfactorily. Volunteers guilty of gross misconduct will have their position terminated in writing.

## **6.5. Volunteer concerns and complaints**

Volunteers with suggestions, concerns or complaints about their volunteering are asked to seek to resolve these in the first instance with their staff supervisor, Team Leader/ Co-Ordinator (if applicable) or the Volunteer Manager.

Where this is not possible you may ask that the matter be brought to the attention of a director. If the matter still remains unresolved, then the matter may be referred to the Chief Operating Officer. A decision at this stage will be final.

## **6.6. Review of the volunteer handbook**

The volunteer handbook is periodically reviewed by the Volunteer Manager, Chief Operating Officer, and Senior Management Group.

Suggestions for improvements and additions should please be communicated to the Volunteer Manager.



# Glossary



We are conscious that all organisations have, to some extent, a language of their own.

Below, we give the meanings of some terms in common use at the Cathedral that you might not come across in other settings.

## **Almonry**

The Almonry Restaurant and Tea Rooms, part of the Cathedral's hospitality services. Almonry was originally a building from which charity was distributed to those in need.

## **Altar**

A table set aside in churches for the consecration of bread and wine for Holy Communion.

## **Archdeacon**

A senior priest who assists the bishop with particular functions. In the Diocese of Ely there are two archdeacons: the Archdeacon of Cambridge and the Archdeacon of Huntingdon & Wisbech.

## **Authorised Lay Minister (ALM)**

A minister of the Church of England who, although not ordained, is authorised by the Bishop to exercise a ministry locally or for a period of time, sometimes with a particular focus – such as a ministry to children. ALMs do not have a special uniform and do not usually robe for services.

## **Baptism**

The rite by which individuals become members of the Church. One of the Church of England's two sacraments. The other is Holy Communion.

## **Bishop**

The most senior of three orders of ordained ministry in the Church of England. The other two are priest and deacon.

## **Bishop of Ely**

The most senior cleric in the Diocese of Ely, with overall pastoral charge of the Church of England in this area. The Bishop of Ely is the Right Reverend Stephen Conway, who sits in the House of Lords as one of the Lords Spiritual. He is referred to in the Cathedral as 'the Bishop'.

## **Bishop of Huntingdon**

An assistant bishop to the Bishop of Ely. The Bishop of Huntingdon is the Right Reverend Dagmar Winter.

## **Black Hostelry**

One of the clergy houses at the Cathedral, occupied by one of the Residentiary Canons.

## **Canon**

A title held by members of the College of Canons. Ely Cathedral's College of Canons has the formal responsibility of electing the Bishop of Ely.

## **Cathedral**

A church which is the seat of a bishop and the principal church of a diocese. Our formal name is 'The Cathedral Church of the Holy and Undivided Trinity of Ely'.

## **CFCE**

The Cathedrals Fabric Commission for England. This body is responsible for giving permission for any very significant changes we want to make to the Cathedral and its environment.

## **Chapter**

The governing body of the Cathedral. The members of Chapter are the Dean, the Residentiary Canons and certain non- residentiary Canons.

## **Cherry Hill**

Part of the Cathedral grounds. Originally the motte of Ely Castle, a motte and bailey castle. It was built by William I. It is leased to the local authority, which manages it as a public space.

## **College**

The formal term for the entire Cathedral grounds or precinct. (We do not use the term 'cathedral close' at Ely).

## **Confirmation**

A rite at which somebody who had already been baptised is admitted to full membership of the Church by a bishop.

## **Consecration**

The act of ordaining somebody to the order of bishop, or of making something sacred (such as a church building or the bread and wine consumed in Holy Communion).

## **Cross Green**

Part of the Cathedral grounds immediately to the north of the Cathedral. Formerly a burial ground.

## **Day Chaplain**

A minister of religion (lay or ordained, of any Christian denomination) on duty in the Cathedral during the day. Day Chaplains lead prayers, provide pastoral support to visitors and offer to pray with them when appropriate.

## **Dean**

The most senior cleric and officeholder of the Cathedral, and Chair of Chapter. The Dean of Ely (not 'Dean of Ely Cathedral') is the Very Reverend Mark Bonney.

## **Deanery**

The house on the Cathedral grounds occupied by the Dean. In other church settings, a grouping of parishes within a diocese.

## **Diocese**

A geographical area under the pastoral care of a bishop. Ely Cathedral is the principal church of the Diocese of Ely. The Diocese of Ely covers Cambridgeshire and part of West Norfolk.

## **East Lawn**

Part of the Cathedral Grounds. The lawn immediately to the East of the Cathedral.

## **ECDC**

East Cambridgeshire District Council. The main local authority.

## **ECEL**

Ely Cathedral Enterprises Ltd. A company controlled by the Cathedral. It operates the shop and Almonry Restaurant & Tea Rooms.

## **ECOS**

Ely Cathedral Octagon Singers. A voluntary adult community choir of the Cathedral.

## **Eucharist**

Another term for the service of Holy Communion.

## **Evensong**

A sung service of prayers, psalms and readings. It is sung in the early evening.

## **FAC**

The Fabric Advisory Committee. This is a committee of eight conservation specialists, focussing just on Ely Cathedral. The FAC is responsible for giving permission for any changes we want to make to the Cathedral building and environment. Very significant changes are referred instead to the CFCE (see above).



## **Firmary Lane**

Part of the Cathedral Grounds. The lane running from the car park immediately to the south of the Cathedral to the Chapter Office.

## **Font**

A receptacle in church for the water used in baptism. It is usually a free-standing, stone structure.

## **Friends**

The Friends of Ely Cathedral. An independent membership charity for those who wish to affiliate themselves with the Cathedral. The Friends provide financial support to the Cathedral from the funds they receive.

## **Galilee Porch**

The porch at the west end of the Cathedral.

## **Holy Communion**

A Church service at which bread and wine are consecrated and consumed. This is one of the two sacraments of the Church of England. The other is baptism.

## **Imps**

A voluntary children's choir of the Cathedral.

## **King's Ely**

An independent school which has been closely associated with the Cathedral since the school was founded in around 970. The Dean is one of its governors. The Cathedral's choristers are pupils at the school.

## **Lady Chapel at Ely Cathedral**

The large chapel standing immediately to the north of the main body of the Cathedral. It is dedicated to the Virgin Mary, mother of Jesus.

## **Lantern**

The octagonal lantern tower in the centre of the Cathedral church building. So called because it allows light into the centre of the building through its windows, above the roofs.

## **Lay Clerk**

One of the professional adult members of the Cathedral choir.

## **Licensed Lay Minister (LLM)**

A minister of the Church of England who, although not ordained, is licensed by the Bishop to teach, preach and exercise leadership in the church. LLMs do not have a special uniform but may robe for services and wear a blue scarf. They are sometimes called Lay Readers. The role is voluntary.



## Liturgy

The formal public worship of the Church. At the Cathedral, this mainly consists of Morning Prayer, Evensong (or Evening Prayer) and Holy Communion (the Eucharist).

## Nave

The main body of the Cathedral church building.

## Octagon

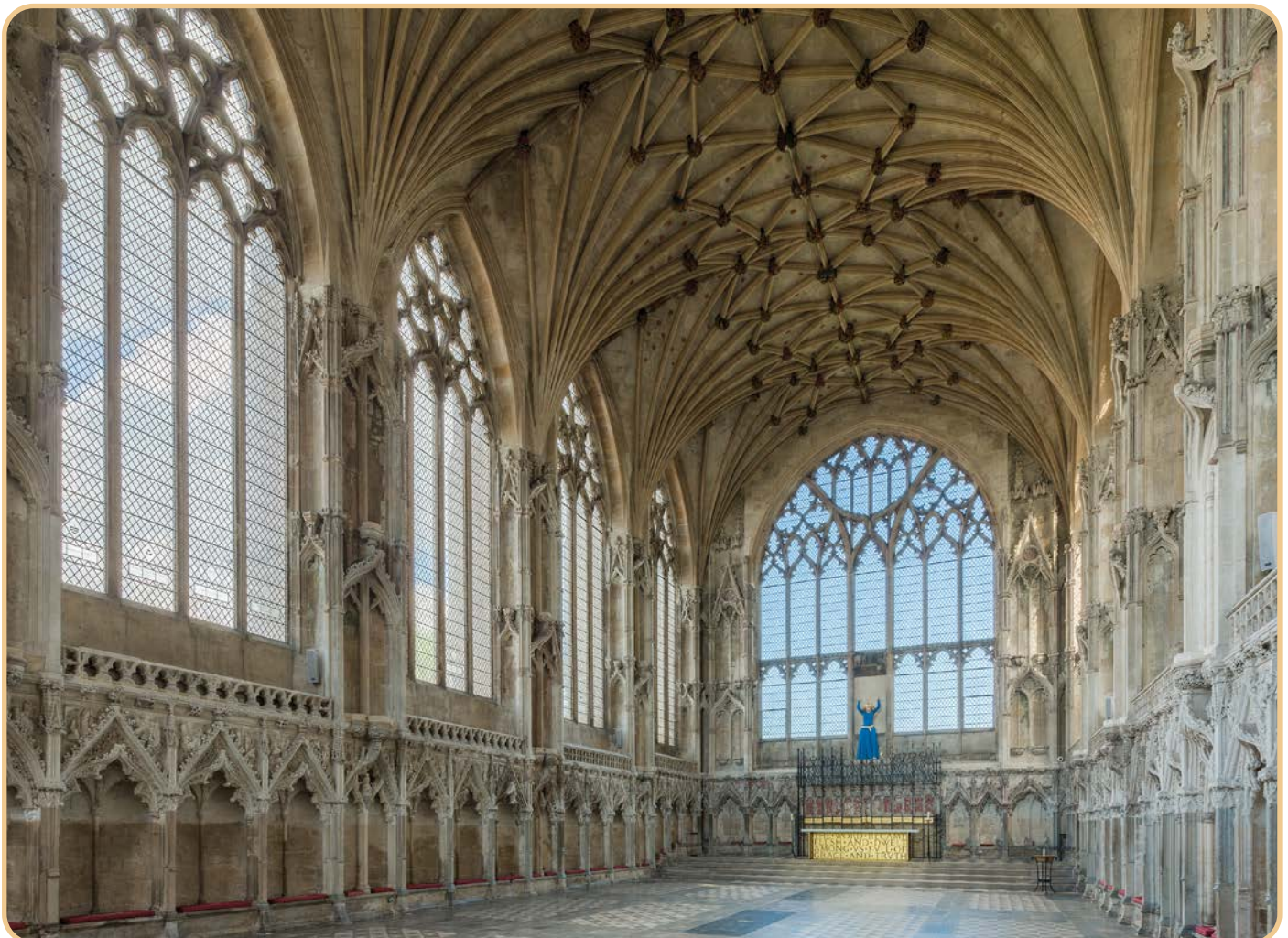
The space in the Cathedral church building beneath the octagonal lantern tower. The main (octagonal) altar is here.

## Order of St Etheldreda

A group of individuals who have pledged to provide significant financial support to the Cathedral via Ely Cathedral Trust.

## Ordination

The act of ordaining somebody to holy orders (usually, the act by which a bishop makes somebody a deacon or priest).



## **Palace Green**

The space immediately to the west of the Cathedral. This is owned by the Church Commissioners (not the Cathedral) and leased to the local authority.

## **Porta**

The large medieval gateway to the Cathedral grounds.

## **Powcher's Hall**

One of the clergy houses at the Cathedral, occupied by one of the Residentiary Canons. The ground floor provides meeting space for Cathedral use.

## **Precentor**

One of the Residentiary Canons, who principally leads the liturgy in the Cathedral.

## **Priest Vicar**

A Priest Vicar is a member of the Church of England clergy appointed to assist the Dean and Residentiary Canons by celebrating services in the Cathedral, preaching and assisting at services. A Priest Vicar might hold another office elsewhere, or be retired from full time ministry. They would usually wear a clerical collar and robe when on duty for services at the Cathedral. The role is voluntary.

## **Presbytery**

The space in the Cathedral church building between the quire stalls and the high altar.

## **Residentiary Canons**

The three members of the clergy who – along with the Dean – live at the Cathedral as members of Chapter. With the Dean, they lead the worship and ministry of the Cathedral.

## **Seat of the Bishop**

This describes the Cathedral as the Bishop's 'home church' within the Diocese. The Cathedral houses the Bishop's teaching chair ('cathedra', from which the word 'cathedral' derives) and is the usual place within the Diocese in which deacons and priests are ordained.

## **St Etheldreda**

The founder of the original monastery (which later became the Cathedral) at Ely in 673.

## **Stalls**

The elaborately carved wooden seats in the Cathedral within the area of the quire, used principally by the clergy and choir.

## **Transept**

Part of the Cathedral church building: one of the 'arms' either side of the Octagon and to the south of the main entrance.

## **Verger**

A Cathedral official responsible for keeping good order in the Cathedral, providing ceremonial support, and preparing for Cathedral liturgy. Our vergers also provide a wide range of practical support to activities in the Cathedral.

## **Vestry**

Rooms in the Cathedral church building used for the vergers' office and for putting on vestments. The Verger's Vestry is next to the south door of the Cathedral. Through and beyond that is the Canons' Vestry (for robing).

## **Visitation**

A formal inspection or review by the Bishop of the Cathedral.





# Notes

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# Notes

A series of 20 horizontal dotted lines for taking notes.



Ely Cathedral  
The Chapter House  
The College  
Ely  
Cambridgeshire CB7 4DL

**[www.elycathedral.org](http://www.elycathedral.org)**