



ELY CATHEDRAL



Volunteer Handbook

December 2025



Volunteer Handbook

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



Contents

4 Welcome from the Dean

5 Foreword

7 The Cathedral

8 Our People

9 Introduction to Volunteering

9 Purpose and principles

9 Scope

10 Things you need to know

10 Confidentiality

11 Data protection

11 Handling complaints

11 Whistleblowing

11 Safeguarding overview

12 Harassment and bullying

12 Smoking and vaping

12 Personal appearance

12 Social media

12 Reference requests

13 Recruitment and Training

13 Recruitment

14 Volunteer role descriptions

14 Induction and role-specific training

14 Expenses

15 Safeguarding training and checks

16 Support

16 Supervision

16 Volunteer-staff relationships

17 Your commitments

17 When it's time to stop

17 Problem-solving policy

18 Volunteer concerns and complaints

18 Review of the volunteer handbook

19 Safety

19 Insurance

20 Health & safety responsibilities

20 Lone working

20 Emergency evacuation procedure

21 Accident reporting

21 Supporting maternity

21 Personal possessions

21 Fire and emergency evacuation information

22 Glossary

Welcome from the Dean

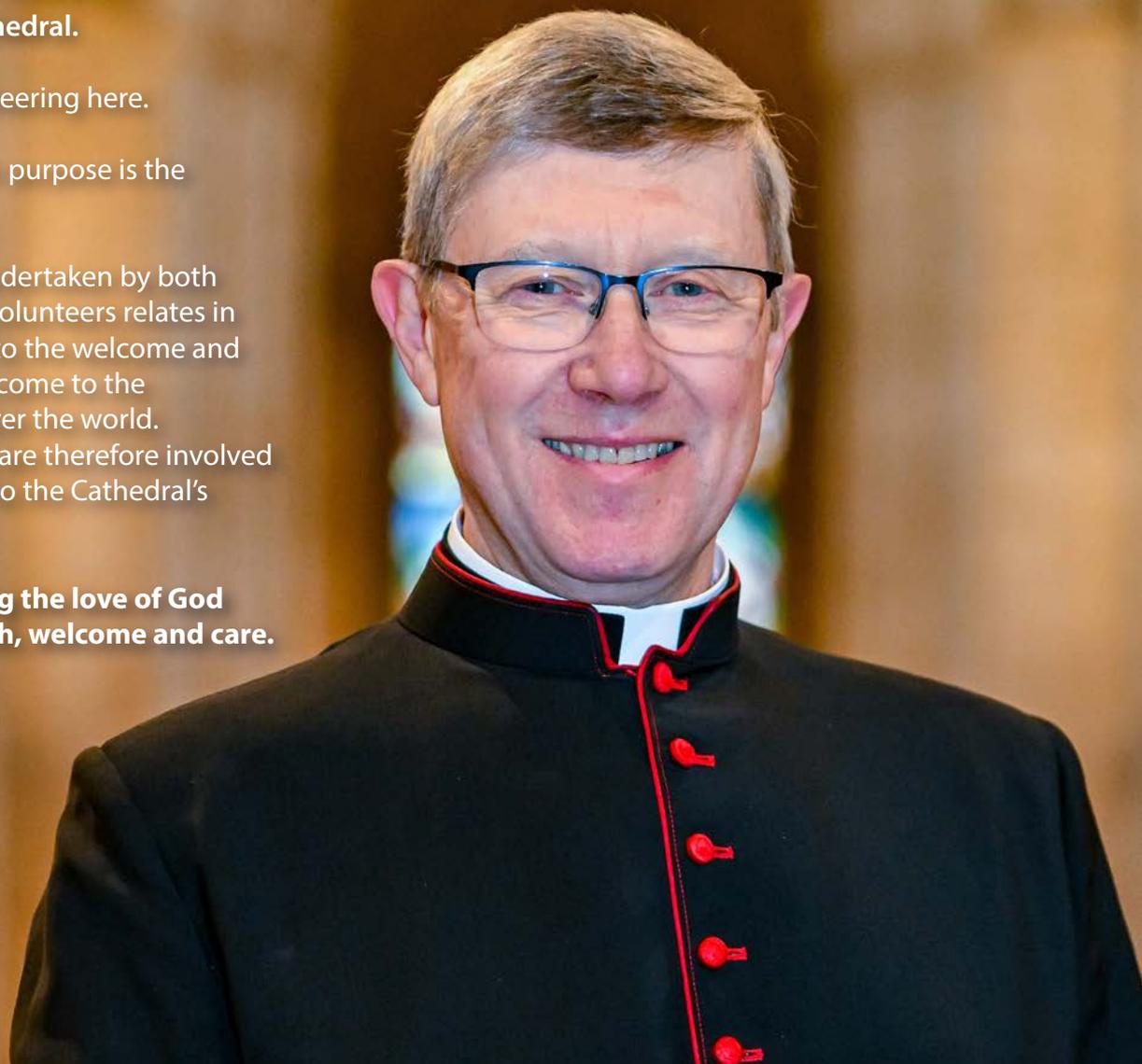
Welcome to Ely Cathedral.

Thank you for volunteering here.

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 and Operations 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. The same expectation is made of all staff and clergy at the Cathedral, so that together we meet the high standards 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.

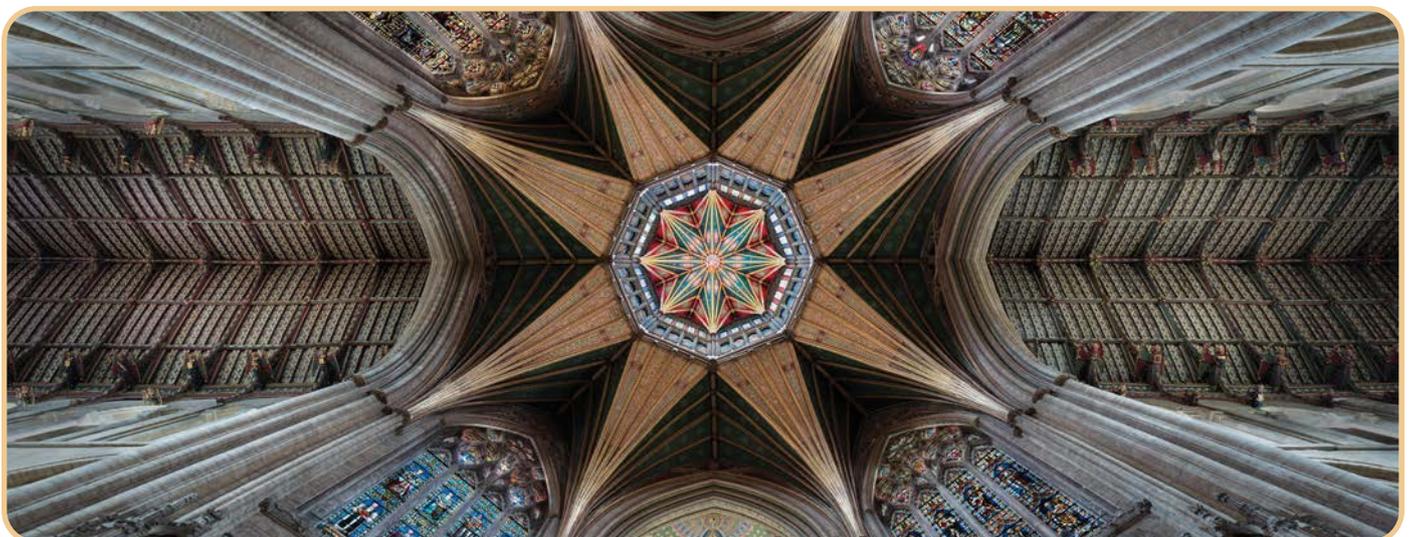
Ely was then re-founded as a Benedictine Monastery for men. In 1109 the Diocese of Ely was established, and the Abbot of Ely became the Bishop. The most famous architectural feature is the Octagon Tower and its unique wooden Lantern. It owes its existence to an accident. In 1322 the central tower collapsed. Alan of Walsingham (Sacrist) designed the Octagon to replace the collapsed tower.

The Monastery was dissolved in 1539. In 1541, the Cathedral was re-founded 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. Ongoing conservation work and changes to the fabric of the building continue as the cathedral adapts to the needs of the modern world.

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

Left to right: Canon James Garrard, The Dean, Canon Jenny Wright, Canon James Reveley.



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

Introduction to Volunteering



Purpose and principles

Volunteers do not have a legally binding or contractual employment relationship with the cathedral. All volunteer arrangements are based on mutual respect and goodwill. While volunteers are provided with role descriptions and are expected to follow the guidance in this handbook, they remain free to accept or decline opportunities offered.

Volunteers serve under the direction of Chapter, without remuneration or expectation thereof, and must be registered with the Volunteer and Operations Manager before undertaking any duties. Though not employees, volunteers are expected to meet agreed role requirements, and both parties should give as much notice as possible if expectations cannot be met. The Cathedral may ask a volunteer to step down if the relationship deteriorates or if circumstances—such as infirmity—prevent the volunteer from fulfilling their role. We are committed to good people management and appropriate training for both staff and volunteers. Discretionary benefits may be offered but are not guaranteed.

Scope

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

Things you need to know



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.

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 if anybody asks to see what information or data the Cathedral holds about them, or asks us to delete it.

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

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

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

Safeguarding overview

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's Safeguarding Statement can be found on our website: www.elycathedral.org/about/safeguarding. Moreover, the "Safeguarding: Your Pocket Guide" is in circulation (physically and digitally) and acts as a point of reference for all staff members and volunteers. A copy of our full Safeguarding Handbook can be made available, on request.

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. Should you have a complaint about the way a safeguarding concern has been handled by the Cathedral or Diocesan Safeguarding Advisor or a Cathedral Safeguarding Contact, then the Diocesan Secretary should be contacted: www.elydiocese.org/about/leadership/senior-staff/the-diocesan-secretary.php

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.

Smoking and vaping

Smoking and vaping are 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.

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 (do bear in mind the building is often cold) 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 and Operations Manager if you believe you require this.

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 Head of Safeguarding.

Reference requests

Ely Cathedral is pleased to offer volunteers references provided they have completed six months of satisfactory volunteering work with us. All references will be given by the Volunteer and Operations Manager and will contain only factual information about the dates of volunteering, a brief overview of the role/s undertaken and any training completed. A copy of any reference/s will be retained in your volunteer record.

Recruitment and Training



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. Our Volunteer Agreement sets out more clearly what you can expect from us and what we ask of you.

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 and Operations 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. 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.

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.

Induction and 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.

All volunteers are then issued with photographic identification badges. Whilst volunteering at the Cathedral, please ensure you wear your ID badge (unless of course you are robing as part of a service).

Expenses

We expect to provide the equipment you need to volunteer with us effectively. If you need equipment, then please speak to the Volunteer and Operations 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 and Operations 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.

Safeguarding training and checks

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.

Every volunteer, no matter what their position, is required to complete the 'Basic Awareness' safeguarding training module. Higher levels of training may also be required, depending on the individual role. This is made clear in your volunteer role description/s. The Diocese of Ely website contains more information about training:

www.elydiocese.org/safeguarding/safeguarding-training-and-development/

Volunteers are contacted every three years by the Cathedral Safeguarding Administrator with a request to renew their highest level of 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.

Some roles require a Disclosure and Barring Service ('DBS') check. If so, this is specified on the individual role description. Where a DBS check is required, work as a volunteer may not start until the check has been satisfactorily completed.



Support



Supervision

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 and Operations Manager who is responsible for overseeing the entire volunteering programme. This person is widely available and is there to offer help, support, and advice.

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.

Your commitments

You are requested to undertake your volunteering on a scheduled and punctual basis. All role descriptions give a suggested time commitment. This helps give you an idea as to what we encourage you to do in order to get the most out of the role. However, we fully appreciate that you are a volunteer and therefore we try and be as flexible as possible.

If you expect to be absent for whatever reason, please inform your staff supervisor, Team Leader / Co-Ordinator, or Volunteer and Operations 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. Please notify the Volunteer and Operations 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.

When it's time to stop

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.

Problem-solving policy

As has been stated previously, the relationship between the Cathedral and its volunteers is one of mutual benefit. We will tell volunteers about any problems regarding their volunteering at the earliest opportunity and will agree a way to move forward in the role. If appropriate, volunteers could be offered training or agree a change in their volunteering role.

If this does not resolve the problem, we will offer a formal meeting with our Volunteer and Operations Manager to discuss the matter.

If a formal meeting is required, we will talk through our concerns with the volunteer, explain what the issues are and outline their impact. We will explore with the volunteer if there are any other opportunities to resolve the concerns and notify the volunteer of our decision within 15 working days.

If the volunteer does not agree with the outcome of the formal meeting, they may raise their concern as an appeal with the Chief Operating Officer (COO).

The Chief Operating Officer will notify the volunteer of their response within 10 working days of this meeting. His decision is final.

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 and Operations Manager.

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.

Review of the volunteer handbook

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

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



Safety



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.

Health and safety responsibilities

The Chapter of Ely Cathedral is responsible for taking all responsibly practicable steps:

- to continually improve the management of health and safety;
- to provide and maintain a safe and healthy environment including safe access arrangements and suitable welfare facilities;
- to provide information, instruction, training (role applicable) and supervision to volunteers to perform their roles safely.

As a volunteer you must take care of your own health and safety and that of others, observe applicable safety rules and follow any instructions. The health and safety policy is available on request.

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.

Evacuation procedure

The actions upon hearing the fire alarms and or the verbal announcement from the 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;
- Only use a fire extinguisher to clear a safe route out;
- Do not stop to collect belongings;
- Do not take it upon yourself to search the building for 'stragglers'. This will be done by trained fire marshals or the fire service;
- Should someone refuse to evacuate the building it is not your responsibility to remain with them;
- You should immediately evacuate yourself and inform the duty verger that a member of the public has refused to leave;
- 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;
- Once you have vacated the building, please proceed to the nearest fire assembly point. Do not leave until you have informed a member of staff;
- Do not re-enter the building under any circumstances before the 'all clear' has been given.

A copy of the Evacuation Procedure can be found on the Important Information Noticeboard in the Ticket Office.

Accident reporting

All accident or incidents (including near misses), however minor, whether involving yourself or a visitor, must be reported immediately to a verger who will ensure that any first aid (if required) is administered, and that the accident report form is completed correctly. Should the visitor refuse to provide personal information, please ensure that all factual details are gathered such as date, time, location, and brief description of what happened. All information should then be passed to the verger on duty who will record this. One example of a near miss where you could take pre-emptive action would be if you saw a door left open at ground level that leads to a stairway (back of the North Transept). In this instance, you should close the door immediately and inform a verger.

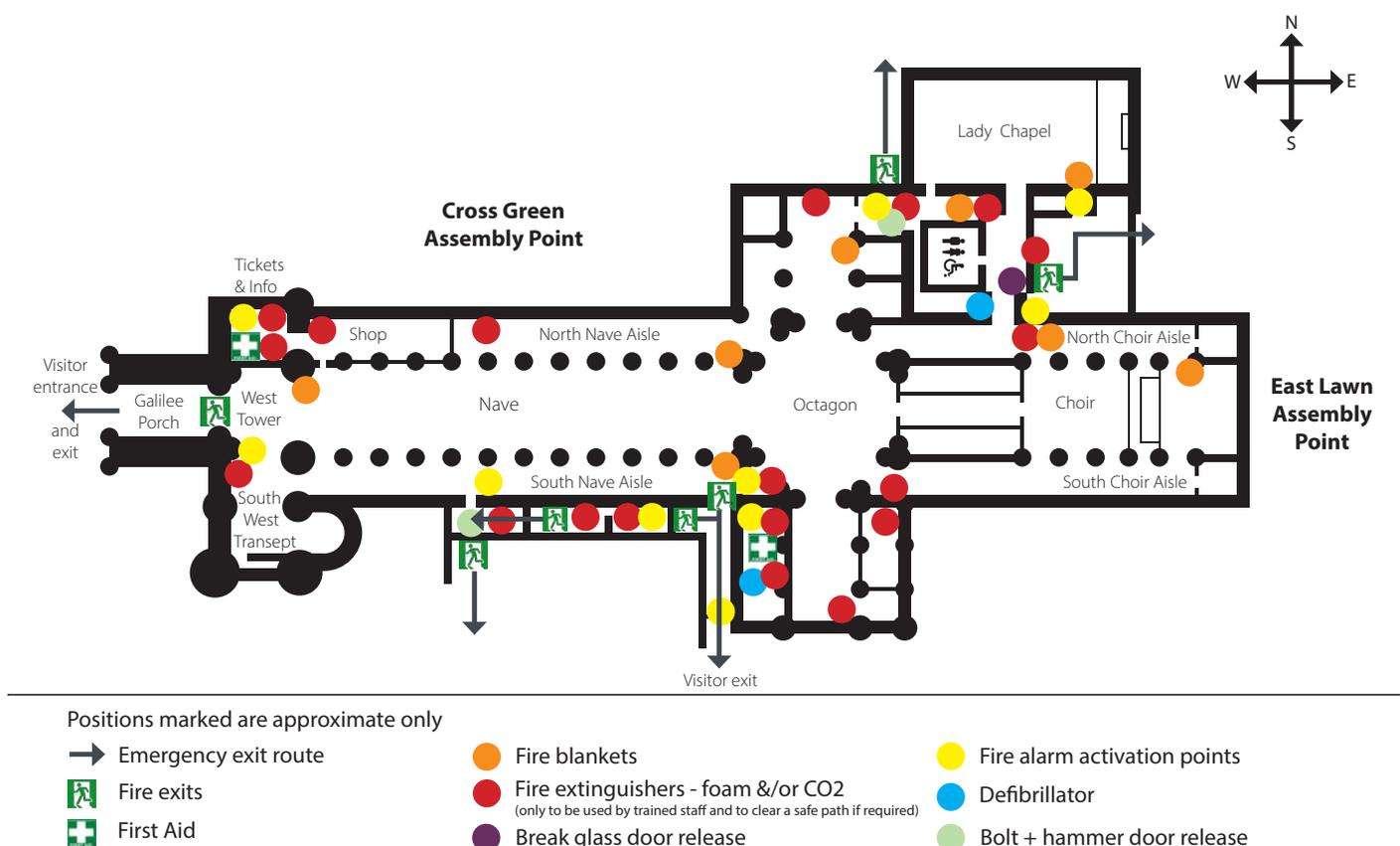
Supporting maternity

We would ask volunteers to notify us of pregnancy as soon as possible as there may be health and safety implications.

Personal possessions

Volunteers are responsible for the safety and security of their personal belongings while on site. We regret that we cannot guarantee the safe keeping of any items. We strongly advise volunteers to keep valuables with them at all times and avoid bringing unnecessary items to their shift. A shared locker is available in the Ticket and Information Office, should you wish to use it.

Fire and Emergency Evacuation Information



April 2025

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 Kitchen, 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.

Bishop of Huntingdon

An assistant bishop to the Bishop of Ely.

Black Hostelry

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

Canon

Generally, 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. *Residentiary Canons* are those who live, work and serve at the Cathedral. *Honorary Canons* are members of clergy in the Church of England who have been made Canons. *Lay Canons* are non-ordained members of the Church of England who have been made Canons. There are also two types of 'Canon' who are not members of the College of Canons. *Etheldreda Canons* are members of other churches who have been made Canons. The Cathedral may also appoint *Minor Canons*. These are members of the clergy engaged to work and serve at the Cathedral, but without the responsibilities and duties of the Residentiary Canons.

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

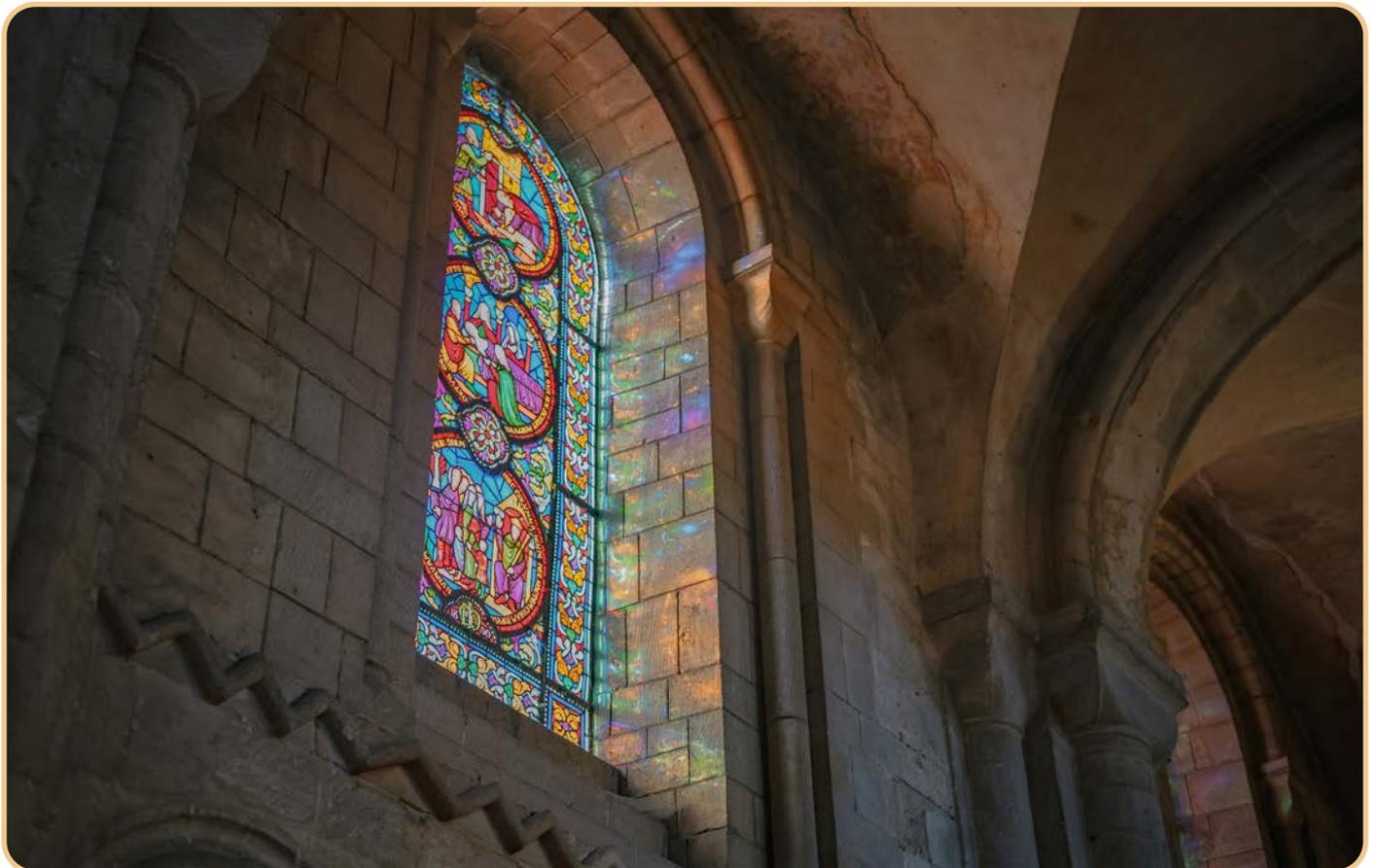
Part of the Cathedral grounds immediately to the north of the Cathedral. Formerly a burial ground.

Day Chaplain

A minister of religion (from a denomination within Churches Together in England) 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 p23).

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, Evening (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

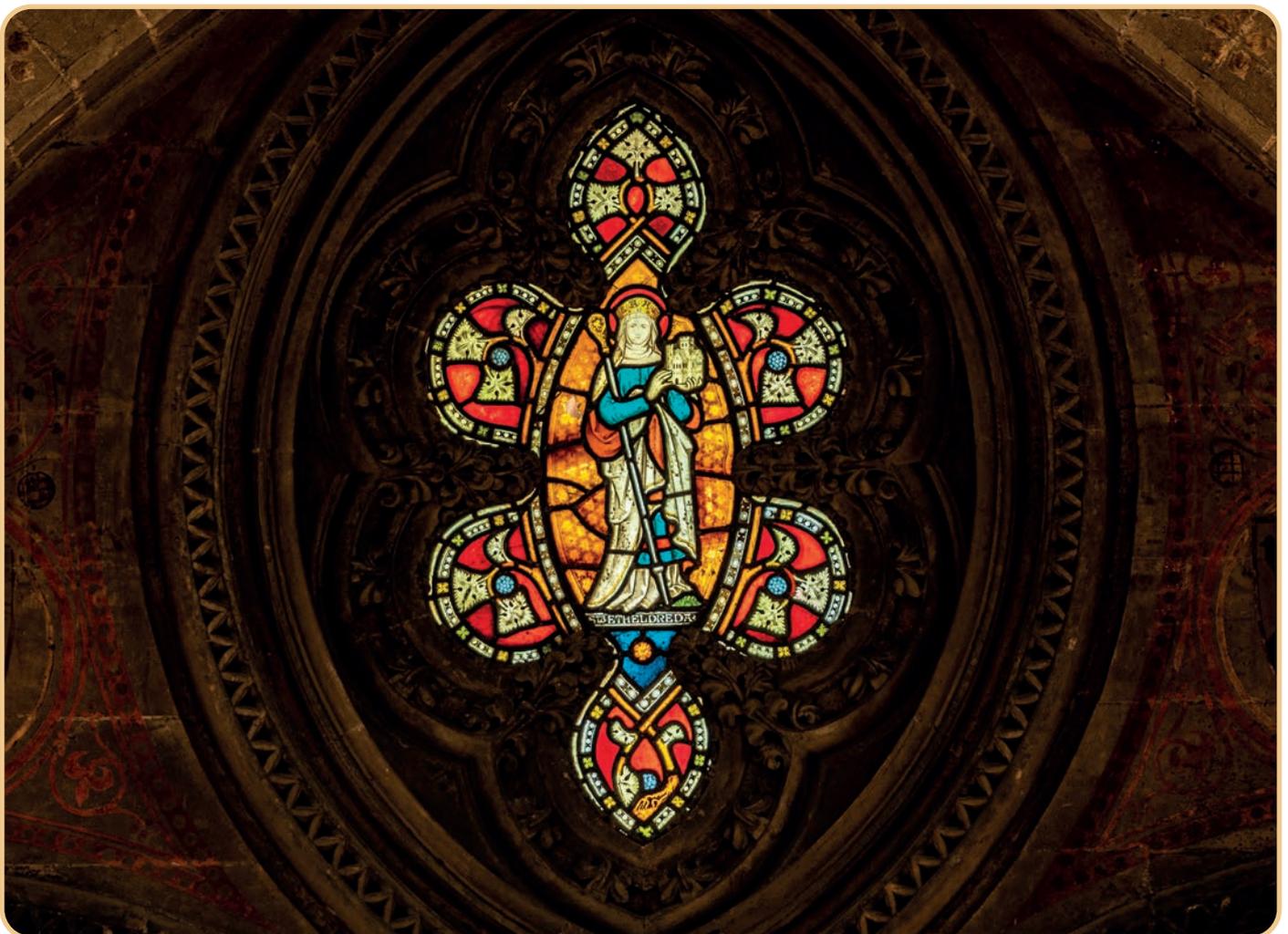
A Cathedral official responsible for keeping good order in the Cathedral, providing ceremonial support, and preparing for Cathedral liturgy. Our vergers also provide a wide range of practical support to activities in the Cathedral.

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.



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