



## **THE COLLEGE OF ST GEORGE, WINDSOR CASTLE**

### **APPOINTMENT OF A CANON OF WINDSOR**

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**Please also see the document  
'Our Life and Purpose: The College of St George, Windsor  
Castle'.**

# THE COLLEGE OF ST GEORGE, WINDSOR CASTLE

## Canon of Windsor: Role Description

### *General responsibilities of a Canon of Windsor*

1. To exercise responsibility as a member of Chapter (The Dean and Canons of Windsor) for the life and mission of the College of St George in accordance with the College's customs and statutes and in the support of the College's calling to be a 'Religious Fellowship: to worship God, to serve society, to offer hospitality and to maintain the Common Life'.
2. To play a full part in the worship of St George's Chapel, including its daily round of prayer, presiding (in accordance with an agreed rota) at the Eucharist in the Chapel.
3. To promote the welfare of St George's Chapel and its usefulness to the glory of God and the good of the Church and Sovereign.
4. To undertake the duties of Canon in Residence.
5. To be present at Obits and Days of Obligation in Chapel:

Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, Easter Even, Easter Day, Ascension Day, Pentecost, Solemnity of St George (three days in June), Blessed Virgin Mary (2 July), St Edward the Confessor (13 October), All Souls, Four College Obit Days one each in March, June, September and December.

6. To play a part in the nurture and support of the community life in the College of St George, contributing faithfully to its pastoral ministry.
7. To contribute to the teaching ministry of the College of St George, apologetic, evangelistic and catechetical.
8. To support the work of St George's House, contributing as appropriate to the general consultation programme of the House, participating in the clergy consultation work of St George's House.
9. To be a Governor of St George's School, and to fulfil the duties of that role.

10. To be a member of the Council and Board of St George's House, and to fulfil the duties of those roles.
11. To attend meetings of the Trustees of the Foundation of the College of St George.
12. To be in attendance at the meetings of the Fabric Advisory Committee of the College of St George.
13. To be a Director of St George's Chapel Bookshop Ltd.
14. To share in the responsibility of the Patronage of over fifty Chapter Benefices.
15. To contribute to the wider life of the Church and Society.
16. To undertake other responsibilities as agreed by Chapter.
17. To reside in the accommodation provided for the better fulfilment of the duties of a Canon of Windsor.

### ***Chapter Office of a Canon of Windsor (Role Description of the Canon Steward)***

The acceptance of a Canonry at Windsor implies a willingness to agree to election by Chapter to a statutory office (Precentor, Steward or Treasurer). However, on this occasion, the office that will be vacant is that of Steward. Though statutory office holders are confirmed in post each year it is likely that offices will change only infrequently.

There are other roles which members of Chapter fulfill such as Canon Librarian, the Canon overseeing IT, Canon Lecturer or Chapter's main link with the development office, which are not tied to any particular statutory office; and further roles fulfilled on behalf of Chapter by the Chapter Clerk.

The Canon Steward is responsible to Chapter for the fabric of the Chapel and the 55 domestic buildings which lie on the North West side of the Castle. The Chapter is advised on the care of the Chapel fabric by the Fabric Advisory Committee, and the Steward is assisted in their work by the Surveyor of the Fabric, the Clerk of Works and a dedicated Works Team (including regular Contractors) and a Personal Assistant.

## ***The College Buildings***

1. To work alongside the Surveyor of the Fabric to ensure that the College has an overview of the condition and needs of its buildings.
2. To manage and support the Clerk of Works and Works Team in its responsibility for the maintenance of the Chapel and the College buildings and its service to residents and staff (including provision of an emergency 24-hour on-call facility).
3. To ensure that the College meets its legal responsibilities for Compliance and Health and Safety legislation, maintaining registers as necessary.
4. To support the generation and delivery of a maintenance plan in line with the Surveyor's Quinquennial Report, ensuring that all of the planned and emergency work is delivered within budget.
5. To line-manage the Canon Steward's PA to ensure good communication within the Works Team and between the Team and those who live and work in the College.

## ***The Refurbishment Programme***

1. To work alongside the Surveyor of the Fabric and other professional advisers in the maintenance of the long term plan for the conservation, refurbishment and modernisation of College buildings.
2. To work with the Development Manager, the Dean and other Canons, and other colleagues in communicating the case for support for the refurbishment programme to potential funders and donors.

## ***Chapter Mews***

1. To work alongside a local company in the management of the Mews, including liaison with all residents about the delivery of core services, ensuring that the management company produces annual accounts and budgets, keeps the estate and buildings well maintained, raises invoices and collects rents and other charges, and then remits them to the College bank account, after deduction of fees.
2. To oversee the sub-letting of College flats through a local agency.

## **Role Descriptions of the other Chapter Offices are provided for information**

### ***Canon Precentor***

The Canon Precentor is responsible for ensuring that the policy of Chapter in respect of liturgical matters is implemented.

1. To have general oversight (with the Chapter Clerk) of the work of the Chapel Staff (Virger, Sacristans and Chapel Cleaner / Caretaker).
2. To have general oversight of the Music Department (primarily as line manager of the Director of Music).
3. To have general oversight of the Liturgy Office (in respect of the production of orders of service, weekly music schemes, rotas of celebrants and officiants etc.).
4. To ensure that the work of the Virger and the Director of Music is appraised.
5. To be the line manager of the Minor Canon in respect of his/her responsibilities as Succentor, and to ensure that the work of the Minor Canon is appraised.
6. To meet regularly (on a weekly basis during each College term) with the Liturgy Team (Minor Canon, Virger, Director of Music and Liturgical Assistant).
7. To agree an annual budget (working closely with the Virger, the Director of Music and the Canon Treasurer) and to ensure that all expenditure is properly controlled.
8. To engage with the Development Office in respect of fundraising (especially for The Queen's Choral Foundation and for the support and sponsorship of Choir tours).
9. To exercise appropriate pastoral care (together with the Canon Chaplain) of the Chapel, Music and Liturgical staff, the Lay Clerks and their families, and the Choristers.
10. To report to Chapter on a frequent basis on matters concerning the liturgical life of the College.

### ***Canon Treasurer***

The Canon Treasurer is responsible to Chapter for the finances of the Chapel. Chapter is advised by the Finance & General Purposes Committee. The Canon Treasurer is supported by the College Accountant and three other members of staff.

1. To manage the Accounts Office.
2. To work with the Accounts Office and key budget holders in the creation of budgets and the management of costs.
3. To manage the investments of the College in line with agreed policies.
4. To understand key issues that might relate to cash flow.
5. To work with the Fundraising Department to ensure a clear understanding of incoming funds and their timings.
6. To inform Chapter of financial decisions and to seek approval for strategic changes.
7. To hold Finance & General Purposes meetings and to ensure good communication between this body and Chapter.
8. To create effective communication of financial information in general.
9. To carry out any such financial tasks as may come up from time to time.

## **Details of how to apply for this post**

You can see more of the life and work of the College of St George at the Chapel's website ([www.stgeorges-windsor.org](http://www.stgeorges-windsor.org)) and those of St George's House and St George's School: [www.stgeorghouse.org](http://www.stgeorghouse.org) and [www.stgwindsor.org](http://www.stgwindsor.org) .

The role is subject to DBS and security clearance.

If you wish to be considered for this post then please apply in writing to the Chapter Clerk by 12 noon on Tuesday 25 February 2025:

Miss Charlotte Manley, CVO, OBE,  
Chapter Office,  
2 The Cloisters,  
Windsor Castle,  
Windsor,  
Berkshire, SL4 1NJ.

Your application should consist of an outline Curriculum Vitae, together with a concise covering letter explaining your suitability for this post. Please also attach the names and contact details of three referees, one of whom should be your Bishop.

Shortlisted candidates will be invited to visit St George's on Tuesday 11 March for an interview together with an opportunity for some informal discussions, a tour of St George's College and viewing of the accommodation. Further processes will take place after this date.