

Brief for the appointment of a new Diocesan Registrar

The Bishop of Guildford is seeking to appoint a solicitor with good interpersonal skills and proven legal competence to be his Diocesan Registrar with effect from 1 September 2024. These notes provide candidates with information on the appointment.

Diocese of Guildford

1. The Diocese of Guildford covers the western two-thirds of Surrey and a significant area of north-east Hampshire, alongside one parish in a London borough and one in rural Sussex. In the north-east, it is largely suburban, but moving south and west, there are several distinct towns and numerous villages. The population is just over a million, rising in line with the national rate. The average population density is above average, both regionally and nationally.
2. The Diocese is led by the Bishop of Guildford who is a member of the House of Lords and has various national responsibilities, supported by the Suffragan Bishop of Dorking.
3. The Diocese has two archdeaconries, each with six deaneries, and a total of 158 parishes. We are fortunate to have some 300 licensed clergy, nearly two thirds of whom are stipendiary. There are three church secondary schools in the Diocese, and 80 church primary and infant schools (53 voluntary aided), together with 11 affiliated schools. 21 of our schools are currently academies.
4. The administration of the Diocese is overseen by the Guildford Diocesan Board of Finance (DBF), a statutory body which is a company limited by guarantee and a registered charity.
5. The Diocese has an annual budget of around £12 million and aims to achieve a break-even position each year. Around 70% of budgeted costs relate to ministry provision and housing, 10% relate to our contribution towards the national Church, and the remainder mainly funds the work of the central diocesan teams. The Diocese has very limited investments and the budget is almost entirely funded by parish share receipts – though plans are afoot to develop an endowment for the future to help fund mission initiatives and our commitment to becoming carbon neutral.
6. In the rapidly changing landscape of the twenty-first century, the Diocesan Registrar will be closely involved in advising and supporting the Bishop and senior staff.
7. Further information about the Diocese can be found at [Diocese of Guildford \(cofeguildford.org.uk\)](https://cofeguildford.org.uk)

Principal Duties and Responsibilities

8. The Diocesan Registrar is expected to provide the professional services set out in Schedule 2 of The Legal Officers (Annual Fees) Order which is made annually. The retainer for this work is laid down in the Order and for 2024 this is £95,334. The appointment is for a named individual, but it is anticipated that the person appointed will work within a legal firm capable of providing cover during periods of leave and with access to advice in other areas of the Diocese's work or will be able to provide this service in other ways. The retainer covers the remuneration for the Registrar,

any deputy, secretarial and assistant support as well as all office overheads. It is anticipated that the Registrar will need to commit about three or three and a half days a week to the role. There may be exceptional circumstances, particularly when the Bishop or senior staff may need urgent response to business. Evening and weekend work will also be required at times.

9. The Diocesan Registrar is the Registrar of the Consistory Court which deals with faculty matters (applications to do work within a church or churchyard) and works closely with the Diocesan Advisory Committee and the Chancellor of the Diocese (a senior barrister or judge) in overseeing applications from parishes under the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, for which fees are paid by the DBF. These fees are calculated in accordance with the Solicitors (Non-Contentious Business) Remuneration Order 2009. In 2022, this amounted to £8,640.

10. The Registrar is the legal adviser to the Bishop and will engage with other members of the senior staff within the terms of Schedule 2 to the Fees Order. There is also a role for the Registrar in matters of clergy discipline under the Clergy Discipline Measure 2003.

11. The Registrar oversees the legal procedure for the ordination of clergy and clergy appointments and prepares the necessary legal documentation. They are responsible for the maintenance of diocesan records and the Patronage Register. They are also responsible for the legal aspects of marriages (including arranging and issuing Common Licences) and church and churchyard property (boundaries, consecration, memorials, health & safety, reservation of burial plots, exhumations etc).

12. The Registrar is responsible for providing advice on ecclesiastical law to the Bishops, senior staff and interested officers.

13. The Registrar is the registrar of the Diocesan Synod and advises on governance and constitutional matters relating to the DBF and the Diocese.

14. The Registrar may be asked to attend certain Bishop's Leadership Team and Bishop's Council Meetings.

15. From time to time the Registrar may be asked to offer training sessions on specific areas within their expertise to clergy and parish officers.

16. The Registrar is expected to manage a wide range of concerns and deal with clergy and laity at all levels across the Diocese, including regular contact with the Bishops and the senior staff.

17. The Cathedral sits at the geographical centre of the diocese and serves as both the Mother Church for the Bishop in his mission and ministry, and as a resource to the whole community of Surrey and north-east Hampshire. The Cathedral has recently undergone a £7.5m renovation and improvement project and has future plans to develop the Cathedral site further, not least as a place of welcome, worship, inspiration and engagement for the furtherance of God's Kingdom. It is anticipated that the Registrar will on occasions be required to provide advice to the Cathedral.

Advice outside of the Retainer

18. On occasions the Diocese requires legal advice that falls outside the remit of the retainer. It is important that the Registrar has in place arrangements to provide such additional advice as may be required and that there is transparency as to the fees that will be charged for any such work. Areas of additional advice are likely to include contractual, education and property matters. In any submission you make it should be clearly set out what other areas of law you can offer and whether these would be offered by you personally or other members of your firm, and if the later the size of the teams concerned.

19. In particular the Diocesan Board of Education (DBE) currently has an additional retainer with the current Registry (on a rolling 12-month basis from 1 September to 31 August each year) providing for up to 50 hours of advice. If the appointed Registrar or their firm is experienced in education the DBE would wish to explore the possibility of a similar arrangement.

Person Specification

20. The Diocesan Registrar is appointed by the Diocesan Bishop and will be a qualified solicitor in good standing.

21. The Registrar will be a communicant member of the Church of England.

22. The Registrar will:

- have expertise in ecclesiastical law
- have good knowledge of charity law and charity commission legislation
- have the ability to think and work both strategically and operationally
- be familiar with the Online Faculty System
- be a wise adviser to the Bishop and senior staff
- be able to deliver to timescales and oversee the timely delivery of a quality service by other members of their firm
- have the ability to think creatively
- be incisive and have an enabling attitude
- be an effective communicator, both orally and in writing
- have sensitivity, wisdom, patience and sound judgement
- have a flexible, accessible and welcoming manner and demeanour
- be a team player with a supportive and collaborative leadership style
- ensure effective and efficient administrative processes
- be committed to the vision, aims and values of the Church of England and the Diocese of Guildford.

The appointment is subject to 12 months' notice and retirement by the age of 70.

Reporting of Work

23. An annual review of the work of the Registry takes place each year between the Registrar, the Bishop and the Diocesan Secretary. The aim is to review the past year, discuss any changes which might be needed for the future and to enable the Bishop to certify that the Registrar's retainer for the previous year can be used as a basis for calculating the retainer for the ensuing year. The retainer is set by the annual Fees Order and is paid in part by the Church Commissioners, on behalf of the Bishop, and in part by the DBF.

How to apply

24. Written submissions should be sent in pdf format by e-mail to:
diocesan.secretary@cofeguildford.org.uk to arrive not later than 17:00 on 5 February 2024.

25. The full tender assessment criteria, including full details of what you should include in your application, are set out at Appendix 1.

Tender Assessment Criteria

26. Bearing in mind that the scope of the retainer and the fee for this work are fixed it may assist you to know that your tender for this work will be judged on a number of factors, including:

- Your knowledge and experience of ecclesiastical law.
- Your experience of providing Registry services to other dioceses.
- Your articulation of how you intend to deliver in a timely and quality way.
- The range of other services you are able to offer in addition to in-scope work.
- Your fees for supplementary additional work not covered by the retainer.
- Your experience in other areas, especially contract, education and property.

27. Shortlisted applicants will be invited to attend an interview.

Diocese of Guildford

January 2024

Appendix 1 – Tender Assessment Criteria

HOW TO TENDER

By e-mail to diocesan.secretary@cofeguildford.org.uk to arrive not later than 17:00 on 5 February 2024.

Please include with your tender:

- (i) A full CV of the proposed Registrar, including education, professional qualifications and full employment history (maximum 4 pages)
- (ii) How you meet the Person Specification and stating why the appointment interests you (maximum 4 pages)
- (iii) Your proposed methodology of fulfilling the Terms of Reference for the retainer element of the services, including details of the service you would provide and details of the processes in place to ensure that a timely, quality service is provided to the Diocese covering the key aspects outlined in the principal duties and responsibilities. Please support your methodology with examples. Please specify your proposed response times for different types of advice and whether you would be agreeable to these being set out in a service level agreement (maximum 8 pages)
- (iv) Details of the firm within which you work and the experience of your firm in meeting the Terms of Reference for the services not subject to the retainer including specialist areas covered or, if a sole practitioner, what other areas of work you cover (maximum 4 pages)
- (v) Brief details of the experience of other staff who will be involved with this assignment, including the grades of staff (including admitted and unadmitted fee earners and support staff) you would propose allocating to different areas of work and details of what use if any you or your firm make or plan to make of Artificial Intelligence (maximum 6 pages). If you intend to appoint a Deputy Registrar or Registrars please provide a full CV for each proposed Deputy (maximum 4 pages per person).
- (vi) Details of the fees that you would charge for the services not subject to the Legal Officers (Annual Fees) Order and in particular the fees you would propose for the additional work referred to in paragraph 19 above.
- (vii) Details of your Professional Indemnity Insurance.
- (viii) Details of three referees, together with a brief statement of the capacity in which they have known you and for how long. It would be beneficial if one of them could speak to your church and voluntary commitments. Referees would be contacted if you were shortlisted for the post.

Evaluation of responses

Each response will be awarded a total number of marks. The maximum total mark available is 100.

The Diocese intends to establish an evaluation committee of a minimum of three people. These people will review sections (i) to (vi) independently. Each section will be awarded a score as follows:

5	Exceptionally Addressed – The response meets or exceeds all of the requirements with no weaknesses, or with strengths that far outweigh any weaknesses. The Respondent demonstrates an approach or capabilities that is highly relevant to the assignment.
4	Fully Addressed – The response meets almost all of the requirements, and strengths outweigh any weaknesses. The Respondent demonstrates an approach or capabilities that is very relevant to the assignment.
3	Satisfactorily Addressed – The response meets most of the requirements with few weaknesses that are offset by strengths or that have an insignificant impact on the approach. The Respondent demonstrates an approach that is relevant to the assignment.
2	Moderately Addressed – The response does not meet most of the requirements due to a moderate level of weaknesses, which are not offset by strengths, and impact the approach. The Respondent demonstrates an approach with some relevance the assignment.
1	Poorly Addressed – The response fails to meet the requirements due to significant weaknesses, which are not offset by strengths, and have a significant negative impact on the approach. The Respondent demonstrates an approach of little relevance to the assignment.
0	Not Addressed – No response provided or the response does not address the requirements.

After each member of the committee has undertaken their independent evaluation, a consensus meeting will be held at which the committee members will agree the score for each section.

The total marks that will be awarded to each section are as shown below and will be awarded pro rata to the score awarded:

Section	Marks
(i)	15
(ii)	20
(iii)	20
(iv)	15
(v)	15
(vi)	15

Each respondent will be given a total number of marks, and the three respondents with highest number of total marks will be invited to make a presentation of their proposals to the evaluation committee. Following the presentations, the evaluation committee will meet to confirm or adjust the scores for each section of the response. A revised total mark will be calculated and assigned to the relevant response. All those responses that are awarded a mark of 48 or more will be subject to a financial evaluation.

Section (vi) of the response will be evaluated in the following manner. An estimated total cost for the services not subject to the retainer will be calculated for respondents whose response is to be subject to financial evaluation. The estimated cost will be calculated on a pre-defined number of hours of each grade of person proposed.

The response with the lowest calculated cost receives the maximum marks allowed (20). All other proposals receive a percentage of the marks available based on their cost relationship to the lowest cost response. Marks will be awarded by dividing the lowest cost response by the cost of the response being rated, multiplied by the maximum marks. In other words,

Mark = Maximum Marks x Cost of lowest cost response/ cost of response being evaluated.

The total marks of each response will be calculated and the response with the highest number of marks will be invited to negotiate a contract for the services.