



Lay Clerk

Application Pack

Welcome

Music is an integral part of the worship at Canterbury Cathedral, and great pride is taken in its performance. The Cathedral is blessed with a large and flourishing department that includes boy choristers, girl choristers, Choral Scholars and Lay Clerks, all under the leadership of the Director of Music, Dr David Newsholme. The Cathedral has a popular online presence: professional-standard webcasting technology is in place, allowing its music to reach a large audience around the world.

Lay Clerks are required to sing at Evensong on five or six days per week, and at Eucharist on Sunday mornings; they are also required to sing at major Christian festivals, including Christmas, Easter and Pentecost. The choir frequently performs at services of national and international significance which take place at the Cathedral; additionally, it participates regularly in television and radio broadcasts, concerts, tours and recordings. The Cathedral is committed to supporting its musicians professional development: all Lay Clerks receive singing lessons.

Canterbury Cathedral is the seat of the Archbishop of Canterbury, and the Mother Church of the Church of England and the worldwide Anglican Communion. Founded by St Augustine, following his mission to England in 597 AD, and the scene of the martyrdom of St Thomas Becket in 1170, the Cathedral draws a large regular local congregation, together with thousands of pilgrims and many high-profile visitors every year.

Canterbury has excellent transport links, including a fast train service to London (55mins into London St Pancras), and is a lively university city with many shops, bars, restaurants, and a busy social and cultural life.





Music at Canterbury Cathedral

Choral Evensong is sung regularly, a Choral Eucharist is celebrated on Sundays, and the Music Department also undertakes a broad range of other musical activities including concerts, recordings, collaborations, premieres of new pieces and outreach work. Performance projects have included work with Glyndebourne and the Marlowe Theatre, as well as a range of concerts with external groups such as The English Concert, Fretwork and His Majestys Sagbutts and Cornetts. The girl choristers recently took part in a recording of previously unrecorded music by Pepusch, with The Harmonious Society of Tickle-Fiddle Gentlemen, which has been widely acclaimed and was selected as an Editor's Choice in the January 2024 edition of Gramophone Magazine. In February 2024, the Choral Scholars and the girl choristers also took part in the second Genesis Sixteen course of the academic year, which was held at Canterbury Cathedral, and led by Harry Christophers, founder of The Sixteen, and Associate Conductor Eamonn Dougan.

The Cathedral Choir is made up of around 25 boys (8-13 years old) and around 20 girls (12-18 years old) who attend a range of local schools. Both of these groups sing alongside the 12 professional adult singers, a mixture of Lay Clerks and Choral Scholars, who provide the lower voices in the Cathedral Choir.

Harrison & Harrison have recently completed an extensive rebuild of the Cathedral's Great Organ, giving Canterbury one of the leading accompaniment and solo instruments in the country.



Your Duties

Current weekly schedule

Monday	5.00pm Rehearsal 5.30pm Evensong – Full Choir
Tuesday	5.00pm Rehearsal 5.30pm Evensong – Full Choir 6.15pm Rehearsal (until 7.00pm)
Friday	5.00pm Rehearsal 5.30pm Evensong – Lay Clerks & Scholars
Saturday	4.30pm Rehearsal 5.30pm Evensong – Full Choir
Sunday	10.15am Rehearsal 11.00am Choral Eucharist – Full Choir 4.30pm Rehearsal 5.30pm Evensong – Full Choir

You would also sing at other events, rehearsals, and special services as required.

What does the Cathedral Offer you?

Salary

The salary for this role is £ 14,994 per annum.

Training

Training needs, vocal ability and musicianship are assessed continuously and will be formally reviewed through the Cathedral's annual appraisal process.

The Cathedral will organise and fund regular singing lessons for you, taken with a singing teacher appointed by the Director of Music. In 2023 / 2024 this will be Linda Hirst, formerly Head of Vocal Studies at Trinity Laban Conservatoire of Music and Dance. In exceptional cases it may be possible for you to make use of an external teacher instead. If you wish to do this it must be discussed with the Director of Music at the earliest opportunity.

Key Responsibilities of the Post

- To sing at services, events, and rehearsals, always maintaining consistently excellent musical standards, as appropriate to current level of training, in both choral and solo singing.
- To behave at all times in a way that facilitates the worship of the congregation, and respects the sanctity and prayerfulness of the Cathedral environment.
- To participate fully in professional development opportunities provided by the Cathedral, including singing tuition.
- As an employee of the Dean and Chapter of Canterbury Cathedral, to fully endorse, understand and exercise the roles and responsibilities contained within the Chapter's Health and Safety and Safeguarding policies which are set out in the Staff Handbook and Code of Conduct.
- The post holder may be required to undertake any other reasonable task as requested by the Director of Music.





Person Specification

The person specification below indicates the qualifications, experience, knowledge and skills required to undertake the role effectively.

Essential Skills and Experience

- Excellent singing technique.
- Strong sight-reading ability.
- Experience as a professional musician.
- An understanding of, and sympathy with, the aims and purposes of the Cathedral, its worship, mission and ministry.
- Applicants must have the right to work in the UK.

Desirable Skills and Experience

- Graduate status.
- Experience in Anglican service music, including psalm singing.

Personal Attributes

- Love of and interest in music and music-making.
- Commitment to continuing professional development as a singer.
- Commitment to singing to the best of one's ability in every rehearsal and performance.
- Ability to work cooperatively with others.
- Openness to musical direction and constructive musical feedback.
- Confident in performance.
- Organised and self-disciplined.
- A flexible approach to hours worked.



Terms and Conditions

Job Title:	Lay Clerk
Duration:	Part-time, ongoing
Reporting to:	Director of Music
Location:	Canterbury Cathedral Precincts (CTI)
Salary:	£ 14,994 per annum
Working hours:	<p>You will be contracted to work for 515 hours per annum, inclusive of your holiday allowance, and therefore Lay Clerks must be available to sing for 450 hours per annum. Your standard working week will be for approximately 10 hours and will include singing Evensong on five or six evenings per week, (with one day off per week), Eucharist on Sunday and rehearsals.</p> <p>Also included within your annual working hours is the requirement to:</p> <ul style="list-style-type: none">• Work on public holidays which fall within your usual working hours.• Work on major Christian festivals such as Christmas, Easter and Pentecost, and the Feast of the Martyrdom of Thomas of Canterbury.• Attend professional singing lessons and other formal training as specified by the Director of Music.• Sing at other Cathedral services, events (e.g. concerts and recording sessions) and rehearsals which fall within your contracted hours as notified to you by the Director of Music.



Terms and Conditions (ctd)

In addition to the core hours, a Lay Clerk is required to be available for services and rehearsals, a Lay Clerk must work such reasonable additional hours as may be necessary to enable the effective discharge of the Lay Clerk's professional duties, including in particular private rehearsal and familiarisation of assigned music.

You should attend all rehearsals as required by the Director of Music, arriving in your place (with the voice fully warmed up and with the set music fully prepared) for the published start time of the rehearsal.

Annual leave:

Your paid holiday entitlement for a full year is calculated on the basis of 5 weeks' paid annual leave plus 8 public holidays. The post holder should take this leave during the following planned periods when they are not required to sing:

- At least 30 days in Summer or early Autumn.
- 11 consecutive days after Christmas, with the exception of 29th December.
- 12 consecutive days after Easter (including one weekend), except on the rare occasions when Easter falls very late, when the holiday will be split before Palm Sunday and after Easter Day.

Specific dates for 2024-25 are available on request. The Director of Music will give 12 months' notice for each year's term/half term dates and reasonable notice of the specific dates which you will be required to work.

Absences:

Due to the rigorous work schedule and requirements to potentially balance this with alternative employment and personal commitments, it is understood that there may be a small number of occasions when a Lay Clerk would be unable to attend work. Absence from work for external engagements is by prior arrangement with the Director of Music but a minimum monthly attendance rate of 85% is required. One week's notice of such absence must be given.

In addition, there may be a need for further absence for purposes of developing and sustaining a professional musical career, or for other professional commitments. Requests for further absence for these purposes must be made to the Director of Music at least one month in advance, and will only be permitted at the Director of Music's discretion. A service fee is deducted for absences based on your standard hourly rate of pay.

Safeguarding:

A satisfactory basic disclosure from the Disclosure and Barring Service will be required upon employment.

Work wear:

In line with our professional standards, Lay Clerks are expected to provide and wear formal black shoes and professional clothing appropriate to the role. Chapter will provide a cassock and surplice. Hoods should only be worn on festivals and those occasions stipulated by Chapter.

Parking:

Lay Clerks are entitled to park their vehicles on-site whilst discharging their responsibilities.

The details above are only a summary of the terms and conditions offered and do not replace the wording of the Terms and Conditions which will form the contract between the post holder and the Dean and Chapter of Canterbury.

Pension:

Chapter of Canterbury offer an auto-enrolment pension scheme to all employees via Aviva. Your age and salary will determine if you are to be automatically enrolled into the pension scheme. An employer's contribution will be made by The Chapter after 3 months continuous service.

Equality Statement

The Dean and Chapter recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with the post holder, by, or on behalf of, the Director of Music, without change to the level of responsibility appropriate to the grading of the post.

Application Process

A full CV and covering letter should be submitted online.

If you wish to have an informal conversation about the role of Lay Clerk or to ask questions in advance of application, please contact the Director of Music, David Newsholme, by email: music@canterbury-cathedral.org

The closing date for receipt of completed applications:
Monday 1st April 2024

Interviews are expected to take place:
Tuesday 16th April 2024