



CHELMSFORD
CATHEDRAL

Lay Clerks

Tenor and Bass



Lay Clerks

The Dean and Chapter of Chelmsford Cathedral seek to appoint a tenor and a bass Lay Clerk to join Chelmsford Cathedral Choir at an exciting phase in its development.

The Cathedral Choirs

The Cathedral Choirs have been undergoing significant changes. For well over a year there was not a full Music Department, but a new Assistant Director of Music began work in September 2023, the new paid Lay Clerks scheme started in March 2024 and a new Director of Music started in September 2024. Significant effort is being put into rebuilding the Cathedral choristers: two independent top lines of girls and boys.

The Cathedral has three choirs:

The **Cathedral Choir** consists of adult Sopranos, Altos, Tenors and Basses (Lay Clerks, committed volunteers and Choral Scholars), with boy and girl choristers and sings Choral Eucharist and Choral Evensong on Sundays as well as Choral Evensong on Thursdays and Fridays.

The **Cathedral Singers** are a voluntary choir which covers some of the services when the Cathedral Choir is on holiday and other occasional services.

The **Cathedral Young Singers**, a new choir of boys and girls between the ages of 7 and 14, sing for the Congregational 9.30am Family Eucharist and at other events.

There is a restricted Choral Fund from which salaries, bursaries and scholarships are paid. Most regular running costs are paid from general Cathedral income. Chelmsford Cathedral Choir Association (CCCA) raises money to support all the Cathedral choirs, helping with funding for projects, tours and organising social events.

You can find out more information about Chelmsford Cathedral by visiting the website: www.chelmsfordcathedral.org.uk

To arrange an informal conversation with the Director of Music, please call 01245 294484 or email emma.gibbins@chelmsfordcathedral.org.uk

Job Description

Job Title:	Lay Clerk (Fixed Term appointment for two years)
Line Manager:	Director of Music
Hours:	circa 9 hours per week during term-time.
Salary:	£10,000 per annum

Outline

You will attend all rehearsals and services as required by the Director of Music and published in the Choir Diary, which is issued in advance of each term. While good sight-reading is an important prerequisite, you will be expected to have prepared the repertoire and be able to sing any solos as instructed.

Duties

1. Singing with the Cathedral Choir at all routine rehearsals and Cathedral services, which are normally as follows:

- a. Thursday 16:15-18:00 – rehearsal and 17:15 Evensong
- b. Friday 16:15-18:00 – rehearsal and 17:15 Evensong
- c. Friday 18:00-19:00 – rehearsal
- d. Friday 19:00-19:20 during Lent – Compline
- e. Sunday 10:20-12:30 – rehearsal and 11.15am Eucharist
- f. Sunday 14.45-16:30 – rehearsal and 15.30pm Evensong

2. Singing at additional occasions in the normal choir year, including though not limited to:

- a. Advent Procession
- b. Christmas Carol Services (x3)
- c. Midnight Mass
- d. Christmas Morning Eucharist
- e. Epiphany Carol Service
- f. Candlemas

- g. Easter Eve
- h. Ash Wednesday
- i. Holy Week – all week
- j. Ordinations
- k. Special Diocesan Services, for example, clergy installations
- l. Occasional Saturday evensongs, for example, Cathedral Music Trust, RSCM Festivals, Friends of Chelmsford Cathedral Festival Evensong
- m. Occasional weddings/funerals – a separate fee will be paid
- n. Concerts – up to three Cathedral concerts per year

- 3. Prepare and sing solos as requested and in discussion with the Music Department.
- 4. Attend occasional meetings with the Music Department.

The Person

Essential

- 1. An experienced choral singer.
- 2. The ability to sight-read competently and at pace.
- 3. A strong solo voice that blends well within the choral ensemble.
- 4. Ability to work as part of a team.
- 5. A high level of professionalism.
- 6. Understanding of, and commitment to, best safeguarding practices.

Desirable

- 1. Willing to become part of the wider Cathedral community.
- 2. Experienced in the Anglican choral tradition.

Personal Development

1. Willing to develop your knowledge of the Cathedral repertoire, of all genres.
2. Willing to attend safeguarding and other relevant training for the role.
3. Willing to promote your own vocal and musical development.

Terms and Conditions

Choir Holidays

1. Half term weeks (both Sundays)
2. One week between Christmas and Epiphany
3. Two weeks after Easter
4. Seven weeks in the summer

Absences – Leave and Sickness

Requests for unpaid leave should be made well in advance with the Director of Music who will arrange for cover by a deputy singer. There are several occasions throughout the year where the attendance of Lay Clerks is compulsory in all but exceptional circumstances: these would usually be around Christmas and Easter.

In the case of sickness preventing you from singing, the Director of Music must be informed as soon as possible; deputy fees will be covered by the Cathedral. For periods of illness of more than seven consecutive days, including weekends, you will be required to obtain a Statement of Fitness for Work (a fit note)/Medical Certificate and send this to the Director of Music.

Live streaming

Most choral services are live streamed and there is no additional fee for this.

Pension

A pension scheme is available.

Parking

You will have access to the Diocesan Car Park for the purposes of attending rehearsals and services.

Accommodation

The opportunity to rent a room in shared accommodation may be available.

The Appointment

Chelmsford Cathedral is committed to Safer Recruiting and working practices in line with the Church of England Safer Recruitment policy. Please note this role is offered subject to satisfactory pre-employment checks, including the right to work in the UK.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

Safeguarding

Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding policy complements and is compliant with the Church of England's safeguarding policy statement for children, young people and adults, 'Promoting a Safer Church' (2017).

Family Friendly Employer

Chelmsford Cathedral is an Essex Family Friendly Employer and has adopted family-friendly policies. Find out more about the Charter on the Essex County Council website.

How to apply:

Please use the application form that accompanies this job pack and return it by email to:

The Director of Music: Emma Gibbins:
emma.gibbins@chelmsfordcathedral.org.uk

The closing date for applications is 12pm 30th November 2024

Shortlisted candidates will be invited to the Cathedral for an interview and audition in the week beginning 9th December 2024.

Please prepare a solo song of your choice. We will also ask you to sing a piece at sight and undertake aural and range tests.

Start date

January 2025