

A photograph of Rochester Cathedral, showing its prominent blue-tiled spire on the left, a large Gothic window at the bottom, and several smaller stone towers with conical roofs. The sky is overcast.

Rochester CATHEDRAL

Growing in Christ since AD604

**Application Pack
Principal Lay Clerk
April 2019**

Information for Candidates

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The role

We are looking to recruit Principal Lay Clerks (alto, tenor and bass) to sing Cathedral services during choir terms, to start in September 2019.

The context

Music – and in particular the cathedral choral tradition – is an integral part of the worship and mission of Rochester Cathedral. The Chapter are committed to:

- a. promoting the Cathedral as a centre for excellence in liturgy and music;
- b. ensuring that the pattern of liturgy and music is treasured, developed and promoted; and
- c. securing a sustainable future for the Cathedral's music.

(from Chapter Development Plan 2018-2022)

The Canon Precentor (The Reverend Canon Matthew Rushton, appointed in 2017, previously Precentor of Canterbury Cathedral) is the head of the music and liturgy department and the Chapter lead on music and worship.

The Director of Music and Organist (from September 2019, Francesca Massey, previously Sub-Organist of Durham Cathedral) is responsible for the day to day operation of the Cathedral's music on behalf of Chapter and for implementing and contributing to the strategic direction of the department. They work with the Assistant Director of Music (Jeremy Lloyd, appointed in 2018, previously Assisting Organist at York Minster) to rehearse and conduct the choirs, play the organ and accompany, and ensure the effective working of the music and liturgy department.

The top line of the Cathedral Choir is currently made up of a maximum 20 boy choristers (currently 14), who all attend King's School, Rochester, and a maximum 20 girl choristers (currently 17), who are drawn from local schools (including King's School). In recent years, the adult professional singers of the Cathedral Choir have comprised a combination of choral scholars and Deputy Lay Clerks, so the appointment of Principal Lay Clerks marks a new stage in the development of music at Rochester. We also have a Voluntary Choir (who lead the services on various occasions during the year) and a Children's Choir which offers opportunities for local young people to take part in choral singing, as part of the Cathedral's community music programme.

Job Description

Job Title: Principal Lay Clerk

Line Manager: Director of Music and Organist

Job Purpose To sing in the Cathedral Choir when the choir is on duty. Principal Lay Clerks sing Choral Evensong on Thursday and Friday, and three services (Choral Mattins, Cathedral Eucharist, Choral Evensong) on Sunday, together with various special services and events throughout the year (see 'Working pattern' below).

Start date: 1 September 2019

Working pattern (from September 2019)

The Cathedral Choir sing during King's School Rochester terms, during the days leading up to Christmas, and during Holy Week. The current basic pattern of rehearsals and services for Principal Lay Clerks during choir terms is as follows:

- Thursday and Friday:
Rehearsal at 16.50, Choral Evensong at 17.30
- Sunday:
AM - Rehearsal at 09.00, Choral Mattins at 09.45, Cathedral Eucharist at 10.30
PM - Rehearsal at 14.25, Choral Evensong at 15.15

On Monday and Tuesday, Evensong is generally upper voices only. There are normally no sung services on Wednesdays. On Saturdays, Evensong is either sung by a visiting choir, the Cathedral Voluntary Choir, or is replaced by said Evening Prayer – there are also various special events during the year on Saturdays, at which the Cathedral Choir may sing on occasion, as set out below.

The usual pattern of duties is subject to frequent change for special events, seasons, saints etc, and no two weeks are the same. Careful forward planning, flexibility and resilience are essential. As much notice as possible is given of the upcoming schedules: the general schedule for the academic year is agreed annually in May and the detailed termly schedules are published at the end of the preceding term.

In addition to the weekly pattern of services, the following annual services and events are obligatory for Principal Lay Clerks:

- Advent rehearsal (Saturday before Advent Sunday)
- Advent Carol Service (Advent Sunday)
- Christmas Carol Concert (usually Friday in the first week of December)
- BBC Radio Kent Carol Service (usually Tuesday in the second week of December)
- Cathedral Carol Service rehearsal (20 December)
- Two Cathedral Carol Services (21 and 22 December)
- Midnight Mass
- Christmas Morning Eucharist
- Epiphany Eucharist (17.30, 6 January, usually Lay Clerks only)
- Two Joint Evensongs with Canterbury Cathedral (usually Saturdays in January)
- Passiontide concert
- Holy Week rehearsal (Saturday before Palm Sunday)
- Palm Sunday (10.30 Liturgy of Palm Sunday)
- Wednesday of Holy Week (17.30 service, Lay Clerks only)
- Maundy Thursday (20.00 Liturgy of Maundy Thursday)
- Good Friday (13.45 Liturgy of Good Friday)
- Easter Day (05.30 Easter Liturgy, 10.30 Eucharist, 15.15 Evensong)
- Summer Concert (usually a Friday/Saturday in June)
- Evensong with Admission of Choristers (usually first Saturday in September)
- Old Choristers' Evensong (a Saturday in October)
- All Souls Day Requiem Eucharist
- Foundation 'Callover' Evensong (29 November)

These are paid at the standard sessional rate – see 'Remuneration' below.

Principal Lay Clerks will also be required to attend a lay clerks' meeting once a term (usually on a Thursday after Evensong).

Remuneration

- The current standard sessional fee rate (i.e. for a service and the preceding rehearsal if applicable) is £41.62. So, the usual weekly fees are 5 sessions (Thursday: 1 session; Friday: 1 session; Sunday: 3 sessions) at £41.62 i.e. £208.10.
- Annual services and events referred to in 'Working pattern' above are paid at the standard sessional rate.
- Additional engagements, such as weddings or special services for external organisations, are paid at an enhanced sessional rate which is currently £55.00. Fees are usually doubled if the event/service is recorded.
- Fees for recordings, broadcasts, tours, and additional Cathedral services, concerts or other events are agreed on a case by case basis.
- Principal Lay Clerks are paid monthly in arrears for fees earned.
- Fees are reviewed annually.

The projected potential fees for a Principal Lay Clerk for statutory and annual services (excluding additional engagements, recordings etc) for the academic year 2019-2020 (i.e. September to July) are approximately £6800.

Principal Lay Clerks may claim back the annual cost of a Network Railcard (currently £30) which gives 1/3 off rail travel in the South East (off peak). N.B. With a Network Railcard, a return fare from London St Pancras to Rochester on the High Speed on a Sunday currently costs £14.00 (journey time from St Pancras to Rochester is under 40 minutes).

Absences

Principal Lay Clerks are required to attend at least 80% of sessions annually i.e. from September to July. Principal Lay Clerks may, with the prior agreement of the Director of Music, sign out in advance, for example, for other professional engagements. The Cathedral Choir has a list of approved Deputy Lay Clerks who can deputise for absences. Deputy Lay Clerks are paid the same fee rates as Principal Lay Clerks.

Safeguarding and safer recruitment

Rochester Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and all applicants must be willing to undergo screening appropriate to the post, including checks with the Disclosure and Barring Service.

Appraisal, professional development and training

Appointment will be subject to a one-year probationary period. Thereafter, a Principal Lay Clerk will have an annual appraisal and will be expected to engage in continuing professional development. As employees of the Cathedral, Principal Lay Clerks are expected to undertake any training and professional development appropriate to their role, including, for example, safeguarding training.

Additional employment

There may be opportunities for additional employment in the musical life of the Cathedral for appropriately qualified and skilled candidates, for example chorister tutoring, chaperoning, accompanying, administration.

Person Specification

	Essential / Desirable
<p>Values</p> <ul style="list-style-type: none"> • Understanding of and enthusiasm for the Cathedral's overall mission • Commitment to ensuring the Cathedral's safeguarding policies and procedures are applied consistently and understood by all those involved in the Cathedral's musical life and a willingness to undergo regular training in this area • In sympathy with the Christian faith • Communicant member of the Church of England 	<p>Essential Essential</p> <p>Essential Desirable</p>
<p>Education & Training</p> <ul style="list-style-type: none"> • Education to degree level or equivalent • Undergraduate degree or postgraduate study in music 	<p>Essential Desirable</p>
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Substantial experience of singing in a cathedral or equivalent setting • Familiarity with and knowledge of standard cathedral repertoire • Experience of working with volunteers and/or mentoring others • Experience of working with children 	<p>Essential Essential Desirable Desirable</p>
<p>Competencies</p> <ul style="list-style-type: none"> • Demonstrable all-round musical and vocal ability • High level of sight-reading ability • Ability to hold a vocal part on their own, to blend as part of a vocal ensemble, and to sing solos confidently • Proven commitment to professional development • Demonstrable teamworking skills • Excellent interpersonal and communication skills and the ability to show judgement in motivating others and to work collaboratively as part of a team in an approachable and constructive manner • Understanding of the complexities of working with children and a demonstrable awareness of (and the ability to maintain) appropriate professional boundaries • Willingness to work flexibly • Understanding of the Christian year and liturgical practice 	<p>Essential Essential Essential</p> <p>Essential Essential Essential</p> <p>Essential</p> <p>Essential Desirable</p>

Our history

The Cathedral was founded in 604 and is the second oldest Cathedral in England. Much of the current building is Norman and the earliest parts were built by Bishop Gundulf (who was also responsible for the construction of Rochester Castle and the White Tower of London) in the late 11th century. After a serious fire in 1137, it was rebuilt in the Romanesque style and it is this part (from 1140-60) that is the Nave today. Further building began in the 1180's, when the Eastern end was remodelled in the Gothic style. In the 1340's Bishop Hamo de Hythe added a central tower and spire and redecorated the Quire. He also added the Library doorway, with its superb carved surround. From this date, no further major building was added but there was substantial underpinning to the South Quire transept between 1825-1840, by Lewis Cottingham, which stabilised the building.

The Cathedral was established as a Benedictine foundation by Bishop Gundulf in 1083 and it remained as such until 1541. The ruins of the cloister and other monastic buildings form the backdrop to the Cathedral gardens. The Cathedral played an important part in the struggles of King John and the Barons, being used as a stable during the siege of the Castle. It was again used by the army during the Civil War and each of these invasions by secular forces left their mark, either through subsequent rebuilding or through loss of paintings and decorations.

More recently, there has been repair and conservation work and the addition of a fresco in the North Nave transept in 2004 in commemoration of the 1400th anniversary of the Cathedral's foundation. The Cathedral's Crypt, Library and Vestry were extensively restored as part of the Hidden Treasures; Fresh Expressions project. The £6.8million development, which was funded with the generous support of the Heritage Lottery Fund, was completed in 2017.

The Cathedral is home to *Textus Roffensis* (the Book of Rochester). Compiled in Rochester around 1120 *Textus* contains English laws going back to the 7th century, from the first Christian kingdom in Kent in the time after the mission of St Augustine in AD597. In the words of historian Michael Wood "it is the foundational document of English law, which along with our language and literature, is our greatest legacy to the world".

Equality Statement

The Chapter recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Chapter will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Chapter's behalf are required to adhere to this policy when undertaking their duties or when representing the Chapter in any other guise.

The recruitment process

The closing date for applications is 9:00am on Monday 22th July 2019.

Applications should be made on the application form on the Cathedral website and accompanied by a cover letter. www.rochestercathedral.org

They should be returned, by email only, to theresa.buckland@rochestercathedral.org.

Shortlisted candidates will be invited to audition in Rochester by arrangement.

Auditions will comprise:

- Two contrasting pieces of the candidate's choice
- Sight reading and range tests
- Interview with key members of staff

If you would like to have an informal discussion about the post, please contact the Precentor, the Reverend Canon Matthew Rushton on 01634 810063 or the Interim Director of Music, Adrian Bawtree on 01634 810061.

