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| **Voluntary Choir Role Profile** |  |

**Purpose of Role:** A voluntary role contributing to the mission and ministry of Rochester Cathedral by

 maintaining and developing standards of musical excellence in the Cathedral’s worship.

**Key Tasks:**

* To sing for as many services sung by the Voluntary Choir in the Cathedral as possible.
* To attend any additional rehearsals where possible.

**Person Specification:**

* A competent, reliable singer with experience of choral singing, preferably within an Anglican context.
* The ability to sight-read and learn new repertoire when required.

**Attributes:**

* Adaptable and willing to embrace change
* Reliable and conscientious
* Positive and enthusiastic
* Approachable and engaging
* Enjoys being part of a team

**Time Commitment:** Individual availability

**Training:**

* Undertake mandatory Safeguarding - Basic Awareness Training
* Follow the Cathedral Health and Safefty Guidelines

**General duties of all Volunteers:**

* Being a good ambassador, exhibiting behaviour and dignity appropriate to the nature and work of the Cathedral, thus maintaining an excellent reputation for the Cathedral
* Checking in and out with the Duty Vergers - recording personal hours of volunteering
* Reporting any serious issues, concerns, accidents and emergencies promptly to the Duty Verger
* Complying with, supporting and actively promoting Cathedral policies and practices at all times
* Attending such training and development opportunities as deemed necessary by Chapter to effectively fulfil the role and volunteer in compliance with Rochester Cathedral’s Health & Safety Policy at all times
* Complying with the Safeguarding guidelines and policy
* Willing to propose ideas for improvement and be prepared to receive performance related feedback
* Wearing identity badge and carry a Cathedral Safeguarding card
* Dressing appropriately

**Further role information:**

* Voluntary Choir members are recruited through a successful audition, completed application form with two references, and completion of the CoE Basic Awareness Level of Safeguarding Training.
* Members of the Choir who are already Deputy Lay Clerks are not auditioned as they are already employed by the Cathedral as professional musicians.

**Etiquette/Dress Code:**

* The appearance and behavior of the choir should be of a professional manner at all times. The choir is extremely visible to the congregation during a service and must be mindful of leading the worship in a professional way. This extends to not talking in procession, participating fully and sensibly during the hymns and spoken parts of the service, and displaying good singing posture (not crossing arms, leaning on stalls etc).
* Black shoes should be worn. Cassocks are worn to all rehearsals, unless specifically instructed. There is no requirement for any other dress code, except occasionally in the case of external visits, for which notice will be given. There will be a variety of cassocks available in an assortment of sizes.
* Lanyards should be worn where possible around the Cathedral, although they should not be worn over cassocks.

**Practicalities:**

* All members of the choir should sign in and out at the North Door Welcome Desk when arriving and leaving the Cathedral.
* Sheet music may be borrowed from the Cathedral Music library in advance of a service or event, but it must be returned afterwards.
* Notice should be given at the earliest opportunity if members of the choir are unable to attend a rehearsal or service, unless this is due to a regular commitment for which Jeremy is already aware.

**Key internal contacts:**

Volunteer Manager: Sandy Struben

Director of the Voluntary Choir: Jeremy Lloyd

Cathedral Director of Music: Francesca Massey

Canon Precentor: Matthew Rushton

Head Verger: Colin Tolhurst

Dean's Verger: Joseph Miller

Duty Verger(s)

**Prepared by:**

Sandy Struben, Volunteer Manager and Jeremy Lloyd, Director of Voluntary Choir

**Authorised by:** Gordon Giles, Canon Chancellor (on behalf of Chapter)