



## CHESTER CATHEDRAL

### Lay Clerk

#### Job Description

Chester Cathedral is an ancient abbey of international importance that has played a significant part in shaping the history of the City. It still plays an important part in the spiritual, cultural and civic life of Chester and beyond. The site includes the Cathedral, with the most complete set of monastic buildings in the country, the Georgian square and streets and the largest green spaces within the walls, including the scheduled ancient monument, the Roman barracks, beneath the Dean's field.

As a major place of daily Worship, a tourist attraction and a community venue, the Cathedral welcomes around 300,000 visitors each year and operates as a vibrant and diverse destination with a large team of staff and volunteers.

#### Overall Purpose of the Job

The Cathedral is looking to recruit a Tenor Lay Clerk to join the team of six Lay Clerks from September 2019

#### Duties:

##### Current pattern of rehearsals and services

**Sunday**  
9.15 am Rehearsal  
10.00 am Sung Eucharist  
11.30 am Mattins (BCP Eucharist 1<sup>st</sup> & 3<sup>rd</sup> Sundays)  
2.45 pm Rehearsal  
3.30 pm Evensong

**Monday, Tuesday, Thursday** 5pm Rehearsal  
5.30 pm Evensong

**Saturday** 2.30 Rehearsal  
4.15 pm Evensong

Additional contractual duties include major festivals and observances such as Christmas Day, Good Friday, Easter Day and All Saints' -tide; there are also occasional special services, concerts, broadcasts and recordings, some of which attract an additional fee.

#### Annual Holidays

Lay clerks enjoy a generous annual holiday entitlement. Holidays are taken outside of choir term time. They will normally be:

After the 11.45 am Sung Eucharist on Christmas Day for approximately 14 days, including two weekends.

After the 11.45 am Sung Eucharist on Easter Day for approximately 14 days including two weekends.

During half-term holidays, which will include one completely free weekend, and approximately six weeks during the summer.

#### Leave of Absence for reasons other than illness

Lay Clerks are required to attend all services and choir practices as required by the Director of Music (or in his absence his Assistants). Requests for absence are considered by the Director of Music and as much notice as possible is appreciated. It is the Lay Clerks' responsibility to book a deputy from an approved list, and permission for absence will only usually be granted once a deputy has been arranged. The attendance fee will then be paid to the deputy by the absent lay clerk.

#### **Health & safety**

- Be aware of the current health and safety policy and procedures and ensure their implementation
- Ensure that you are trained in current fire evacuation procedures
- Work safely personally
- Report any discovered hazards or potential hazards immediately to the Health and Safety Committee
- Be aware of current safeguarding policies and procedures and be vigilant to their application
- Appointment is subject to a satisfactory DBS clearance

#### **Training & development:**

The individual will be expected to attend training courses and meetings as required and to keep alert to legislation and other changes and opportunities for personal development.

This job description is intended for operational purposes only and does not form part of a contract of employment. It will be subject to regular review and the Lay Clerk will be expected to perform other duties not expressly specified within this job description.

#### **Working Pattern:**

The first three months of the Lay Clerk's appointment are probationary.

A Lay Clerk who wishes to vacate the post is required to give Chapter no fewer than three months notice in writing

#### **Accountable to:**

The Director of Music

#### **Audition Process:**

At audition, candidates are asked to sing one solo piece lasting no longer than six minutes. Sight-reading and aural tests will also be a part of the audition. Part of the audition will be an interview with the Canon Precentor, Director of Music and Assistant Director of Music. The candidate may also be asked to join with the Cathedral Choir for a service. Should you have any questions relating to the interview process, please contact the Director of Music on 01244 500974 or at [philip.rushforth@chestercathedral.com](mailto:philip.rushforth@chestercathedral.com)

## Chester Cathedral's Vision, Strategic Aims and Values

### Vision

We will provide a diverse, accessible and inspiring experience. We will be thought provoking and challenging, fun and entertaining.

### Strategic Aims

#### **Worship & prayer**

We will have inspiring services that offer a glimpse of the glory of God.

#### **Learning & discipleship**

We will help enquirers become disciples. Offering opportunities to grow faith, develop learning and explore heritage.

#### **Welcome and hospitality**

We will provide a positive and fulfilling experience for visitors, worshippers and pilgrims, offering a warm welcome in accordance with our Benedictine tradition. We are here for everyone.

#### **Serving our city region and diocese**

We will grow and nurture mutually beneficial relationships.

#### **Sustainable and ethical business operation**

We will be financially self-sustaining through a well administered, varied and thriving business, continuously innovating and developing new opportunities.

#### **Conserving and developing our buildings and heritage**

We will conserve the cathedral's heritage allowing it to evolve and remain relevant and meaningful in today's world.

### Values

Throughout everything we do, we will be:

- Welcoming
- Good listeners
- Show respect
- Have great passion for our roles.

We will regularly measure ourselves against these values and create development plans to achieve them.