



LAY CLERKS (Tenor and Bass) 2023

Information for candidates

BACKGROUND

Guildford Cathedral was consecrated in 1961 and since this date has established a highly-regarded choral tradition. Guildford Cathedral Choir maintains daily choral services, singing five days every week during school terms. The boy choristers are educated at Lanesborough School, the Cathedral Choir School, taking part in daily morning rehearsals before lessons commence, and travelling to the Cathedral after school for Choral Evensong. In 2003, the girl choristers were recruited from a variety of maintained and independent schools, and they now share the weekly singing duties with the boys. Occasionally, the two groups contribute from their respective repertoires at the same service, for example at the Advent and Christmas carol services. Six professional Lay Clerks (adult singers) supply the other voice parts, occasionally augmented for special services.

In addition to the regular daily services, the Choir sings at special services and, from time to time, travels further afield for concerts. Concerts have included works such as Bach St John Passion, Duruflé Requiem and Ramirez Misa Criolla, as well as regular appearances with the Royal Philharmonic Orchestra and John Rutter. In March/April 2014 the choir toured the east coast of the USA. The Choral Foundation toured Seville in April 2017, and again in April 2019 they toured the Netherlands. In 2020 the choir had planned to tour to Krakow, prior to Lockdown. After sixty years the Choir has an extensive discography, including award-winning recordings and popular discs of anthems and hymns, and it broadcasts regularly on BBC Radio 3.

The head of the Liturgy and Music Department is the Canon Liturgist, Rev Canon Rachel Young. The Organist and Master of the Choristers is Katherine Dienes-Williams, and the Sub Organist is Asher Oliver. There is also an Organ Scholar and for the 2023/24 academic year it will be Jeremy Wan.

JOB SPECIFICATION

Guildford Cathedral currently employs six lay clerks, translating to one of each voice part on either side of the choir. Since each lay clerk sings essentially as a soloist, this post is suitable for a more experienced singer who is used to working as the sole contributor to a voice part.

The town of Guildford offers opportunities for additional employment in a variety of roles, including music tuition (practical and theory), part-time teaching, and other part-time employment. The choir's schedule allows for further singing opportunities, in particular on Saturdays, during the daytime, and during choir vacations.

Job Title: Lay Clerk

Accountable to: The Canon Liturgist, through the Organist and Master of the Choristers, who is the Line Manager.

HOURS OF WORK DURING CATHEDRAL CHOIR TERM TIME

(The time table shown below may be subject to change according to required liturgical provision)

Monday to Friday

5.05pm Rehearsal

5.30pm Evensong (except Wednesday which is normally free)

Monday: c 6.10pm to 6.30pm Rehearsal

Sunday

9.15am Rehearsal

9.45am Eucharist

5.20pm Rehearsal

6.00pm Evensong

Additional contractual duties include major festivals and observances including Christmas Eve, Christmas Day, Candlemas, Ash Wednesday, Maundy Thursday, Good Friday, Easter Day, Ascension Day and All Souls. There are also occasional Saturday duties, which include (for example) Guildford Cathedral Choir Association Evensong and Be a Chorister services (all additional duties are listed on the Choir schedule at least a term in advance, and are fairly infrequent).

Benefits: Salary £8781 per annum, plus fees for special services, broadcasts, recordings, concerts etc. (reviewed annually each January).

Single room accommodation in shared Cathedral house, or a living out allowance of £162 per month.

Subsidised singing lessons to the value of £150 annually on presentation of an invoice.

Non-contractual concert fee £140.70 (including rehearsal).

Non-contractual special service fee £101 (including rehearsal).

Choir Holidays: approximately 13 weeks per year + up to 4 paid absences per term.

The successful candidate may join the pension scheme after the period of probation has been completed. (there is a 3 month probationary period).

Insurance cover is provided for outside events approved by Chapter.

PERSON SPECIFICATION

Essential: Experience of singing in a professional (or professional standard) choral ensemble.

Excellent sight-reading skills.

A well-trained voice, with a good range and flexibility.

Ability to provide a strong line as the sole singer of their voice part on either side of the choir.

Willingness to work as a team member, as part of a small and close-knit group, and the ability to respond quickly and positively to direction.

Experience of solo singing, and confidence as a soloist or verse singer.

Adherence to current best safeguarding practice, including the Cathedral's Safeguarding policy, and training as required.

An understanding of the professional nature of the job, and the drive to undertake adequate personal preparation.

Sympathetic to the ethos and purpose of an Anglican cathedral.

Good sense of humour.

Desirable: Willingness to engage with the wider Cathedral community.

Good working knowledge of the Anglican Choral repertoire.

Interest in a wide variety of music.

The desire for continual personal and professional development.

RECRUITMENT PROCESS

To apply, please send a covering letter and completed application form, together with a copy of your CV to:

Mrs Carolyn Howard-Jones
Liturgy and Music Administrator
Guildford Cathedral
Stag Hill
Guildford
GU2 7UP

liturgymusic@guildford-cathedral.org

For an informal conversation about this post, please contact Mrs Katherine Dienes-Williams, Organist and Master of the Choristers:

katherine@guildford-cathedral.org

Your application must be received by **5 p.m. Monday 5 June 2023**. All applications will be acknowledged.

Applicants will be advised of the outcome of an initial short-listing of applicants as soon as possible after the closing date.

Auditions and interviews will be held on **Monday 19 June 2023**.

Any offer of appointment will be dependent on the receipt of satisfactory references, and an enhanced DBS check. Candidates will be required to undertake regular safeguarding training once in post and confirmed employment is subject to a three month probationary period.