



Truro Cathedral

sacred space, common ground

Lay Vicar (Tenor)

Start September 2019



Our Vision, Ambition and Values

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored. We want to do this because people are at the heart of the Cathedral. We care for them, want to share our faith and values with them, want to listen and learn from them to enable mutual understanding and enrichment.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

Love & Unity

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the Cathedral.

Dignity & Respect

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

Accountability & Integrity

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

Stewardship & Preservation

We are guardians of the Cathedral and cherish its heritage and traditions. We protect, conserve and develop the beauty of the building, its history, fabric and contents. Through stewardship and education, we constantly aim to inspire successive generations to do the same.

Creativity & Courage

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

Job Description

| | |
|------------------------|---|
| Job Title | Lay Vicar (Tenor) start September 2019 |
| Hours of Work | 400 hours per annum, mostly during academic term time |
| Salary | £7,720pa |
| Additional fees | At least £300pa for concerts and broadcasts |
| Line manager | Director of Music |
| Direct reports | None |

Overview and general duties

Truro Cathedral is situated in the centre of the city and was consecrated in 1887.

The Cathedral Choir consists of 18 boy choristers, 18 girl choristers, 7 Lay Vicars and 5 Choral Scholars. The boys (aged 8 to 13) and girls (aged 13 to 18) are educated at Truro School. Christopher Gray is the Organist and Director of Music and Joseph Wicks is the Assistant Director of Music. There is a flourishing choral scholarship scheme which was started in September 1995.

At the heart of the choir's duties are the 7 sung services each week during term time (6 of which involve Lay Vicars), as well as special services in the periods leading up to and including Christmas and Easter.

Tours have taken the choir to Germany, the Isles of Scilly, Sweden, Spain, Austria, Italy and Switzerland. As well as regular appearances on Radio 3's Choral Evensong programme, the choir has sung live on BBC1 as well as recording for BBC1, BBC2 and BBC4.

The choir records regularly for Regent Records. Recent releases have included music from the time of the First World War (including Parry's Songs of Farewell), music composed for Truro Cathedral by leading contemporary composers, and single-composer discs of music by Benjamin Britten, Louis Vierne, Maurice Duruflé, Philip Stopford and Gabriel Jackson. The choir's first DVD was released in 2015. The choir has recorded with the BBC National Orchestra of Wales and the BBC Concert Orchestra.

The choir regularly webcasts services and has a large following for these on Soundcloud.

A substantial body of new music has been written specially for Truro Cathedral Choir in the past few years by, among others, Dobrinka Tabakova, David Bednall, David Briggs, Graham Fitkin, Howard Goodall, James MacMillan, Russell Pascoe, Howard Skempton, Richard Shephard and Philip Stopford.

As the choir's adult professional singers, Lay Vicars play an important part in all of the activities described above.

Key Duties and Responsibilities

- To sing the regular services and associated rehearsals during the choir terms*
- To sing at additional occasional services and associated rehearsals**
- To sing on DVD recordings, CD recordings and broadcast services, and at weddings, memorial services, concerts and festivals ***
- To undertake private preparation of music in your own time for rehearsals and performances
- To maintain consistently high vocal standards
- To perform as a confident and authoritative soloist and as a proficient ensemble singer
- To maintain high standards of punctuality and personal organisation
- To demonstrate an aptitude for team working and for working with children
- To provide guidance and support in a practical and professional way to other Lay Vicars and to Choral Scholars
- To have excellent personal presentation
- To provide and wear black shoes for services
- To undertake necessary steps to maintain the quality of your singing voice (a limited amount of singing tuition can be provided, at the expense of the Chapter)
- To participate in periodic appraisals in line with Chapter policy

It is anticipated that a Lay Vicar will have other employment or be self-employed in addition to their work at the cathedral.

Lay Vicars are encouraged to participate in choir tours when they arise. No additional fees are payable for these.

***There is normally a two-week pattern for these as follows:**

Week A

| | |
|------------------|--|
| Monday | 5.00pm rehearsal for 5.30pm service, finished by 6.15pm |
| Tuesday | 5.00pm rehearsal for 5.30pm service, finished by 6.15pm |
| Wednesday | 5.00pm rehearsal for 5.30pm service, followed by tea and then a rehearsal for altos, tenors and basses, finished by 7.00pm |
| Thursday | No duties |
| Friday | 5.00pm rehearsal for 5.30pm service, finished by 6.15pm |
| Sunday | 9.05am rehearsal for 10.00am service, finished by 11.35am; 3.30pm rehearsal for 4.00pm Evensong, finished by 5.10pm. |

Week B

| | |
|------------------|--|
| Monday | No duties |
| Tuesday | 5.00pm rehearsal for 5.30pm service, finished by 6.15pm |
| Wednesday | 5.00pm rehearsal for 5.30pm service, followed by tea and then a rehearsal for altos, tenors and basses, finished by 7.00pm |
| Thursday | 5.00pm rehearsal for 5.30pm service, finished by 6.15pm |
| Friday | 5.00pm rehearsal for 5.30pm service, finished by 6.15pm |
| Sunday | 9.05am rehearsal for 10.00am service, finished by 11.35am; 3.30pm rehearsal for 4.00pm Evensong, finished by 5.10pm |

****These include:**

- The Old Choristers' Association Evensong, usually on a Saturday in September (there is a service off in lieu)
- The Diocesan Choral Festival, usually on a Saturday in October (there is a service off in lieu)
- A Requiem Mass on a Sunday in November
- The Advent Carol Service on a Sunday in December and Christmas services on 23rd, 24th and 25th December
- Maundy Thursday Eucharist; The Liturgy on Good Friday morning (in addition to Evensong); The Liturgy on Easter Day at 5.30am (rehearsal at 5.15am)
- The Ordination of Priests service on a Saturday in June or July
- A live broadcast of Choral Evensong on BBC Radio 3, usually on a Wednesday at 3.30pm (rehearsal at 1.30pm)

***** These include:**

Broadcasts

- Live broadcasts of Choral Evensong on BBC Radio 3, usually on a Wednesday at 3.30pm (rehearsal at 1.30pm).

Concerts

- A concert each term (usually in December, March and June). Additional fees are payable and there is a service off in lieu.
- Two or three concerts each year at parish churches in Cornwall. No additional fees are payable but travel costs are reimbursed at the cathedral's standard rate. There is a service off in lieu.

Recordings

- The Choir typically records one CD each year. This usually takes place in four recording sessions on consecutive weekdays from 5.00pm to 8.00pm. No additional fees are payable.



Additional responsibilities

- To ensure compliance with relevant legislation and statutory codes of practice, as advised
- To attend regular periodic safeguarding training approved or arranged by the cathedral
- To be aware at all times of the importance of discretion in conduct and behaviour, especially with all those under the age of 19
- To have a sympathetic attitude to the Cathedral and uphold its vision and values
- To ensure that professional skills are regularly updated through participation in training and development activities, which may include periods of professional singing work outside of the cathedral
- Any other duties as may be reasonably required with mutual consent and adequate compensation.

General

1. The use of mobile devices is not permitted during rehearsals or services
2. Attend and participate in training courses as directed.
3. Maintain confidentiality at all times.
4. Take a positive and active part in the cathedral's annual appraisal/review system.
5. Uphold the cathedral's values.
6. Adhere to Truro Cathedral's policies and procedures.
7. Other duties as are necessary for the smooth running of the business.
8. This job description will be subject to regular review and amended to meet the changing needs of the cathedral.

Person Specification

Lay Vicar

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---------------------------------------|--|---|
| Job Knowledge & Experience | Demonstrate a high level of musicianship, ability and experience as a choral singer | Experience of singing in a cathedral style choir |
| | Demonstrate a sympathy with the ethos of the cathedral, its worship and choral tradition | |
| Job Skills | Good sight-reading skills | |
| | Good technical vocal skills that enable the execution of required duties of this role | |
| | Good organisational and interpersonal skills | |
| Education & qualifications | | Degree/postgraduate and/or a music diploma level of education |
| Personal attributes | A positive approach to team work and innovation | |
| | Ability to maintain professional boundaries when working with children | |
| | Punctual, reliable with a positive outlook | |
| | Flexible in response to changing circumstances | |
| | A responsible and proactive approach for own personal development | |

Terms & Conditions

| | |
|----------------------------|--|
| Job Title | Lay Vicar (Tenor) Start September 2019 |
| Contract | Permanent part time |
| Salary | £7,720pa, with at least £300pa additional fees for concerts |
| Additional fees | At least £300pa for concerts and broadcasts |
| Hours of Work | 400 per annum |
| Holiday | 58 Hours per year |
| Line manager | Director of Music |
| Place of work | Truro Cathedral |
| Probation | The post will be subject to a six month probationary period, during which time, either party may give the other one weeks written notice |
| Pension | After successful completion of six month probation period staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%) |
| Smoking | The cathedral operates a no smoking policy |
| Health & Safety | All staff are required to follow the policies and procedures set out in the employee handbook. The successful applicant must be able to lift, manual handle loads up to 20kgs, use step stools and manage stairs. |
| Equal Opportunities | Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources. |
| Safeguarding | Safeguarding training will be mandatory during induction |

How to apply

We actively encourage you to submit your application by email sending your CV and a completed application form. Interviews will be held at a mutually convenient time. Applications should be addressed to 'Recruitment' at Truro Cathedral Office, Cathedral Close, Truro, TR1 2FQ or email recruitment@trurocathedral.org.uk