



## **The Cathedral Church of St. Michael, Coventry**

### **The appointment of Alto Lay Clerk**



#### **The Cathedral**

Coventry Cathedral is recognised internationally for its ministry of peace and reconciliation. The striking architecture of the new building sitting alongside the ruins of the bombed Cathedral provides a powerful symbol that is ever more relevant in our increasingly divided world. It is the spiritual home of a committed congregation of worshippers who, together with large numbers of visitors, pilgrims and tourists, enjoy the diversity of liturgy and music which comprises the worshipping life of the Cathedral.

#### **The Way We Worship**

Since 1962, Coventry has enjoyed a reputation for liturgical innovation. The Dean and Canons are committed to offering a home for the wide range of traditions found within Anglicanism. This commitment to respect for diversity is also a part of our worship. We seek to reflect the breadth of the Church of England, representing its varying traditions with integrity and style.

As a consequence, Sunday worship at the Cathedral sees several hundred people across our four acts of worship. The Cathedral Eucharist and Choral Evensong (and the said service at 8 am) are formal in style (there is a more detailed description below). An informal service, with a simple structure of music, teaching and prayer, is held on the second Sunday of each month. The Cathedral Clergy are committed to this provision, regarding them as equally important, with none the poor relation of another.

#### **The Primary Purpose**

Our vision for the Cathedral includes making it a centre of musical excellence. In particular, we are looking for someone who will be able to make the most of the opportunities afforded by Coventry becoming UK City of Culture in 2021 and help to build on this for the future.



Dear Applicant,

Thank you for your interest in the post of Lay Clerk at Coventry Cathedral. Interviews will take place by mutual agreement.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties or questions, please contact Rachel Mahon at [rachel.mahon@coventrycathedral.org.uk](mailto:rachel.mahon@coventrycathedral.org.uk) or +44 (0)24 7652 1219.

The application form is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and plays an important part in the selection process allowing us to short-list candidates for interview, and helping as a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your application form. Even if we already know you as current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and abilities we are looking for in the person specification.

**Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.**

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

If you wish to apply by e-mail, you will need to download the form onto your computer, complete it and return it via email to [rachel.mahon@coventrycathedral.org.uk](mailto:rachel.mahon@coventrycathedral.org.uk) or by post to Recruitment, Coventry Cathedral, Youell House, 1 Hill Top, Coventry, CV1 5AB. Please remember that email is not a secure form of communication.

Ensure you clearly state the full job title and type or complete your form legibly in black ink, to allow for photocopying.

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Relevant skills & experience' section of the form is where you make your case for the job and is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your

application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form**

### **Data Protection**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

### **Equal Opportunities**

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

### **Work Permits**

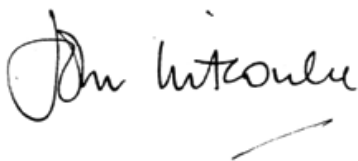
Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

### **DBS Checks**

In line with our safeguarding policy, some employees and volunteers working in specific roles at the Cathedral will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates.

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on the application form.

We expect all our staff and employees to be in sympathy with our Christian values and help us to achieve the vision that we have set ourselves to work towards. A summary copy is attached for information.

A handwritten signature in black ink, appearing to read 'John Witcombe', with a horizontal line drawn underneath it.

The Very Reverend John Witcombe MA MPhil  
The Dean of Coventry



## Coventry Cathedral Vision & Values

### Our **THEME**:

*God was in Christ reconciling the world to himself,  
and has entrusted to us the ministry of reconciliation.  
(2 Corinthians 5.18)*

### Our **PURPOSE**:

*Coventry Cathedral exists to reconcile the world to God and one another*

### Our **VISION**:

*Our **vision** is of a reconciled and reconciling **Cathedral** which is open and **welcoming** to all, which serves to glorify God in our **worship**, and reaches out to the world in our ministry of **reconciliation**,*

*supported by*

*a sufficiently robust **resource** base that enables us to be creative in our activity, confident that we have sufficient financial and human resources to deliver our vision without compromise.*

### Our **INVITATION**:

***“Find hope ... share hope”***

### Our **VALUES**:

**Hospitality**  
**Faith and Spirituality**  
**Art and Creativity**  
**Reconciliation**  
**Risk Taking**  
**Excellence**  
**Community**

- of both people and ideas
- being open to the challenge and resources of God
- expressing the life of God amongst us in ways beyond words
  - embracing and welcoming difference and diversity
- confidently stepping out of the familiar in the service of God
- always reaching beyond our present practice and experience
  - respecting and caring for one another



### ***Alto Lay Clerk***

**£6,000 per annum**

Coventry Cathedral is well known internationally as a striking example of twentieth century church architecture and for its ministry of reconciliation. It has a committed core of worshippers who delight in the combination of traditional and contemporary liturgy and music and it attracts hundreds of thousands of visitors both from this country and abroad. We are seeking to appoint someone who will join our team of musicians to contribute positively to our fine musical tradition.

The post offers an average of 7 hours per week, spread over two to six days and worked mostly over the weeks of term time, together with Christmas, Holy Week and Easter. You will need to operate flexibly to fit the needs of the Cathedral Choir. The contract offered will be for two years with the intention to extend this indefinitely.

The post is subject to DBS clearance, and will include weekend and bank holiday working.

Auditions and interviews will take place at the Cathedral at a mutually convenient time, and if successfully, the position would commence on 1 February 2024 or as soon as possible thereafter, and after the necessary clearance and training have taken place.



## The Organs

Coventry Cathedral's organ is one of the finest in the UK, well-known as an excellent instrument both for recitals and for accompanying services. With four manuals, nearly five thousand pipes and an eclectic stop-list, it is a very versatile instrument, accommodating most schools of music with integrity. Its vibrant sound (and the Cathedral's cavernous acoustic) makes it particularly appropriate for 19th and 20th century works. Built by Harrison and Harrison of Durham, it is also maintained by them. It was fully cleaned in 2001 and there is an on-going programme of restoration.

There is a six-rank, one manual with pedals Norwegian organ made by the Torkildsen Brothers of Aasen in 1966, currently sited in the Nave near the Chapel of Unity, and a four rank chamber organ built by Peter Collins in 1972 which is currently placed in the Chancel area. There is a one manual (8',8',4') Goble harpsichord in the Nave next to a Bechstein grand piano. In addition there are grand pianos in the Song School and upright pianos in the Choir Vestry, Chapter House, music store room and Chapel of Unity.

## The Choirs

There are three main choirs associated with the Cathedral

1. **The Cathedral Choir** (Two separate treble choirs (one of 20 boys, one of 28 girls) who sing regularly by themselves and with the Lay Clerks, Choral Clerks and Choral Scholars)
2. **Coventry Cathedral Chamber Choir** (22 auditioned volunteers)
3. **Coventry Cathedral Chorus** (approximately 60 singers who perform major choral works in concert with orchestra).

In term time, the Cathedral Choir sings on Sundays at the 10.30 a.m. Cathedral Eucharist and 4.00p.m Choral Evensong. The usual pattern is Boys & Clerks and Scholars in the morning and Girls & Clerks and Scholars in afternoon, alternating weekly. Choral Evensong on Saturdays is often sung by a visiting choir. There are two other Choral Evensongs each week in term time (Wednesdays 5.15pm sung by the boys and Thursdays 5.15pm sung by the girls) and each sung service is preceded by a rehearsal. The boys also rehearse on Tuesdays (4.20pm) and Saturdays (9.00am), and the girls rehearse on Tuesdays (5.40pm) and Saturdays (10.30am). The choirs usually go on a tour every year, either abroad or to somewhere in the UK, though an international invitation to perform will lead to this schedule being adjusted. Most services are live-streamed by the Cathedral on its website and social media pages.

The normal schedule for Lay Clerks would be in school term time:

**Wednesday 6:30-7:30pm – rehearsal**

**Sunday 9:30am rehearsal for 10:30am Eucharist**

**Sunday 3:00pm rehearsal for 4:00pm Evensong**

*Once per month each:*

**Wednesday 4:30 rehearsal for 5:15pm Evensong**

**Thursday 4:30 rehearsal for 5:15pm Evensong**

**Wednesday 7:30 for 8:00pm Compline**

Additionally, there are extra services for Holy Week, Good Friday, Maundy Thursday, Easter Sunday, Christmas Eve and Christmas Day as well as a small number of extra services and concerts (often on a Saturday) throughout the year at which attendance is expected (advance notice would be given). Lay Clerks would be expected to attend choir tours.

### The Liturgical Department

The Liturgical Department of the Cathedral is headed by the Canon for Worship and Welcome who is a Residentiary Canon (candidate to be appointed in January 2024). The staff consist of the Director of Music (Rachel Mahon), the Assistant Director of Music (Luke Fitzgerald), the Head Verger (and the Verger Team), and the Organ Scholar. There are also a number of voluntary posts, such as Chief Steward, Head Server, and so on. The Liturgical and Music Department have an office base within the Cathedral.



## Job Description

Job Title: **Lay Clerk**  
Hours: **Average of 7 hours per week worked mostly over the weeks (approx. 42 pa.) of term time on Wednesdays and Sundays, together with Christmas, Holy Week, Easter, some other special occasions and choir tours**  
Salary: **£6,000 pa.**

### Responsibilities

A Lay Clerk is broadly responsible for:

- Singing at all choral services, concerts and events at which the Cathedral Choir will sing
- Be prepared for all rehearsals and services
- Singing any solos required for relevant voice part
- Maintain a high level of vocal technique
- Representing and serving the Cathedral

### Core Duties & Activities

- Singing with the Cathedral Choir during term-time at  
Wednesday 6:30pm rehearsal  
Sunday 10:30am Eucharist (9:30am rehearsal)  
Sunday 4:00pm Evensong (3:00pm rehearsal)  
Wednesday 5.15 pm Evensong (4:30pm rehearsal) **OR**  
Thursday 5.15pm Evensong (4:30pm rehearsal) **OR**  
Wednesday 8:00pm Compline (7:30pm rehearsal)
- Sing all solos as requested
- Attend Cathedral Choir tours as required
- Attending staff training as required
- Designated as a responsible/supervisory adult when singing with children
- Acting as role model to younger singers (eg. scholars or choristers)
- Singing and rehearsing for special and seasonal services.
- Singing and rehearsing for occasional concerts.
- Attending occasional meetings with the Director of Music.

### Holidays / Time off

A Lay Clerk is a 0.2 time position of an average of 7 hours per week worked mostly over the weeks of term time, together with Christmas, Holy Week and Easter. Holiday dates are to be agreed with the Director of Music.



**Accountability & Supervision received:**

A Lay Clerk is accountable to the Canon for Worship and Welcome through the Director of Music. The Director of Music is the line manager and will provide regular supervision and an annual appraisal.

**Qualifications and Experience Required:**

- A skilled and experienced choral singer
- Excellent sight-reading ability
- A strong voice capable of solos in a large building, but with the ability to blend in a choir

**Qualities desired:**

- Considerable experience of the Anglican choral tradition
- The ability to work well in a team, a warm personality, a good sense of humour
- Experience working with children
- An appreciation and ability to sing a broad range of styles of music that are a part of the Cathedral's worship
- A full member of a mainstream Christian Church

**General notes:**

Term of appointment:

Starting date is 1 February 2024 or as soon as possible thereafter.

There is no deadline and applications will be accepted on a rolling basis for this position. Auditions/interviews will take place at a mutually agreeable time.

Termination of Employment: Notice of 2 months by either party.

The position is subject to DBS clearance.

Current Salary: £6,000 per annum, paid monthly.

## Job Applicant Privacy Notice

**COVENTRY CATHEDRAL** provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

### Personal Data

We ask for Personal Data from job applicants including C.V's and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. [If we do not employ you, we may still retain for up to 6 months so that we can consider you for future roles].

### Sensitive Personal Data

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If we receive information regarding any medical condition, disability, or relating to your physical or mental health including information provided within return to work forms, meetings or in medical reports, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law, to monitor sickness absence and to inform decisions regarding your fitness for work.

### Staff Privacy Policy

For further information regarding the Personal Data we collect about you, how we use it, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please ask to see our Staff Privacy Policy which is available from the HR department.