

# BRISTOL CATHEDRAL

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Lay Clerk
Reporting to	Master of the Choristers
Reportees	
Full Time/Part Time (hours)	part-time
Pre-employment checks	This role will be subject to the following pre-employment checks: DBS (Basic), Right to Work in the UK and references. We also require the successful candidate to complete our Basic and Foundation Safeguarding training.
Salary	£8,648.28

<b>Overall purpose of post</b>
To promote and sustain the choral tradition and musical life of the Cathedral by singing in the Cathedral Choir as one of a team of six professional singers, two of each voice (ATB), in a spirit of excellent attainment, affirmation and support within the music department. To support excellence in the Cathedral's worship.

<b>Context in which Cathedral jobs are carried out</b>
<p>Bristol is the largest city in the South West and the Cathedral is set on College Green, at the centre of this modern, vibrant and diverse city. The city has much to celebrate and enjoy – with a vigorous business and cultural life and a strong festival tradition. Originally a trading and merchant port it has become a centre for financial and business services, creative industries, distribution and retail. The population is increasingly young and there is a strong BME population. The Cathedral has been a Christian presence in the city for nearly 900 years and is part of the wider Diocese of Bristol which extends from Swindon through South Gloucestershire and North Wiltshire. We want to reach out to the city and make people welcome.</p> <p>Our vision is to:</p> <ul style="list-style-type: none"><li>• Follow Jesus Christ</li><li>• Serve Others</li><li>• Transform Communities</li><li>• Worship God and</li><li>• Support our Bishops and Diocese</li></ul> <p>The Cathedral has four values which are to be Open, Generous, Creative and Brave. We expect all members of the Cathedral team to act in a way that reflects these values.</p> <p>Further specifics about the role can be found in the document Lay Clerkships at Bristol Cathedral.</p>

Responsibilities and accountabilities	Nature and scope of role																	
Singing for statutory and special services	<p>Attend punctually all required choral rehearsals and services as defined by the Minor Canon for Worship &amp; Liturgy and Master of Choristers, and detailed in the annual Choir Diary. Comply with systems for managing rotas and holidays in liaison with the Master of Choristers.</p> <p>Undertake personal practice and development to maintain and improve the individual voice and quality of singing. This includes regular singing lessons, paid for by the Cathedral (six per year).</p> <p>Work collaboratively with fellow musicians, Cathedral staff, congregation and volunteers in order to promote and sustain the worshipping community.</p>																	
Lay Clerk Normal Weekly Schedule (~7.5hrs per week)	<table><tr><td>Sunday</td><td>9.15am rehearsal</td><td>10.00am Eucharist</td></tr><tr><td></td><td>2.45pm rehearsal</td><td>3.30pm Evensong</td></tr><tr><td>Monday</td><td>4.45pm rehearsal</td><td>5.15pm Evensong</td></tr><tr><td>Tuesday</td><td>4.45pm rehearsal</td><td>5.15pm Evensong</td></tr><tr><td>Friday</td><td>4.45pm rehearsal</td><td>5.15pm Evensong</td></tr></table> <p>(Friday Evensong is Lay Clerks only)</p> <p>There is also a commitment of up to 10 Saturdays per year.</p>			Sunday	9.15am rehearsal	10.00am Eucharist		2.45pm rehearsal	3.30pm Evensong	Monday	4.45pm rehearsal	5.15pm Evensong	Tuesday	4.45pm rehearsal	5.15pm Evensong	Friday	4.45pm rehearsal	5.15pm Evensong
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Term Dates	Michaelmas Term	1 <sup>st</sup> or 2 <sup>nd</sup> week of September to Christmas Day																
	Lent Term	Epiphany to Easter Day																
	Trinity Term	Easter 3 to 1 <sup>st</sup> or 2 <sup>nd</sup> week in July																

Generic responsibilities of all staff
All staff are required to follow the policies and procedures set out in the staff handbook. All staff are expected to pay particular attention to the requirements of the child and adult safeguarding policies and health and safety. All staff are expected to treat each other with respect and dignity in the workplace.
To undertake as requested other duties as may reasonably be expected.

Person specification		
Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>Evidence of vocal training/tuition</li> </ul>	A regular commitment to singing lessons with a professional teacher. A singing exam or diploma.
Experience	<ul style="list-style-type: none"> <li>Experience of singing in a major parish church or higher context</li> </ul>	Experience of singing in a choir with children <u>and</u> adults.
Knowledge, skills and abilities	<ul style="list-style-type: none"> <li>Very high skill level in choral singing, with a pleasing voice (capable of regular solo work)</li> <li>Excellent sight reading skills and the ability to blend in a professional ensemble<sup>1</sup>.</li> <li>The ability to build and maintain effective working relationships with colleagues, volunteers and external partners.</li> <li>Strong verbal communication skills.</li> </ul>	
Behaviours	<ul style="list-style-type: none"> <li>A dedication to musical excellence</li> <li>A willingness to work flexibly and an openness to change.</li> <li>An ability to evaluate, learn and develop.</li> </ul>	
General	<ul style="list-style-type: none"> <li>To be in sympathy with the Cathedral's Christian mission and the values of the Church.</li> <li>To act with integrity and honesty.</li> </ul>	

General notes
<p>This is a description of the job as it is currently defined. It is the practice of Bristol Cathedral to periodically review job descriptions as the priorities and requirements of the Cathedral change over time. The review would be conducted by the line manager, in consultation with the post holder. Bristol Cathedral reserves the right to make changes to the job description, in line with the procedures set out in the staff handbook.</p>

Date of issue	August 2025
Review date	August 2026

<sup>1</sup> Please note: In the event of an applicant having a visual impairment reasonable adjustment would be considered.