

*Christ Church Cathedral*  
OXFORD



# Application Pack

**THE OFFICE OF LAY CLERK**



**Tenor - March 2019**

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## 1. About Christ Church

King Henry VIII established the Collegiate Foundation *Ecclesia Christi Cathedralii Oxon: ex fundatione Regis Henrici Octavi* in 1546. Today, Christ Church is a unique joint foundation of a college of the University of Oxford and the Cathedral of the Diocese of Oxford. The Cathedral School is also part of this foundation. The College is one of the largest in the University both geographically and in the number of its members. It aims for academic excellence and individual fulfilment in a friendly, tolerant, and mutually supportive society, which encourages a wide diversity of interests.

In addition to its role as the college chapel, the Cathedral is the mother church for one of the largest and most diverse dioceses in England, and hosts many diocesan and civic services each year.

The daily services attract regular congregations on weekdays and Sundays, and Choral Evensong is frequently attended by large numbers of visitors, partly because of the outstanding quality of the music. The Cathedral welcomes many visitors including tourists, choirs, pilgrims and schools; it is also the setting for concerts, lectures, exhibitions, dance and drama.

Christ Church is a self-governing community, and The Dean is both head of the college and Dean of the Cathedral. The Dean chairs the Chapter (the Canons of Christ Church) which governs the Cathedral.

Further information about Christ Church may be found on the website at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk)

## 2. Music at Christ Church

There has been a choir at Christ Church since the time of Cardinal Wolsey's foundation in 1526. It has a special and distinctive place within the great English choral tradition. There are 16 Choristers, 6 Lay clerks and 6 Academical clerks. Historically it is set apart from all other collegiate and cathedral choirs since it serves both an Oxford college and a diocese at once, as a unique and celebrated dual foundation. It has become revered for the vibrancy of its collective sound and its artistic flexibility.

More information can be found on the choir's website: [www.chchchoir.org](http://www.chchchoir.org)

Steven Grahl is the Cathedral's Organist (Director of Music). He is supported by the Sub-Organist (Martin Ford), two organ scholars (Makoto James and Ben Collyer), and his personal assistant, Florence Maskell.

### 3. Job Description

Lay Clerks take part in the Cathedral Choir's choral services held at Christ Church Cathedral, and occasionally in other locations. They are expected to be in sympathy with the purpose and ethos of the Foundation, as well as fulfilling the musical requirements of the post. A commitment to Christ Church Cathedral and a willingness to take an active part in its liturgical life is expected.

Services are normally as follows:

Sunday	9.45am 11am 6pm	Matins (rehearsal 9.35am) Sung Eucharist Evensong (rehearsal 5pm)
Tuesday - Friday	6pm	Evensong (rehearsal 5pm) (Thursday Sung Eucharist)
Saturday	6pm	Evensong (rehearsal 4.45pm)

The 6pm service on Monday does not usually involve the Cathedral Choir. In cases when it does, the Choir is given another weekday service off in lieu. It is possible to combine this post with a second occupation or research.

The Lay Clerk will probably be a graduate (or hold a similar qualification) with experience of singing in a university college chapel or a cathedral of similar standing to Christ Church Cathedral, Oxford. The candidate must be able to demonstrate a high level of technical expertise and excellent musicianship including sight-reading skills.

### 4. Further Particulars

#### a. Tenure of Office

A Lay Clerk is appointed to hold office in the first instance for a period of two years, of which the first year is probationary. Subsequently, the Dean and Canons may at their discretion extend the tenure for a second period of two years. Thereafter the position becomes permanent. The Dean and Canons will give not less than a term's notice if a period of appointment is not to be extended. A Lay Clerk who wishes to vacate their office is required to give the Dean and Canons not less than a term's notice in writing.

#### b. Stipend

The stipend is currently £6,027 and is reviewed annually. The next review will take effect from September 2019. In addition, a Lay Clerk receives furnished, rent-free (shared) accommodation. The Lay Clerk is responsible for paying for heating and lighting bills as well as council tax. (Although responsibility for paying the council tax bill rests with the Lay Clerk, it is paid in full by the Cathedral and repayment is made by 12 equal deductions from Lay Clerk's salary.) The accommodation is maintained by the College.

#### c. Pension Scheme

All Lay Clerks may join the Oxford University Staff Pension Scheme which is a contributory scheme. You will be contractually and auto-enrolled if you meet the criteria. Full details will be supplied on request.

#### **d. Additional income**

Whilst extra income from tours, concerts, recordings and television work cannot be guaranteed, the Lay Clerk may expect to earn additional income from such work. Details of the choir's recent activity can be viewed on the website. There is an exciting programme of future recordings, broadcasts and concerts both in the UK and abroad. Any such additional income is paid through the normal monthly payroll.

#### **e. Leave of Absence**

##### **i. Paid Leave**

In normal circumstances, Lay Clerks are given the following paid leave of absence:

- 2 weeks after Christmas
- 3 weeks over Easter (the Choir sings during Holy Week from Palm Sunday to Easter Day)
- 9 weeks in the Summer
- 1 week during the school half-term each term.

It is possible for paid leave to be granted outside these periods in exceptional circumstances. The exact times of holiday periods may change (e.g. because of the timing of Christmas and Easter), but the aggregate of holiday entitlement will not be less than this.

##### **ii. Unpaid Leave**

In addition, by written permission from the Organist, Lay Clerks may miss up to

- 9 services in Michaelmas Term and
- 6 services in both Hilary and Trinity terms

This is treated as unpaid leave of absence and an equivalent sum is deducted from salary. In such instances the Lay Clerk is asked to fix a deputy. The Deputy is paid by the Cathedral through the payroll.

Normally, Lay Clerks are expected to be in attendance on the following days: College Gaudies, Advent and Christmas Carol Services, Christmas Day, Palm Sunday and Holy Week services, Easter Day, the annual Court Sermon service and the St Frideswide Civic Service.

## **5. Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. All appointments at Christ Church Cathedral are subject to a Disclosure and Barring Service check at enhanced level. Where applicable these will include:

- Eligibility to Work in the UK
- Identity
- Qualifications
- Professional Registration
- Medical Clearance
- References
- Criminal record checks - Disclosure and Barring Service (DBS)
- Security Screening

## 6. Equality of Opportunity

Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration.

No applicant or member of staff shall be discriminated against because of age, disability, gender, gender reassignment, marriage or civil partnership, race, religion or belief or sexual orientation.

Candidates are requested to complete an Equal Opportunities form and return to Bridget Guiste. **The contents of this form will not be disclosed to the selection or interview panels.**

Mrs Bridget Guiste  
The Steward's Clerical Assistant  
Christ Church  
Oxford  
OX1 1DP  
Email: [bridget.guiste@chch.ox.ac.uk](mailto:bridget.guiste@chch.ox.ac.uk)

## 7. How to Apply

Candidates should apply by letter with Curriculum Vitae, and include the following information:

- Details of singing experience and career
- Academic and professional qualifications
- Any second occupation, research interests, etc
- Names and addresses of two referees (neither of whom should be related to the applicant and at least one who can speak of the applicant's musical ability)
- Please include a full postal address, telephone contact number(s) and email address

Shortlisted candidates will be interviewed and auditioned. At audition candidates will be asked to sing a prepared solo piece and be given an aural test, sight-reading and other musicianship skills. Candidates may also be asked to sing in an ensemble with existing Cathedral Lay Clerks.

**Applications should be sent by email to: [florence.maskell@chch.ox.ac.uk](mailto:florence.maskell@chch.ox.ac.uk)**

**Email is the preferred method of application, but applications will also be accepted by post and should be addressed to:**

Ms Florence Maskell  
PA to Professor Steven Grahl  
Christ Church  
Oxford  
OX1 1DP

*Closing date for applications: 12 noon on Tuesday 26 February 2019*

*Provisional interview dates: Tuesday 12 and Wednesday 13 March 2019*