



RIPON
CATHEDRAL

Tenor Lay Clerk Application Pack



Ripon Cathedral

Ripon Cathedral is visible for miles around, sitting atop a hill at the centre of Ripon – the gateway city to the beautiful Yorkshire Dales. People have been coming to the site to worship since at least 672 when St Wilfrid built one of the first stone churches in the North of England. The cathedral building is the fourth to stand on the site and was largely constructed in the late 12th Century. Throughout centuries of turmoil, prayer has continued to be offered in the sanctuary of Wilfrid's crypt for over 1,350 years.

Ripon Cathedral, a place of Christian worship and mission, is open every day and is free to enter. It welcomes about 100,000 people each year. It is also a space to encourage imagination and debate, and enjoys a well-established reputation as a cultural venue for the region.



Music at Ripon Cathedral

Music has flourished at Ripon since the seventh Century when Wilfrid brought cantors from Canterbury. The Cathedral Choir is made up of around 27 boy choristers, 23 girl choristers and 8 teenage choral scholars, all of whom attend a range of local schools. All of these groups sing alongside the six professional adult singers (Lay Clerks), who provide the lower voices in the Cathedral Choir.

Choral Evensong is sung every day of the week (except on Mondays and Saturdays) and a Sung Eucharist is celebrated on Sundays. Furthermore, the Cathedral Choir engages in a broad range of other musical activities, and plans for 2024 include a CD recording with Priory Records in January and a concert tour to Germany in July.

Your Duties:

Current weekly schedule

Tuesday	5pm	Rehearsal
	5.30pm	Choral Evensong
Wednesday	5pm	Rehearsal
	5.30pm	Choral Evensong
	6.20pm	Rehearsal (until 6.50pm)
Thursday	5pm	Rehearsal
	5.30pm	Choral Evensong
Friday	5pm	Rehearsal
	5.30pm	Choral Evensong
Sunday	9.40am	Rehearsal
	10.30am	Sung Eucharist
	2.45pm	Rehearsal
	3.30pm	Choral Evensong

You will also be required to sing at special services, other events and rehearsals.

Salary

The salary for this role is £13,545.60 per annum; additional fees are payable. Salaries are reviewed annually.

Pension Scheme

Chapter offers a contributory Occupational Pension Scheme which is additional to the State Pension: the employer pays 5% PLUS 0.5% into a life policy; the employee pays 3%.

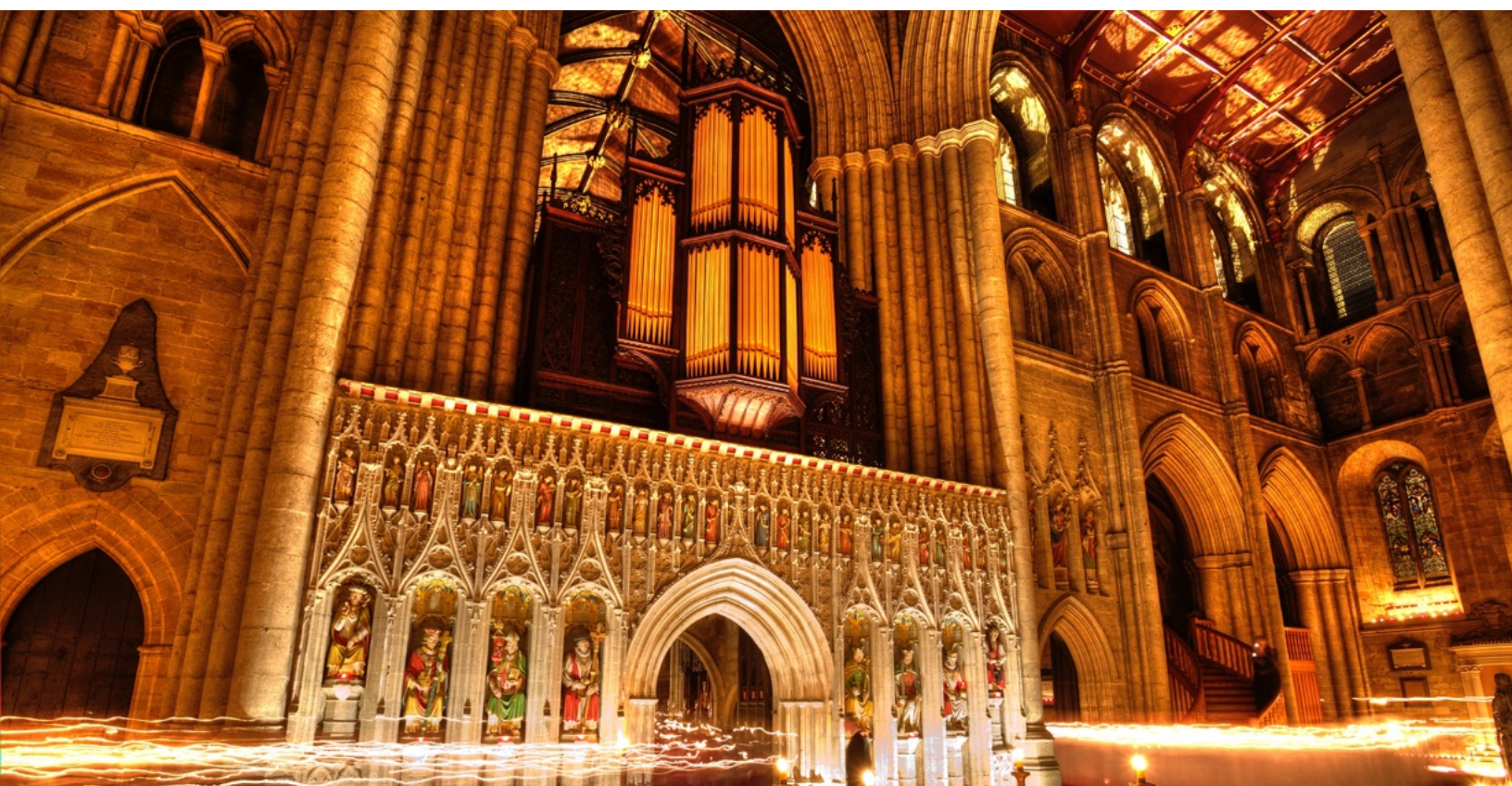
Context

The post of Lay Clerk is located within Ripon Cathedral, which is a place of Christian Worship within the Church of England. The person appointed will be expected to respond positively to this ethos.



Key Responsibilities

- To sing as a member of the Cathedral Choir at statutory and non-statutory services and other events as deemed necessary, including tours, concerts and recordings.
- To maintain consistently excellent musical standards in both choral and solo singing. This includes thorough preparation of music in advance of performances.
- To attend all pre-service and additional rehearsals as required.
- To be a role model for the choristers and choral scholars by displaying exemplary professional conduct and musical skill.
- To behave at all times in a way that facilitates the worship of the congregation, and respects the sanctity and prayerfulness of the Cathedral environment.
- To ensure personal workspaces, music and robes are kept in a neat and tidy fashion.
- To attend all regular meetings and briefings within the Cathedral appropriate for members of staff and for the management of the Music Department, and others as deemed necessary from time to time.
- To co-operate with the Dean, clergy, Director of Music and other staff members in the delivery of worship.
- To actively participate in an annual appraisal process which includes an annual vocal assessment.
- The post holder may be required to undertake any other reasonable task as requested by the Director of Music.



Compliance

- To ensure that all work and activities are undertaken in compliance with applicable statutes, regulations and directives regarding Health & Safety, Fire and Security, the Cathedral's internal policies, and procedures with particular respect to safeguarding.
- To take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

General

- To be accountable for their own development through the appraisal process and seeking out opportunities to learn new skills, including accessing safeguarding learning at the appropriate level.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to the Cathedral's policies and practices.

Occasional situations may arise that require the post holder to perform other duties and tasks as may be reasonably requested by the Chapter of the Cathedral.





Person Specification

The person specification below indicates the qualifications, experience, knowledge and skills required to undertake the role effectively.

Essential Skills and Experience

- Excellent singing technique.
- Strong sight-reading ability.
- Experience as a professional musician.
- An understanding of, and sympathy with, the aims and purposes of the Cathedral, its worship, mission and ministry.
- Applicants must have the right to work in the UK.

Desirable Skills and Experience

- Graduate status.
- Experience in Anglican service music, including psalm singing.

Personal Attributes

- Love of and interest in music and music - making.
- Commitment to continuing professional development as a singer.
- Commitment to singing to the best of one's ability in every rehearsal and performance.
- Ability to work cooperatively with others.
- Openness to musical direction and constructive musical feedback.
- Confident in performance.
- Organised and self-disciplined.
- A flexible approach to hours worked.

Terms and Conditions

- Job Title:** Tenor Lay Clerk
- Duration:** Part-time, ongoing
- Reporting to:** Director of Music
- Location:** Ripon Cathedral
- Salary:** £13,545.60 per annum
- Working hours:** Your standard working week will be approximately 14 hours during term time and will include Evensong on five evenings per week, a Sunday Sung Eucharist and rehearsals. Also included in your annual working hours is the requirement to:
- Work on public holidays which fall within your usual working hours.
 - Work on major Christian festivals such as Christmas and Easter.
 - Attend professional singing lessons and other formal training as specified by the Director of Music.
 - Sing at other Cathedral services, events (e.g. concerts, recording sessions, choir tours) and rehearsals which fall within your contracted hours as notified to you by the Director of Music.



Terms and Conditions (cont'd)

In addition to the core hours, a Lay Clerk is required to be available for services, and rehearsals, and must work such reasonable additional hours as may be necessary to enable the effective discharge of the Lay Clerk's professional duties, particularly including private rehearsal and familiarisation of assigned music.

You should attend all rehearsals as required by the Director of Music, arriving in your place (with the voice fully warmed up and with the set music fully prepared) for the published start time of the rehearsal.

Term Time:

Michaelmas Term: First Thursday of September (no earlier than 3rd) to Christmas Day.
Lent Term: First or second Monday of January (no later than 8th) to Easter Day.
Trinity Term: First day of state school term dates or as soon thereafter (depending on where Easter Day and the choir Easter holiday fall) to the first or second Sunday in July (no later than 10th).

Half terms follow state school term dates. Lay Clerks may be required to sing on Sundays during half terms if a visiting choir is not resident, but will be free from singing duties Monday to Saturday.

Absences:

Due to the rigorous work schedule and requirements to potentially balance this with alternative employment and personal commitments, it is understood that there may be a small number of occasions when a Lay Clerk would be unable to attend work. Absence from work for external engagements is by prior arrangement with the Director of Music and you may be absent during term time for a total of **22 services or events** each academic year. The post holder must provide a suitable deputy from the approved list when absent. A sum of £33.56 is deducted from the post holder's salary for the first 15 absences and £41.31 is deducted for the further seven absences. There are certain services and events where absence is not permitted, and you will be notified of these in advance.

Safeguarding:

A satisfactory Enhanced Disclosure form from the Disclosure and Barring Service will be required upon employment.

Work wear:

In line with our professional standards, Lay Clerks are expected to provide and wear formal black shoes and professional clothing appropriate to the role. Chapter will provide a cassock and surplice.

Parking:

Lay Clerks are entitled to park their vehicles in the Cathedral Car Park whilst discharging their responsibilities.

The details above are only a summary of the terms and conditions offered and do not replace the wording of the Terms and Conditions which will form the contract between the post holder and the Dean and Chapter of Ripon Cathedral.

Application Process

If you wish to have an informal conversation about the role of Lay Clerk or to ask questions in advance of application, please contact the Director of Music, Dr Ronny Krippner, by email: ronnykrippner@riponcathedral.org.uk

Applications should be made by email to ronnykrippner@riponcathedral.org.uk by 12 noon on **Monday 19th February 2024**.

Applications should consist of:

- (a) a covering letter.
- (b) a completed application form.

Process Following Application:

All applications will be acknowledged by email.

Shortlisted candidates will be invited to audition/interview at Ripon Cathedral on **Monday 4th March 2024**.

Audition requirements consist of the following:

- (a) Prepared singing – two contrasting pieces of the candidate's choice. At least one should be sacred.
- (b) Sight-singing tests – usually two pieces of repertoire: 16th Century polyphony and a modern idiom.
- (c) Psalm – chanting at sight: Anglican Chant.
- (d) Ear and vocal tests.

The successful candidate will be able to take up this position in September 2024 or, ideally, as soon as possible.