

## **APPOINTMENT OF A VICAR CHORAL**

The Chapter of St Paul's Cathedral wish to appoint a Bass Vicar Choral commencing on 1<sup>st</sup> September 2019.

### **GENERAL INFORMATION**

#### **History and Background**

A Cathedral dedicated to St Paul has overlooked the City of London since 604 AD and the current Cathedral was built between 1675 and 1710 by Sir Christopher Wren.

As the Cathedral of the capital city, St Paul's is often the spiritual focus for the nation holding events of national importance as well as serving as a busy, working church.

This ancient heritage and purpose is enriched by the requirement in today's society to engage with various constituencies as the Cathedral fulfils its mission. These may be characterised as (a) the Bishop and Diocese of London, (b) the City of London as one of the world's business and financial centres (c) the United Kingdom as the Cathedral fulfils a national and state role and (d) the international context as it becomes an increasingly important icon of faith overseas.

For further information on St Paul's Cathedral please visit [www.stpauls.co.uk](http://www.stpauls.co.uk).

#### **Our Mission Statement**

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

#### **Our Vision**

- St Paul's is seen primarily as a living Christian Church
- We will be a centre for welcome, worship and learning, and though our care and imagination, will inspire successive generations to engage with the richness of the Christian faith and its heritage.
- Working with the Bishop and Diocese of London and the wider Church, we will be a spiritual focus for people across London, the nation and a broader international audience.
- Our work will promote dignity and justice for everyone.

## **Our Values:**

**Welcome** – we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each and every visitor

**Responsible** – we are all responsible for each other and for part of the whole of the Cathedral's work, not the whole of a part

**Effective** – we are professional and do what we say we are going to do

**Nourish** – we have a learning culture, not a blame culture

## **MUSIC AT ST PAUL'S**

There has been a choir at St Paul's Cathedral for over nine centuries. The structure of the present choir, including 12 professional adult singers (or Vicars Choral), was established in the last century when Sir John Stainer was Organist. In addition to providing music for the daily liturgical life of the Cathedral, the choir also enjoys a world-wide reputation through its many recordings, broadcasts and tours.

The current music staff at the Cathedral is as follows:

Andrew Carwood	(Director of Music)
Simon Johnson	(Organist & Assistant Director of Music)
William Fox	(Sub-Organist)
James Orford	(Organ Scholar)
Tom Daggett	(OBE Organ Outreach Fellow)
Lucy Pieroni	(Outreach Administrator)
Angela Palotai	(Music Department Administrator)

The Precentor (currently Acting Precentor James Milne) is the member of Chapter directly responsible for the work of the Music Department.

## THE POSITION OF VICAR CHORAL AT ST PAUL'S

### Duties

There are 12 Vicars Choral in the Cathedral Choir at St Paul's – four altos, four tenors and four basses. At present their duties are as follows:

1. To sing at 60% of the statutory services throughout term time and their associated rehearsals.

The current schedule is –

Monday	Day Off		
Tuesday	1700	Evensong – Rehearsal 1630	Wk 1 Choristers only Wk 2 Full Choir
Wednesday	1700	Evensong – Rehearsal 1630	Full Choir
Thursday	1700	Evensong – Rehearsal 1630	Vicars Choral only
Friday	1700	Evensong – Rehearsal 1630	Full Choir
Saturday	1700	Evensong – Rehearsal 1630	Full Choir
Sunday	1015	Mattins – Rehearsal 0930	Full Choir
	1130	Eucharist	Full Choir
	1515	Evensong – Rehearsal 1445	Full Choir

Vicars Choral are entitled to three days off in every two weeks, the days off currently being every Monday and every other Tuesday.

2. To sing at the following obligatory services (at which you and not a deputy must be present).

Eucharist and Evensong on Christmas Day

Mattins, Eucharist and Evensong on Easter Day

3. To sing at other feast days and at special services in the year as may be designated by the Chapter from time to time.
4. To sing or provide a deputy for the many extra services, weddings and memorials at St Paul's, which carry extra fees and are detailed in the monthly Vicars Choral Diary.
5. To sing or, in consultation with the Director of Music, provide a deputy for recordings, broadcasts, concerts and tours which Chapter agrees the Choir may undertake.
6. To take responsibility for any solo verse which occurs at statutory services during the Vicar Choral's verse week as delineated on the monthly music list.

## **Responsibilities**

1. To maintain the vocal standards required by the Director of Music and appropriate to being a member of a world-renowned Cathedral Choir.
2. To sing or provide a suitable deputy from the approved deputy list if they are unable to sing themselves subject to the stipulations in Conditions (3).
3. Accurately to note their attendance and the name of any deputy on the Online Vicars Choral Diary.
4. To undertake duties in a professional and reverent manner.
5. To conform at every service to the mode of dress required by the Cathedral. Such dress consists of shirts of a sober colour, dark trousers and socks, black shoes provided by the Vicar Choral: cassock, surplice and cincture provided by the Cathedral.
6. Not to use electronic devices of any sort during rehearsals, services or performances except in emergency situations. The reading of newspapers is also forbidden.
7. To be familiar and comply with all Cathedral policies but in particular the Cathedral's Health & Safety Policy, the Cathedral's Safeguarding Policy and the Cathedral's Social Media Policy. To attend training on Safeguarding and other matters as required by the Cathedral.

## **Conditions**

1. The basic salary is £25,707 per year, payable through the payroll monthly in arrears on or about the 20<sup>th</sup> of each month directly into a bank or building society account in your name.
2. Fees for extra services, recordings, broadcasts, tours and concerts are paid via payroll in arrears.
3. Within prescribed rules, a Vicar Choral may arrange for a deputy to take their place for a certain proportion of the statutory services, the fee paid to the deputy being deducted from the Vicar Choral's salary. It is expected that a Vicar Choral will achieve a minimum of 60% attendance within any one academic year. Arrangements may be made for extended leave of absence, at the discretion of the Director of Music.
4. Vicars Choral are entitled each year to the following periods of holiday with pay:
  - 11 consecutive days immediately after Christmas Day, recommencing on the Feast of the Epiphany (6<sup>th</sup> January);
  - 15 consecutive days immediately after Easter Day, or, dependent on the date of Easter Day, split before and after Holy Week;
  - not less than 40 consecutive days following the last Sunday in July at which the Vicars Choral are required to sing.

## **Requirements**

1. Normally the Chapter will only appoint as a Vicar Choral an applicant who is a member of the Church of England, or of any church which is in communion with, or recognised by, the Church of England.
2. The post is subject to the receipt of an Enhanced Disclosure from the Disclosure Barring Service.

## **The Person**

The Cathedral Chapter are committed to finding a Vicar Choral who –

- is an exceptional singer, confident and adept at both choral and solo performance;
- displays an enterprising and imaginative approach to personal musical development;
- pays consistent and careful attention to the health and well-being of the voice;
- is able to work calmly, particularly when performing at high profile, pressured occasions;
- is able to work as part of a close-knit team in the Music Department and also engage with the wider Cathedral community;
- has an enthusiastic and positive demeanour;
- has a lively interest in and an awareness of the rich liturgical and musical heritage of the Church of England;
- has sympathy with the Christian values of the vision statement outlined earlier in this document.

## **Life Cover**

The Cathedral provides a death in service benefit, currently 4 times pensionable salary.

## **Pension Scheme**

The Cathedral has an auto-enrolment compliant Defined Contribution Group Personal Pension scheme. The standard contribution starts at 5% from the employer with a compulsory 1% from the employee. Increased optional employee contributions are matched by the employer up to a joint total maximum pension contribution of 11%.

## **DBS and References**

Appointment is subject to satisfactory references and an Enhanced Disclosure from the Disclosure and Barring Service.

## **Season Ticket Loan**

After six months' service, an interest-free loan is available for the sole purchase of a season ticket. The amount of the loan is deducted from salary in 10 equal monthly instalments. No tax arises on this benefit.

## **Sick Pay**

Occupational sick pay and statutory sick pay (SSP) is paid on the following scale, subject to the provision of the required certificates:

Up to one year's service:	4 weeks at full pay 4 weeks at half pay SSP only thereafter
From one to five years' service	8 weeks at full pay 8 weeks at half pay SSP only thereafter
Over five years' service	14 weeks at full pay 14 weeks at half pay

## **Probationary Period**

The appointment is subject to a probationary period of 6 months and is then subject to confirmation.

## **APPLICATIONS**

In order to apply, please visit [www.cofepathways.org](http://www.cofepathways.org).

*The application should consist of –*

- (a) a completed application form via Pathways; and*
- (b) your CV (uploaded to the Documents section of your Portfolio section of your Pathways application).*

**Please provide within your application contact details of two referees. We may take up references for applicants during the recruitment process.**

**We will not consider any audio or video files or other documents or information uploaded to your Portfolio.**

**Please note we are not able to sponsor applicants for work visas for this position; therefore it is a requirement that all applicants have the right to work in the UK in order to apply.**

Enquiries: Angela Palotai, Music Department Administrator  
telephone 020 7236 6883  
e-mail [apalotai@stpaulscathedral.org.uk](mailto:apalotai@stpaulscathedral.org.uk)

**The closing date for receipt of applications is 12noon on Friday 1<sup>st</sup> March 2019.**

Applicants will be contacted by Wednesday 6<sup>th</sup> March. As part of the shortlisting process, preliminary auditions may be held on Friday 8<sup>th</sup> and/or Tuesday 12<sup>th</sup> March 2019.

Final auditions will be held on the evening of Monday 18<sup>th</sup> March 2019.