SOUTHWARK CATHEDRAL

Choir Chaperones

Information Pack

Closing date: **Sunday, 18th February 2018**

Interviews will take place on **Thursday, 8th March 2018**



SOUTHWARK CATHEDRAL

January 2018

Dear Applicant

I am pleased that you are interested in the post of Choir Chaperone.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and Southwark Cathedral. In your supporting statement, please indicate the shifts that you are able to commit to. To apply for this role, please visit http://pathways.churchofengland.org and enter the job reference: cofe/TP/2997/352

For an informal discussion about this post, please contact Susanna Bloomfield via email - susanna.bloomfield@southwark.anglican.org

The closing date is Sunday, 18th February 2018. Interviews for shortlisted applicants will take place on Thursday, 8th March 2018.

We look forward to hearing from you.

Peter Wright
Director of Music
Southwark Cathedral

The Cathedral and Collegiate Church of St Saviour and St Mary Overie, Southwark

Brief History

A church has stood on the site of Southwark Cathedral for over 1,000 years. Said to have been founded by St Swithun, it later became an Augustinian Priory under the Normans. It had the distinction of being the first 'gothic' church to be built in London and much of that early work can still be seen in the choir and retro-choir of the present church. Following the Reformation, the church was neglected but was revitalised during the nineteenth century when the nave was rebuilt. In recent years it has been beautifully restored and enhanced. It became the Cathedral of the newly formed Southwark Diocese in 1905. Many famous names have been linked with the church - St. Thomas a Becket, Geoffrey Chaucer and his friend John Gower, Bishop Lancelot Andrewes, William Shakespeare and his brother Edmund, John Harvard, founder of the American University, and Charles Dickens.

Present Situation

The Cathedral is situated on the south bank of the Thames adjacent to London Bridge in a largely business area. It is also a Parish Church. Only a small number of people are actually resident in the parish which comprises large commercial offices, two hospitals, the Cathedral Primary School and the Borough Market. The local area has undergone tremendous change with the opening of the Globe Theatre, the Tate Modern, the Millennium Footbridge and the Jubilee Line extension station at London Bridge as well as numerous other redevelopments including The Shard and re-developed London Bridge station. The normal Sunday morning congregation is eclectic with the many visitors from all over the world. Sunday Evensong is Choral in the Anglican Tradition.

The Cathedral Parish

The Cathedral is the parish church to the surrounding area comprising the Borough Market, offices and some residential accommodation, and encompasses the area between the River Thames and Union Street and from the edge of the Tate Modern site to Hay's Galleria. The Cathedral is actively involved in the community through provision of pastoral care and in assisting the community to respond to and benefit from its changing environment.

The Cathedral has a large and diverse congregation some of whom live in the parish but many more travel from all over London and some from the Home Counties to worship here. The electoral roll stands at more than 600 and has a large representation in the 30-50 age range. Attendance at the four Sunday services stands at an average of 600 each week with nearly 400 attending the main 11.00am Choral Eucharist.

Staffing

The Cathedral is staffed by a clergy team comprising the Dean, five Residentiary Canons and the Succentor. The Dean and two canons are full time at the Cathedral while three Canons have diocesan responsibilities. There is also a lay staff of 25 organised into Liturgy, Administration, Visitor Services, Works Department and Education teams.

A Working Cathedral

Apart from the normal round of daily services, and deanery and diocesan services, the Cathedral is in demand for special services and events of many kinds including consecrations, memorials, celebrations, school and college services, and presentation and degree ceremonies. It regularly hosts conferences, seminars and exhibitions. There are regular organ recitals and concerts.

Musical Tradition

The Cathedral has a fine musical and liturgical tradition. The Director of Music and the Director of the Girls Choir are responsible for the choirs, one comprising professional lay clerks and twenty-two boys who are drawn from local day schools which sings on Sundays, Tuesdays and Fridays, and a girls choir which sings on Mondays and Thursdays. Both choirs have appeared on live broadcasts on BBC Radio 3, have produced a number of recordings and undertaken successful foreign tours in Europe. The Merbecke Choir which draws its membership from former choristers also sings regularly in the Cathedral.

Partnership Links

The Cathedral has a number of partnership links with continental Cathedrals of different traditions and in different countries. There is a link with the Roman Catholic Cathedral of Rouen and also with the Lutheran Cathedral in Bergen. The Cathedral is also linked formally with the Diocese of Masvingo in Zimbabwe.

Cathedral Education Centre

A full programme of activities for school children is run from the Education Centre. These activities are designed to tie in with the National Curriculum and to enable the children to learn from experience. During the children's visits their time is split between the Cathedral and the Education Centre. In excess of 8,000 children per year visit the Cathedral in this way.

The Millennium Buildings

The Cathedral's Millennium Buildings were opened by Nelson Mandela in 2001. The facilities include a refectory, Cathedral Shop and six conference rooms. These buildings provide many of the facilities used by the Cathedral's trading subsidiary, Southwark Cathedral Enterprises Ltd, whose profits provide a critical element in the funding of the Cathedral's work and mission.

Visitor Services

Visitor Services (Welcomers, Cathedral Guides, shop and refectory staff and the vergers team) play an important role in the life of the Cathedral; the welcome extended to visitors is an expression of the Cathedral's purpose as a place of prayer and Christian worship, and the revenue earned helps maintain the Cathedral. The Cathedral currently needs to generate in excess of £2 million each year to meet its running costs as the Cathedral Church of the Diocese of Southwark.

The Vergers

The Vergers play an important part in ensuring the proper functioning of the Cathedral as a place of worship and for the many other roles and activities which it serves. Working to the Head Verger, responsibilities participation in the Cathedral Services, security and Health and Safety matters, involvement in setting up of furniture and equipment for special events and restoration afterwards, and the maintenance of good order within the Cathedral in the context of a ministry of welcome.

The Works Team

The Works team's responsibilities include care and maintenance of the Cathedral church, Millennium Buildings and our residential properties which provide housing for some of our clergy, musicians and vergers. They also play a key part in making sure the Cathedral site is a safe environment for our visitors and that the facilities that support our ministry and mission are kept in good working order.

JOB DESCRIPTION

Job Title: Cathedral Choir Chaperones

Salary: £10.20 per hour

Hours of work: A team of Choir Chaperones is needed to cover a variety of shifts during term time. One of the team will have additional responsibilities for drawing up the Chaperones' rota. The normal pattern is 4.00pm - 6.30pm on weekdays excluding Wednesdays, and 9.30am - 4.30pm on Sundays.
Chaperones should be able to commit to at least one regular weekly time-slot. Some flexibility may be required for special events arranged off-site and there are additional times when the choir is on duty at the major Church feasts (e.g. Christmas, Easter).

Overview
The Cathedral has a fine musical tradition. The Music Department staff consists of Organist and Director of Music, the Sub-organist and Director of Girls choir and the Organ Scholar who are responsible for the boys' and girls' choirs. The boys' choir (usually numbering 25 boys drawn from local day schools) normally sing at the Choral Eucharist on Sundays at 11.00am, and at Choral Evensong on Sundays at 3.00pm and on Tuesdays at 5.30pm. The girls' choir (numbering 28 girls) normally sing at Choral Evensong on Mondays and alternate Thursdays at 5.30pm and on Sundays once a term. In addition to this regular pattern, there are a number of special services throughout the year at which one, or both, of the choirs sing as well as additional services at Christmas and in Holy Week and at Easter.

Both choirs are joined by professional lay clerks and choral scholars for most services.

Context
The Cathedral is looking to recruit a team of Choir Chaperones to support the music department staff in their work with the choirs and to provide supervision of choristers before, during and after rehearsals and services. Choir chaperones will be the chief point of contact for choir parents and will take charge of the children in breaks between rehearsals and services especially on Sundays when there is lunch for the choirs and a period of recreation before the rehearsal for Choral Evensong. The Choir Chaperones will remain on site until the last chorister has left the site after each service or rehearsal.

The post reports to the Director of Music.

Principal Tasks

- Be the first point of contact for choir parents while on duty, including contacting parents of choristers who have not turned up when expected, and liaising with parents where necessary when arrangements for collecting choristers from the Cathedral change.

- Be on hand to support choristers in the event of any unforeseen circumstance, contacting parents or guardians as appropriate.

- Supervise the choristers before and after rehearsals and services and ensure that they are ready to rehearse and are robed and in place at the appropriate time before each service.

- Escort choristers to the lavatory as and when needed – this may be during rehearsals or services.

- On Sundays, help supervise the choristers during the choir lunch and the boys' football activity as well as supervising any other choir activities prior to rehearsal.

- Accompany and supervise choristers when they are singing off-site at other venues.

Those appointed as Choir Chaperones will need to undertake safeguarding training before commencing work.

PERSON SPECIFICATION

Essential

- In sympathy with the aims and objectives of the Christian Church and the Anglican tradition
- Experience of working with groups of young people.
- Friendly approachable, with a good sense of humour.
- Able to relate well to young people between the ages of 7 and 17.
- Flexible and able to deal with unexpected situations and respond calmly.
- A genuine interest in the Cathedral's Choirs and their work.
- Adherence to and awareness of Diocesan safeguarding policies – A Safe Church
- This post is subject to receiving a satisfactory enhanced Disclosure and Barring Check.

Desirable

- Some understanding of the pattern and format of Church of England worship.
- Experience of drawing up rotas would be an advantage for the candidate looking to take on that responsibility but not for the other chaperones. If you have this skill, please highlight it in your application.

Please indicate the shifts that you are able to commit to within your supporting statement.

SUMMARY TERMS AND CONDITIONS

This post is open to candidates who are in sympathy with the aims and objectives of the Christian Church and the Anglican tradition. The Cathedral encourages equal opportunities.

The person appointed will be employed by Southwark Cathedral at its offices in Montague Close, London SE1 9DA.

1 **Salary:** £10.21 per hour

2 **Hours:** A team of choir Chaperones is needed to cover at least 17 hours per week during term time. One of the team will have additional responsibilities for drawing up the Chaperones' rota. The normal pattern is 4.00pm - 6.30pm on weekdays excluding Wednesdays, and 9.30am - 4.30pm on Sundays.
Chaperones should be able to commit to at least one regular weekly time-slot. Some flexibility may be required for special events arranged off-site and there are additional times when the choir is on duty at the major Church feasts (e.g. Christmas, Easter).