



**CHRIST CHURCH  
CATHEDRAL**

**FURTHER PARTICULARS**

<b>Job title</b>	Lay Clerk (tenor)
<b>Location</b>	Christ Church Cathedral
<b>Department</b>	Cathedral
<b>Salary</b>	Stipend of £8,246 per annum plus shared housing
<b>Hours</b>	Part-time
<b>Contract type</b>	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. Thereafter the position becomes permanent.
<b>Responsible to</b>	Reports to the Organist
<b>Application deadline</b>	<b>Noon 25 April 2025</b>
<b>Vacancy reference</b>	HT25_ Lay Clerk
<b>Additional information</b>	The post will start on 1 <sup>st</sup> September 2025, or as soon as possible, and will be part time. It is possible to combine the role with a second occupation or research.  The role is subject to a 12-month probationary period.

**Christ Church Cathedral**

Oxford's cathedral has a unique dual role in the Church of England. Christ Church Cathedral is the College Chapel as well as the cathedral church for the Diocese of Oxford, and welcomes worshippers from Oxfordshire, Berkshire, Buckinghamshire and beyond. The site has been a place of worship for more than a thousand years. A monastery was founded here early in the eighth century by St. Frideswide. Records show Henry I granted a charter to an Augustinian priory in 1122. Although no evidence of the earlier buildings remains, parts of the 12th-century structure are still visible in the Cathedral today. Wolsey suppressed the priory in 1524, and work began on the building of Cardinal's College – with part of the west end of the church removed to make space for Tom Quad. After Wolsey's fall, the college was re-designated as 'King Henry VIII's College'. In 1546, the priory church became both the cathedral for the newly formed Diocese of Oxford, and the chapel of the new college of Christ Church, a college of the University of Oxford. Today, the Cathedral is a tourist destination, with over half a million visitors every year, and it is a venue for worship, services, concerts, exhibitions, talks, and recordings.

**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. Since September 2019, the adoption of Frideswide Voices of Christ Church has also enabled the Cathedral to provide an excellent musical education for girl choristers. There are a total of forty-five choristers across the treble lines; the adult singers include Lay, Stipendiary and Academical Clerks. Historically, the choir 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 and dual foundation. It has become revered for the vibrancy of its collective sound and its artistic flexibility.

The Cathedral's music is under the direction of the Organist (Director of Music). The team includes a Sub Organist, the Director of Frideswide Voices and normally two Organ Scholars.



## CHRIST CHURCH CATHEDRAL

### Role of the Lay Clerk

Lay Clerks sing for the Cathedral's choral services all year round. They are expected to act in sympathy with the work and ethos of the foundation, as well as fulfilling the musical requirements of the post. A commitment to Christ Church Cathedral, and an appetite to take an active part in its liturgical life, is expected.

Christ Church is looking to appoint a graduate with considerable experience of singing in a university college chapel, cathedral or other significant ecclesiastical setting. Candidates will be expected to demonstrate a high level of technical proficiency and excellent musicianship, particularly in sight-reading. It is possible to combine this post with a second occupation or research.

### Key Relationships

The Lay Clerks report directly to the Organist (Director of Music); other key relationships include the Sub Organist, Director of Frideswide Voices, Stipendiary and Academical Clerks, Organ Scholars and Cathedral Clergy.

### Main Duties and Responsibilities

The post-holder will be required to:

1. Sing for the Cathedral's statutory and special services according to the following regular schedule:

Sunday	11:05am Sung Eucharist 6:05pm Evensong	(rehearsal 10am) (rehearsal 5pm)
Tuesday - Friday	6:05pm Evensong	(rehearsal 5pm)
Saturday	6:05pm Evensong	(rehearsal 4.45pm)

(The 6:05pm 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.)

2. Sing for the Cathedral Choir's extensive programme of special projects (including concerts, touring and recording), some of which take place offsite and regularly overseas.
3. Mentor academical clerk desk partners and offer coaching, as required, up to an hour each week, beyond which additional payment would be made.
4. Engage with the ongoing professional development needs of academical clerk colleagues and monitor wellbeing, reporting to the Organist on all matters arising.
5. Engage suitable deputy singers in the event of an academical clerk colleague's absence for reasons of professional development or sickness.
6. Act with professionalism and as an ambassador for the Cathedral, offering a warm welcome to worshippers and visitors you may come into contact with.

### Selection Criteria/Person Specification

#### Essential

- Three years' choral experience, preferably within a cathedral, university college, or chapel setting.
- Advanced sight-reading skills.
- Excellent musicianship.
- Ability to work with a diverse set of stakeholders with courtesy, professionalism and respect.



## CHRIST CHURCH CATHEDRAL

- In sympathy with the ethos and mission of the Cathedral.
- An effective team player.

### **Desirable**

- Working knowledge of the Church of England liturgy.
- Educated to graduate level or similar.

### **Terms and Conditions**

The Lay Clerk will be a member of Christ Church Cathedral staff.

**Appointment** One post (tenor) is available for a 1<sup>st</sup> September 2025 start, or as soon as possible thereafter.

**Appointment Term** The Lay Clerk appointment is subject to completion of an initial probationary period of 12 months. 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. Thereafter the position becomes permanent.

**Stipend** £8,246 per annum which is reviewed in September each year and will be reviewed again in 2026. This sum includes an allowance for a certain number of pre-recorded and livestreamed services, details of which will be set out in the contract.

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 the council tax liability 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. If accommodation is not available, the Lay Clerk may be offered a housing allowance in lieu.

**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. Any such additional income is paid through the monthly payroll.

### **Annual Leave**

#### **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 but the aggregate of holiday entitlement will not be less than this.



## CHRIST CHURCH CATHEDRAL

### **ii. Unpaid Leave**

Lay Clerks are free to absent themselves from up to 20 statutory services across the academic year, provided that not more than one Clerk in any given voice part is signed out and two Clerks in total.

An absence for a special service or project may be negotiated separately with the Organist.

A further allowance of five services is available for professional development opportunities of particular significance. Such absence is granted by written permission from the Organist.

In such instances, the Lay Clerk is asked to fix a deputy, who is paid by the Cathedral through the payroll and an equivalent sum is deducted from salary.

Lay Clerks are required to be in attendance for broadcast services, concerts, recording projects, tours, and 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.

### **Pension**

The successful candidate will be entitled to enroll in the NEST Pension Scheme, subject to the entrance criteria being met.

### **Probation and Notice period**

During the initial probationary period of 12 months, notice will be one month on either side. Subject to satisfactory completion of probation, the notice period will be one choir term's notice in writing to the Director of Music, and the Dean and Canons.

### **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. This appointment at Christ Church Cathedral is subject to a Disclosure and Barring Service check at enhanced level. Where applicable screening will include:

- Eligibility to work in the UK
- Qualifications
- References
- Enhanced criminal record checks via Disclosure and Barring Service (DBS).

The successful applicant will also be required to complete the relevant Church of England safeguarding training.

### **How to Apply**

To apply, please provide the documentation listed below, no later than the deadline of **Noon 25 April 2025** with a covering letter and a CV. Applications received after this time will not be considered.



## CHRIST CHURCH CATHEDRAL

Application documents should include:

- A letter of application and CV addressed to the Organist outlining:
  - Singing experience and posts held
  - Academic and professional qualifications
  - Any second occupation or research interests
- Names and contact details of two referees, neither of whom should be related to the applicant. Referees will be contacted for the successful candidate.
- The completed Equal Opportunities Monitoring Form

You should also send a recent audio recording of a solo song or aria, ideally via a link from a file-sharing site. Recordings made on a phone or similar device are acceptable.

### **Interviews**

Shortlisted candidates will be invited to attend an interview and audition, further details of which will be provided. These are expected to be held on **14 and 16 May 2025**.

Applications should be emailed to [recruitment@chch.ox.ac.uk](mailto:recruitment@chch.ox.ac.uk)

If you would like an informal discussion regarding the role, please contact Peter Holder, Organist, at [peter.holder@chch.ox.ac.uk](mailto:peter.holder@chch.ox.ac.uk). All enquiries will be treated with strict confidence and will not form part of the selection decision.

Applications will be judged only against the criteria which are set out in the Further Particulars, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependents).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

### **If you need help**

If you have any questions regarding the application process, including any reasonable adjustments that you may require for the interviewing process, please contact [recruitment@chch.ox.ac.uk](mailto:recruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

### **Important Information for Candidates**

#### Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.



## **CHRIST CHURCH CATHEDRAL**

### Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favorably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.