



Diocese of Westminster

Job Title	Bass Lay Clerk
Department / Parish / Agency	Cathedral Music Department
Reporting to	Master of Music
Cost Centre	MUS
Location / Address	42 Francis Street London SW1P 1QW
Management of	n/a
Contract type	Part-time, Term-time. (41 weeks)
Hours	13.5 hours per week ave.
Salary	£29,361.83 per annum
Job reference number	718-MUS

Westminster Cathedral intends to appoint a Bass Lay Clerk (Second Bass preferred). The position is due to commence from 1st May 2025, or as soon as possible thereafter.

Westminster Cathedral is the principal cathedral of the Roman Catholic Church in England and Wales and is the seat of the Cardinal Archbishop of Westminster. It is also, along with Westminster Abbey and St Paul's Cathedral, one of the three professional choral foundations in London.

The Choir has an international reputation. In addition to its liturgical duties in the Cathedral it gives concerts both at home and abroad, and is well known for its recordings and broadcasts.

The Choir sings services daily. Eight professional Lay Clerks (two counter-tenors, three tenors and three basses) are employed to join the boy choristers, who are all boarders in the Cathedral Choir School. Additional singers join the Choir for Sundays and for special services, concerts and recordings. There is a substantial approved deputy list from which Lay Clerks may engage deputies within permitted limits.

Job Purpose:

To enrich the worship and inspire the worshippers at Westminster Cathedral by contributing to the excellence of its musical tradition and enhancing the mission there.

Principal duties and responsibilities:

- To sing at not less than 70% of the Capitular Services and their associated rehearsals throughout term time within the Academic Year.
- To sing at the following obligatory services:
 - First Vespers of the Nativity
 - Midnight Mass
 - Christmas Day Mass and Vespers
 - Good Friday Passion
 - Easter Vigil
 - Easter Day Mass and Vespers
- To sing at, or arrange cover for, ten semi-obligatory services over the course of an academic year, drawn from the following:

- Epiphany
 - Candlemas
 - Ash Wednesday
 - St Joseph
 - The Annunciation
 - The Chrism Mass
 - Maundy Thursday Mass of the Lord's Supper
 - St George
 - Ascension Day
 - Corpus Christi
 - Sacred Heart
 - St John the Baptist
 - St John Southworth
 - St Peter and St Paul
 - Dedication of Westminster Cathedral
 - The Nativity of the Blessed Virgin Mary
 - St Michael and all Angels
 - St Edward the Confessor
 - All Saints
 - All Souls
 - The Immaculate Conception
- To take all necessary steps to ensure that vocal standards and technique are maintained, and to ensure that performances are of the highest standard and appropriate to being a member of a world-renowned Cathedral Choir.
 - To book deputies as required.
 - To provide cover on Bank Holidays other than Christmas Day and Good Friday (which are subject to separate arrangements) and also on Tuesdays when the choristers are absent.
 - To ensure that the rules for cover are maintained; these include minimum one Alto, two Tenors, two Basses on weekdays, that no more than one Lay Clerk from the same voice part may take the same second (non-Tuesday) day off, and that on Sundays, no more than two Lay Clerks per voice part are permitted to be represented by deputies.
 - To prepare adequately for all services and events.
 - To be familiar with safeguarding policy and attend training sessions as required.
 - To be an ambassador for Westminster Cathedral Choir and its musical traditions.
 - To take part in appraisals.
 - To be able to undertake all duties in a professional and reverent manner.
 - To accurately note attendances and the name of any deputy via the online sign-up system.
 - To arrive in good time for rehearsals, services, performances and sessions.
 - To conform at every service to the mode of dress required.
 - To behave acceptably, not using electronic devices during rehearsals, services or performances except in emergency situations. The reading of newspapers and other material is also forbidden.
 - To abide by the policies and procedures in the *Staff Handbook and Policies and Procedures*.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Outstanding singer and musician	Essential
Excellent sight-reading abilities, being able to read accurately at prior rehearsal the music designated to be sung at a particular event, if necessary preparing it in advance	Essential
Working knowledge of Gregorian chant and the mainstream polyphonic repertory	Essential
Empathetic to the aims and ideals of Westminster Cathedral, and sympathetic to the social teachings of the Roman Catholic Church	Essential
Organised and efficient	Essential
Sensitive to the needs of others	Essential
Commitment to personal and professional development	Essential
Excellent interpersonal and communication skills	Essential
Positive attitude to work	Essential
Experience	
Experienced choral singer	Essential
Singing in a significant choral establishment	Essential
Qualifications	
Undergraduate degree or equivalent	Desirable
Evidence of significant vocal study	Essential

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools, it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person-centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive to achieve total competence in all that we do. As an employer and as the administrative support function to our parishes, agencies and schools, we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity and truth, and be straightforward in our dealings with others at all times. We will challenge when appropriate, and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action. We will be tenacious, disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenges. We shall be persistent in our pursuit of continual improvement and excellence, and demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion. We will value each other and celebrate colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.