



Diocese of Westminster

Job Title	4 th Tenor 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. (44 weeks)
Hours	4.9 hours per week ave. (regular Sunday work takes up 3.75 hours per week)
Salary	£9,619.83 per annum
Job reference number	764-MUS

Westminster Cathedral intends to appoint a 4th Tenor Lay Clerk. The position is due to commence on 7th September 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. Two additional singers, known as the 4th Tenor and Bass, join the Choir for Sundays, obligatory and semi-obligatory services, and – paid additionally - for special services, concerts and recordings as required. The 4th Tenor and 4th Bass also have first refusal on all deputising work that becomes available from the Tenor and Bass Lay Clerks, for which there is a separate fee schedule. This extra work can be quite substantial if it is desired. There is a large approved deputy list from which Lay Clerks and the 4th Tenor and Bass 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 75% of the required Capitular Services, and their associated rehearsals, throughout term time within the Academic Year (September-August)
- 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 sing at, or arrange cover for, the following three services:
 - Evensong at Westminster Abbey, sung jointly by the choirs of Westminster Abbey and Westminster Cathedral
 - Vespers at Westminster Cathedral, sung jointly by the choirs of Westminster Cathedral and Westminster Abbey
 - Vespers at St Paul's Cathedral during the Week of Prayer for Christian Unity
- 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 ensure that the rules for Sunday cover are maintained; no more than two staff 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.

Competencies	Essential/ Desirable
Skills	
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

Our Diocesan Values

Catholic social teaching covers all aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

Terms & Conditions

The salary is currently £9619.83, reviewed annually. Deputising for Lay Clerks, Special services, broadcasts, concerts, tours and recordings are subject to additional fees. The salary and terms permit for certain services to be livestreamed.

An additional 4 hours per year is paid for training purposes.

The post-holder(s) is entitled to take 5.4 weeks (27 days) of paid holiday ('rolled up' within the salary) within a working year that effectively lasts 49.4 weeks. The overall salary is spread over twelve monthly instalments. Holiday is taken outside of term-times, which are as follows:

- The first Sunday of September until Christmas Day
- The vigil of Epiphany* until Easter Day
- The Thursday following Low Sunday until the Sunday after the final Sunday of the chorister term (usually the 2nd or 3rd Sunday in July)

*when Epiphany or its transferal falls on a Sunday, then term begins on the Sunday.

Overtime accrues in blocks of 15 minutes wherever a service, event or session needs to be extended.

It is accepted that you will undertake additional paid work or employment for other employers or organisations.

In the case of a national event taking place in Westminster Cathedral at short notice, you may be asked to return from overseas venues and, if necessary, curtail other work engagements. In the event of travel expenses being incurred, these will be reimbursed.