



# Diocese of Westminster

<b>Job Title</b>	Bass Lay Clerk
<b>Department / Parish / Agency</b>	Cathedral Music Department
<b>Reporting to</b>	Master of Music
<b>Cost Centre</b>	MUS
<b>Location / Address</b>	42 Francis Street London SW1P 1QW
<b>Management of</b>	n/a
<b>Contract type</b>	Part-time, Term-time. (41 weeks)
<b>Hours</b>	13.5 hours per week ave.
<b>Salary</b>	£29,361.83 per annum
<b>Job reference number</b>	763-MUS

Westminster Cathedral intends to appoint a Bass Lay Clerk. The position is due to commence on 7<sup>th</sup> 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. 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.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<b>Skills</b>	
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
<b>Experience</b>	
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.