Application Pack

**Organ Scholar**

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May 2023

**About Lincoln Cathedral**\_\_\_\_

The Corporate Body of the Cathedral Church of the Blessed Virgin Mary of Lincoln (to give it its proper title) is first and foremost a church, the seat of the Bishop of Lincoln and a centre of worship and mission led by the Cathedral Chapter. A minimum of three services take place each day of the year, at least one of which is usually sung by the Cathedral’s renowned choir. It is the principal ‘mother’ church of Lincolnshire and holds many of the county-wide services of celebration, commemoration and memorial.

Lincoln Cathedral is a place of pilgrimage, where people come to seek God, to learn more about faith, or to take time out of a busy day for quiet reflection. It is a place of welcome and hospitality where all of any faith or no faith are encouraged to feel at home. There is a real richness and variety in the way the Cathedral building is used; significant musical and drama events take place during the year along with a range of lectures and talks covering a wide range of topics.

Set in the historic Old Deanery, and overlooking the beautifully landscaped Dean’s Green, Lincoln Cathedral Café has delicious food and drinks, bright modern interior, and a wonderfully welcoming atmosphere. Lincoln Cathedral shop has long been popular with visitors, is now set in a contemporary new space in the visitor centre, with a stunning boutique look and entrance direct from the Dean’s Green. Alongside the café and shop, a suite of community meeting rooms is available for use and hire and there is a learning suite, discovery centre and exhibition gallery.

We welcome thousands of visitors from across the world to the Cathedral annually and provide floor, tower, and roof tours throughout the year. Many hundreds of children visit during our annual schools’ festivals, Church Schools Festival, Infant Schools Festival, Secondary Schools Festival. We also offer schools’ tours and trails throughout the academic year. Lincoln Cathedral is an exceptional building that was designed to inspire, and it continues to do so. We rely on an exceptional body of employees and volunteers to ensure that the full range of our activities is known beyond the Cathedral walls.

**Our Mission**\_\_\_\_

The diocesan mission statement is to be faithful and confident. As we support the bishop in mission, we will build on this as we seek, Joyfully to proclaim the love of God in worship, outreach, service and welcome to all, and to faithfully exercise our role as custodians of a sacred heritage building.

**Our Purpose**\_\_\_\_

* To advance the Christian religion in accordance with the faith and practice of the Church of England, by furthering the mission of the Church of England
* To care for and conserve the fabric and structure of the cathedral building
* To advance any other charitable purposes which are ancillary to the furtherance of this purpose

**Our Values**\_\_\_\_

Our values reflect the qualities we believe are essential to our life and work, and will help guide us to achieve our objectives, and demonstrate Christian faith and witness as we progress a culture of mutual flourishing, respect, and a shared endeavour, that is inspired and challenged by the Gospel.

* Inclusive
* Trustworthy
* Kind
* Collaborative
* Flexible
* Accountable
* Pro-active to change

**Organisation, Management and Governance**\_\_\_\_

Lincoln Cathedral is governed by Chapter with support and oversight from the Cathedral Council and college of Canons. The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, three Residentiary Canons, a non-residentiary clergy member from the college of canons, and currently four lay members with a breadth of business experience. The Senior Leadership Team, chaired and led by the Chief Operating Officer, comprises the Dean, the Residentiary Canons, and the senior leaders of each department. The Team meets regularly to review performance against business plans and strategic objectives and to discuss operational activities.

**Music at Lincoln Cathedral**\_\_\_\_

Lincoln Cathedral has a reputation for musical excellence. Its primary purpose is to provide the music for Cathedral services and the team includes:

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| Canon Precentor | Nick Brown |
| Director of Music and Master of the Choristers | Aric Prentice |
| Assistant Director of Music | Jeffrey Makinson |
| Assistant Organist | Alana Brook (on secondment to Wakefield Cathedral) |
| Liturgy and Music Administrator  Chorister Supervisor Matron) | Melissa Royston-Bailey  Fiona Beemster |

Our current choir is made up of 17 boys and 20 girls from various schools in Lincolnshire. In addition to this, there are 11 altos, tenors and basses (who are a mixture of permanent Lay Vicars and annually appointed Choral Scholars).

There is a strong musical tradition at the Cathedral led primarily by the Cathedral Choir which sings Evensong on five evenings in additional to normal Sunday services. Traditionally the girl choristers sing Evensong on Mondays. The choir has released many recordings, has broadcast on Radio 3 and this year one of our girl choristers was a BBC Young Chorister of the Year semi-finalist. Following the pandemic, the Choir hopes to tour again very soon.

Lincoln Cathedral Consort is the mixed-voice, volunteer chamber choir of Lincoln Cathedral, which performs services and concerts at the Cathedral and around the Diocese under the direction of Alana Brook, Assistant Organist. The Consort regularly sings services throughout the year and sings at high-profile events such as the Lincolnshire Police Carol Service, and the Lincolnshire County Council Service. The choir frequently sings in parishes throughout the diocese and beyond, and even tour outside of England occasionally. The Consort performs many centuries of music, from sacred to secular, including a specially commissioned work by Thomas Hewitt-Jones, written in 2013.

Ready Steady Choir meets on a Saturday morning 11am-12pm and is aimed at primary school children. Run by our Organist and Assistant Director of Music Jeffrey Makinson, the choir sings fun pieces while improving their musicality and works towards a few different concerts throughout the year. A regular favourite is a carol concert for the Christmas Market. Children in Ready Steady Choir often go on to audition for the Cathedral Choir, but this is not required.

The Youth Choir is aimed at high school and university singers between the ages of 14 and 21. It was formed to give some continued singing experience to those choristers whose voices have broken and have left the choir, as well as singers who may not have had any cathedral experience before. They currently sing Evensong every second Saturday during term time with the Lay Vicars and Choral Scholars of the Cathedral Choir, as well as at some special services.

**Role Summary (Please note, references to Grimsby only apply to the post where this is applicable)**\_\_\_\_

Organ scholarships are available to post A-level students wishing to take a gap year between school and university, students of the University of Lincoln or Bishop Grosseteste University during their studies or to recent graduates wishing to broaden their singing experience with a view to future work as a professional organist. Scholars are appointed for a year, which may be renewable for a second year by mutual agreement. Organ Scholars take a full part in the life and work of the Music Department alongside the Director of Music and Master of the Choristers (Aric Prentice) and the Organist and Assistant Director of Music (Jeffrey Makinson). They also support the work of the Music Department by acting as chaperones for the choristers between rehearsals in the Song School and their own schools.

**Main Particulars of the Post**\_\_\_\_

**Salary:** The Salary for Organ Scholars is currently £15,000, including statutory holiday6 pay, paid in equal instalments over the eleven months of the scholarship.

**Contract:** Temporary for eleven months (September 2023 to July 2024).

**Hours of work:** Your normal hours of work for choral services including rehearsals are 35 hours per week during term time (36 weeks during the 11 month period).

**Location:** The Song School, 16 Minster Yard

**Accountable to:** Director of Music

**Pension:** All eligible employees will be automatically enrolled in the Pension Builder 2014 section of the Church Workers Pension Scheme operated by the Church of England Pensions Board

**Holidays**: Organ Scholars are entitled to time without duties at the same points in the year at which the choristers take theirs, taken as directed by the schedule of services set out in the Cathedral Choir Diary. Choral Scholars are required to work until after Evensong on Christmas Day and on Easter Day. If they are requested to cover duties on a Sunday when the choir is not in residence then time off in lieu will be given.

**Other:** All posts are offered subject to enhanced DBS check.

**Key Accountabilities**\_\_\_\_

Working within the music teams at both Lincoln Cathedral and Grimsby Minster, it is anticipated that the holder of this post would experience the following range of responsibilities in the respective roles at the cathedral and Grimsby Minster:

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| **Cathedral** | **Grimsby** |
| Accompanying the cathedral choir for a share of services. | Principal organist for Sunday and Festivals. |
| Training and supervision of choristers. | Deputising for the Director of Music when required, including directing the choir. |
| Opportunity to attend sessions on Liturgy and Theology within The College of St Hugh (the diocesan body providing validated training for ministry) | Training of choristers. |

1. To play the organ as directed at the services defined within the employment contract.
2. To attend all rehearsals associated with the performance of services and events.
3. To maintain a high standard of performance and one commensurate with the musical tradition of Lincoln Cathedral.
4. To work with the Director of Music and Organist in leading choir rehearsals.
5. To share with the other organ scholar in planning and delivering tuition in Music Theory to all choristers.
6. Directing the choir(s) (or sections of the choir) for rehearsals and services under the guidance of the Director of Music.
7. Through personal practice, study and appropriate lifestyle ensure that you are prepared for the above tasks.
8. To be available for choir tours and additional services or events as scheduled (unless personal circumstances prevent availability) whenever possible.
9. To be an ambassador for Lincoln Cathedral and a positive role model for choristers.
10. To be familiar with and abide by the Cathedral’s policies and procedures in relation to the Safeguarding of Children and Vulnerable Adults.
11. To be familiar with and abide by the Cathedral’s other policies and procedures, particularly in relation to the media and social media.
12. To be a duty chaperone for the boys and girls before and after choir rehearsals as required (this currently includes Monday, Tuesday and Friday mornings and Monday, Tuesday, Thursday and Friday afternoons).
13. To attend safeguarding training as directed by the Cathedral both at commencement of and during employment.

It is expected that each organ scholar will be available for 9 nominal sessions (morning, afternoon or evening) each week, with the remaining session used for personal professional development. Wednesdays are normally a day with no duties. On occasions when the Music Department is required to sing at services on a Wednesday, Thursday is normally taken as an alternative day with no duties.

**Services:**

The organ scholars will contribute to the playing at the following services:

* Evensong on Monday, Tuesday, Thursday, Friday, Saturday (all 5.30pm) Sunday (3.45pm)
* Sung Eucharist on Sunday (10am) and occasional other Sunday offices
* Choral Mattins on Sunday may be resumed during the 2023-24 choir year

Please note, that the organ scholars will not be expected to attend all services, but are encouraged to be present to observe at all times when they are not the nominated organist for a service.

**Chorister rehearsals and training:**

To take a part in rehearsing the choristers and providing theory tuition, including attendance as follows:

* Chorister rehearsals: Monday, Tuesday and Friday mornings, 7.55am to 8.40am
* Music theory sessions: Monday, Tuesday, Thursday and Friday afternoons, 4pm to 4.30pm

**Rehearsals with the choir:**

* Monday, Tuesday, Thursday, Friday and Saturday 4.30pm
* Sunday 8.30am and 2.45pm

**Organ rehearsal time prior to services:**

* Monday, Tuesday, Thursday, Friday and Saturday 4pm
* Sunday 8.45am and 2.30pm

**Organ rehearsal at other times:**

During the day, organ practice is restricted within the cathedral.

* Subject to other events in the cathedral diary, the following times are available for rehearsal in the cathedral:
  + - Monday, Tuesday, Thursday, Friday and Saturday 9am to 10am
    - After the cathedral has closed following the final service of the day
* There is a three manual digital organ available for practice at any time during the day.

**Chaperoning:**

To chaperone choristers to and from school as required. The current programme includes:

* Monday, Tuesday and Friday 8.30am - 9.30am approx.
* Monday, Tuesday, Thursday and Friday 2.45pm – 4.00pm approx.

**Occasional events:**

The choir diary is published during the previous term. The commitment involves a certain number of concerts per year (on average, one per term) and Organ Scholars are expected to take part as required without additional fee to assist with the Cathedral’s fundraising needs.

**Fees:**

Fees are payable for any occasional office (weddings, funerals etc.), broadcasts and recordings in which an Organ Scholar might participate.

**Duties at Grimsby (applicable to one scholar only):**

To be the principal organist accompanying services at Grimsby Minster. This will include the following core duties, amounting to 3 out of a nominal 9 sessions (morning, afternoon or evening) per week:

* Choir rehearsals in Grimsby on Thursday evenings
* Playing for Sunday services in Grimsby

In addition there may be the opportunity to play for occasional services, for which a separate fee would be payable.

There may be some assistance/shared transport between Lincoln and Grimsby

**Person Specification**\_\_\_\_

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| **REQUIREMENTS**  The post holder must be able to demonstrate: | **ESSENTIAL (E) DESIRABLE (D)** |
| **Absolute Integrity & Values:**  The primary purpose of the Cathedral is to be place of Christian worship. Understanding of the Church of England and being able to work comfortably and in sympathy with the worship and mission of the cathedral, engaging in all aspects of the cathedral’s life are essential to this role. | E |
| **Knowledge, Experience and Personal Attributes:** |  |
| * Proven ability to perform to a high standard (at/approaching ARCO standard for pre-University, or at/approaching FRCO standard for post-university) | E |
| * Excellent sight-reading skills | E |
| * Experience of directing choirs * Experience of directing choirs in a professional environment * Ability to provide basic musical training to probationers | E  D  E |
| * Commitment to the musical traditions of the Cathedral | E |
| * To remain calm under pressure | E |
| * Maintain a high level of professionalism | E |
| * Willingness to take direction and to work as part of a team | E |
| * Commitment to following best safeguarding practice as appropriate to the role, including enhanced DBS checks and training | E |
| * Knowledge of a wide repertoire including both Anglican and European traditions | D |
| **Special Features:**     * The job holder is sympathetic to the Christian values and ethos of the Cathedral and the Church of England. | |

**Equality Statement**\_\_\_\_

The Cathedral is committed to the principles of equality and diversity in employment and aims not to discriminate on grounds of gender, age, appearance, race, sexuality, class, ability, culture, nationality, political belief, trade union activity or religious belief.

It is the intention of the Cathedral Chapter to ensure that the principles outlined in the Equal Opportunities Policy are embedded into our planning, decisions and actions which extend to the treatment of job applicants, employees (including former employees) clients, visitors, and pilgrims.

To ensure that Chapter’s Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee’s and applicants’ racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.

**Safeguarding Statement**

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Every person has a value and dignity which comes directly from creation of male and female in God’s own image and likeness. Christians see this as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as having the Holy Spirit within them and therefore to protect them from harm.

We follow the policies adopted by the Church of England and Diocese of Lincoln. We are committed to:

* The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
* The safeguarding and protection of all children, young people and adults when they are vulnerable;
* The establishing of safe, caring communities which provide a loving environment where there is “informed vigilance” as to the dangers of abuse

**Interview and selection process**

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Please submit your application using the application form. A CV is not an acceptable substitute but may be attached as an additional document if you wish.

**Closing date for applications:** Ongoing

**Interview date and auditions:** TBC

**Applications by email to:** [recruitment@lincolncathedral.com](mailto:recruitment@lincolncathedral.com)

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

**The Cathedral reserves the right to interview and appoint at any point during the recruitment process.**