



NEWPORT CATHEDRAL
EGLWYS GADEIRIOL CASNEWYDD
St Woolos, King & Confessor - Sant Gwynllyw, Brenin a Gyffeswr

LAY CLERK – JOB DESCRIPTION

The Lay Clerk Role

The role of the Lay Clerks is to attend rehearsals and sing at services in the Cathedral. The successful applicants will be versatile singers with good aural and sight-reading skills who are able to blend within a small ensemble. Familiarity with liturgical repertoire and psalm singing would be advantageous and the ability to work within a team, which includes children, is essential.

Weekly Schedule

Wednesday	Rehearsal	6pm	
	Choral Evensong	6.30pm	
	Alto/Tenor/Bass rehearsal	7.30-8.30pm	
Sunday	Rehearsal	9.50am	
	Sung Eucharist	10.30am	
	Rehearsal	4pm	
	Choral Evensong	5pm	

As part of the Cathedral's mission to its diocese, the choir sometimes visits parish churches, typically once a term on a Sunday afternoon to sing Evensong.

Remuneration

Lay Clerks will be paid a fee of £20 per attendance (Weekday service/rehearsal, Sunday Morning service, Sunday Evening service).

Special Services

The Lay Clerks will be expected to sing at special services as follows:

Advent Carol Service

Nine Lessons and Carols

Midnight Mass

Christmas Day

Ash Wednesday

Maundy Thursday

Good Friday

Holy Saturday

Ascension Day

Corpus Christi

All Souls Sung Requiem

Ordinations

Possible weddings and funerals

Occasional other special services, e.g. installation of new Clergy, RSCM Choral Festivals

Possible concerts

It is hoped that Lay Clerks would also attend Choir Tours and other trips.

General Information

The life of Newport Cathedral is rooted in prayer and worship. This forms the foundation for the Cathedral's ministry to its congregation and diocese as well as its mission to visitors and the City of Newport.

The Cathedral Choir consists of 20 boy choristers and 20 girl choristers, who sing separately, and have their own identities. The boys and girls sing together for special occasions. There is no choir school and the children are drawn from local schools. The altos (male and female), tenors and basses are volunteers who live and work in Newport, including several teenage ex-choristers.

There is also a Cathedral Voluntary Choir which sings on occasions when the Cathedral Choir is on holiday.

The Music Team consists of:

The Ven. Jonathan Williams Precentor and Archdeacon of Newport

Emma Gibbins Director of Music

Jeremy Blasby Associate Director of Music

Steve Harries Chorister Tutor

Liza Petter Chorister Tutor

Holiday

The Cathedral Choir does not sing on the following Sundays:

One or two Sundays after Christmas
The Sunday after Easter
One Sunday at each half term break
Five or Six Sundays in the summer break

There are no rehearsals or Wednesday Evensongs during Half Term weeks or in the period after Christmas and Easter.

Lay Clerks will be contracted to sing at all services during choir term.

Terms of Employment

Lay Clerks are appointed on a self-employed basis and will be expected to submit an invoice for their services at the end of each month. Lay Clerks are expected to be responsible for their own tax and national insurance.

Contracts will run on a termly basis. We would anticipate new lay clerks starting mid-October.

Application Procedure

Candidates should send their CV, a covering letter and details of two referees, one of whom should be able to comment on the candidate's musical ability and suitability for this post, to the Cathedral Administrator:

Andrea Keen
Cathedral Administrator,
The Deanery,
105 Stow Hill,
Newport,
NP20 4ED

Application deadline: **30th September 2018**

Short-listed candidates will be interviewed in early October and will be asked to prepare a piece of their choice, and will be given some sight-reading tests. An accompanist will be provided.

Further details are available from the Director of Music, who would be happy to discuss the appointment informally.

Emma Gibbins

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