



**JOB TITLE:** Music and Liturgy Administrator

**LINE MANAGER:** Residentiary Canon Precentor with responsibility for Cathedral Services

**JOB SUMMARY** Assist the Canons with responsibility for services, music department staff and Head Verger in the smooth and efficient running of all matters to do with Cathedral worship and music.

## **TERMS OF EMPLOYMENT:**

**Salary:** £21,000

**Hours of Work:** 35 hours a week

**Annual Leave:** 25 days per annum plus BH (pro rata)

**Contract:** Permanent subject to a three month probationary period

**The Cathedral Church** of St James and St Edmund, Bury St Edmunds, was created in 1914 when the existing St James's Church was selected as the seat of the new Bishop of St Edmundsbury and Ipswich. The Cathedral remains also a parish church. The building was enlarged by Stephen Dykes Bower in the 1960s and its central tower was opened by HRH The Prince of Wales and The Duchess of Cornwall in 2005. New cloisters, chapels and other building works were completed and consecrated in 2009. Further major projects were completed in 2010, namely the installation of the vaulted ceiling and the refurbishment of the Cathedral organ.

St Edmundsbury Cathedral maintains a daily round of worship with the Anglican choral tradition of music at its heart. The Book of Common Prayer and Common Worship are used on a daily basis for routine services and there is a vast range of special services of celebration, thanksgiving and commemoration when local and national bodies and individuals attend. In addition, there are a significant number of secular events such as concerts and art exhibitions on an almost weekly basis. The Cathedral is also a principal destination in East Anglia for tourists and other visitors and also provides a significant educational programme for schools visits.

St Edmundsbury Cathedral Enterprises Limited oversees the Cathedral Gift Shop, our Tourist Information Point, Pilgrim's Kitchen (café/restaurant) and our external events facilities.

St Edmundsbury Cathedral is a lively and exciting place in which to work. The completion of major building works has seen the Cathedral grow in size and activity and the place has become busier. The extraordinary variety of people who are associated with the Cathedral and the remarkable diversity of the events which take place here mean that there is much to capture the imagination of the Cathedral's employees; much to be done, and much to enjoy.

**Cathedral worship** is overseen by the Canon Precentor and is normally led by the Cathedral's Residentiary Canons, Readers and Auxiliary Clergy. Music in Cathedral services is normally led by one of the Cathedral's choirs. Services are facilitated by the Cathedral's Vergers' Team and the volunteer Servers' Team. The Cathedral's congregation assists in worship in a variety of ways including scripture readings and in the leading of prayers. The post-holder will be involved in liaising with all of these teams.

**The Music Department** consists of two full-time musicians: Director and Assistant Director of Music, along with three part-time staff: the Singing Teacher and the Chorister Supervisor. An Organ Scholar and Choral Scholar also assist with the running, while spending some of their time assisting with music provision in local high schools. The Department is overseen by the Canon Precentor, and secretarial/administrative support is provided by the post-

holder of this position. There is also a St Edmundsbury & Ipswich Music Development Director who is currently in contact with churches in the Diocese and establishing a Cathedral-led Outreach Project (*InHarmony*) to the Diocese.

There are six different choirs who provide music for the regular services. The *Cathedral Choir* sings at the majority of services and consists of around 20 boys and 12 men. There are plans in place to develop and launch a girls' front row to provide equity of opportunity. The *Colts Choir* is the junior boys' choir, which acts independently of the Cathedral Choir, but many Colts go on to become Choristers. The *St Cecilia Juniors* is the junior girls' choir. *Cecilia Chorale* is the Cathedral's youth choir, and has several old Choristers and old St Cecilia Juniors amongst its number. The *St Edmundsbury Singers* is a ladies' choir, and is run by the Assistant Director of Music. The final choir is an informal gathering of men, known as *Wednesday Men*. This choir provides music (some plainsong, some polyphonic) for most Wednesday evensongs, and consists of the Choral Scholars, some Lay Clerks, some extra volunteers and the DoM and ADoM.

## SAFEGUARDING

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role

## ROLE & RESPONSIBILITIES:

- Secretarial support to Canon Precentor including but not limited to:
  - Preparing paper and electronic weekly service schedules and bulletins
  - Preparing liturgical texts (readings, collects, etc.) for use in services
  - Proof reading
  - Taking minutes at service planning meetings and using the service booking forms
  - Administering major special services in collaboration with the Dean's PA and Head Verger
  - Maintaining a database of existing orders of service
  - Taking notes at Diocesan Church Music Committee and RSCM Suffolk
  - Diary management and general correspondence
- Assist the Canon Pastor and Sub Dean with the organisation of baptisms, weddings and funerals, to include:
  - Taking bookings through the internal diary process
  - Liaising with families, funeral directors, clergy and other relevant parties
  - Preparing Orders of Service
- Administrative support to the Music Department to include:
  - Managing visiting choirs to the Cathedral
  - Maintaining a database of choir members
  - Administration of the Friday Lunchtime Recital series
  - Schools contact and general administration such as booking transport for visits and tours
  - Assisting with social media for the Music Department
- Liaise with the Lord Lieutenant's Office, Bishop's Office, Diocesan Office, RAF Regiment, Schools, local government, national church bodies and other relevant institutions
- Produce the weekday Evensong reading rota (half termly)
- Produce orders of service for special services, including electronic versions, and organise printing
- Liaise with participants leading readings and prayers, both at routine services and special services
- Prepare the monthly clergy rota template and send out the monthly availability template
- Ensure all services are agreed at the weekly Diary meeting and booked in the Diary
- Attend weekly Music and Liturgy Meetings and Diary Meetings, **Cathedral Diary Meetings and other occasional meetings as required**
- Administer the Parish Visits scheme
- Oversee use of *eTapestry* (CRM database), keeping the database up to date, tidy and free from redundant accounts. Training will be provided.
- Other administrative duties as required

## Person Specification

### Essential Qualities

- Excellent communication skills, both verbal and written
- Excellent diplomatic and interpersonal skills, with an ability to connect with people at all levels, of all ages and walks of life
- Excellent administrative, organisational and planning skills
- Excellent attention to detail
- Excellent computer skills, in particular including working knowledge of Microsoft Office: Word, Publisher, Excel and Outlook
- Ability to both work as part of a team and on own initiative
- Ability to multi-task, prioritise own workload under pressure and meet tight deadlines
- Proactive, enthusiastic and with a 'can-do' attitude
- Self-starter with the ability to instigate and see through new ideas and developments
- In sympathy with the Mission and Ethos of the Cathedral and Christian teaching

### Desired Qualities

- Experience of working in a listed building and/or faith community
- Interest in/knowledge of church music
- Knowledge of Church of England worship
- Knowledge of LilyPond and Sibelius computer music programmes
- Experience with eTapestry or other CRM systems
- Social media skills
- Flexible approach to duties and working hours
- Energy, enthusiasm and a good sense of humour
- Relevant experience in support of church music or in a similar environment

### APPLICATION PROCESS:

**Closing date:** 9:00 am on Monday 27<sup>th</sup> July 2020  
**Interviews to take place:** Virtual (by Zoom): Wednesday 29<sup>th</sup> July 2020 or  
In-person (socially distanced): Thursday 30<sup>th</sup> July 2020

Please apply, using the Cathedral's Application Form, to:

Sarah-Jane Allison  
Administrator – People & Policies  
St Edmundsbury Cathedral  
Abbey House  
Angel Hill  
Bury St Edmunds  
IP33 1LS  
Email: [HR@stedscathedral.org](mailto:HR@stedscathedral.org)  
Tel: 01284 748720