

SOUTHWARK

◆ CATHEDRAL ◆

Assistant Organist Job Description – May 2019

Title of post	
	Harry Coles Organ Scholar (Part-Time)
Introduction	
Mission Statement	<p>Southwark Cathedral... an inclusive Christian community, growing in orthodox faith and radical love.</p> <p><i>The marks of our community are:</i></p> <ul style="list-style-type: none"> • confidence in God and the Gospel • passion for those on the edge of society • engagement in vibrant theology and teaching • prayerful service of our Bishop and Diocese • love for London and the world <p><i>Our rule of life is centred on a commitment to:</i></p> <ul style="list-style-type: none"> • worship • study • service <p><i>and above all</i> to the Living God we know in Jesus Christ.</p>
Introduction to Southwark Cathedral	<p>The Cathedral and Collegiate Church of St Saviour and St Mary Overie stands at the oldest crossing-point of the River Thames at what was for many centuries the only entrance to the City of London situated across the river. A verbal tradition suggests that the first Christian establishment was a community of nuns in the 7th century, but the first written reference is the mention of a 'minster' in the Domesday Book of 1086.</p> <p>In 1106 the church was 're-founded' by two Norman knights as a priory, whose members lived according to the rule of St Augustine of Hippo. The church was dedicated to St Mary and later known as St Mary Overie ('over the river'). The Augustinian Canons created a hospital alongside the church; this was the direct predecessor of today's St Thomas's Hospital opposite the Houses of Parliament.</p> <p>At the Dissolution of the Monasteries in 1539, the last six canons were pensioned and the church itself became the property of King Henry VIII who rented it to the congregation. It was re-named St Saviour's, though the old name remained in popular usage for many years.</p> <p>St Saviour's Church became Southwark Cathedral in 1905. The diocese which it serves stretches from Kingston-upon-Thames in the west to Thamesmead in the east and Gatwick Airport in the south. It has a population of two-and-a-half million people, served by over 300 parishes.</p> <p>Today the Cathedral continues to serve its parish as well as the diocese and frequently hosts events and services for the national Church. Our mission statement above describes our lively community, set in the midst of a vibrant area of London, with a passion for living the Gospel and a desire to grow in love of one another, and in the knowledge and love of God.</p>

<p>The Music</p>	<p><i>History</i></p> <p>As were many of the Cathedrals in England, the church we now know as Southwark Cathedral was a monastic foundation prior to the Reformation. The daily offices, often sung, were at the heart of the life of those communities and has continued in our Cathedral churches.</p> <p>In 1456, the parish records include a payment made to the 'theatrical children' at St Saviour's (as it was then known). The first direct reference to professional singers is in 1569 when Brian Pattinson, one of the vestry clerks, helped himself to the huge sum of £20 from funds to pay the Choir. He was dismissed and replaced by a successor 'who shall be a good bass'. At the same time, the Choir also advertised for 'a tenor, that the choir may be better served.'</p> <p>St Saviour's Church became the Cathedral for the newly formed Diocese of Southwark in 1905 and has boasted a fine Choir of boys and men for many years, offering pupils at a number of day schools (both independent and state) the opportunity to learn music in the unique English Cathedral tradition.</p> <p>As part of the Millennium Project, marking the year 2000, Southwark Cathedral Girls' Choir was formed, on similar lines to the boys, to enrich the Cathedral's musical heritage and to offer the same opportunity for musical, spiritual and social development which the boys have enjoyed for so long.</p> <p>The lower voices (all male at present) consist of professional lay clerks, volunteer lay clerks, choral scholars and a few junior choral scholars from City of London School (who sing just on Mondays).</p> <p>The Choirs sing regular choral services throughout the week and are thus able to minister in a unique way to the people in South London and beyond through tours and invitations to special events and occasions. They have become well known through broadcasts, concert, tours and recordings. Our choristers continue to gather from a number of schools around London; we do not have a choir school.</p> <p>In 2003, Southwark Cathedral founded the Merbecke Choir to be a place for boys and girls who had left the Cathedral Choirs to explore a wide range of repertoire under expert tuition. The choir has grown since then and has a broad mix of ages and backgrounds, though former Cathedral choristers remain very welcome. The Merbecke Choir is now around 25-30 singers, mostly in their twenties and thirties who sing a wide range of music to a high standard. The Merbecke Choir is directed by Emily Elias.</p> <p>The Thursday Singers is made up of people from the local community, residents and those in work in the shops and businesses around the Cathedral, who simply enjoy singing. There is no audition, just a love of choral music. The Thursday Singers sing for Festival Eucharists which fall on a weekday and also lead the singing at the Cathedral's immensely popular Carol Sing-In before Christmas.</p> <p><i>Today</i></p> <p>Worship is the primary purpose of the Cathedral's life, and the importance of music in this is reflected in a significant proportion of the Cathedral's budget being spent on it.</p> <p>Safeguarding is a key factor in all aspects of our life. In the Music Department; the well-being and safety of the Choirs is the first priority of all staff in the department.</p> <p>The music is supported by a part-time Music Administrator, and we have recently initiated a small team of Choir Chaperones, which we would like to expand.</p>
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The Role Description	
Key relationships	<p>The post holder is responsible to the Director of Music, who is the Organ Scholar's line-manager.</p> <p>The Organ Scholar will also work closely with the Assistant Director of Music and Organist, and Choir Chaperones.</p>
Overall purpose	<p>The Organ Scholar supports the Southwark Cathedral Music Department in the accompaniment and/or conducting of services and, in doing so, gains experience and expertise in a thriving Cathedral Music Department.</p>
Duties and responsibilities	<p>With the Director of Music, and under their direction...</p> <ul style="list-style-type: none"> • To play the organ for and/or conduct the cathedral's regular and special services. • To accompany rehearsals. • To oversee the maintenance and oversight of the Choir Music Library. • To attend the weekly music meeting and the termly lay clerks' meeting. • Occasionally to give an organ recital as part of the Cathedral's regular Monday lunchtime recital series. • To assist on choir tours, in years when they take place. • To work in sympathy with the Chapter in relation to worship and services, mission and ministry of the Cathedral, Bishop and Diocese.
Personal development	<p>The post holder is expected to engage fully in continuing professional development, including</p> <ul style="list-style-type: none"> • Safeguarding training • Taking appropriate steps to develop his or her professional skills, in consultation with the Director of Music.
Terms and conditions	
Timescale	<p>The appointment starts on 1 September 2019 and finishes on 31 August 2020. It is possible that the scholarship might be renewed for a further period of one year.</p>
Salary	<p>The salary is £9,400 per annum and is reviewed in January each year. The contract is based on working 40 weeks per year during Choir Terms. The organ scholar is not required to work for 12 weeks of the year whilst the choir is on holiday. Payment, however, is spread evenly throughout the year in 12 equal monthly payments.</p>
Pension	<p>The post holder will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.</p>

Additional fees	<p>The Organists receives a good number of fees for occasional offices and special (external) services. Current rates are:</p> <p><i>Full rate</i></p> <p>Director of Music (ie directing choir) £214 Organist without Choir £160</p> <p><i>Rate for diocesan services</i></p> <p>Director of Music (ie directing choir) £203 Organist without Choir £150</p> <p>Fees are doubled when the service is recorded or broadcast.</p>
Office accommodation	<p>The Organ Scholar shares a desk and computer with the Assistant Director of Music in the Cathedral premises.</p>
Use of the Cathedral Organ	<p>The Organ Scholar may use the Cathedral organ for her/his own practice, as long as this does not conflict with other Cathedral bookings.</p>
Working time	<p>The Organ Scholar is expected to work 19 hours per week, for 40 weeks, during the choir terms, usually spread over five days a week.</p> <p>In keeping with a role of this nature, however, a high level of commitment and flexibility is required. Our expectation is that over the course of a year, the average will be 19 hours per week.</p> <p>Given the requirement to be so flexible, a record should be kept of working hours.</p> <p>On rare occasions there may be a need for the post holder to work over six days, in which case the post holder may take time off in lieu.</p> <p>It is expected that a regular rest days will be Wednesday and Saturday.</p>
Holidays	<p>The Organ Scholar has 130 hours paid annual leave per year, for the 40 working weeks, based on 19 hours per week. This is equivalent to a pro rata entitlement of five weeks paid holiday per year, plus Bank Holidays (or days in lieu, if there is a work commitment on a Bank Holiday). An additional day may be taken at Christmas time.</p> <p>The paid holiday entitlement must be taken outside choir terms in the 12 weeks when the organ scholar is not required to work.</p> <p>Additional days' leave are at the discretion of the Director of Music, and will normally be unpaid.</p> <p>The post holder is expected to work on Good Friday and Christmas Day.</p>
Expenses	<p>Agreed working expenses are reimbursed in full, upon the production of receipts.</p>
Probation period	<p>There will be a probationary period of three months.</p>

Appraisal	The organ Scholar is expected to participate in the Cathedral's staff appraisal scheme.
Notice period	One month's notice is required.

Further information

Regular schedule of services with organ or choir

The Cathedral Choir sings during term time and has the normal holidays coinciding as closely as possible with those of the schools from which the choristers come.

Sundays	11.00am 3.00pm 6.00pm ²	Choral Eucharist ¹ Choral Evensong ¹ Traditional Rite Eucharist (Usually a visiting choir) Service of Light (Currently a small choir and music group led by the Succentor) Service of Wholeness and Healing (Organist) Compline and Eucharistic Devotions (Merbecke Choir)
Mondays	5.30pm	Choral Evensong (Girls and lay clerks)
Tuesdays	5.30pm	Choral Evensong (Boys and lay clerks)
Thursdays	5.30pm	Choral Evensong (Girls, alternate weeks)
Fridays	5.30pm	Choral Evensong (Alternating lay clerks / boys and lay clerks)

1. Usually boys and lay clerks; girls and lay clerks once a term.
The Great Choir (girls, boys and men) sings at principal feasts: Christmas, Easter and Pentecost.
2. Although some of these services are currently covered by other musicians, the Cathedral organists may be required to cover any of the 6.00 pm services, at any time of the year.

There are additional services on major festivals and on important diocesan occasions. The Thursday Singers usually sing a Choral Eucharist on one festival a term, on a weekday lunchtime.

Southwark Cathedral hosts the consecrations of bishops, at which the Cathedral Choir sings; an organist is required for Diocesan Confirmations, which are on Saturday afternoons, three times a year; and there are also occasional offices many of which require an organist, and sometimes a choir.

The Chapter will be inviting the Director of Music to lead a review of the pattern and balance of services sung by the boys/girls.

The weekly rehearsal schedule

Sundays	9.30am 10.00 – 10.45am	Boys ¹ Full
	(Choir Lunch is at 1.00)	
	2.00pm 2.15 – 2.45pm	Boys ¹ Full
Mondays	4.30 – 6.00pm 4.30 – 5.00pm 5.00 – 5.30pm	Boys individual Singing Lessons Girls rehearsal Full
Tuesdays	4.20 – 5.00pm 4.30 – 5.10pm 5.10 – 5.30pm 6.15 – 6.30pm	Probationers (Girls) Boys Full Lay clerks if necessary
Thursdays	1.00 – 1.30pm 4.20 – 5.15pm 4.30 – 5.30pm	Thursday Singers Probationers (Boys) Girls' rehearsal

	<p>7.00 – 8.30pm Merbecke Choir</p> <p>Fridays 4.30 – 5.30pm Boys 5.10 – 5.30pm Lay clerks or Full</p> <p>I. Or girls, once a term.</p>
Applications	<p>Applications, with a letter explaining why you are applying for the position, a <i>curriculum vitae</i> and names and addresses of two referees should be sent to: Marie Tims, Dean’s PA, Southwark Cathedral, London Bridge, London SE1 9DA or by email to marie.tims@southwark.anglican.org</p> <p>Deadline for receipt of applications is 12 noon on Friday 10 May 2019.</p> <p>Interviews and auditions will take place on Wednesday 19 June 2019.</p> <p>The person appointed will be required to undertake a DBS check in accordance with the Cathedral’s Safeguarding Policy.</p>