

# BRADFORD CATHEDRAL

*Centenary 1919-2019*

Hospitality Faithfulness Wholeness

**Choir Matron (Choristers' Pastoral Worker)**



 THE CHURCH  
OF ENGLAND

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Diocese of Leeds



## **An introduction by the Dean**

Thank you very much for showing your interest in the post of Choir Matron at Bradford Cathedral.

Bradford Cathedral has a thriving musical tradition. The 90 children and adults in our choirs come to the cathedral to sing at five choral services each week. Our education programme gives over 30 young choristers from different backgrounds free singing lessons and tuition in music theory. Our organ recitals draw some of the finest performers from the UK and abroad.

We seek a personable and organised Choir Matron for the Music Department. You will be joining a cathedral that has been energised by a number of new staff appointments in the past two years, including the Chief Operating Officer, Director of Education & Visitors, Head Verger, Dean's PA, Communications, Marketing & Events Officer, and Income Development Officer. Each person has brought new ideas and energy. The Chapter of the Cathedral have also been involved in renewing the Strategy.

You will be able to demonstrate:

- energy and enthusiasm for life at Bradford Cathedral
- a love of working with children and young people, and a desire to see them flourish
- an excellent knowledge of current Safeguarding culture
- personal virtues that resonate with the cathedral as a Christian institution
- that you are a team-player, and are able enhance a healthy working culture
- flexibility and resilience.

With my prayers and best wishes

The Very Reverend Jerry Lepine  
Dean of Bradford

July 2019



## About this role

The Chapter of Bradford Cathedral seeks to appoint a personable and organised person of any gender to the new position of Choir Matron (Choristers' Pastoral Worker), from 26th August 2019.

As a Cathedral our vision is to be a centre of excellence for traditional church music and musical education within the Church of England Diocese of Leeds. We also seek to bring people to the Christian faith through worship and music of a high quality. A key part of that vision will be realised through the work of our children and young people. The new Choir Matron will be a key member of the music department, who look after our children and young people whenever they come to choir, and will ensure that there is adequate chaperone cover for every choir commitment involving children and young people.

This role is suited a professionally minded person of Christian faith with a love of working with children and young people. We expect our applicants to be hard-working and enthusiastic team-players, and to be fully part of the life of Bradford Cathedral.

If you would like an informal conversation about this role, please be in touch with Alex Berry, Organist & Director of Music ([alex.berry@bradfordcathedral.org](mailto:alex.berry@bradfordcathedral.org) / 07507 456 741).

# The Music Department and Cathedral Choir

## Personnel

Alexander Berry has been Director of Music since January 2017. He is responsible for overseeing all aspects of the musical life of the cathedral. He is answerable to Chapter, and line-managed by the Precentor, the Revd Canon Paul Maybury.

The Choir Matron will be managed by the Director of Music. The music department has recently appointed Graham Thorpe as full-time Sub-Organist & Assistant Director of Music, who will start on 26th August 2019. We also seek to appoint a part-time Music Department Administrator from 26th August 2019.

## The Cathedral Choir

The independent lines of boy and girl choristers sing for the majority of the Cathedral Choir services. The choristers are aged from 7 to 13, and have complete parity. There is no choir school, so the boys and girls are recruited from a number of different schools from across the local area. In 2018 a new strategy was launched to recruit new choristers to the Cathedral Choir, and across the year we recruited 15 new girls and 10 new boys. It is our aim to have 20 children in each choir. Full choristers receive free singing lessons and theory tuition.

The back row of the choir is made up of three constituent parts:

- *Lay Clerks*: A pool of 25 male and female volunteer singers from across the local area, who sign up to sing for services throughout choir term. We are seeking to grow our pool of singers over the course of 2019.
- *Choral Scholars*: Since 2015 the back row has been augmented by a number of paid choral scholars, most of whom have been recent graduates.
- *Junior Choral Scholars*: When choristers retire from the front row, they receive the opportunity to sing with the altos, tenors and basses of the choir.

The Cathedral Consort is made up of volunteer sopranos who join together with the Lay Clerks and Choral Scholars to sing around six times per term. The Consort has a wider and more ambitious repertoire and tends to sing for services outside the ordinary weekly pattern.

The Saturday Singers is a choir of children who have been recruited through the *Be A Chorister For A Morning* scheme. The Saturday Singers sing with the Cathedral Choir once or twice a term, and give performances in their own right. The Singers are conducted by Ruth Hutton-Searle.

During the academic year 2019-2020 the Music Department will be recruiting a new Youth Choir which will start in September 2020.

## Current Weekly Timetable for Choristers

Monday	16.15	Refreshments
	16.40	Choristers' Rehearsal
	17.10	Full Rehearsal
	17.45	Choral Evensong (Girls and Adults)
	18.30	Finish

Tuesday      16.15 Refreshments  
                 16.40 Choristers' Rehearsal  
                 17.10 Full Rehearsal  
                 17.45 Choral Evensong (Boys and Adults)  
                 18.30 Finish

Thursday     16.15 Refreshments  
                 16.40 Choristers' Rehearsal  
                 17.10 Full Rehearsal  
                 17.45 Choral Evensong (Boys or Girls)  
                 18.30 Finish

#### BOYS AND GIRLS ALTERNATE WEEKEND COMMITMENTS

Saturday     09.30 Saturday Singers' Rehearsal (until 10.30)  
                 09.30 Choristers' Rehearsal, Theory and Singing Lessons (boys or girls, until 12.15)

Sunday       09.10 Choristers' Rehearsal  
                 09.30 Full Rehearsal  
                 10.15 Choral Eucharist  
  
                 14.15 Choristers' Rehearsal  
                 15.15 Full Rehearsal  
                 16.00 Choral Evensong  
                 17.00 Finish (*sometimes Junior Choral Scholars are required to stay until the end of the Lay Clerks' rehearsal, at 17.45*)

## Key Responsibilities

The Choir Matron is first and foremost a pastoral position, to ensure the wellbeing of all children and young people who sing as part of Bradford Cathedral Choir.

### **Practical Responsibilities**

The Choir Matron will be present at all choir commitments attended by children and young people, including at Christmas and Holy Week/Easter. They will arrive in good time for all choir commitments (a minimum of 15 minutes before choristers are scheduled to arrive).

They will sign children into and out of all choir commitments, using the *ChurchSuite* Connect system. They will build meaningful relationships with choristers and their parents/carers, especially during toast-time in the Parish Rooms. They will be an advocate for an inclusive and respectful choir culture in which each individual is valued, and everyone works towards the same high standard.

They will ensure that refreshments are prepared (by the chaperones), including

- toast in the Parish Rooms before evensong rehearsal on Mondays, Tuesdays and Thursdays
- juice and biscuits for choristers and Saturday Singers on Saturday Mornings
- juice and biscuits for choristers in their rehearsal break on a Sunday afternoon.

They will think ahead and troubleshoot any potential pastoral issues. They will attend regular meetings with the music department staff team.

### **Missional Responsibilities**

The Choir Matron will assist the Canon Precentor in the delivery of faith development sessions on Saturday mornings and at other times as required. They will train choristers in how to announce and read Evensong lessons with sensitivity, accuracy and dignity. There is a genuine occupational requirement that the post-holder is a Christian. As such, they will model and share Christian faith and virtues with choristers, and be a safe, easy and broad-minded person in whom the choristers may confide.

They will be a kind and calm presence in the lives of the young people who attend the cathedral, modelling appropriate behaviour in a liturgical environment.

### **Administrative Responsibilities**

The Choir Matron will collaborate with the Canon Precentor to write for Chapter a short, termly report on the pastoral wellbeing and Christian faith development of the choristers.

The Choir Matron will maintain accurate records, recording incidents on *ChurchSuite* within 24 hours. They will recruit and induct new choir chaperones, liaising with the Music Department Administrator to ensure that DBS-checks and Safeguarding training have been carried out.

They will take full details of new choristers and their parents, using the *ChurchSuite* database. They will liaise with the Director of Music and Hospitality Advisor for larger events at which food is being cooked and served. They will ensure that choir robes are kept clean and orderly and fit choristers with new robes/choir uniform when required.

### **Responsibilities during trips and tours**

The Choir Matron will collaborate with the Canon Precentor to lead the pastoral staff on choir tours, both at home and abroad.

## Person Specification

	Essential/ Desirable	Measured by
<b>EDUCATION</b>		
Excellent standard of written English	E	A R
A sound educational understanding of the Christian faith	E	A I
Ability to adapt spoken English to suit the audience	E	I
A teaching qualification, a counselling qualification, a social work qualification or ordination in the Church of England or another member church of Churches Together in Britain and Ireland	D	A
<b>CHRISTIAN MISSION and MINISTRY</b>		
Sympathy with the needs and aims of a Christian organisation	E	A I
A communicant member of the Church of England or another member church of Churches Together in Britain and Ireland	E	A I
A commitment to the important role children, young people and their families play in the Body of Christ	E	A I
An understanding of how a cathedral choir fits into the worshipping life of a cathedral	D	A I
Ability to communicate the Christian faith to choristers and, if necessary, to pray with them	E	A I
<b>ADMINISTRATION</b>		
Experience of organising rotas	E	A I R
Experience of using <i>ChurchSuite</i>	D	A
<b>SAFEGUARDING</b>		
A knowledge of current Safeguarding culture and procedures	E	A I R
The ability to model best Safeguarding practice	E	A I R
The ability to identify less strong areas in current practice, as part of a culture continually open to improvement	D	A R
Determination to put children first, recognising and responding to their individual needs	E	A I
Commitment to the full inclusion of all, with special regard to ability, gender identity, sexuality, religion, economic status, social class, and ethnicity	E	A I R
<b>PERSONAL SKILLS</b>		
An ability to show easy sympathy with those with complex and wide-ranging needs	E	A I R
A kind, gentle and warm manner	E	A I R
An ability to manage conflict and diffuse tension	E	A I R
A team player, able to encourage collaboration without enforcing undue conformity	E	A I R
An ability to stay calm under pressure	E	A I R
A willingness to receive criticism and adapt	E	A I R
A keen awareness of context, and ability to adapt behaviour and manner accordingly	E	A I R
An easy sense of humour	D	A I
An enjoyment of the English choral tradition	D	A I

A – Application Form

I – Interview

R – References

## Terms and Conditions

The Choir Matron will work an average of 18 hours a week during choir term-time. Some flexibility with working hours will be required, in the knowledge that some weeks will be busier than others. A work mobile phone and tablet will be provided for this role, but there will be no fixed desk space for the post-holder.

The Choir Matron will be a permanent post on an annualised hours' contract. The hourly rate for this position is £9. The remuneration for this post is £7,371 per annum. The annualised hours for this post are 819 (this includes holiday entitlement which is pro rata of a full-time post). The holiday entitlement for this post should be taken outside choir terms.

Offer of the position will be subject to the completion of an 'Enhanced plus barred lists' DBS disclosure and the agreement to abide by Bradford Cathedral's safeguarding policy.

The Choir Matron will report directly to the Organist and Director of Music. Their place of work will be Bradford Cathedral.

There will be a probationary period of six months. During the probationary period, the notice is one month on either side. After that the notice period will be three months on either side.

## How to apply

- Write a cover letter, detailing your reasons for applying for this position, and what you could bring to Bradford Cathedral.
- Fill out the attached application form.
- Fill out the attached Church of England Confidential Declaration Form
- Fill out the Fostering Diversity form
- Submit the names and contact details of two referees

Applications will be accepted by email to [alex.berry@bradfordcathedral.org](mailto:alex.berry@bradfordcathedral.org) by 4pm on Wednesday 7th August 2019.

Interviews will take place on Thursday 27th August.

Alex Berry is very happy to talk to potential candidates informally about the position.

# Background Information

## Bradford Cathedral

The Cathedral Church of St Peter was created in 1919 from the parish church of St Peter and St Paul in the Calverley Deanery. In 2014 the new Anglican Diocese of Leeds was created. The cathedrals in Bradford, Ripon and Wakefield share equal status as the seat of the Bishop of Leeds. The Dean is Vicar of Bradford and the cathedral is an important focus of Christian witness in the city centre.

Bradford Cathedral is at the heart of one of the poorest cities in the UK. The population of this parish is 2,256 and it ranks 480 out of 12,599, where 1 is the most deprived parish. This means that the parish is among the most deprived in the country. The cathedral council, college of canons and chapter make up the *body corporate*. The congregation is represented on each grouping and has its own community committee.

In November 2014, after extensive consultation, chapter agreed a new vision, stemming from the following purpose and values:

### **Purpose**

To serve Jesus Christ as a vibrant community of worship and mission, enriching the city, the diocese and further afield.

### **Values**

Hospitality, faithfulness and wholeness.

Chapter discerned a number of strategic lines and, in May 2015, agreed the strategy to begin working on this ten-year plan. Chapter is currently reviewing the strengths and weaknesses of the strategy and has reduced the number of strategic lines from twelve to five.

The cathedral staff comprises a healthy mixture of those who have been here for many years as well as a number of new faces. As a staff team we have recently agreed a working culture and behaviours' document which we would like to see developed and used.

There are 200 people on the cathedral's electoral roll, and average attendance at the main Sunday Eucharist is around the 100 mark, including the choir. A small but growing number of young families attend the cathedral regularly for worship and while many of the congregation travel to the cathedral from outside of the city, we are keen to reach out to those who live in the streets around us.

The cathedral's high-quality education work with children and young people is in a strong position, with around 2000 children coming for visits and workshops each year. The cathedral was given a quality award from the council, for learning outside the classroom in 2011 and 2013, and its education work brings in volunteers from different churches around the city to assist. Developing opportunities for children to explore their spirituality is the next stage of development for this work.

Music is at the heart of the cathedral's worshipping life. The cathedral's boys' and girls' choirs, made up of 40 children drawn from schools across the city sing for five choral services every week. They are supported by volunteer 'lay clerks' who sing the alto, tenor and bass parts. School outreach visits allow music department staff to engage with over 1500 schoolchildren every year. The music department also hosts a series of popular organ recitals and coffee concerts, which raise funds to support the cathedral's organ appeal. Bradford Cathedral is establishing itself as a major centre for traditional church music in the north. *Artspace* was formed in 2007 to promote the cathedral as an arts venue and this initiative has led to a very successful programme of events and exhibitions.

The work of the cathedral's eco-group led to the cathedral becoming the first in the country to be awarded 'Eco-congregation' status in 2010, and the first in England to install photovoltaic panels on its roof in 2011. Subsequently we have received two further eco awards and as a way of offsetting our

photocopying levels have developed with the city council a cathedral wood on derelict land. A fair-trade stall has been running since 2007 and the cathedral is keen to develop its commitment to just and equitable use of the world's resources.

Connections with the city and civic community are strong with many special services in the cathedral and elsewhere. The Dean is developing a series of public conversations under the banner of 'Flourishing City'. These have been well received by a diverse section of the community. In addition, we host 'Faiths' events and discussions.

In 2016 chapter instigated a policy of financial growth. While we do not have the income or reserves of most other cathedrals, in the last year all staff on temporary contracts were put on permanent contracts. We are developing an events' programme and have recently hosted a sell-out concert by Jethro Tull as a fundraiser. Although hard work and wise financial management have enabled us to reach a sounder financial position, it is not always easy to look beyond three years. A wealth of policies have also been introduced over the last four years in order to bring us up to healthy organizational standards.

Since 2015 there have been a number of major pieces of restoration work in the precinct. The complete restoration of a Georgian house for the temporary homeless; major work on Cathedral Halls; repairs to the cathedral and the state gate; new cathedral boilers; a project to improve access, and currently an HLF project to restore the bell tower and do essential work on the bells plus some necessary work on the parish room. This has been financed mainly through partnership, grants and a legacy as well as congregational giving. In 2014 we had new altar frontals, pulpit hangings, stoles and copes designed by Polly Meynell and the first two phases to refurbish the cathedral organ have now been completed. A liturgical plan has been agreed by chapter and the Fabric Advisory Committee. We may not be the wealthiest of cathedrals but we always find ways to resource our development.

We are proud of the peace and beauty of the cathedral close. Visitors often comment on the beauty of the precinct and warmth of the cathedral. We actively seek to welcome and engage all who enter through our doors.

# Current Staff

Dean  
Canon for Mission and Pastoral Development  
Canon Precentor  
Chief Operations Officer

The Very Revd Jerry Lepine  
The Revd Canon Mandy Coutts  
The Revd Canon Paul Maybury  
Sarah Field-Blešić

## Music Team

Organist & Director of Music

Alex Berry

Associate Organist (part-time, until July 2019)  
Choir Administrator (part-time, until August 2019)

Dr Ed Jones  
Ann Foster

Sub-Organist and Assistant Director of Music (from August 2019)  
Music Department Administrator  
Choir Matron (part-time)

Graham Thorpe  
*Vacant*  
*Vacant*

## Education and Visitors Team

Director of Education and Visitors (part-time)  
Education and Visitor Admin Assistant (part-time)  
Heritage Outreach & Resources Officer (part-time)  
Heritage Education Assistant (part-time)

Maggie Myers  
Diane Hadwen  
Charlie Murray  
Diane Hadwen

## Finance Team

Director of Finance (part-time)  
Gift Aid Officer (volunteer, part-time)  
Cathedral Secretary

Simon Dennis  
Chris Wontner-Smith  
Julie Bowyer

## Vergers Team

Head Vergers  
Assistant Vergers  
Assistant Vergers & Handyman (part-time)  
Assistant Vergers (Part-time)

David Worsley  
John Paley  
Dave Robinson  
Ian Price

## Operations Team

PA to the Dean (part-time)  
Communications, Events and Marketing Officer  
Income Development Officer

Sandra Heaton  
Philip Lickley  
Andy McCarthy