



YORK
MINSTER

Choral Scholar

APPLICATION
PACK



YORKMINSTER.ORG



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ABOUT YORK MINSTER



Introduction to working at York Minster

York Minster means so many different things to so many people! Everyone who joins our team is amazed at the range of skills needed here and the friendliness of the clergy, staff and volunteers. One recent new starter commented on how relaxed and unstuffy we are. We are a world of contrasts from the spectacle of a Royal visit through to the one-to-one pastoral care given to a grieving visitor. We calmly offer a daily cycle of services whilst also opening our doors to sightseers, concert goers and local people just wanting to catch their breath in a busy world.

We are the seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of our life. York Minster's Choir of adult Vicars Choral and boy and girl choristers is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowning glories. Staff describe a 'tingle down the spine' as you hear voices soaring to the rafters or the majestic roar of the organ.

The Minster itself is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Even long serving staff describe literally stopping in their tracks at times as the sun illuminates the intricate stained glass or spotlights the stonework. Each year around 650,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



MISSION STATEMENT



We don't ask staff whether they have a personal faith or not. All we ask is that you respect our mission and feel aligned to our values:

Our Mission Statement

To deliver innovation, welcome everyone and offer outstanding experiences as part of our living tradition, where faith is nurtured.

Our Values

- **Integrity** – *We behave ethically, honestly, and professionally, take accountability, and consider the impact of our actions both short term and long term.*
- **Purpose** – *We are focused on achieving our objectives in a responsible way and delivering innovation and excellence in our welcome, worship and work.*
- **Humility** – *We are grounded and respectful in all that we do, ensuring everyone's unique contribution is valued and that we constantly seek to develop and share learning.*
- **Compassion** – *We are thoughtful in our attitudes and behaviours, so that everyone is listened to, treated with kindness and feels safe.*

Organisation, Management and Governance

The Minster is governed by the Chapter, chaired by the Dean and comprising executive members - Residentiary Canons - and non-executive members, Lay Canons. The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professional staff and the residentiary clergy.

York Minster has completed registration with the Charity Commission in line with the Cathedral Measure 2021 and is now under the joint regulation of the Charity Commission and the Church Commissioners. The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy) and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.

Choral Scholars (tenor and alto)

We are currently recruiting Choral Scholars to join our highly skilled and internationally renowned choir. There will be vacancies for tenor and alto scholarships. The Choral Scholarships offer an unrivalled opportunity for student singers to experience singing daily in one of Europe's largest Gothic cathedrals, working alongside professional musicians and learning a wide range of church music performed to the highest standards.

Robert Sharpe, Director of Music and Liturgy, writes:

Thank you for your interest in a Choral Scholarship with York Minster Choir. The choir is known for its friendly teamwork, and you would be joining three other Choral Scholars and eight Vicars Choral (full time professional singers). The choir sings eight services each week in term time, so there is the opportunity to get to know an abundance of choral music from across all periods including many new commissions. A good standard of sight-reading is essential, and you will find that you are able to further develop this skill quickly. Plans are underway for a European tour in 2025 and there is usually a recording made each year in January/February. If you have any questions about being a Choral Scholar, please do get in touch via music@yorkminster.org.

The post is initially offered for one year and may be renewed for a further year.

The salary is £7,721.33 per annum, which is calculated based on the commitment equating to 12 hours per week (term time). A fee of £144.70 paid in monthly instalments has been agreed in respect of live streaming.

To support healthy vocal development as student singers, the Chapter funds ten singing lessons to be taken monthly from September to June. A scholar is entitled to submit an expense claim each month for up to £40 per lesson, accompanied by a copy of the teacher's invoice.

Opportunities exist for additional fees – see 'Further Information' below.

Choral Scholars are required to sing services, which are normally as follows:

Sundays	10.00 a.m. Matins 11.00 a.m. Sung Eucharist 4.00 p.m. Evensong
All other days	5.30 p.m. Evensong (<i>excluding Mondays</i>)
Rehearsal times are:	4.50 p.m. – 5.15 p.m. Tuesday – Friday 4.45 p.m. – 5.15 p.m. Saturdays 9.15 a.m. and 3.20 p.m. Sundays

These days and times are occasionally altered because of Holy Days, Festivals, Consecrations and Special Services.

Further information

- There are both Vicars Choral and Choral Scholars in the back row. York Minster has two separate treble lines, one of boys and one of girls. Boys and girls are educated at St Peter's School, and are the same age. All choristers leave the choir at 13. Vicars Choral and Choral Scholars provide the back row for both. For major services (i.e. Christmas and Easter) the complete choir is on duty with additional members.
- Although the primary focus for a scholar is to sing alongside professional singers on a daily basis, a Choral Scholar, with the consent of the Director of Music, can request up to 18 ad hoc leaves of absence a year (a leave of absence being one service). This does not affect the right to have compassionate/family leave etc. as set out in our policies.
- Choral Scholars may have the opportunity to take part in special services, recordings, broadcasts and concerts for which extra fees are payable.
- Choral Scholars may have the opportunity to participate in choir tours. Costs of touring would be paid, though it may not be possible to pay a fee in addition.

Note - All appointments will be subject to periodic assessment, which will help inform decisions on the possibility of an offer to renew the contract for a further year. This will only be possible during the duration of the Choral Scholar's studies for a degree or graduate diploma.

JOB DESCRIPTION



Job Title:	Choral Scholar
Department:	Music and Liturgy
Reporting to:	The Director of Music
Core Purpose:	To develop vocal and choral skills as a trainee singer, to sing in rehearsals and services as part of York Minster Choir and to gain experience singing with professional singers on a daily basis.
Accountabilities:	<ul style="list-style-type: none">• Attend and sing in all services involving York Minster Choir and associated rehearsals.• Undertake thorough private preparation of music and note learning as needed in advance of full rehearsals to ensure notes are known.• Participate in a programme of periodic assessment, which may involve an external assessor.
Personal Development	<ul style="list-style-type: none">• Undertake training required for your role or agreed as appropriate for future development.• Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.
Any Other Duties	This Job Description gives an overview of your responsibilities. It does not form part of your contract of employment and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.
Health & Safety	Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must cooperate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person.
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 Minster. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.
Equity, Diversity & Inclusion	We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. As a values led organisation, we see our legal obligations as a starting point and are on a journey to ensure all our staff can be their authentic selves at work. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours or ways of working that they witness.

PERSON SPECIFICATION



REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview T – Test
Supporting Our Values Respect for the Christian ethos and mission of York Minster. Active support for our values of Integrity, Purpose, Humility, and Compassion.	E E	A/I I
Education/Qualifications/Training Courses <ul style="list-style-type: none"> • Currently studying for a degree or graduate diploma. • Singing tuition and guidance. <p><u>Important Note</u> – we welcome applicants who have equivalent levels of education/qualifications/training or who have followed vocational or alternative routes to gain similar levels of knowledge.</p>	E D	A A
Knowledge & Experience <ul style="list-style-type: none"> • Experience of singing at choral services. • A good understanding of and commitment to choral singing. • General musicianship sufficient to support the preparation of repertoire. 	E E E	A/T A/T A/T
Competencies <ul style="list-style-type: none"> • Secure vocal delivery and the capability to develop as an ensemble and solo singer. • High standard of sight-reading and willingness to develop this skill. • Good verbal communication. • Team player. • The ability to remain calm under pressure. • Commitment to professional development. • Able to respond positively to constructive feedback. 	E E E E E E E	A/I A/I I I I I I
Special Features <ul style="list-style-type: none"> • Willingness to travel when required for choir duties. • Enhanced DBS Disclosure (with barring). 	E E	A Post Appointment

Salary

The salary is £7,721.33 per annum, plus a monthly live streaming fee of £144.70, and a contributory pension scheme where applicable.

Working Patterns

An average of 12 hours per week. For a detailed description of Hours of Work please see “The Role” section above. This post may require the successful candidate to work hours that suit the needs of the Chapter of York, including evening and weekend work with reasonable notice.

Annual Holidays

Choir Holidays: two weeks after Christmas Day; two weeks, usually after Easter, but occasionally around Easter when it falls late in the year; six weeks over the Summer. There are also three half term breaks each year, always including a weekend. The Chapter reserves the right to recall the Choir from holidays under exceptional circumstances.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity of the Minster Precinct. A Cash Health Plan has been introduced providing lump sums towards dental, physio, optical costs, membership of the PerkBox discount platform, virtual GP access and an EAP.

Parking

Free parking is available subject to availability.



EQUALITY STATEMENT



Chapter aims to provide equity and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equity and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' 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 equity and diversity.



HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full and send to:

Completed forms should arrive no later than 9am on Friday 26 April 2024.

Interviews and auditions will take place on Thursday 9 May 2024.

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, medical clearance and a Disclosure and Barring Service (DBS) check at enhanced level.

