

A photograph of St Edmundsbury Cathedral in Ipswich, England, featuring a prominent central tower with multiple spires and Gothic-style windows. The cathedral is surrounded by lush greenery and a well-maintained garden in the foreground. The sky is blue with scattered white clouds.

Application pack

**Liturgy and Music**

**Administrator**

St Edmundsbury  
Cathedral







Welcome

Thank you for thinking of applying for the role of Liturgy and Music administrator at St Edmundsbury Cathedral. We hope, after reading this application pack, you will decide to send us your application. We foster an environment of inclusivity and welcome here and we encourage you to apply whatever your faith, or if you have none.

St Edmundsbury Cathedral is situated in the historic market town of Bury St Edmunds, and serves the Diocese of St Edmundsbury and Ipswich. It is at the heart of community life: a natural gathering place for worship, reflection, refuge, celebration, mourning, pilgrimage, debate, questioning and storytelling.

The successful candidate will be joining us at a time of unique challenge and opportunity. As we diversify what the Cathedral means to the local community and visitors, we are building a team here who are thinking outside of the traditional trappings of a place of worship. We want to be a place for fun, for challenge, for excitement and above all else community.

All the usual requirements that you would expect for such a post are set out in the job description which follows. If you think you might be the person to join the team, we would be delighted to receive your application.

Dean J.P.



## Who are we?

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 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 renewal of the Cathedral organ. Plans to further enhance the Cathedral's buildings, cloisters and connectivity with the former Abbey site are currently being developed with a significant Heritage Partnership group.

St Edmundsbury Cathedral seeks to maintain 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 daily for routine services and there is a vast range of special services of celebration, thanksgiving, and commemoration when local, county, regional and national bodies and individuals attend. In addition, there is 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 provides a significant educational programme for schools' visits. St Edmundsbury Cathedral Enterprises Limited oversees the Cathedral Gift Shop, our Tourist Information Point, Pilgrims' 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 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. An events programme, now led professionally by Cathedral staff, is also a key element for essential income generation for future sustainability, and the music department has a significant role to play in contributing to and facilitating this. There is 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, Wardens' team, and the Servers' team. The Cathedral's congregations assist 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 these teams.

## Inclusive Cathedral

We are an Inclusive Cathedral and warmly welcome applications irrespective of gender or sexuality. We also encourage applications from Black, Asian, Minority Ethnic, and Global Majority Heritage candidates, who are currently under-represented on the Cathedral team.





# Values

Our values inform how we do things at the Cathedral.

We hold our Benedictine principles close - principles such as love, care, hospitality, and community - and are presenting these values in a way that relates to and can easily be understood in the 21st century. They are about how we work with each other, how we talk about the Cathedral, how we reach out to the whole of Suffolk and beyond, and how we transform ourselves as we grow together.

They are Faith, Welcome, Compassion and Confidence.



- Faith in God, Father, Son and Holy Spirit and God's unconditional love for all people. This is our Christian conviction, and it is what defines and shapes us;
- Welcome to friends and to strangers; to people of all faiths or none; to those with whom we agree and disagree - building a culture of openness and collaboration and generosity across the county;
- Compassion: working alongside people in need, expressing love, tolerance and respect through our actions;
- Confidence to challenge wrongs; to be honest about who we are and what we stand for; to be daring in what we do, how we do it and who we do it with.

# 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.

The appointed candidate will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be given.





# Role Description

## 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.

## 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
- Administering major special services in collaboration with the Dean's PA and Head Verger and external stakeholders.
- Maintaining an archive of existing orders of service.
- 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.
- Requesting invoices accurately with accounts colleagues.

### *Administrative support to the Music Department to include:*

- Managing visiting choirs to the Cathedral.
- Assist with maintaining a database of choir members.

### *Other:*

- 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 and the quarterly Sunday intercessors rota.
- 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 (Service Planner) and send out the monthly availability Google form.
- Ensure all services are agreed at the weekly Diary meeting and booked in the Diary.
- Attend weekly Music and Liturgy meetings, Cathedral Diary meetings, Forward Diary meeting, Communications meetings and other occasional meetings as required.
- Assist in the maintenance of the Churchsuite database and use for mailing.
- Upload service booklets and other resources to the website
- 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 Churchsuite or other CRM systems
- Social media skills
- Energy, enthusiasm and a good sense of humour
- Relevant experience in support of church music or in a similar environment
- Basic web editing skills

## To Apply

An application form can be found on our website: [stedscathedral.org/vacancies](https://stedscathedral.org/vacancies) and once complete should be sent to: [hr@stedscathedral.org](mailto:hr@stedscathedral.org)

**Closing Date: 9.00 am Monday 4 November 2024**

**Interviews: Tuesday 12 November 2024**





# Terms and Conditions

**Job Title**

Liturgy and Music Administrator

**Hours of work**

35 hours per week

**Salary**

£25,000 - £28,000

**Annual Leave**

25 days plus bank holidays (Pro Rota)

**Contract**

Permanent

**Probationary and notice period**

In accordance with current Chapter Policy, the post is subject to a 12 week probationary period. After completion of the probationary period the notice period is one month.

**Pension**

After 12 weeks' service, the post-holder will be auto-enrolled into a pension scheme with the Church Workers Pension Fund.

**Policies and Procedures**

Postholders must be familiar and comply with Cathedral Policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.

**Other terms and conditions**

This is only a summary of the terms and conditions offered and does not replace the wording of the Standard Terms and Conditions which will form the contract between the successful candidate and the Chapter.

