



the DIOCESE of
EAST ANGLIA

Application Pack

**DIRECTOR
OF MUSIC**



INTRODUCTION

The Rt Revd Peter Collins
Bishop of East Anglia

Thank you for interest in the role of Director of Music for the Diocese of East Anglia.

Sacred Music is essential and integral to the Liturgical life of the Diocese and the Cathedral Church. Music within the Sacred Liturgy not only fosters prayer and devotion in a particular way, but is one of the greatest tools for evangelisation through its inclusion and destruction of boundaries and limits.

The Cathedral has a musical tradition which has blossomed in recent years, following clearly the letter and spirit of the Second Vatican Council documents, and engendering an inclusive way of worshipping through maintaining and curating tradition.



Bishop Peter Collins
Bishop of East Anglia

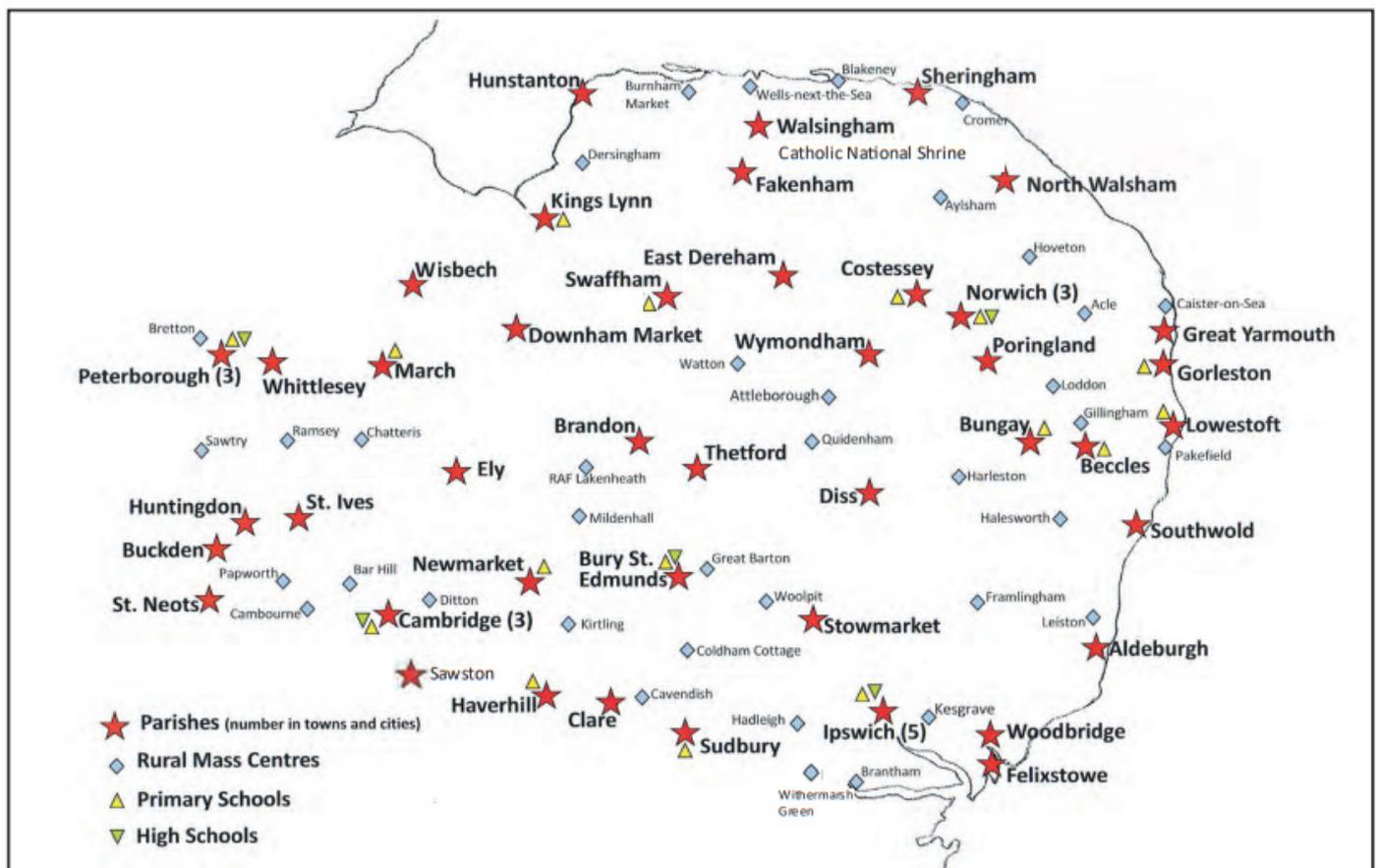




THE DIOCESE OF EAST ANGLIA

Formed in 1976, the Diocese of East Anglia was carved from the Diocese of Northampton by the decree Quod Ecumenicum of Pope Paul VI. The Diocese covers an area of nearly 5000 square miles, encompassing the counties of Norfolk, Suffolk, Cambridgeshire and the City of Peterborough. East Anglia is also the home to the National Shrine of Our Lady, at the Basilica of The Blessed Virgin Mary in Walsingham. The Bishop of East Anglia is Bishop Peter Collins, Ordained to Epsicopate in December 2022.

The Diocese is made up of seven deaneries, 50 parishes and 28 schools.



There are two Multi-Academy Trusts in the Diocese: The St John the Baptist Trust encompasses the schools in Norfolk, Peterborough and Lowestoft, and the Our Lady of Walsingham Trust encompasses the schools in Suffolk and Cambridgeshire. There are a few schools still waiting to join the Multi-Academy Trusts, but it is expected that this will happen over the next few years.



MUSIC IN THE CATHEDRAL AND DIOCESE

Music is at the heart of the worship in the church, and there is an unbroken tradition of choral singing at the Cathedral since it was consecrated.

In recent years, music in the Cathedral has been given an even greater role in the ministry of the Church. After the Covid pandemic, new emphasis has been placed on the re-introduction of Sacred Music according to the letter and spirit of the General Instruction of the Roman Missal.

The Cathedral Choir provides an excellent standard of choral singing for the 11am Solemn Mass on most Sundays during the year, for Christmas, and during the Paschal Triduum. The Choir is made up of the Schola Cantorum (a group of Lay Clerks and Choral Scholars) and the Cathedral Choristers (a group of around 20 children aged 8-16).

The Cathedral Choristers, founded in 2015, are a mixed group of girls and boys drawn from St Francis of Assisi and St Augustine's Primary Schools, Notre Dame Prep School, and Notre Dame High School.

The Schola Cantorum of Lay Clerks and Choral Scholars was set up in 2016 to enhance the musical development of the Cathedral choirs, and is made up of professional singers with a wide range of experience, and students from the Universities and Colleges in the city. They sing alongside the Choristers at the Sunday Solemn Mass, for Solemn Vespers and Benediction at 4:30pm every Sunday, and on Tuesdays for 5pm Vespers and 5:30pm Mass, as well as singing at the Solemn Mass on days of precept.

It is envisaged that the post holder will form a Schola of boys with changed voices to be a Gregorian Chant Schola to sing Vespers at least once during the week.

The Diocesan Office for Sacred Music is responsible for the preparation and provision of music for all Diocesan Liturgies. The Director of Music also acts as a consultant to Parish Musicians and Clergy to help provide resources to enrich the Liturgy. The Office for Sacred Music works closely with the Diocesan Commissions, most especially The Liturgy Commission.

The Diocesan Choir is formed of voluntary musicians from across the Diocese who come together to sing at large events in the Cathedral, notably the Chrism Mass (in Holy Week), The Rite of Election (The First Sunday in Lent), and at the Diocesan Pilgrimage to Walsingham (May Bank Holiday Monday).



The successful candidate will be an outstanding musician and an experienced choir trainer, with a track record in Cathedral music or an institution of a similar standard. They will have a broad knowledge of Catholic Liturgical music, particularly a working knowledge of performance of Gregorian Chant, but also innovative ways to enhance the text of the Roman Missal and Liturgy of the Hours with music.

Whilst being a member of the Catholic Church isn't a requirement for this role, the successful candidate must be aware of the Catechetical and Pastoral nature of this position, and would need to be in sympathy with the ethos and teaching of the Catholic Church. It is envisaged that the post holder will be an Organist.

The successful candidate will also act as line manager to the Cambridge Choral Director and Cathedral Organist, and experience of managing people would be desirable.

The post holder will place safeguarding of choristers as the highest priority.





JOB DESCRIPTION

Post	Director of Music
Salary	£38,000-£43,000
Location	The Cathedral of Saint John the Baptist, Norwich
Accountable to	Vicar General
Hours	37.5 hours per week, permanent contract
Holidays	28 days per year, to be taken outside term time (plus bank holidays and Curial Office closure days between Christmas and New Year)
Start date	1 st January 2024 (or sooner)

The Director of Music has executive oversight of all music-making in the Cathedral of Saint John the Baptist and at Diocesan events outside the Cathedral.

RESPONSIBILITIES

- To plan musical and liturgical components for all ceremonies in the Cathedral.
- Recruit choristers from local primary and secondary schools.
- Recruit Lay Clerks and deputy singers for the Schola Cantorum, as well as supervising their financial administration.
- To found the Cathedral Choral Scholars (including boys with changed voices).
- Rehearse and train the Cathedral choristers for all Masses and Offices.
- Act as principal conductor for the Cathedral choirs, as well as playing the organ (as required).
- Ensure the smooth running of the Diocesan Schools Singing Programme, and acting as line-manager to the Cambridge Choral Director.
- Manage the Office for Sacred Music as a resource for musicians throughout the Diocese, and being an active member of the Liturgy Commission.
- Designing and printing Orders of Service for all Ceremonies in the Cathedral and Diocese, and publishing the termly music list.
- Ensuring the highest standard of Sacred Music is achieved in the Cathedral and Diocese through regular meetings with the Bishop of East Anglia and Dean of the Cathedral.
- Controlling budgets and managing a team of people.
- Attend the weekly Cathedral Heads of Department meetings, and be an active member of the Cathedral staff.



PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- A proven record of exemplary performance of Church Music.
- Appropriate musical and academic qualifications.
- A well developed appreciation and understanding of the liturgical, musical, devotional and pastoral traditions and practices of the Catholic Church and the laws and norms which govern liturgical music and practice.
- Experience working in a similar Ecclesiastical music foundation incorporating choristers, professional adult singers, and regular choral services.
- Experience using music notation software such as Sibelius and Gregorian Chant notation tools.

ATTRIBUTES

- The successful candidate will work in accordance with the ethos and values of the Catholic Church, and express a commitment to the worship of God through music and liturgy.
- Professional manner and presentation, with a collegiate, respectful and supportive approach to work.
- Excellent interpersonal skills with the patience, clarity, and effectiveness of communication necessary to lead, interact and teach well.
- Collaborative approach to all aspects of work and expression of worship through music.
- Excellent attention to detail and a well ordered approach to work, including strong administration skills.
- Ability to act with discretion and to maintain confidentiality.
- Demonstrated commitment to service and a willingness to be accountable for their performance.

The Diocese of East Anglia is committed to the Safeguarding of young persons and vulnerable adults, and this post will be subject to Disclosure and Barring Service checks.



HOW TO APPLY

To apply for this post, applicants are asked to download and complete the Application Form from www.rcdea.org.uk/vacancies/director-of-music/

Applicants are asked to send the Application Form along with a Covering Letter to Mrs Laura Hastings, PA to the Bishop of East Anglia: laurat@rcdea.org.uk

The closing date for Applications is Wednesday 20th September at 12 Noon.

Interviews will be held at the end of September in Norwich.

