

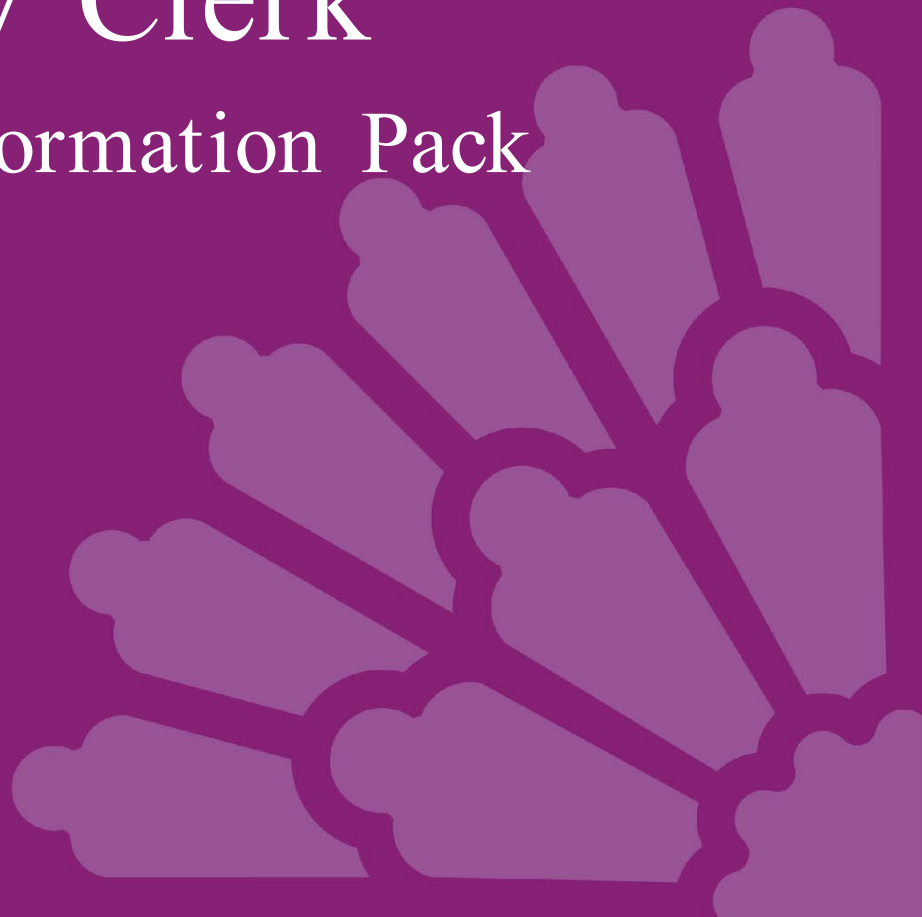


DURHAM
CATHEDRAL

February 2026

Tenor Lay Clerk

Candidate Information Pack





Introduction and Welcome

Welcome, and thank you for your interest in the role of Tenor Lay Clerk at Durham Cathedral.

Durham Cathedral is blessed to be a well-known and well-loved centre of Christian worship in the North-East of England and holds a foremost role in regional society and identity. The Cathedral holds over 1,300 services a year and welcomes around 400,000 visitors to enjoy all that we offer. Durham Cathedral is an active and energetic place, and our people expect to achieve high professional standards in all areas of the Cathedral's life. This is an exciting opportunity to play a key part in the life of this vibrant and historic centre of Christian worship and mission at a significant point in our development.

As you will read in the pack below, Durham Cathedral is at an important stage in developing future plans across all areas of the Cathedral's activity. In 2025 we refreshed our mission statement to the following: "Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ". From this mission we have developed a clear and ambitious vision for the period to 2033 and are developing a strategy to deliver this. Importantly, our vision is underpinned and enabled by a refreshed and clear understanding of our financial strategy.

At this exciting time, we are seeking to appoint a Tenor Lay Clerk to play a key part in the Cathedral Choir. We hope you feel as excited by our hopes and plans as we do.

Yours in Christ,



Guy Sampson
Chief Operating Officer



About Durham Cathedral

Durham Cathedral is today an active place of worship and mission, the home of our much-loved saints, Cuthbert and Bede, and the seat of the Bishop of Durham. As well as serving the people of The Diocese of Durham and the North East, it is a world-leading tourism destination.

As a building the Cathedral is acknowledged globally for its outstanding architecture and its beautiful and dramatic setting, often cited as the finest Romanesque church in Europe. It is part of the Durham World Heritage Site, and the renowned author and former Chancellor of Durham University Bill Bryson called it *'the best Cathedral on planet earth'*.

We are stewards not only of our outstanding church buildings, but of world-class historic collections of manuscripts, and works of art. We are active partners with Durham University, and with Durham Cathedral Schools Foundation, where our choristers are educated. We have approximately 115 members of staff, a choir of up to 60 members (including 6 Lay Clerks, 6 Choral Scholars and up to 48 child choristers), and a team of around 500 volunteers.

Above all, Durham Cathedral exists as a place for the glory of God, for whose praise it was constructed over 900 years ago.

Governance is held within the Cathedral's trustee body the Chapter, a body of eleven people (a majority of which are non-exec roles), which is chaired by the Dean.

Overall executive leadership is shared between the Dean (functioning as CEO) and the COO. The Executive Leadership Team comprises the residentiary canons, who are executive members of Chapter, and all heads of department, and meets monthly.

The organisational charts annexed provide further context about these structures.





Durham Cathedral: Our Mission, Purpose and our Values

Our Mission:

Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ.

Our Purpose:

Our purpose is to:

- worship God
- share the gospel of Jesus Christ
- welcome all who come
- celebrate and pass on our rich Christian heritage
- discover our place in God's creation

Our Values:

Our values help guide us in recognising how we fulfil our vocation. They reflect the qualities we believe are essential to our life and work as a 21st century Cathedral. We use them to highlight the necessity of working in ways motivated by wisdom, responsibility and ethics.

In all things, we are inspired, motivated and challenged by the Christian faith and the values of the Gospel.

- **Spirituality** - We recognise and respond to God's presence in our world and among us, practising a reflective approach to what we do.





- **Respect** - We recognise the image of God in all human beings, honour their dignity and treat them with courtesy.
- **Justice** - We deal fairly in our personal and collective behaviours, work to the highest ethical standards, and are honest in our speech and behaviour . We think, speak and act with integrity, are professional in our conduct, and are publicly accountable for our actions.
- **Collaboration** - We are a community founded on trust that prizes team working and builds partnerships that contribute to the common good.
- **Sustainability** - We are business-like in our corporate life and prudent in our stewardship of resources. We pursue the sustainability of our operations and environment.
- **Welcome** - We are welcoming and hospitable to all. We show Christian love and care to our guests and those who need our help.
- **Aspiration** - We are an outward-facing cathedral that reaches for the future with energy and courage, and reaches out to our communities in the hope of personal and social transformation.

More information about our Values and Behaviours can be found [here](#).



Vision and Strategy

Durham Cathedral Vision 2033

The mission of Durham Cathedral, as freshly articulated in 2023, is as follows:

Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ

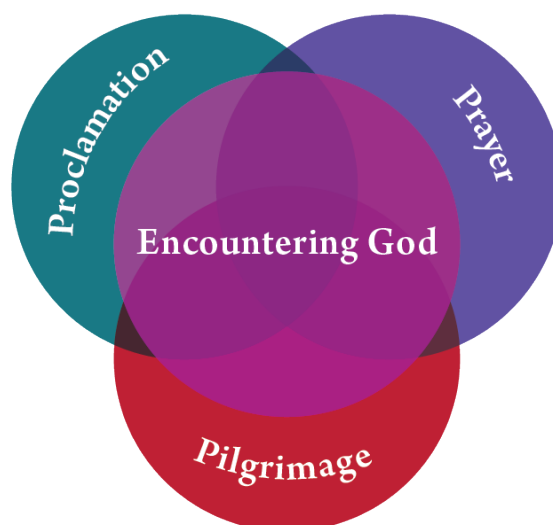
As we look forward to 2033, the 900th anniversary of the completion of the present Norman building, we have committed to following a vision marked by four priorities: Encountering God: Pilgrimage, Prayer and Proclamation.

Specifically, our prayer is that by 2033 Durham Cathedral will be known both locally and internationally as a:

- welcoming and engaging place for people to encounter God
- leading destination and resource for life-transforming pilgrimage for people of all stages of life and faith
- leading centre for the learning and practice of prayer
- leading focus for world engaging discussion, witness and proclamation in the name of Christ

We have developed an outline strategic plan to implement this vision, and this has been endorsed by Chapter and is being further worked on by all the teams within Durham Cathedral. The enabling priorities which underpin this vision and strategy include supporting and developing our people.

This is an ambitious and exciting journey which will stretch our faith and require us to call on God for the means to achieve what we believe we are being called to do. However, we are inspired by the past faithfulness of those who have served in our Cathedral and encouraged by what we believe is possible, under God, in the years to come.





Role Summary

Durham Cathedral Choir consists of up to 48 Choristers, (boys and girls singing in alternation), 6 Choral Scholars and 6 Lay Clerks. The Choir sings the daily Cathedral services during Choir term. The Choir performs a wide, exciting and varying repertoire extending from plainsong works written in Durham eight centuries ago to works written in the last ten years, including works commissioned especially for the Cathedral. It also appears regularly in concerts, in both the Cathedral and elsewhere. The Choir also tours from time to time.

Durham, with its thriving University, its magnificent setting and its historic background has much to offer as a place to settle; a busy musical and cultural life, with Newcastle very close (14 miles), and such centres as York, Edinburgh and London all quickly reached by train. The Cathedral Choir is a happy and sociable team whose comradeship extends well outside the Choir stalls.

Undergraduate students are not normally eligible for Lay Clerkship; they are welcome to apply for Choral Scholarships as and when such Scholarships become available.





Job Description

JOB TITLE:	Tenor Lay Clerk
SALARY:	£11,974.00 per annum
LOCATION:	The role will be based at Durham Cathedral
HOURS OF WORK:	14.50 hours per week
RESPONSIBLE TO:	Master of the Choristers and Organist
RESPONSIBLE FOR:	This post has no line management responsibilities.
KEY RELATIONSHIPS:	Master of the Choristers and Organist, Sub-Organist, Assistant Organist, Organ Scholar, Lay Clerks, Choristers, Music Administrator, Chorister Supervisor, Precentor, Vergers.
ROLE SUMMARY:	Lay Clerks sing eight services per week across six days:

Tuesday, Wednesday and Thursday

4.55 – 5.20 Practice

5.30 – 6.10 Evensong

Friday (Lay Clerks and Choral Scholars only on Fridays)

4.45 – 5.20 Practice

5.30 – 6.10 Evensong

Saturday

4.55 – 5.20 Practice

5.30 – 6.15 Evensong

Sunday

9.05 – 9.50 Practice

10.00 – 10.45 Matins

11.15 – 12.30 Sung Eucharist

3.00 – 3.20 Practice

3.30 – 4.30 Evensong

Monday is usually a day off. If Evensong is sung by the Lay Clerks and Choral Scholars only on a different day then the Friday timetable is used. The Cathedral reserves the right to amend the days and times that Lay Clerks are required to sing.

There are normally no commitments for Lay Clerks outside Choir terms, which are the Durham Cathedral Schools Foundations (DCSF) term-times together with extensions up to Easter Sunday, to the second Sunday in July, and to Evensong on Christmas Day. In addition, there is occasionally a period of a few days before the start of the DCSF Epiphany term during which services are sung by the lower voices.





Depending on the date of Easter, it is sometimes necessary to divide the Easter holiday into two separate periods. The Choral Scholars are not normally present in September, or sometimes also at the start of the Epiphany and Easter Terms, depending on the dates of University Terms. The Choral Scholars do, however, stay in residence until the end of each choir term. There is a half term break (normally a long week-end) during each term.

MAIN DUTIES AND RESPONSIBILITIES:

- To sing as part of the Cathedral Choir for regular rehearsals and services (usually eight per week in the pattern set out above).
- To sing for additional special services such as the Advent Procession, Nine Lessons and Carols, Midnight Eucharist, Easter Dawn Vigil, and for Diocesan services such as Ordinations and Installations.
- To sing at special services such as weddings, funerals and external services. These services will normally attract an additional fee.
- To sing for concerts and broadcasts (radio and television). These services will normally attract an additional fee.
- To prepare all music thoroughly in advance.
- To take instruction from the Master of the Choristers and Organist, Sub-Organist and Assistant Organist.
- To attend the termly Lay Clerks' meetings with the organists.
- To attend choir tours and external services in the Diocese and further afield such as joint services with Newcastle Cathedral and St Mary's Cathedral, Edinburgh, and the Northern Cathedrals' Festival.
- To behave appropriately at all times around the choristers.
- To undertake training courses (e.g. Safeguarding) as required.
- To take care of your voice.

The main duties and responsibilities of your role are outlined in your role description. This list is not exhaustive and is intended to reflect your main duties. Changes may occur over time and you will be expected to agree any reasonable changes to your role description that are in line with the general nature of your role. You will be consulted about any changes to your role description before these are implemented.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work the post holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, the post holder must co-operate with the Cathedral on health and safety and not interfere with or mis-use anything provided for his/her health, safety and welfare.

Confidentiality

The role holder must comply with Durham Cathedral's policies and procedures regarding the sharing of confidential and personal data. Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department. It is essential



that the post-holder maintains confidentiality at all times with regards to people related matters that the post-holder will have awareness of due to the nature of this post.

Safeguarding

Durham Cathedral is committed to safeguarding. If at any time the role-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Cathedral Safeguarding Officer.

Lay Clerks are required to observe the Cathedral's safeguarding policy and procedures at all times and the role is subject to completion of a confidential self-declaration form and an Enhanced DBS with Children barred list check and successful inclusion on the single central register of Durham Cathedral Schools Foundation for safer recruitment before commencing duties because the role holder will work closely alongside children who are also pupils of the Foundation. In addition, the role holder will be required to sign a code of conduct and undertake safeguarding training provided by the Cathedral. This role involves regulated activity.

Equality, Diversity & Inclusivity

Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all our people to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Live Streaming

A maximum of 5 of the regular choral services are live-streamed (and captured for 72 hours thereafter) each week during choir term in addition to a small number of special annual services such as the Advent Procession and the Festival of Nine Lessons and Carols.

Additional Fees

Additional fees are payable to Lay Clerks in accordance with the Cathedral's policy, which currently includes fees for services that are live-streamed and for concerts and certain non-statutory services such as weddings and funerals.

Learning Responsibilities

As part of the post-holder's induction into their role designated learning will be required to be successfully completed as deemed by the Cathedral to be appropriate to the position. As a minimum this will include online learning in Health & Safety and in Safeguarding at Basic Awareness and Foundations level.



Person Specification

Tenor Lay Clerk

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, i.e. the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, i.e. the job can be done without those qualities.

CRITERIA: (E) – ESSENTIAL (D) – DESIRABLE

MEASURED BY: (A) – Application form; (I) – Interview

REQUIREMENTS	(E) / (D)	(A) / (I)
Qualifications		
GCSE (or equivalent) in Maths and English	E	A
Singing qualification (ABRSM or equivalent)	D	A
Experience		
Well-developed singing voice with a good range of tone and voice	E	I
Significant experience of singing in a choir or vocal group	E	A
Experience of singing for services in an Anglican church	D	A/I
Knowledge		
Knowledge of Anglican church repertoire	D	I
Knowledge of Safeguarding practices	E	A / I
Skills & Aptitudes		
Able to read music	E	I
Strong sight-reading ability	E	I
Able to work as part of a team	E	A / I



Personal Attributes & Competencies		
Confident performer, both as a soloist and in a choir	E	I
Reliable, punctual and organised, smartness of appearance	E	A/I
Professional manner, suitable for working with children and adults	E	A/I
Circumstances		
In sympathy with the mission and ministry of the Cathedral*	E	I
Willing to carry out the lay clerkship flexibly	E	I

*While it is not a requirement of the role to be a communicant member of the Church of England, Lay Clerks sing for services so it is essential that the role holder is in sympathy with Christian Worship.

How to Apply

An application form is available to download from the Durham Cathedral website at www.durhamcathedral.co.uk/more/jobs

Completed application forms are to be emailed to HR@durhamcathedral.co.uk

Closing date for completed application forms is 9am on Monday 16 March 2026

Shortlisting date: Monday 16 March 2026

Interviews will be held on Tuesday 24 March 2026 at Durham Cathedral.

Preferred start date: By arrangement, but no later than Monday 01 September 2026.

Durham Cathedral is committed to safeguarding and protecting the welfare of children and vulnerable adults. Applicants must be willing and able to undergo the relevant pre-employment checks including provision of proof of eligibility to work in the UK, a full and complete employment history (including any breaks in employment) and satisfactory references.

Should you wish to have an initial confidential discussion about this role, please contact Daniel Cook, Master of the Choristers and Organist, in the first instance via email at Daniel.cook@durhamcathedral.co.uk We will, of course, respect the privacy of any conversations or expression of interest regarding this post, whether formal or informal.





Statements

- **Equality**

Durham Cathedral recognises that discrimination and victimisation are unacceptable and that it is in the interests of the Cathedral and its employees to utilise the skills of the total workforce. It is the aim of Durham Cathedral to ensure that no employee or job applicant to the Cathedral receives less favourable treatment (either directly or indirectly in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation (defined as the protected characteristics in the Equality Act 2020).

- **Safeguarding**

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

Durham Cathedral requires that all of our 'people' who undertake activities on behalf of the Cathedral are familiar with, and comply with, the Cathedral's Safeguarding Policy and Procedures. Durham Cathedral provides all of our 'people' with relevant and appropriate training, as well as access to professional safeguarding services, to ensure that we are all proactive in our approach to safeguarding and, as a minimum, we are compliant with our statutory responsibilities and policy commitments.

Durham Cathedral has adopted the Principles of the House of Bishops on safeguarding and promoting the welfare of children and adults at risk who enter Durham Cathedral, which is based on the following six overarching policy commitments:

- Promoting a safer environment and culture.
- Safer recruitment and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victim/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose or present a risk to others.

The post-holder will, during their probationary period, be required to satisfactorily complete learning in Health & Safety and in Safeguarding as deemed by the Cathedral to be relevant and appropriate to this post. This will include Safeguarding learning at the 'Basic Awareness' level (online) and 'Foundation' level (online).

Further information about safeguarding at Durham Cathedral can be found via our website: <https://www.durhamcathedral.co.uk/more/safeguarding>.





DURHAM
CATHEDRAL



📍 The Cathedral Office,
The College,
Durham,
DH1 3EH



www.durhamcathedral.co.uk





DURHAM CATHEDRAL

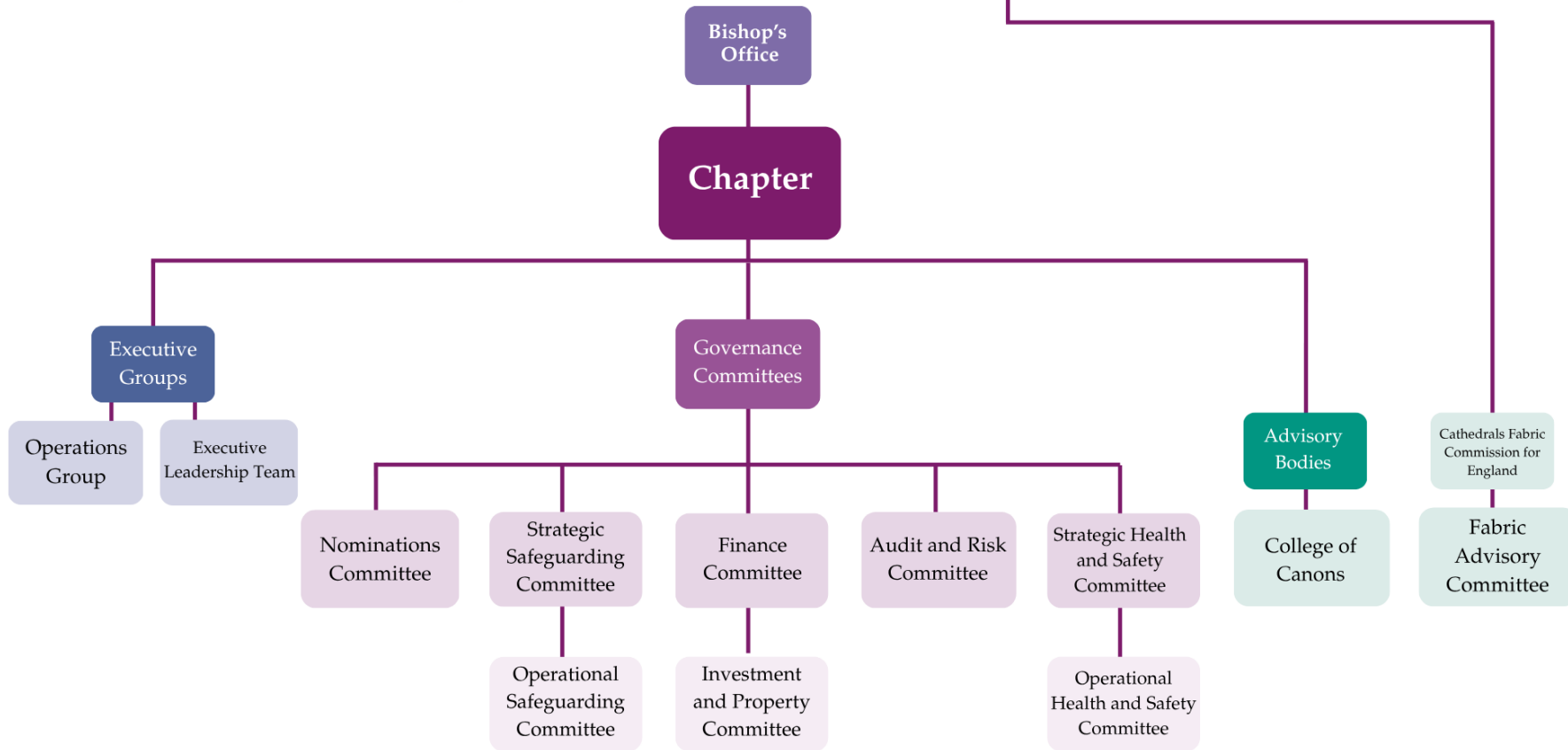
Governance Framework



CHARITY COMMISSION FOR ENGLAND AND WALES



THE CHURCH OF ENGLAND





Organisational Chart - High Level

