

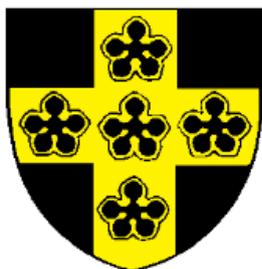
# Eglwys Gadeiriol Tyddewi

*Croesawu ymwelwyr fel pererinion*

*Welcoming visitors as pilgrims*



## **St Davids Cathedral Appointment of the Organist & Master of the Choristers (Director of Music)**



Diocese of St Davids  
Church in Wales



## An Introduction from the Dean

Thank you for expressing an interest in the post of Organist and Master of the Choristers (Director of Music).

To be in St Davids is to know yourself on holy ground. Since the community formed by Wales' patron saint settled here in the 6<sup>th</sup> century, people coming to this beautiful valley a stone's throw from Pembrokeshire's stunning coast have found themselves able to draw near to God.



The present Cathedral was begun in 1181. Its glorious architecture, from Norman to Perpendicular with Victorian renovation, is the setting for a community grounded in the rhythm of daily worship, on which we build a broad ministry of hospitality. Pilgrims and visitors come in hundreds of thousands, finding this one of the world's 'thin places'. We aim to 'welcome visitors as pilgrims' so that all may feel invited to recognise this as a place of living faith and worship, and to ponder God's call upon their lives.

Musical tradition at St Davids has a long pedigree. The earliest written attestation to choristers here is in 1171, when two choristers were presented with velvet caps by King Henry II. Thomas Tomkins was born here in 1572 and was a chorister while his father was Organist and Master of Choristers. In recent decades, this post has been filled with distinction, and our choir – with the earliest top line of girls of any British Cathedral – has a high reputation, reflected in its sustained broadcasting, not least of BBC Radio 3 Choral Evensong, and in concerts. As we look to develop our choral life, we are particularly looking forward to celebrating the 900<sup>th</sup> anniversary of Pope Callixtus II's edict in 1123 that two pilgrimages to St Davids equal one to Rome.

We hope that our next Organist and Master of the Chorister will lead and encourage the musical life of this holy place and that they will inspire others to play their part and delight in it.

With my prayers

A handwritten signature in black ink that reads "Sarah Rowland". The signature is written in a cursive style with a long, horizontal flourish underneath.

## St Davids Cathedral

St Davids Cathedral is one of Wales most significant religious, architectural, historic, and cultural sites, and attracts close to 300,000 visitors annually. Today's Cathedral stands on the site first occupied by St David's community, probably from the end of the 6th century. Surviving numerous raids from Vikings and others through subsequent centuries, in 1081 it was visited by William the Conqueror, who recognised its spiritual significance. Bernard, appointed Bishop in 1115, further put St Davids on the map and, in response to his lobbying, Pope Callixtus II around 1120 acknowledged David within the Calendar of Saints, and in 1123 decreed that two pilgrimages to St Davids equalled one to Rome. Commemorating the 900th anniversary of this latter event will be a major theme in the Cathedral's life through 2023, at a time when pilgrimage is increasingly fuelling popular imagination.

Ensuring our many visitors experience St Davids as not merely a tourist venue, but as a place of living faith and worship, is at the heart of our vision for 'Welcoming visitors as pilgrims'. Today, many come to visit the Shrine of St David which was so beautifully restored and rededicated in 2012. An education and pilgrimage centre, Tŷ'r Pererin (Pilgrims' House), was opened in 2013, and through it we deliver a developing programme of events, retreats and other outreach activities to schools, and to church and other Christian groups of all ages, from near and far. We also have Wales' only still-working historic Cathedral library.

The Cathedral is a splendid setting for the worship which has been offered here for over fourteen centuries and continues daily with a minimum of twenty statutory services each week. St Davids has a strong musical tradition with two choral services on Sundays, and a traditional Choral Evensong at least four times a week during school term time. We run a largely music-based Festival annually and a summer concert season, and host concerts for the Fishguard Festival and many other visiting choirs and orchestras – some of which are broadcast live and others recorded.

The Cathedral is surrounded by a large historic Close, which includes the extensive remains of the 14th century Bishop's Palace. This fell into ruin after the major disagreement during the Reformation between Bishop Barlow and his Cathedral clergy – since this time, the Bishop of St Davids has lived in Abergwili, on the outskirts of Carmarthen.

Within the Close, the Cathedral has a number of historic buildings, including a range of delightful houses and cottages, most with enclosed, mature gardens, which are occupied by many of its staff. The Organist's Lodging is a large (five bedrooms) house, formed by an historic division of The Canonry (originally the Canon Chancellor's House), an imposing 19<sup>th</sup> century building which has been amended and added to over the centuries: the Cathedral Archaeologist recently detected 15<sup>th</sup> century traces of construction in the cellars. Candidates selected for interview will be shown around the Lodging.



Finally, many ask the question, 'Why St Davids, and not St David's Cathedral?' Well, this is the Cathedral at St Davids, the city being named as St Albans, St Ives, St Neots and others. It is of course also the Cathedral Church of St Andrew and St David.



St Davids is Britain's smallest city, lying at the westernmost point of Wales. Situated in the beautiful Pembrokeshire Coast National Park, it has a population of under 2,000, which is considerably swelled by tourists and other visitors each summer. City status was originally granted in the 16th century by virtue of its Cathedral, then lost in 1888. It was then restored by Royal Charter given by the Queen in 1994. The Letters Patent are permanently displayed in the Cathedral's Treasury.

The nearest towns to St Davids are Fishguard and Haverfordwest, each about fifteen miles away, with rail links from both to Carmarthen and onwards to Swansea and Cardiff and other inter-city connections. There is a local bus service.

St Davids has a Church in Wales Voluntary Aided School for children from three to sixteen, Ysgol Penrhyn Dewi – St Davids Peninsula School. Sixth form provision is available in both towns.

## **The Diocese of St Davids and the Church in Wales**

St Davids is one of Britain's oldest dioceses, and one of the original four Dioceses of the Church in Wales when it was disestablished in 1920. (There are now six Dioceses.) Following the creation of the Diocese of Swansea and Brecon in 1923 out of part of the old St Davids Diocese, it now spans the three counties of Carmarthenshire, Ceredigion and Pembrokeshire. It remains the largest geographical diocese in Wales, and the second largest in numbers of clergy and parishes. Our Bishop is Joanna Penberthy, the 129<sup>th</sup> Bishop of St. Davids.

The Church in Wales has its own bilingual liturgies, and most services at the Cathedral generally use both languages. The Book of Common Prayer of 1984, the Order for Holy Eucharist/Cymun Bendigaid of 2004, and Daily Prayer Book/Gweddi Ddyddiol of 2009 form the basis of the Cathedral's worshipping life.

## **Cathedral Structure**

The daily life of the Cathedral is led by the Dean, the Very Revd Dr Sarah Rowland Jones, supported by the Sub-Dean and Precentor, the Revd Canon Leigh Richardson (who takes particular responsibility for music, liturgy and worship and for the parish element of cathedral life). The Cathedral Administrator/Chief Operating Officer, Judith Leigh, heads the administrative and managerial department. Together these three roles enable the functioning of the Cathedral and its various departments: music, education and pilgrimage, verging, library, retail, property and maintenance.

The Organist and Master of the Choristers is one of the Departmental Heads who form the core management team (see Organisational Chart at Appendix I).

## Cathedral Vision and Values

The role of a Cathedral is to serve God as a house of prayer and worship, in support of our Bishop, whose ancient throne is here, and the Diocese entrusted to her care. We also serve the Cathedral Parish of the City of St Davids, in ministry and mission.

The St Davids Cathedral community is grounded in the rhythm of daily worship on which we build a broad ministry of hospitality. Whether people come for parish, Cathedral, diocesan or other services; or for school activities, concerts, or other events; or as intentional or casual visitors of any faith or none, our aim is to 'welcome visitors as pilgrims'. Our prayer is that each may be encouraged to reflect on their life's journey and respond to Jesus Christ's call, 'Follow me', that he extends to us all.

We seek to discern and live out God's unfolding vision for us, through an ethos rooted in Christian values, and by sharing God's love in word, action and attitude. We also follow the example of St David, Dewi Sant, who in his last teaching to his followers is said to have called on them to 'be joyful, keep the faith, and do the little things – byddwch lawen, cadwch y ffydd, a gwnewch y pethau bychain' as he had done.

## Music at St. Davids Cathedral



Music is central to the life of the Cathedral. With two choral services on a Sunday as well as weekday Evensong four or five times a week, it is the very soul of the building. With many more people visiting the Cathedral 'out of season', weekday Evensong is attracting an unparalleled number of people who are often moved to tears at hearing beautifully sung live music again in such a dramatic setting. The setting often inspires composers to write for the Cathedral Choir, most recently the commissioned work for the BBCR3

Broadcast by Owain Park, God is Gone Up (<https://www.bbc.co.uk/sounds/play/p08dl62y>).

As we emerge from the pandemic, the music department stands at a point of unique challenge and opportunity. With the experiences of recording and broadcasting through the pandemic as well as the long periods of time without singing or meeting face-to-face there will need to be a strategic vision to recruit and retain both girl and boy choristers whilst embracing the new creative opportunities for worship and improving the library of seasonally recorded material. The standard of music at St Davids remains high and the regular broadcasting of Choral Evensong on BBCR3 is testimony to this. As well as BBCR3 there is also regular broadcasting on BBCR4 as well as BBCR Wales. The Dean and Chapter remain committed to maintaining the excellence of the music, and look forward to the development of the Cathedral's music

and to continued engagement with local schools, colleges and wider partners in Pembrokeshire.

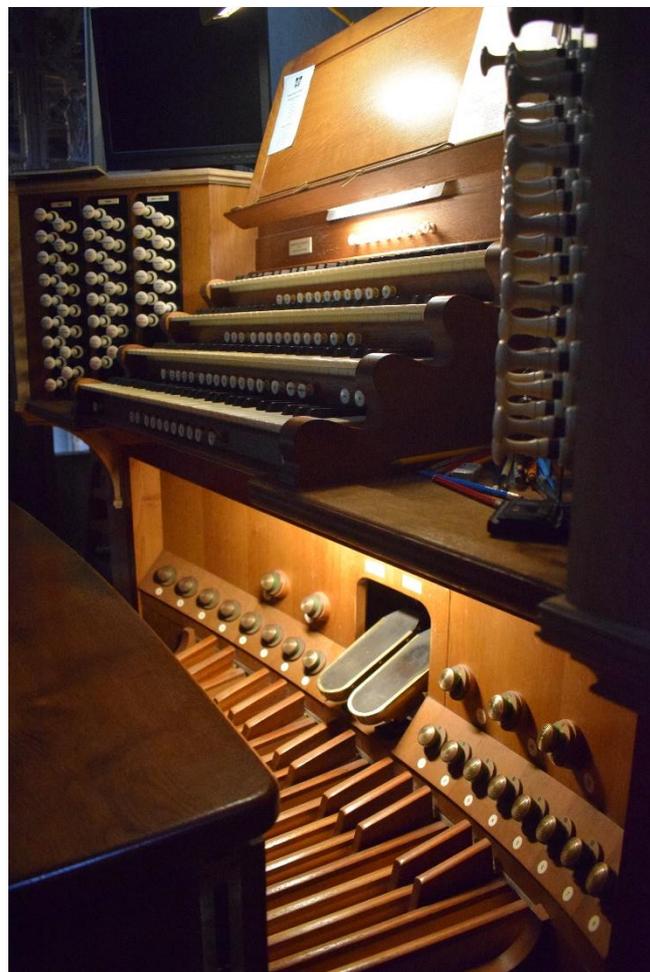
The Cathedral Choir currently consists of an all-girl top line (with a cut-off age of 18yrs) and a mix of professional Lay Vicars Choral and Choral Scholars. The Choral Scholars and an Organ Scholar are appointed annually, and live in a shared house in the Cathedral Close. There is a fledgling boys' choir who sang Evensong once a week with the Choral Scholars before the pandemic. The Assistant Director of Music also resides within the Close.

The Cathedral's Organ is an 1883 Father Willis instrument but enlarged and rebuilt by Harrison & Harrison in 2000. It remains one of the finest accompaniment and solo instruments in the country.

## **Appointment of the Organist and Master of the Choristers**

Following the appointment of Oliver Waterer as Director of Music at Selby Abbey, after eight years' service at the Cathedral, the Dean and Chapter of St Davids Cathedral are seeking to appoint a new Organist and Master of the Choristers (Director of Music). The post holder has a key role in determining the Music strategy and overall responsibility for all aspects of its delivery.

The post also includes the responsibilities of **Artistic Director of the St Davids Cathedral Music Festival**. More information about the Festival is given in Appendix 2.



# Job Description

## Overview of Role

The Organist and Master of the Choristers (Director of Music) directs the Music Department and Cathedral Choirs in high quality liturgical and non-liturgical music making, in line with the worship, mission and ministry of the Cathedral, under the guidance of the Dean and Chapter.

The Organist and Master of Choristers (Director of Music) reports to the Sub-Dean and Precentor as line manager, and through him/her to the Dean and Chapter.

## Key Responsibilities

### *Liturgy, Worship*

1. to direct the Cathedral choirs and organists in rehearsals, services and other events, maintaining a high standard of excellence in choral music and discipline
2. to maintain and develop the highest professional and musical standards in all aspects of the role
3. to promote and enhance the reputation of St Davids Cathedral and its music
4. to uphold the Cathedral's worship and to work with the Precentor and Cathedral Clergy and Vergers in order to ensure the highest standards of liturgy is maintained at Cathedral services
5. to plan and select music termly for the Cathedral's daily services, including hymns, choral and organ music
6. to engage creatively with the Cathedral's liturgical programme while teaching, sustaining and developing suitable repertoire for the Cathedral choirs
7. to contribute to the weekly creation of the Cathedral's music and services list
8. to devise and distribute a termly schedule of all choral services required by the Cathedral in liaison with the Precentor and the Cathedral Office

### *General Music*

1. to plan and undertake a suitable programme of concerts, festival events, broadcasts, recordings and similar events in the Cathedral and wider community
2. to organise and oversee all arrangements for an annual series of summer concerts
3. to be responsible for all arrangements pertaining to visiting choirs when the Cathedral choir is on holiday
4. together with the Education & Pilgrimage Department, to devise and run music and singing workshop days at various times throughout the year involving Cathedral musicians
5. to oversee security of the Song School and the safety and care of all equipment and music relating to the choir and music department
6. to arrange for the Cathedral pianos to be tuned as necessary, and for the Cathedral organ to be maintained and tuned, generally, four times a year
7. to be responsible for all arrangements pertaining to visiting choirs in liaison with the Precentor and the Cathedral Office

## *Organ*

1. to arrange for an organist to play for all statutory 'music' services including the 9.30am Parish Services on a Sunday
2. to arrange for a Cathedral organist to play for up to six Cathedral/Diocesan services per year (without a fee), and for non-statutory services including funerals and weddings for which professional fees will be paid. These fees will be mutually agreed and revised annually

## *Choir*

1. to produce termly choir rehearsal and services schedules for the girl choristers, the boys' choir, the Choral Scholars, the Lay Vicars Choral, and any deputies, based on the Pembrokeshire schools' term dates
2. to arrange for the installation of Choristers, Head Choristers, Organ and Choral Scholars
3. to oversee the Royal School of Church Music tuition and exams, which are managed by the Assistant Director of Music
4. to oversee the maintenance of the choir registers by the Head Choristers
5. to oversee the running of the Cathedral Singers and Junior Choir, both of which are directed by the Assistant Director of Music
6. to recruit children from various local schools as boy and girl choristers and to maintain good relationships with the feeder schools
7. to foster excellent relationships with choir parents
8. to arrange choir pay on a monthly basis for boy and girl choristers and choir deputies
9. to plan and make all arrangements for tours by the Cathedral choir including outreach services



## *Choral and Organ Scholars*

1. to advertise for and recruit Choral Scholars and an Organ Scholar annually
2. together with the Assistant Director of Music, to mentor and provide regular training and pastoral care to the Organ Scholar
3. to provide musical supervision and pastoral care of the Choral Scholars

## *Managing the Music Department/Working with other Cathedral staff*

1. to be responsible with the Precentor in the appointment of all music department staff
2. to be responsible for training all music department staff and choristers
3. to plan and direct daily morning and afternoon rehearsals for the Choral Scholars, Choristers and Lay Vicars Choral as a shared task with the Assistant Director of Music
4. to act as line manager to the Assistant Director of Music, Lay Clerks and the Choral and Organ Scholars
5. to manage the work of the Assistant Director of Music and the Organ Scholar
6. to encourage the professional development of the Assistant Director of Music
7. to enable, facilitate and encourage all members of the music department

8. to oversee the everyday maintenance and running of the choir library, including the distribution and collection of music/scores and the buying of new and replacement music (the Organ Scholar acts as Choir Librarian)
9. to arrange payment of fees to Cathedral musicians for non-statutory services
10. to maintain a healthy and safe environment for all musicians and to uphold and implement the Cathedral's safeguarding policy
11. to uphold and implement the Cathedral's social media policy
12. to attend the weekly Cathedral staff and music department meetings and to communicate effectively with other members of staff and to advise on all musical matters
13. to undertake personal development and training as necessary in all aspects of the post for which appropriate financial support is available from the Dean and Chapter
14. in liaison with the Chief Operating Officer and Finance Manager, to manage the bank accounts of the Choir Fund, the Concerts account and the Organist's expense account
15. to create written material and posters as appropriate for publicity, teaching, policy and other purposes
16. to maintain all music department communications including the email and Social Media accounts



### **The St Davids Cathedral Music Festival responsibilities**

Note that the governance of the Festival and its Committee is currently being discussed and revised. Once this process is complete, the role of the Organist & Master of the Choristers (Director of Music) will be defined. At the moment, the responsibilities of the Organist & Master of the Choristers (Director of Music) are:

1. to work as Artistic Director of St Davids Cathedral Festival for which a responsibility payment is made and concert fees are paid
2. to liaise with the Chair and members of the Festival Committee
3. to attend regular Festival Committee meetings throughout the year
4. to plan and arrange the programme and content of all festival concerts within a budget set by the Festival Committee
5. to prepare and direct the Cathedral choirs, Festival Chorus and Festival Children's chorus in rehearsals and concerts
6. to work with the Festival Producer in preparing external artists' contracts
7. to arrange piano and organ tuning in preparation for and during the festival
8. with the assistance of the cathedral's Education Officer and the Assistant Director of Music, to make all arrangements for the running and recruitment of the festival children's chorus and outreach program in the two months leading up to the festival
9. to book and undertake all liaison and communication with festival groups and artists with the assistance of the Festival Producer
10. to arrange payment of festival fees for all Cathedral musicians as agreed by the Festival Committee.

Further duties may be added to this list when the governance of the Festival and the remit of the members of the Committee has been confirmed.

## Person Specification

To be considered for the position of Organist & Master of the Choristers (Director of Music) you will need to demonstrate effectively that you:

- are a passionate advocate of cathedral music, fully understanding and able to communicate effectively through your choice of repertoire the contribution music makes to the mission and values of a cathedral
- are an exceptional and gifted Organist and able to perform to the very highest standard
- are an enthusiastic and inspirational choir director, able to get the very best from the choristers to deliver outstanding performances in the everyday as well as in the large high profile events
- have a supportive and nurturing nature, keen to help all members of the Music Department from the Assistant Director of Music to the very youngest and newest member of the Choir reach their full potential
- understand the restrictions a rural area faces in its ability to recruit and retain choristers and professional singers, working to make the Cathedral Choir the first choice of talented performers for its music, support and social aspects
- have an openness and flexibility to adapt to the variety of Cathedral life in all its fullness as well as a willingness to experiment liturgically
- are an imaginative and entrepreneurial individual, looking for opportunities to develop new ideas and have the ability to see these new initiatives through to their implementation
- have good skills in management, administration and collaboration, able to lead your own department and work collaboratively and creatively with the Precentor and other Cathedral Clergy in developing and enhancing the liturgical and musical life of the cathedral
- have good IT knowledge, including across Microsoft Office applications.



## Terms of appointment

This job description will form the basis of a contract which will be drawn up when the appointment is made.

The first 6 months of employment will be a probationary period during which employment may be terminated by either party on giving the other notice of one month. The probationary period can be extended if necessary. Thereafter notice is 3 months on either side.

### **Salary:**

£30,517 - £35,578 per annum

### **Accommodation:**

The Dean and Chapter expect the postholder to live in a tied house (5 bedroom) in the Cathedral Close. The Dean and Chapter will pay council tax, landline, basic broadband connection and water rates. Altogether this packages equates to c.£8,000 p.a.

### **Working hours:**

This is a full-time position of 37.5 hours Monday to Sunday, according to the Cathedral needs. A flexible approach to working hours is expected particularly when there are major events planned during the church calendar. You may be required to work such additional hours as may be necessary for the proper performance of your duties. You will be entitled to one day off a week, generally either Monday or Saturday, depending on the timetable of services and events in the Cathedral and rehearsal times for the Choir.

### **Annual Holidays:**

Annual holiday entitlement is arranged as follows:

- from after the morning service on Christmas Day (7 days)\*
- from after Evensong on Easter Day (7 days)\*
- autumn and spring half terms (7 days)\*
- after the last service of the annual Music Festival (7 days)\*
- one month in the summer, to alternate with the Assistant Director of Music, so that either the Organist and Master of the Choristers (Director of Music) or the Assistant Director of Music is on duty, except with the prior written consent of the Precentor.

*\*including at least one weekend.*

### **Pension Scheme:**

The post holder will be automatically enrolled in the Cathedral's pension scheme, which is a defined contribution scheme.

### **Additional:**

The Organist and Master of the Choristers (Director of Music) is entitled:

- to use the cathedral organs, pianos and other associated facilities for private practice and teaching, provided there is no clash with other events in the cathedral diary.
- to use the cathedral organs, pianos and other associated facilities for public and commercial recording. Any private recording must be agreed in advance in writing with the Dean and Chapter and a fee negotiated as appropriate with the Sub-Dean and Precentor and with the Dean and Chapter.

The Organist and Master of the Choristers is encouraged to undertake outside work, agreed in writing with the Precentor in advance.

## How to Apply

Candidates should apply by completing the application form and sending it to us together with their CV.

Your application must demonstrate how you meet the criteria set out in the Person Specification, explaining how your skills and experience match the requirements of the role.

The deadline for applications is midnight on 30<sup>th</sup> November 2021.

Applications should be submitted electronically to the Chief Operating Officer, Judith Leigh, [judith@stdavidscathedral.org.uk](mailto:judith@stdavidscathedral.org.uk)

All candidates will be contacted after short-listing takes place in early December to confirm whether or not they have been selected for interview.

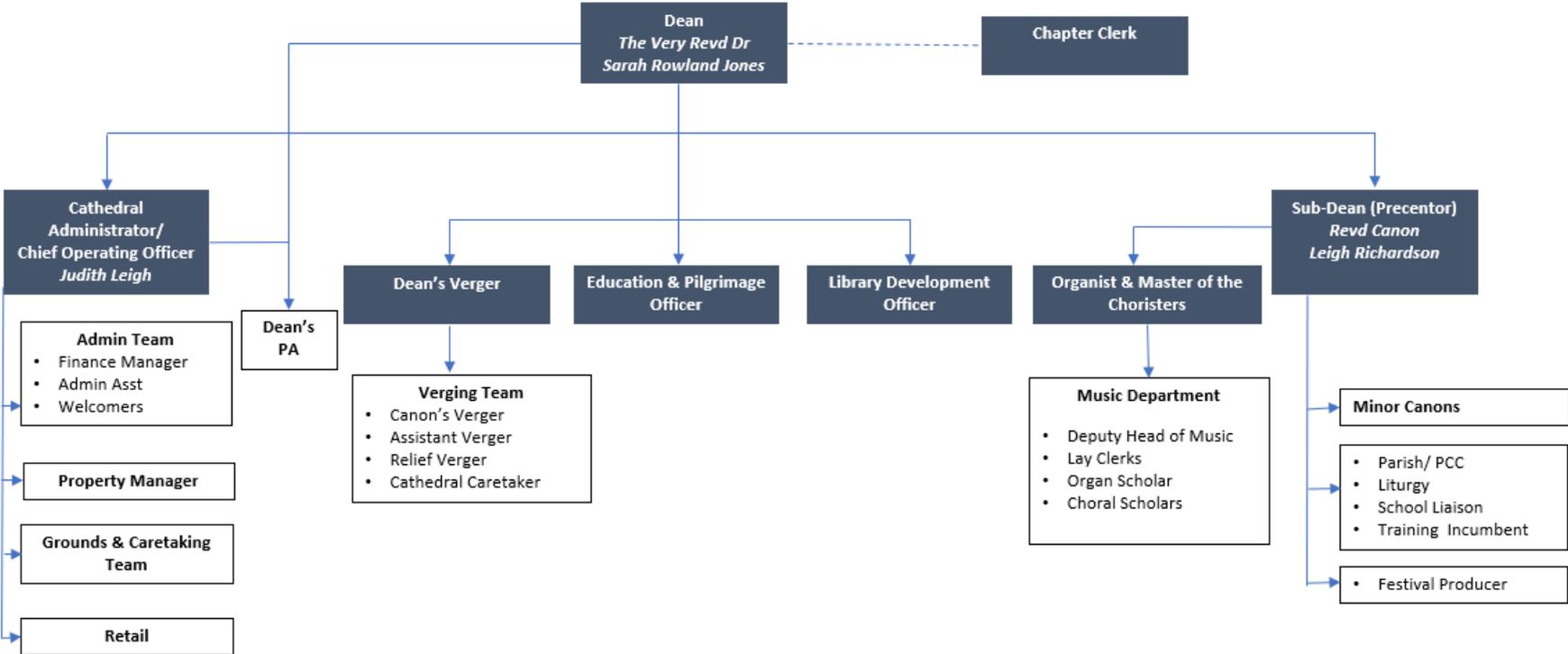
Do to the remoteness of St. Davids, interviews will be held at the Cathedral on the 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup> of January 2021. Candidates will be expected to arrive in the early afternoon of 17<sup>th</sup> January and will be free to leave, following final interviews, in the early afternoon of 19<sup>th</sup> January. Accommodation and all meals for the three days will be provided for all shortlisted candidates.

The post will begin on 1<sup>st</sup> May 2022 or as soon as possible thereafter based on the availability of the successful candidate.

Should you wish to have a confidential discussion about this role please call Marty Makin (Dean's PA) on 01437 720202 who will make the appropriate arrangements for you to speak with the Sub-Dean and Precentor of the Cathedral and/or the Cathedral Administrator.

We will, of course, respect the privacy of any conversations or expression of interest regarding this post, whether formal or informal.

# Appendix I: Organisational Chart



Organisational Chart October 2021

## Appendix 2: St Davids Cathedral Music Festival

St Davids Cathedral Festival is an annual music festival which takes place in the city of St Davids for one week during the May/June half-term holiday. The Festival presents between 15 and 20 concerts. These include performances of sacred choral music, orchestral and instrumental music, primarily in classical and contemporary styles. Recent years have also included some jazz and folk music performances.

The Festival began life in 1979 and was then known as the 'Bach Festival'. Since then it has grown and diversified, introducing its audiences to many new and exciting musical experiences, while promoting and celebrating classical artists and music for which it has gained international renown.

During the Festival, BBC Radio 3 often broadcasts Choral Evensong live from the cathedral, and either broadcasts live or records for later transmission an annual festival concert given by the BBC National Orchestra of Wales.

The Festival is well-known for its encouragement of young musicians, from the local community and beyond, with numerous opportunities for local children to showcase and enhance their musical and performing skills and experience. In addition to those choristers who are recruited to sing in one of the cathedral choirs, our well-established and successful Educational Outreach Scheme sees children from local schools come together to perform at the Festival's annual Launch Concert. The results are greatly enjoyed by all involved and we believe that many of the children who take part in the programme of workshops and concerts are inspired to keep music as an integral part of their future lives.

We are very keen to encourage and include new music, so the Festival commissions one or more works every year, which are often included in the BBC's broadcasts. There is often a significant amount of contemporary music included in many of the concert programmes too.

The Festival has developed a strong reputation locally, nationally and internationally, and makes a great contribution to the cultural life of West Wales and beyond. It attracts a substantial number of visitors to the area, many of whom return each year. The boost to the local economy is also significant.

In governance terms, the Festival forms part of the Dean and Chapter of St Davids Cathedral, having its own dedicated Committee with members drawn from Cathedral, diocese and the local community. The Organist & Master of the Choristers acts as the Artistic Director of the Festival, and works for the Chair and members of the Festival Committee to plan and deliver the agreed Festival programme.

A new Festival Producer, Becky Shaw, was appointed in September 2021. Becky brings to St Davids an exciting wealth of experience from her time at Hay-on-Wye Festival. Using Becky's skills and enthusiasm, the Committee expects that the Festival will take a step up in the future to expand into a larger, wider ranging event with additional venues in St Davids and more Arts forms involved.

For the 2022 Festival, Becky and the Artistic Director (the Acting Organist & Master of the Choristers) are at last able to present the programme from the much delayed 2020 Festival to kickstart the event after the restrictions and lockdowns of COVID-19. The new Organist & Master of the Choristers will then develop and deliver the programme for 2023.