



**LICHFIELD**  
CATHEDRAL

**THE CATHEDRAL CHURCH OF  
ST MARY AND ST CHAD, LICHFIELD**

**INFORMATION FOR PROSPECTIVE LAY VICARS**

**Commencement Date:** We are looking to appoint from the start of September 2022

**Job Title:** The job title is Lay Vicar Choral.

**Place of work:** The normal place of work is at Lichfield Cathedral. In addition to the normal services/rehearsals at Lichfield Cathedral, Lay Vicars may be required to sing each year at up to 6 recitals (either services or concerts with rehearsals) in Churches in the Diocese (which may include Lichfield Cathedral) without fee. Other engagements, recordings and tours will be arranged by agreement.

**Pay:** Each Lay Vicar’s pay will be calculated at the rate of £8,126 per year, paid at monthly intervals in arrears, on or about the 25<sup>th</sup> day of each month. Additional fees for approved special functions and outside engagements are paid with the monthly salary, normally during the month following that in which the engagement took place, or as soon as is reasonably practicable thereafter.

**Hours of work:** Lay Vicars should attend all Services and rehearsals sung by the Cathedral Choir in the Cathedral and, after consultation, any other engagements approved by Chapter. This will normally involve keeping the Cathedral School Choir terms, as specified in the Job Description. The standard working week is currently as follows:

Day		Rehearsal	Service
Tuesday, Wednesday and Friday	Evensong	17:00	17:30
Sunday	Eucharist	09:50	10:30
	Evensong	14:50	15:30

Permission for any non-sickness absence from duties should be requested at least a fortnight in advance from the Director of Music; the Lay Vicar is required to book a Deputy from our list of appropriate safer-recruited singers; permission for absence may be refused if the other Lay Vicar of the same voice-part has already requested that date off or if a suitable Deputy is not engaged. For these absences the agreed deputy rate will be deducted from the Lay Vicar’s next monthly pay. Non-sickness leave of absence will not normally be granted for Principal Holy Days.

**Robes:** Chapter will provide such liturgical robes as they deem necessary (currently cassock and surplice). Lay Vicars are required to dress appropriately when on duty in the Cathedral or elsewhere on Cathedral duties according to guidelines issued from time to time by the Precentor.

**Holiday entitlement:** Lay Vicars' annual holiday entitlement coincides with Lichfield Cathedral School holidays and therefore may vary from time to time. The holidays are normally about 2.5 weeks over the Christmas/New Year period; 2.5 to 3 weeks usually following Easter (but may be split dependent on the date of Easter); and approximately 7 weeks following the end of the summer term; in addition there is a half term break in each of the school terms. Entitlement to bank/public holidays has been incorporated into the annual holiday entitlement.

Lay Vicars will be paid their regular monthly salary throughout the holidays for the duration of their employment by the Cathedral.

**Sick pay:** The payment for and the procedure Lay Vicars must follow in the event of periods of absence from work due to sickness are set out in the Employee Handbook. You will be entitled to Statutory Sick Pay (SSP) which will be paid in accordance with current legislation.

Additional sickness benefit is paid on the assumption that there is a reasonable prospect of eventual recovery and return to work. You will be entitled to the following additional sickness benefits when the absence is taken continuously and supported by a doctor's fit note:

- One week's full pay during the first year of service
- One month's full pay after one years' service
- Three months' full pay after five years' service

Lesser periods of sickness will be counted as accumulative with a maximum of 5 days absence during each rolling twelve month period. Any further absence would be unpaid unless qualifying under SSP or Chapter's discretion.

If incapacity to work results from your own misconduct or from injury while working for someone else in your own time, such additional sickness benefits are at Chapter's discretion.

**Pension:** Lay Vicars are currently entitled to participate in the contributory pension scheme, details of which may be obtained from the Executive Director.

**Employment Termination:** Lay Vicars will be required to give and entitled to receive one month's notice (increasing to three months' notice after six months' service). By mutual agreement, these notice periods may be waived. At the absolute discretion of Chapter, payment in lieu of working notice may be made.

Chapter will have the right to terminate a Lay Vicar's employment without notice in the event of serious misconduct or some other fundamental breach of contract on part of the Lay Vicar.

**Normal Retirement Age:** It is envisaged that most Lay Vicars will choose but are not compelled, to retire at 65 and your plans for retirement will be discussed as that age approaches and in conjunction with an assessment of voice quality.

- Overseas Employment:** Lay Vicars will not be required to work outside the United Kingdom during their employment. However, the opportunity may arise for them to participate in engagements overseas, which will be by agreement with the Director of Music.
- Disciplinary Procedures:** Details of the current disciplinary rules and the procedures that apply to taking disciplinary decisions (including dismissal) are set out in the Employee Handbook. These rules and procedures may alter from time to time to take account of current employment law and practice and do not confer any contractual rights.
- Grievance Procedures:** Details of the current grievance procedures are set out in the Employee Handbook. These rules and procedures may alter from time to time to take account of current employment law and practice and do not confer any contractual rights.
- Safeguarding:** All Cathedral employees and volunteers are required to undertake regular safeguarding training.  
Lay Vicars must comply fully with Chapter procedures in relation to the vetting of employees, including checks where appropriate via the Disclosure and Barring Service or appropriate overseas organisation, to ensure suitability for employment with the Cathedral. Checks may be repeated at the discretion of Chapter throughout the period of employment.
- Religion:** There is a genuine occupational requirement for each Lay Vicar to be a communicant member of the Church of England, or a church in communion with it.