

### **Role Description**

<b>Role Title:</b>	Succentor
<b>Department:</b>	Liturgy (Precentor Directorate)
<b>Line Manager:</b>	Head of Liturgy

The Cathedral is seeking an Anglican priest with a breadth of liturgical knowledge and experience, a love and knowledge of music, and good administrative skills to join its busy Liturgical Department.

### **Liturgy Department Overview**

The Liturgy Department comprises of two Minor Canons, that is the Sacrist (who is also the Head of Liturgy) and the Succentor who are supported by the Liturgical Support Officers.

The department is managed by the Head of Liturgy (supported by the Precentor as Director) and works closely with the Music, Virgiers, and Events Departments who, together with the Liturgical Department, form the Liturgy and Worship Directorate under the oversight of the Precentor.

### **The Role of the Succentor and Sacrist**

The two Minor Canons, Succentor and Sacrist, work and minister with the Chaplain alongside the Dean and Residentiary Canons, sharing in the Christian mission and ministry of the Cathedral in appropriate ways.

The Chapter is firmly committed to maintaining and developing the established tradition of worship and music-making here, and recognises that in all areas of cathedral life there is a creative tension between continuity and change, established excellence and innovative exploration. As a key part of the Cathedral's overall mission in society, we are committed to addressing with openness of mind and imagination the questions that are being raised in the Church and in society at large relating to the expectations and requirements of public worship. These questions include for example: the cultural reference points with which every cathedral is required to engage, the cultural diversity of modern London, and encouraging renewed confidence in the Church's liturgical language to communicate the Christian faith in society.

The Canon Precentor, Sacrist, and Succentor officiate at Evensong with the choir and take the lead in planning meetings for special services and their execution and delivery. They also share with the other ministers in officiating at Morning Prayer and in the regular celebrations of the Eucharist, both said and sung, and in preaching to a high standard.

Each year, in addition to over 1500 regular services, the Sacrist and Succentor also plan and execute over 100 special services ranging from charities and campaigning organisations celebrating their work to schools' anniversaries, local and national commemorations, and nationally broadcast services. During the month of November for example we will host Diocesan Confirmations, a number of Wreathlayings at memorials throughout the Cathedral, the Festival of St Cecilia, a Remembrance Day Service for the City of London, Evensong for the Royal School of Church Music, the annual US Thanksgiving Day Service, and two Advent Carols Services.

On many Saturdays in the year there are weddings and baptisms which are conducted by cathedral ministers for the wide range of people who are members of the cathedral community or of the various orders of chivalry associated with St Paul's.

Pastoral skills are needed for ministry with the Cathedral's large community of staff and volunteers as well as amongst our regular worshippers. Close liaison is required with musical, clerical and administrative staff, as well as Virggers and cathedral floor staff in the ordering of worship both regular and special. The Sacrist and Succentor also exercise pastoral sensitivity when regularly meeting with those who come to organise special services: for example, schools, charities, national institutions, or individuals arranging a memorial service for a loved one.

The Sacrist and Succentor play a rich and vital role in the work of St Paul's, including supporting lay staff and volunteers and working with the other clergy to enable them to undertake their considerable governance and management responsibilities.

## **Role Description**

To undertake duties on behalf of the Chapter under the direction of the Head of Liturgy namely:

Shared Responsibilities:

- Preaching and presiding
- Officiating at Morning and Evening Prayer, and (singing and leading prayers) at Mattins and Evensong
- Working with colleagues and with people and organisations outside the Cathedral to plan, prepare and execute regular and special services and events
- Preparation (with the assistance of Liturgical Support Officers) of orders of service; sourcing and drafting liturgical material as appropriate
- Choosing hymns for special services and advising the musicians on the shape of services to enable them to select appropriate music
- Proof reading of all orders of service and analysis of comments received
- Preparation of ceremonial notes and briefing of those participating in worship

- Leading pilgrimage tours according to need
- Working pastorally and ministerially in the cathedral community according to need, which may include for example: work with choristers and vicars-choral; wedding and baptism ministry (including administration and preparation); faith development; working with and supporting staff and volunteers.

#### Particular Responsibilities for the Succentor:

- Oversight of the production of the monthly service schedule
- Selection of hymns and psalms for statutory services (in consultation with the Head of Liturgy and Director of Music)
- Overseeing the visits of other choirs when the Cathedral Choir is not available, with a view to ensuring continuity of sung services and a good standard of musical performance
- Oversee licences for the reproduction of hymns and associated music and ensuring compliance
- Sharing in the Pastoral care of the choristers, vicars choral, and members of the Music Department
- Supporting the work of the Artistic Director of Choral Partnerships
- Assist with the recruitment of (non-management) music department staff i.e. organ scholar, sub-organist and Vicars Choral

Please note, it may be that from time to time an individual is expected to perform tasks that may not be expressly in the role description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the role description as may from time to time be necessary to meet the changing needs of the organisation.

#### **Person specification**

- an Anglican priest with a breadth of prior ministerial, liturgical and musical experience
- committed to the discipline of daily worship and with an empathy for cathedral ministry
- able to sing satisfactorily the settings used at St Paul's, and with experience of leading prayer and worship in a cathedral, or parish church with a strong choral tradition
- able to lead worship and preach in an inspiring way
- a good knowledge of hymnody
- competent and experienced in all aspects of liturgical management and execution, including overseeing planning and delivery of special services as well as regular worship
- experienced in leading occasional offices
- committed to good practice and ongoing learning in safeguarding

- welcoming of diversity and inclusion
- experienced in liaising with a wide range of staff, departments, volunteers, worshippers and members of the public, confident and reassuring in leading and supporting others
- with the experience and gravitas to represent the cathedral to a wide range of partners and organisations
- experienced in pastoral care of children as well as adults, including leading school assemblies, and with experience of teaching and training
- able to be flexible and undertake a wide variety of tasks according to need in a changing environment
- enjoys working in a team, copes well when under pressure, gracious with their own and others' mistakes, wanting to learn and grow
- resilient, with the ability to cope with uncertainty and change
- Expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Adherence to Cathedral Safeguarding Policies and willingness to attend Safeguarding training and report any Safeguarding concerns through appropriate channels
- Experience and knowledge of safeguarding requirements and procedures