

# **All Saints' Church, Writtle**

## **Job Description: Organist and Director of Music**

**Accountable to:** The Priest-in-Charge of All Saints' Church, Writtle.

### **Responsibilities:**

#### **Music and Fellowship**

1. Select hymns and other music for services, to be submitted to the Priest-in-Charge and Ministry Team monthly in advance for approval. Music should be appropriate for use in the liturgical service and, ideally, follow the theme or the lessons appointed for the day.
2. Attend church services on Sundays, and on occasions as required, to direct the choir in performing music for special services (see 4 below). Absences to be agreed in advance with the Priest-in-Charge. Holiday entitlement is six Sundays and six choir practices per year for which the Church will fund cover. Statutory Sick Leave rules will apply.
3. Join the bi-annual Rota meetings held on a weekday evening when available.

#### **Choir Leadership**

4. Rehearse the choir for their active participation in the scheduled Sunday worship services and for services: Christmas Carols, Crib Service, Christmas Eve, Christmas Day, Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Pentecost Sunday, Remembrance Sunday, All Saints Day.
5. Lead weekly choir rehearsal - currently Wednesday or Friday evenings from 7.30-8.45pm in term-time - and at additional times as identified by special need.
6. When not available to take a choir practice, arrange for another competent musician to lead.

#### **Organ music**

7. Play the organ at the weekly 10.00 am Sunday service, leading the choir in a rehearsal beforehand.
8. Play the organ for the services in '4' above.
9. When not available to play, arrange for another competent organist to substitute.
10. Play for weddings and church funerals, for which the appropriate RSCM fee will be paid (as per The Agreement), or arrange for another competent musician to substitute.

#### **Administration**

11. Liaise with the Church Treasurer regarding membership of RSCM, CCL and other licenses.
12. Purchase music and music supplies for the choir program within budgetary allowance agreed annually by PCC. Manage expenditure within agreed annual budgetary amount.
13. In collaboration with the PCC, be responsible for the care and maintenance of the church's organ and piano. Personal use of the organ for practice and/or lessons to be agreed in advance with the Priest-in-Charge.

14. Liaise with the Priest-in-Charge, Choir Secretary and/or Magazine Editor in administrative matters as necessary e.g. for songs or notices in weekly sheet.
15. Ensure clear communication of all necessary information to choir members (e.g. verbal communication, notices, correspondence), liaising with the Choir Secretary as necessary.
16. In collaboration with the Choir Secretary, arrange a formal meeting for choir members once a year.

### **General**

Will perform the duties of the position in a cordial and cooperative manner with the Priest-in-Charge, members of the choir and the congregation in accordance with Canon Law.

### **Safeguarding**

This post is subject to the Church of England's safeguarding policy. The post-holder is required to have completed level 3 Safeguarding training with Chelmsford diocese and enhanced disclosure from the Disclosure and Barring Agency. The church will ensure that this is always in place and is responsible for its renewal.

### **Person Specification**

- a) able to demonstrate competence in performing, directing and accompanying music, preferably within a church setting, including evidence of choral training.
- b) be an accomplished musician and organist to the level of ABRSM of Grade 6 or higher
- c) have good communication skills and demonstrate collaborative behaviours and have a good sense of humour.
- d) be willing to contribute to the development of the church's musical life, including starting and growing a youth choir
- e) committed to the aims and ethos of the Church of England, All Saints Writtle and, ideally be a practicing Christian.

### **Fees**

Fees will be paid in accordance with RSCM Small Town rates, with an annual amount of £7,000 payable from All Saints Writtle PCC funds.

At October 2023 for All Saints Writtle fees are as follows, with fees doubled if recordings are made:

- Weddings £120
- Funerals £100

October 2023