

## Job Description: Director of Music Christ Church, East Sheen



**Employer:** Parochial Church Council, Parish of Mortlake with East Sheen

**Reporting to:** Team Vicar, Christ Church, East Sheen

**Overview of position:** This is an exciting opportunity to work with the new Team Vicar to build and develop the choral tradition and wider musical life of this beautiful church. Music is a key aspect of the vision for the mission and ministry of the church and the DOM will be encouraged to develop new initiatives in line with this vision.

**Key tasks/responsibilities:** To play the organ at morning and evening church services and at festivals and other services as set out in the appendix. The organ was built by the noted Victorian organ builder William Hill in 1864 and the current console and electropneumatic action were installed by Hill Norman & Beard in 1985.

To train and develop the small but committed choir, recruit and develop a Children's Choir and arrange and conduct weekly choir practices.

To develop opportunities for community participation and enjoyment of music as part of Sunday worship and other events including, for example, concerts (choral and other), recitals and 'Come and Sing' events.

To develop good relationships with local schools, choirs and others in the community who are supportive of a good musical tradition at the church.

To have overall care and control of music in the church and work with the Team Vicar in choosing hymns.

Funds are available to support choral scholars at the church so the Director of Music would have a key role in developing this idea and working with the scholars.

**Supporting tasks/responsibilities:**

To work alongside and assume responsibility for any other musicians playing at Christ Church. To work with the clergy and wardens at the church.

To attend meetings with the other parish directors of music/organists and the clergy, from time to time, to plan united services, and discuss matters of common concern.

To agree music for festivals and special occasions with the Team Vicar.

To attend special services during the year and the patronal services of the other two churches in the team (St Mary's Day and All Saints Day), when choirs from all three churches usually join together.

To be responsible for the regular maintenance and tuning of the organ and piano, with an annual budget determined by the Christ Church Consultative Group after consultation.

To assume overall responsibility for the administration and management of concerts and other additional musical events, including welcoming participants, advertising, event organisation and ticket sales, etc.

**Other considerations:** The post holder would have the sole right to play at weddings, funerals and other special services at Christ Church and should make reasonable efforts to be available as required. If they are unable to play, they will be responsible for arranging a suitable replacement (although this may be achieved with the help of the Team Vicar and church wardens). The church organist is paid an additional fee for playing at weddings and funerals. The fee for weddings covers time spent discussing music with the couple and one morning at the beginning of each year to which all marriage couples for the coming year are invited to be briefed on the various aspects of their day.

The post holder would be free to engage in other work, paid or otherwise, provided that it does not compromise their ability to fulfil the duties of Director of Music at Christ Church and does not bring the Church into disrepute.

The post holder will be entitled to six weeks paid holiday per annum, not to be taken during the Christmas or Easter Festivals and to be agreed in advance with the Team Vicar. The post holder will use his or her best efforts to find a suitable deputy to cover holidays.

The post holder will be entitled to statutory sick pay.

Remuneration: £8,200 per annum, plus wedding and funeral fees as agreed by the Team Vicar and Church Consultative Committee.

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	Proven ability to accompany liturgical music to a high standard, as organist and to train, inspire and conduct an amateur choir	Associateship of the Royal College of Organists (ARCO) or higher
<b>Experience</b>	Past experience as church or chapel organist, choir conductor.	Experience in public performance (organ) and organisation of concerts.
<b>Knowledge and Understanding</b>	Understanding of Church of England liturgy and relevant music. Knowledge of the statutory requirements of legislation concerning Safeguarding, including Child Protection.	
<b>Skills</b>	Excellent directing and playing skills. Good communication skills (must be comfortable communicating at all levels) Organisation and time management.	Administrative skills helpful for musical event management.
<b>Personal Characteristics</b>	Energetic and enthusiastic. Creative, imaginative and resourceful. Warm, outgoing and personable. Reliable and punctual. Flexible and adaptable. Ability to create a positive experience for musical participants and a congregation/audience. Tenacious, 'can do' attitude. Good sense of humour.	
<b>Other requirements</b>	Must be able to travel to East Sheen to work at appointed times.	

**This appointment will be subject to an enhanced DBS disclosure check under the Diocese of Southwark regulations.**

**It is hoped that the successful applicant will be in post from September 2022.**

## **Appendix**

In addition to the Sunday Eucharist and Evensong, the post holder will play and direct the choir at the following additional services:

### **Christmas**

Carol Service

Christmas Eve Crib Service

Midnight Mass

Christmas Day

### **Lent, Holy Week and Easter**

Ash Wednesday

Maundy Thursday

Good Friday

Easter Dawn

Easter Day

### **Team Patronals**

Ascension Day (Christ Church Patronal)

St Mary's Day (a Sunday evening around 8 September)

All Saints Day

There may be additional services in consultation with the Team Vicar.