

THE PARISH ⊕ F ST LE ⊕ NARD HYTHE

Musical Director **Job Description**

'We aim to be an ever-more welcoming, inclusive, and caring Christian community that reaches out to all, thankful to God who draws us together and gives us life in all its fullness.'

Salary: £8,500 PA (RSCM rate) With pension, 50 hours leave pro rata plus 5 Sundays and Bank Holidays.

Introduction and Role Purpose

The Parish of St Leonard, Hythe, is seeking a Musical Director to renew our parish's worshipping life while celebrating our choral heritage, and exploring and supporting new musical expressions. This role, working alongside the Vicar and Band Worship Leader, will enable the musical life of our church to flourish as the Musical Director will inspire our choirs and congregation, directing us in our worship and empowering our praises.

We hope the successful candidate will nourish and grow our choirs, uphold our choral traditions while also embracing contemporary worship music; and encourage our whole congregation to worship through music and song.

For an informal conversation about the job, please contact Revd Michael Darkins.

Key Duties

The successful applicant would be expected to:

- Lead choir practice for our three choirs (at present: Tuesdays 6-7pm Girls, Wednesdays 6:30-7:30pm Boys & Men, Wednesdays 7:30-9pm Mixed Adult)
- Conduct the choirs and play the organ (or piano where appropriate) at the 9:30am and 6:30pm Sunday services and occasional Festivals and midweek services; playing introits and voluntaries before and after the services, and accompanying and improvising as needed
- Build up and encourage our choirs (particularly our youth choirs) and both organ and choral scholars; nurturing their gifts, helping them to progress musically, and developing their musical repertoire
- Collaborate with the Vicar in teaching our choirs about the richness of Anglican liturgy, their place within it, and what aspects of our worship mean
- Collaborate with the Band Worship Leader to foster a wide range of musical traditions within the parish, and ensure that our worship reflects this

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- Renew our worshipping life by introducing contemporary choral music and new mass settings, and encouraging the congregation in their singing
- Foster community by nurturing relationships within the choirs, and ensuring that they feel a part of the wider congregation
- Work alongside the Treasurer to oversee the choir and organ account
- Select music appropriate for the services, in partnership with the Vicar
- Communicate effectively with the choirs and colleagues, ensuring that music lists are produced and singers are aware of upcoming services in good time
- Celebrate and promote St Leonard's as a venue for concerts, recitals, and other expressions of music, while ensuring the sacred nature of the space is respected; working in partnership with the Friends of St Leonard's
- Meet regularly with the Vicar and Worship Working Group to plan, review, and be excited about our community's musical and worshipping life
- Play and/or conduct on request for occasional offices, such as baptisms, weddings, and funerals, etc.
- Ensure that there is adequate musical provision for all services, arranging cover for those occasions when the Musical Director is unavailable
- Oversee the maintenance and tuning of the parish's musical instruments
- Curate the parish's musical library, ensuring that there is a diverse range of music for all occasions and festivals
- Promote and foster a culture of Safeguarding in which everyone is aware of their responsibility to ensure the safety of vulnerable adults, children and young people
- Work to agreed church policies and procedures, with particular regard for Safeguarding and Health & Safety
- There is an expectation to work Good Friday, Easter Sunday and Christmas Day (Morning)
- Any other duties and responsibilities commensurate with the role deemed reasonable by the Vicar and PCC

Person Specification

Essential:

- Extensive experience as a church musician and organist
- Demonstratable experience of good choral directing
- Experience of working with a range of ages and backgrounds
- Experience of planning music in support of worship
- Excellent musician, who is a fluent organist of diploma standard
- Ability to lead inspirational music in worship, through the choir and/or playing the organ and/or piano
- Familiarity with a wide variety of choral music, both traditional and contemporary
- Passion for supporting and encouraging young people
- Strong communication, organisational and leadership skills
- Ability to work effectively, both independently and as part of a team
- Ability to motivate and develop the choirs

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- Ability to recruit and retain choir members
- Willingness to work flexible hours, including evenings and weekends
- Committed to Safeguarding and promoting the welfare of children and young people
- Able to commit to working on Sunday mornings
- Right to work in the United Kingdom

Desirable:

- A committed Christian, actively engaged in their faith
- Familiarity with Anglican worship and liturgy
- Ability to mentor and support young people through their personal and spiritual journeys

Practice

The organ and pianos are available for practice when the church is not otherwise being used. They are available most times.

Summary of key Terms & Conditions

A contract of employment will be drawn up between the Musical Director and the Parochial Church Council (PCC) of St Leonard's, Hythe.

The Musical Director will line managed by the Vicar.

The Musical Director is entitled to 50 hours of leave pro rata, plus 5 Sundays. The PCC will meet the cost of deputising fees for these Sundays. Deputies must be fully competent for the duties required.

The Musical Director will be paid an initial salary of £8,500, paid monthly in arrears by bank transfer. There will be opportunities to earn further income from fees by playing for occasional offices.

Full terms and conditions of service are set out in the contract.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of St Leonard's Church and as professionals, whatever their job.

Safeguarding

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of the Parish Safeguarding Policy. If required by the post, the post holder must have an up-to-date satisfactory Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training. Failure to comply with the above or keep your training updated may delay your employment starting, or may trigger a disciplinary process and / or dismissal

Data Protection and Security of Information

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by the Parish of Hythe.

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The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Parish records and information.

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