



The Parish of St Mary Magdalene, Harlow Common

ROLE DESCRIPTION FOR DIRECTOR OF MUSIC

Background

We are looking to revitalise our use of music to enhance our worship, to involve a wider range of people in music making and to find new ways of reaching out to our surrounding community through music.

The parish is firmly within the Catholic tradition and our worship is centred around the Mass: we are looking for someone who is comfortable with that tradition and who can also encourage us to explore new approaches to worship and has experience in building and leading choirs. We have a small but committed and enthusiastic choir which welcomes all singers regardless of technical ability. They are looking to develop their musical skills and need the positive encouragement to do so. At present the choir leads the singing of hymns and the Mass setting(s), and sings an anthem on significant occasions. There are considerable opportunities in this post to take a key role in developing the music in our liturgy, and using music as a means of engaging in our work of mission. There is therefore much scope for new thinking within a framework of regular responsibilities: the current service pattern is listed below but we would encourage the Director of Music to play a part in its future enhancement as the church's mission develops.

Whilst we are looking for someone who is technically capable as a musician, it is as important that the person we appoint is very much a team player, sensitive to the varying ways in which music can enrich our worship and life as a community and who can work effectively in partnership with the incumbent and with other church officers, as well as playing a full part in the wider life of the parish and its community.

Hours: See below for services where the Director of Music is required to be present. The postholder is also expected to devote appropriate time to preparation and rehearsal of the choir.

Period of Appointment: By mutual agreement

Offered on a permanent basis (would consider suitable candidates on a shorter timescale)

Key duties

- Play our two-manual pipe-organ and lead the choir for church services, as indicated below
- Build and develop the choir, including:
 - Hold regular choir practices (currently 10am on Sunday mornings but can be reviewed).
 - Encourage a wide range of people to take part in the choir.
 - Build the skills and confidence of choir members so that they can take on a wider range of musical types and genres.
 - Work collaboratively with clergy, choir members, Church Wardens and other members of the church community.

Other duties

- Meet regularly with the incumbent to plan hymns and worship.
- Timely preparation of regular music lists for the Incumbent's approval.
- Responsibility for organising cover when needed for choir practices, services, weddings and funerals.
- Liaison with the incumbent and any parish administrator in the production of Sunday and other worship booklets.
- Administer CCL copyright record.
- Arrange and supervise the maintenance of the organ (currently in good working order).
- To develop a pattern of choir practice/rehearsal in line with liturgical needs.
- To engage in the work of musical outreach, both within the church and local community, especially with those of school age.

Person Specification

- Experienced in playing a pipe organ in church.
- Familiarity with Anglican church music and liturgy, and able to work constructively in our Eucharistic ethos and musical tradition.
- Ability (musical and interpersonal) to inspire and develop our musical tradition, and a willingness to extend church music repertoire beyond the familiar.
- A high degree of enthusiasm, punctuality, honesty and reliability.
- Administrative and organisational skills, including relevant computer skills, internet and email access
- Knowledge of RSCM training programmes.
- Availability for services as outlined below.
- A sympathetic approach to members of the public (e.g. for music at weddings and funerals) and an empathy for the outlook and purpose of our church community.
A willingness to explore collaboration with members of church community

Management

- Employer: Parochial Church Council
- Line-Manager: The incumbent

Pay and Conditions: based on RSCM guidelines

- Pay: £3500 per annum; plus Wedding /Funeral fees (currently £65/£55) when organist is employed
- 6 weeks paid holiday per year pro rata to include 6 Sundays and choir rehearsals as indicated above.
- This position has a six-month probationary period.
- It is subject to current safeguarding legislation and enhanced DBS disclosure requirements.
- A DBS Enhanced Disclosure is required and the post-holder will be required to undertake appropriate safeguarding training
- The postholder will need to be aware of and to adhere to relevant PCC policies (including but not exclusively) those relating to Employment, Health & Safety and Safeguarding)

Church Services.

The Director of Music is required to be present at those highlighted in bold

Current regular weekly service pattern:

<i>Day</i>	<i>Service</i>	<i>Time</i>
First Sunday in the month	Mass	8am
Sundays	Mass Evensong	11am 6.30pm
Thursdays	Morning prayer Mass	9.30am 10am
Saturdays	Morning prayer	9.30am

*Evensong is currently not accompanied but this is an area which we are keen to develop musically to include Choral Evensong.

Illustrative list of the other principal services at which the Director of Music is also required to attend:

<i>Service</i>	<i>Occasion</i>	<i>Time</i>
Mass	Christmas Eve	11.30pm
	Christmas Day	11.00am
	Ash Wednesday	7.30pm
	Maundy Thursday	7.30pm
	All Souls' Day	7.30pm
	Confirmation (usually at Sunday morning 11am Mass)	1 per year
Other Non-Eucharistic Services	Fourth Sunday in Advent : Carol Service	6pm (plus rehearsal beforehand)
	Christmas Eve: Christingle service	4pm
	Good Friday Liturgy	3pm

Weddings & Funerals	As appropriate and liaising with wedding couples on music choice. (3 weddings and 7 funerals in 2018)	As appropriate
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