

**The Joint Benefice of St Michael's, Betchworth  
And St Mary's, Buckland**

**Job Description: Director of Music**

Worship in church

Play the organ at the 10am Parish Communion Service, Choral Evensong and other services on Holy Days as agreed throughout the year (see current schedule of special services).

Work with the incumbent (or his / her appointed representative) on the choice of hymns for these services and produce monthly music list.

Responsible for choosing, rehearsing, and presenting items to be sung by the choir at all choir-led services, and for all music played on the organ.

Play the organ and direct the choir for all weddings and funerals in the church where such musical accompaniment is requested (agreed additional fee to be paid)

Secure replacement organist for their 6-week holiday period and for any other absences.

The Choir

Lead weekly practices of the full choir (except during time of holiday)

Build up a Junior Choir, and take a dedicated Junior Choir practice

Enable the development of choir members through the RSCM Voice for Life scheme

Direct the choir in matters of choir etiquette, e.g., organise processions, punctuality

Nurture choir members and report any pastoral concerns to the incumbent (or the churchwardens in the case of a vacancy) at a regular meeting

Safeguarding

Follow the safeguarding policy "A Safe Church" and complete CofE training course

Occasional Offices

Meet with couples wishing to marry at St Michael's and St Mary's and discuss and agree on music for the service.

Liaise with the presiding minister where music is required for a funeral in church.

### Management of Resources

Oversee care and maintenance of the organs, and liaise with nominated contractors

Facilitate a catalogued archive of music.

Organise the purchase of robes and replacement of damaged books and purchase of additional music within an annual budget

Encourage the use of both organs outside Sunday services e.g., for concerts and organ pupils.

### Current Schedule of Special Services:

- Advent Carol Service (Evening)
- Festival of Nine Lessons and Carols (Two Evenings)
- Midnight Mass (Evening)
- Christmas Day (10am)
- Ash Wednesday (Evening)
- Maundy Thursday (Evening)
- Good Friday
- Ascension Day (Evening)

## **The Joint Benefice of St Michael's, Betchworth and St Mary's, Buckland**

### **Person Specification: Director of Music and Organist**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good standard of musical knowledge</li></ul>	<ul style="list-style-type: none"><li>• CRCO, ARCO, FRCO or equivalent</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful experience of Choral Directing.</li><li>• Previous experience as church organist / assistant organist</li></ul>	<ul style="list-style-type: none"><li>• Teaching experience</li><li>• Experience of training young choristers.</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• DBS</li></ul>	

	C1 Foundation module of C of E Safeguarding course (this can be taken online on appointment)	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to support the Christian ethos of St Michael's and St Mary's</li> <li>• Good communication and listening skills especially with the Rector and wardens</li> <li>• Commitment to achieving and maintaining high standards of music and behaviour</li> <li>• Strength of character and sense of humour</li> <li>• Ability to engage with and encourage choir members</li> </ul>	<ul style="list-style-type: none"> <li>• Strong sense of Christian commitment and discipleship</li> <li>• Ability to work flexibly in a changing context</li> <li>• Good time management and ability to meet deadlines</li> </ul>
<b>Knowledge Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of a range of church music and liturgy</li> <li>• Commitment to recruiting and retaining choir members</li> <li>• Ability to provide leadership, direction and inspiration to choir and congregation.</li> <li>• Ability to manage people and to develop their talent and potential.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the RSCM Voice for Life Scheme.</li> <li>• Vision of how the musical life of the church can be developed by maintaining tradition whilst introducing contemporary styles</li> <li>• Well-developed administrative, organisational skills</li> </ul>

<b>Knowledge Skills and Abilities Cont'd</b>	<ul style="list-style-type: none"> <li>• Ability to collaborate and work empathetically with other church groups</li> <li>• Vision for the place of music in the growth and mission of the church</li> </ul>	
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### Personal Information

<b>Full Name</b>	
<b>Address</b>	
<b>Contact numbers</b> <b>Home phone:</b> <b>Work phone:</b> <b>Mobile:</b>	
<b>E-mail address</b>	

### Health

Is there anything we need to know about your general state of health, or anything that you think we might need to take account of in relation to your ability to carry out any aspect of this post?

For how many days in the last twelve months have you been unable to fulfil work commitments due to sickness?

## Experience

Please list your current and previous paid and voluntary work experience, beginning with the most recent.

[This section will expand as necessary]

Name of employer	Details of post and your responsibilities	From	To	Reason for leaving

## Education and Training

Please give details of the academic and professional qualifications that you hold.

Qualification	Educational establishment / Professional body	Date awarded

Please give details of any training you have undertaken, including in-service training.

Training in	Title of course	Date

## Statement of Application

Please write a statement explaining:

- Why you wish to apply for this post
- How your knowledge, skills, experience, and areas of interest will assist you in this work

The statement should be appended on a separate sheet. It should be no longer than one size of A4 and the font used should be no smaller than size 10.

This statement should be clearly named and signed.

## References

Please give details of two references. If you are a member of this church, and have joined within the last twelve months, one reference should be from your previous church, if you attended one.

<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone numbers:</b>		<b>Telephone numbers:</b>	
<b>Email:</b>		<b>Email:</b>	

## Interview Arrangements and Availability

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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When can you start working for us?

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## **RIGHT TO WORK IN THE UK**

Do you need a work permit to work in the UK? **Yes / No**

## **DECLARATION**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

**Name:**

**Signature:**

**Date:**

Please send this form and your supporting statement to Linda Slater, churchwarden

[lindamslater1@gmail.com](mailto:lindamslater1@gmail.com)