



St Peter's Director of Music and Organist – Job Description

Job title:	Director of Music and Organist at St Peter's Church
Hours:	Part-time, three Sunday services per month, plus choir rehearsals and festivals as per schedule, plus occasional offices.
Location:	St Peter's Church, High St, Shaftesbury, Dorset
Accountable to:	Rector
Appointed by:	Rector with the agreement of the PCC
Key relationships:	Within St Peter's Church: Rector, PCC, choir members, worship band members. Beyond St Peter's: Team Clergy, Team Administrator, local deputy organists.

Background

St Peter's Church sits on the High St in Shaftesbury and is part of the Shaftesbury Team Ministry. A regular congregation of about 100 attends our Sunday morning services at 9:30am. Music is an important part of our life together as a church and we embrace a wide range of musical styles, from contemporary worship songs and modern anthems to traditional hymns and elements of the Anglican Choral tradition.

The Shaftesbury Team Ministry consists of a group of nine churches situated in beautiful North Dorset. Three of the churches are in the town of Shaftesbury and there are six churches in the surrounding villages and hamlets. Within our churches we embrace a diversity of worship styles and congregation sizes, and enjoy being a team which works well.

The post of Director of Music and Organist at St Peter's will become vacant at the end of February 2018, following the resignation of our current Director of Music for personal reasons.

Pattern of worship at St Peter's

Our main service is at 9:30am on Sundays. On the first Sunday of each month we have a Family Service where the music is led by a worship band. The Director of Music is not currently required to attend or play at this service. On the second, third and fourth Sundays of each month we have a Parish Communion service (Common Worship Order One), where our music is led by

the Director of Music and our robed choir (mixed, adults plus one child, current membership of 18).

Where there is a fifth Sunday in the month, we hold a joint service for our Team Ministry at 10am. This service is typically held at St Peter's once or twice each year. Said services are held on Wednesday mornings at 10:30am (CW1) and at 8am on the second Sunday of each month (BCP).

At major festivals a number of additional services are held at which the Director of Music may be required to play and lead the choir. The current pattern includes a Christmas Carol Service and a Service of Music and Readings on the evening of Good Friday that both involve an augmented choir of up to 35 members. Additional rehearsals for the augmented choir are required in the run-up to these services.

Our musical 'centre of gravity' could be described as contemporary mainstream Church of England. For example, more modern hymns and songs are part of our services Sunday by Sunday, not just at family services; we use a sung setting of the Eucharist (most often the St Thomas Mass but also the St Alban's service); and the choir sings an anthem during the distribution of communion. We have choir and organ copies of *A&M Hymns and Songs for Refreshing Worship* and use weekly orders of service for the congregation that include the words to hymns as well as the liturgy. This enables us to sing a wider range of hymns and songs whilst also making it easier for new members and visitors to follow the service.

Role and ethos

The role of the Director of Music is to provide musical leadership that will enhance our mission as a church and enrich our worship. The Director of Music therefore makes a significant contribution to the worshipping life of St Peter's Church through the leadership s/he exercises in our music ministry. This music ministry is a key element of our mission as a church. The PCC considers that this post has a Genuine Occupational Requirement that the post holder should be a practising Christian.

Accountability

The Director of Music will be appointed by the Rector with the agreement of the PCC of St Peter's Church, Shaftesbury and will be employed by the PCC. The Director of Music will be accountable to St Peter's PCC through the Rector.

The organ

The organ was constructed out of a variety of different redundant pipe organs when the church was reconsecrated in the late 1970s. It was built by Derry Thompson, who also rebuilt it in 2007 when some limited re-voicing took place and the Great/Choir/Pedal Trumpet was added. The keyboards were replaced as well. It consists of detached console of three manuals and pedals. The specification is copied below.

Weddings and funerals

The Director of Music has first refusal on bookings for weddings, funerals, and other similar services and the Shaftesbury Team has a scale of charges. The 2018 charge for playing at a wedding (including meeting the couple beforehand to choose music) is £80 and for a funeral is £60. The Rector may, in consultation with the Director of Music, allow some other competent person to play at such services, but in such circumstances the charge will still be payable to the Director of Music. No charge is payable to the Director of Music when s/he is unable or unwilling to play for these services, nor when only recorded music is played at a service.

Main duties and responsibilities

1. To play the organ and piano and to direct all musical content at services as outlined in the list below and to organise and pay at your own expense suitable deputies for any services at which you are unable to play, except those within your agreed holiday.
2. To lead the recruitment, training, and direction of the regular choir and the augmented choir; to have sole day-to-day charge of the choir under the overall direction of the Rector.
3. To lead a weekly choir rehearsal. This is currently held from 6-7pm on Thursdays and any change would be subject to the agreement of the Rector.
4. In consultation with the Rector, to plan and prepare appropriate hymns and anthems for Sunday and other services.
5. To co-operate with the Rector and other staff members in the planning of worship.
6. To attend occasional meetings for the purposes of planning worship for major festivals. The Director of Music may from time to time be invited to attend full PCC meetings but will not be a voting member.
7. To develop the musical life of St Peter's in ways that foster the prayer and praise of the congregation and support the mission and ministry of the church. For an appropriate candidate this could involve drawing young people and/or children into our church music, but this is not essential to the post.
8. To advise the PCC on the state of the organ, piano and choir robes. To arrange the regular tuning of the organ and piano and to advise the PCC when works to the organ or piano are necessary. To take part in ensuring the proper care and maintenance of the organ and piano.
9. To be responsible for the music library and to take responsibility for the purchase of new music to develop the repertoire, within the budget set by the PCC.
10. To liaise with the Team Administrator to ensure the accurate and timely recording of information needed for copyright returns.
11. To take an appropriate part in ensuring the highest standards of protection of children and vulnerable adults, in accordance with Diocesan guidelines, to comply with all safeguarding procedures and to undertake safeguarding training as per Diocesan recommendations.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Rector.

Person Specification

Essential

- The PCC considers that this post has a Genuine Occupational Requirement that the post holder should be a practising Christian.

Skills / aptitudes

- Proven musical ability on the organ.
- Proven musical ability and willingness to play our grand piano for hymns and songs where it offers most appropriate accompaniment.
- Proven ability to lead and train a choir of adults.
- Demonstrable ability to support the mission of a parish church and the discipleship of church members through its musical life.
- Proven ability to work collaboratively with clergy and others.
- Administrative and record-keeping skills appropriate to the responsibilities of the post.

Knowledge / experience

- Familiarity with a wide range of church music appropriate to the worshipping life of St Peter's.
- Familiarity with copyright law applicable to church music.
- Understanding of the liturgies and worshipping life of the Church of England.

Desirable

- Experience of developing the contemporary repertoire of a choir.
- Experience of developing music activities with young people and/or children.

Terms and Conditions

Appointment will be subject to satisfactory completion of safer recruitment procedures, including an enhanced DBS check. The detailed terms and conditions will be contained in the successful applicant's Contract of Appointment.

The gross annual salary will be £4,060. Payment will be monthly in arrears by direct transfer. Remuneration will be reviewed annually in April, the first such review being in 2019. Work undertaken beyond the responsibilities listed here will be paid in addition and rates will be agreed in advance. Whilst the level of duties varies over the course of the liturgical year, at no point will the post holder be required to work more hours than would be consistent with minimum wage legislation.

Subject to compliance with all reasonable requests regarding security and care of the church building, the Director of Music may use the organ for private practice when the church is not otherwise in use. Subject to compliance in addition with church safeguarding policies, the Director of Music will be allowed to use the organ in St Peter's Church to give private lessons, provided the times of those lessons have been previously agreed with the Rector. No charge shall be made for such use by the Director of Music.

The start date will be negotiated between the successful applicant and the Rector. The appointment is subject to a six-month probationary period, at the end of which there will be an appraisal. Thereafter appraisal will take place annually. Until the probationary period has been successfully completed, one week's notice of termination of employment will be required on either side; thereafter one month's notice or one week's notice per year of employment (whichever is greater) on either side will be required.

Holiday entitlement is 4 weeks per year. The Director of Music is required to assist the minister in finding suitable deputies to cover his/her duties during agreed holiday. Deputies will be paid by the PCC. Holiday leave must be agreed not less than one month in advance with the Rector and cannot be taken during major festivals.

The Rector will meet regularly with the Director of Music to review duties and responsibilities and to discuss development, common concerns and opportunities for training.

Applications by CV and covering letter to:

helen@ShaftesburyCofE.org.uk

or: The Revd Helen Dawes, The Team Office, 5 Gold Hill, Shaftesbury, Dorset, SP7 8JW

Please include name and full contact details of three referees in your covering letter, at least one of whom you are happy for us to contact before interview. This referee must have known you for at least 5 years. In addition, one of your referees must be the incumbent of your current or most recent church post.

Electronic applications preferred, there is no need to send a hard copy if you have applied by e-mail. Shortlisted applicants will be invited to attend an interview and audition. The audition will include playing the organ and piano, and conducting a short choir rehearsal.

Closing date for applications: Friday, 6th April 2018
We plan to hold interviews and auditions in April 2018, date tba

Schedule of services to be covered by the Music Director and Organist or suitable deputy:

- Parish Communion services (currently 2nd, 3rd and 4th Sunday of each month)
- Team Services held at St Peter's (5th Sundays, Ash Wednesday, Ascension Day, in turn with other churches in the Team)
- Wednesday in Holy Week
- Maundy Thursday
- Good Friday (afternoon and evening services)
- Holy Saturday
- Patronal Festival (29th June)
- Remembrance Sunday Civic Service
- All Souls
- Confirmation Service
- Christmas Carol Service
- Midnight Mass
- Up to four additional services per year of which one month's notice will be given by the Rector

St Peter's Parish Church Organ

Great		Swell	
Stopped Diapason Double	16 (A)	Gedackt	8
Open Diapason	8	Salicional	8
Stopped Diapason	8 (A)	Voix celeste	8
Principal	4	Principal	4
Stopped Diapason Octave	4 (A)	Mixture	
Fifteenth	2	Double Oboe	16 (B – unenclosed)
Mixture		Oboe	8 (B – unenclosed)
Trumpet	8 (C)	Trumpet	8
		<i>Tremulant</i>	
		<i>Octave</i>	
		<i>Sub octave</i>	

Choir		Pedal	
Stopped Diapason	8 (A)	Bourdon	16
Rohr Flute	4	Stopped Diapason Double	16 (A)
Nazard	2 2/3	Octave	8
Piccolo	2	Stopped Diapason	8 (A)
Tierce	1 3/5	Double Oboe	16 (B)
Clarinet	8	Oboe	8 (B)
Oboe	8 (B)	Trumpet	8 (C)
Trumpet	8 (C)	Octave Oboe	4 (B)
<i>Tremulant</i>			

Couplers

Swell to Great Swell to Choir Choir to Great Swell to Pedal Great to Pedal Choir to Pedal
 4 pistons to each manual and Pedals; 4 toe pistons to Swell; 4 toe pistons to Great

Pistons are adjustable via a switchboard.

General Cancel.

Detached console