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Description automatically generated with medium confidence**

**JOB SPECIFICATION FOR   
DIRECTOR OF MUSIC/ORGANIST**

**WORKING CONTEXT**

St Andrew, Stapleford is the Church of England parish church of a small village (population about 2,000) four miles south of Cambridge. The church is a worshipping community undertaking Christian mission in Stapleford and beyond. The Vicar is a part-time (three days per week) ‘House for duty’ appointment, currently held by the Revd Dr Simon Taylor KC. The Vicar is supported by Churchwardens, Assistant Churchwardens and the Parochial Church Council (PCC). The church frequently has curates and ordinands in training. A part-time Youth Worker supports the children’s and youth work in the church. There is a strong musical tradition. About 80 worshippers on average attend across two Sunday services. The main morning service usually has 50-60 in attendance, more at festivals and special occasions.



**ORGANISATION**

The Director of Music/Organist (referred to below simply as Director of Music) is responsible to and works closely with the Vicar, who bears overall responsibility for the content of services. The choice of music is flexible, and is a collaboration between them in accordance with Church of England practices.

**ROLE PURPOSE**

The purpose of the job is to lead the music of the church. This includes choosing music, rehearsing the SATB choir, playing the organ and piano at services, and organising the contribution of other musicians as needed.

The Director of Music is also expected to make reasonable efforts to play at weddings and funerals, which are separately remunerated in addition to remuneration for the main duties of the job. These commitments can also be covered by others if the Director of Music is unable to play at them.

**MAIN RESPONSIBILITIES**

Leading the music of the church. The precise duties are a matter for discussion, and will include working with the many willing volunteers who assist with the church’s music in various ways, but will include some or all of the following:

1. Making the initial choice of music for regular services, festivals and other events, and discussing and finalising the same with the Vicar
2. Rehearsing the choir weekly and in additional rehearsals as appropriate
3. Playing the organ and/or piano at services
4. Recruiting choir members
5. Re-starting the junior choir, and exploring and perhaps providing appropriate training schemes for junior choristers, whether RSCM, Associated Board or another
6. Organising instrumentalists /’band’ members and providing parts for All Age worship, festivals and informal services
7. Making arrangements of music where necessary, for example into four parts for the choir, or parts for the band
8. Maintaining links with the RSCM and their activities locally
9. Playing, where possible, at weddings and funerals
10. Maintaining a relationship with the organ builder/tuner and piano tuner, and having oversight of the maintenance of the organ and piano
11. General musical administration including keeping the music library in good order

Building up the choir and re-starting a junior choir are key requirements of the role. There will be the financial and personal support required to achieve these goals. Good social skills and willingness to engage socially with the choir and congregation are essential for success of the role.

We consider that the job takes about 24 hours a month on average, but are open to negotiation. In the past the role has been on a self-employment basis, but employment is also possible.

**KEY CONTACTS**

The Director of Music will be in regular contact with the Vicar and with the choir each week, and in intermittent contact with others such as ‘band’ members, the parish administrator and Churchwardens as need requires, and members of the congregation more generally.

**PERSON SPECIFICATION**

* Have a personal Christian commitment and familiarity with and sympathy for Christian worship, ministry and mission in an Anglican setting
* Be sympathetic to, and actively support through music, the mission, vision and plans for St Andrew’s and its work in the local community and beyond
* Have an understanding of the workings of the Church of England and be prepared to expand that understanding as necessary
* Be well organised and a motivated self-starter and be able to prioritise own work-load
* Understand and maintain confidentiality in all areas of work
* Possess good communication skills
* Able to work with a choir with a range of musical knowledge
* Be flexible in the approach to work and on occasions to be able to work longer hours if necessary and as agreed beforehand with the Vicar and/or Churchwardens for appropriate overtime remuneration