

## The Parish Church of All Saints, Bakewell

### ROLE DESCRIPTION FOR ORGANIST AND CHOIR MASTER/MISTRESS

**Purpose** - to plan and provide the music used in our services and to lead, support and develop our choir throughout the year

**Location** All Saints Parish Church, South Church Street, Bakewell DE45 1FD

**Hours:** See below for services where music and choir are required

**[www.bakewellchurch.co.uk](http://www.bakewellchurch.co.uk)**

**Period of Appointment:** from January 2019

Offered on a permanent basis, subject to a successfully completed six month probationary period.

#### Key duties

- Play our 3 manual pipe-organ and church grand piano and lead the choir for church services outlined below
- Manage, train and develop the choir:
  - Take Choir rehearsals (currently Thursday evenings).
  - Looking for ways to grow the choir numerically.
- Work collaboratively with clergy, choir, and volunteers

#### Services where Music and Choir are required

	<b>Service</b>	<b>Timing</b>
<b>Sung Eucharists</b>	Sundays three a month ( <b>attending 46 per year</b> )	11.00am
	Christmas Eve (Crib & Midnight Mass)	4.00pm and 11.30pm
	Christmas Day Eucharist	11.00am
	Maundy Thursday	7.00pm
	Good Friday (Liturgy without the organ)	2.00pm
	Easter Day (preceded by 6.00am Dawn Vigil)	11.00am
<b>Evensong Other Services (some non Eucharistic)</b>	Sunday Evensongs (some Choral)	6.00pm
	Monthly Fusion Service with more contemporary Hymns/Songs with potential to develop this service musically)	11.00 am (3rd Sunday)
	Advent Sunday (Advent Sequence or Carol Service)	6.00pm
	Christmas Carol Service (4th Sunday in Advent)	6.00 pm
	Annual Confirmation Service (Sunday)	5.00 pm
	Annual Commemoration of the Departed	Sat or Sunday afternoon
<b>Weddings &amp; Funerals</b>	An opportunity to liaise with Wedding Couples on music choice, together with the opportunity to play for Wedding and Funeral services.  (10 weddings and 15 funerals in 2017)	As appropriate

### **Other duties**

- Meet regularly with Vicar to plan hymns and worship
- Opportunity to prepare a Quarterly music list for the Vicar's approval
- Responsibility for organising cover when needed for Choir Practices, Services, Weddings and Funerals
- Liaison with the Parish Administrator in the production of Sunday and other music booklets.
- Administer CCL copyright record
- Arrange and supervise the maintenance of the organ and piano.
- Liaising with the Churchwardens and PCC regarding requests for, and the organising of an annual Concert Programme in church.

### **Person Specification**

- Good inter- personal and communication skills with empathy and understanding of the pressures on clergy and other ministers and valuing being part of a Ministry Team with vision and a desire to collaborate.
- Experience in playing a pipe organ and piano in church. Familiarity with Anglican church music and liturgy
- Able to work constructively with our Eucharistic ethos and musical tradition
- Ability (musical and interpersonal) to inspire and develop our small robed adult choir
- A high degree of enthusiasm, punctuality, honesty and reliability
- Relevant computer skills, internet and email access
- Administrative and organisational skills
- A willingness to extend church music repertoire beyond the traditional
- Knowledge and commitment to RSCM training programmes and music days.
- Availability for Services as outlined in the Job Description
- Willing to work collaboratively with church members
- A sympathetic approach to members of the public (for music at weddings and funerals)

### **Management**

- Employer: Bakewell Parochial Church Council
- Line-Manager: The Vicar

### **Pay and Conditions:** based on RSCM guidelines

- Pay: £3700 per annum; plus Wedding /Funeral fees (currently £95/£70) when organist is used.
- 6 weeks paid holiday per year pro rata to include 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. You will be expected to complete the mandatory Diocesan 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.