

**St John the Baptist (Church of England)
Bromley Road, Catford(Southend) SE6 2RP**

Director of Music: Job Description

The Director of Music (DoM) is a professional role and the church is looking for a 'musical entrepreneur' who can build on the solid foundations in place. We are seeking a person with flair and a passion for music, someone who can inspire and lead and come up with new ideas, a magnet for new people of all ages to be involved in our music ministry. The person appointed will have a vision for engaging with key local stakeholders, primarily the school next door and Phoenix Housing Association, one of our major partners.

The Director of Music will also oversee a monthly recital series and arrange concerts and musical events at church. We also want to see the choir expand, particularly amongst children and young people. The DoM will also play a key role in the annual Arts Festival and the Music Patron scheme and be responsible for the music library.

We also need an inspirational liturgical organist with a real understanding of the role of music as a vital and lively part of the liturgy – someone who knows their way around the liturgical year and can craft hymn choices and music choices for worship and mission. This person should be responsive to the flow of the liturgy, be able to think on their feet and be able to 'feel' when what is needed so that music flows through the liturgy as an enlivening power at one time and as an aid to reflection at others.

The DoM will report to the Rector and be line-managed by him/her. The post-holder will also be expected to write an annual report for the District Church Council which will be presented at the Annual General Meeting.

The salary for this role will be £8000 p.a. for approximately 10 hours per week including services.

The DoM will be responsible for the following:

- Playing the organ at the weekly Sunday Sung Mass (or where appropriate organise a deputy)
- Playing the piano at the weekly StJohn's@4 afternoon service (or where appropriate organise a deputy)
- Playing at the Seasonal services such as Ascension Day, those in Holy Week, Easter and others
- Leading a choir practice once a week on a day and at a time to be arranged except in the weeks after Easter and Christmas, and during the month of August and leading a rehearsal every Sunday before the morning service
- Directing the choir in rehearsal and performances

- Preparing a monthly music list and hymn list for approval by the Rector
- Overseeing the Music Budget (currently set at £1900)
- Having oversight of the maintenance of all musical instruments
- Having oversight of the usage of all church instruments for others
- Having oversight of the church's music library
- Having responsibility for recruiting to the choir in co-operation with the Rector and overseeing repertoire (liaising with others including the Rector with the latter)
- Developing new ideas for the general expansion of the music ministry at St John's
- Having oversight of the music page on the church website
- Organising concerts, recitals and assisting with the annual festival
- Chairing a Music Committee
- Establishing a list of approved deputies

Additional responsibilities:

- Engaging in significant levels of outreach as the role develops
- Strengthening and expanding our relationship with St John's CE Primary School
- Liaising with the leaders of the Music Group for the first Sunday of each month and working alongside them when appropriate

Additional Church events and services:

- Where the church wishes to have additional services, the DoM will be given as much notice as possible and be invited to play. An additional fee will be paid. If the DoM is unable to play, another organist will be engaged and paid directly.

Third party services:

- The DoM will be given first refusal to play for all third party service. If unable to play, it is expected that the DoM will find a deputy from the approved list.
- If a couple or bereaved family want a friend or relation or another organist to play, the agreement of the DoM will first be sought. If this is agreed, the DoM will nevertheless be paid the fee. The church will collect this fee and pay it directly to the DoM.