
CHRIST CHURCH

— Southgate —



Director of Music

Job Description and Person Specification

Reverend Dr Chrichton Limbert *Vicar*
Reverend Hazel Miall *Associate Priest*
Reverend Paul Ellerby *Curate*

www.christchurch-southgate.org

Job Description

Job Title: Director of Music

Employer: Christ Church Southgate PCC

Principal Place of Work: Christ Church Southgate, The Green, Southgate, London, N14 7EG

Job Type:

- Part-Time employed PAYE;
- There will be a probationary period of six months; and,
- The post will require a successful Enhanced Disclosure & Barring Search (DBS) in advance of commencing the post.

Salary:

- £10,000 p.a.
- Additional fees will be payable for weddings (£200 per service) and funerals/memorial services (£130 per service). The Director of Music will have first refusal for the organ playing at these services and would be required to find an appropriate deputy to play in their place if unavailable.

Hours and Commitment:

- The Director of Music will be expected to work such hours as this part-time post requires. A typical breakdown would be approximately 12 hours per week including evening and weekend work (c.2.5 hours per Sunday services x2; 3 hours Friday evening choir rehearsal; c.4 hours additional time for practice and other administration as required).
- Typical commitment of 2 services per Sunday and Friday evening rehearsals during term time and one Sunday morning Congregational Eucharist during Choir holidays. The Director of Music has flexibility to amend the Choir diary and service schedule to balance singers' commitments and rehearsal time, or for special events. This would be coordinated and agreed with the Vicar a term in advance.
- There would be additional attendance and hours for a limited number of Feast and Holy Days, and choir tours/visiting cathedral evensongs (see Appendix).

- Holiday entitlement of 6 Sundays per year (or 12 services), which would be coordinated with the Organist and if necessary, an appropriate qualified deputy would be required to be booked.
- Regular Choir holiday includes the Sunday after Christmas, Low Sunday after Easter, and 5 weeks in the summer break over late July/August. The Choir also has occasional services off, such as around half terms and Bank Holidays, to balance commitments.

Responsible to: The Vicar of Christ Church Southgate

Functional Relationships: It is important that the post holder has functional professional relationships with the following individuals within the church:

- The Vicar and other Clergy
- Churchwardens
- Organist
- Church Treasurer
- Parish Administrator
- Choir members
- Chorister Chaperones

Specific Duties and Responsibilities

1. Safeguarding:

- Uphold and monitor the Parish's Safeguarding Policy as it relates to the choir, liaising with the Parish's Safeguarding Officer and Incumbent as appropriate.

2. Choir Direction and Music Departmental Leadership:

- To direct the Choir for all choral services, rehearsals, concerts, recordings and tours;
- Develop and extend standards of excellence for choristers and adult members, with responsibility for the performance and discipline of the choristers and adults of the choir;
- Select all musical repertoire for all sung services and concerts including choosing hymns and Congregational Mass settings. Hymns and Music for Weddings and Funerals are picked in collaboration with the Vicar and the life-event service families;

- Exercise responsibility for the choir recruitment. All Adult members of the Choir will be given an appropriate audition by the Director of Music in relation to their musical ability. This includes auditioning Choral Scholars;
- Oversee the RSCM Voice-for-Life training scheme for choristers, as well as being able to advise on general training issues;
- Maintain a register of attendance and oversee the administration of chorister pay with the Choir Treasurer;
- Line-manage the Organist, Choral Scholars and the Chorister Singing Teacher, as well as any other music staff that may be appointed;
- Be mindful of the pastoral care and well-being of the choir, and by example support their Christian nurture and development;
- The Director of Music is responsible for the Organists' rota for service cover; and,
- The engagement of deputies during agreed holiday entitlement and for other services when they arise.

3. The Musical Life of the Parish:

- Engage creatively with the Parish's liturgical programme. The Director of Music meets regularly with the Vicar to develop the programme of sung services and discuss and review any other matters relating to the Music Department. This includes the planning of concerts and recordings.
- To work cooperatively, engage positively and respectfully with Clergy, other members of the staff and volunteer team in the interests of the Parish as a whole.
- Build positive relationships with local schools and other community organisations; and,
- To engage positively with the RSCM as appropriate.

4. To play the Organ for services as required:

This includes:

- Accompanying a full range of liturgical repertoire, including anthems, motets, mass settings, hymns, and psalms;
- Providing appropriate organ voluntaries before and after services, either prepared or improvised; and,

- Providing appropriate improvisations according to the demands of the liturgy (e.g. post-Gospel or Offertory).

5. Administration:

- Preparation and publication of the Music List, currently published on a termly basis;
- In collaboration with the Treasurer, oversee the formation and spending of the Music Budget;
- Oversee the upkeep of the organ and piano, and advising the PCC on necessary expenditure;
- Maintain the Music Library assisted by a Choir librarian;
- The purchase of new music;
- Oversee the purchase of new robes, assisted by certain choir members who can oversee the practicalities;
- Maintain regular communication with chorister parents and choir members;
- Organise a regular programme of Cathedral visits and other tours;
- The planning of concerts and occasional recordings, including the annual Patronal Festival Concert and the informal summer concert;
- CCLI reporting of performed music;
- Maintain the music pages of the Parish website, and in cooperation with others oversee the Choir's social media presence;
- Make occasional contributions to the parish magazine;
- Be personally well organised and able to undertake the administrative requirements of the post;
- Keep contact details for the choir secure and to maintain membership and social media permission forms for Choristers; and,
- To support the continued integration of the Music Department with the wider congregation.

Person Specification

| Skills/knowledge/experience | Essential | Desirable |
|---|------------------|------------------|
| Ability and experience of conducting choirs in liturgical settings | x | |
| A qualification in choral conducting | | x |
| Exhibiting an understanding of liturgy and the role of music within it | x | |
| Experience of working with children and young people in musical settings | x | |
| Ability to play the organ competently for services to ARCO standard or equivalent | x | |
| Ability to communicate effectively with people individually and in groups | x | |
| Ability to motivate and inspire choir members | x | |
| Experience of working collaboratively as part of a team | x | |
| Being self-motivated, punctual, and reliable | x | |
| Willing to be flexible and open minded, with an understanding of working with volunteer singers | x | |
| A member of the Anglican Communion or in sympathy with the Christian faith | x | |
| Commitment to and understanding of safeguarding procedures | x | |

Application and Appointment Process

Applications should be submitted via email to office@christchurch-southgate.org by 1pm on Friday 3 May 2024

Candidates should include a CV and a covering letter detailing relevant experience, why they are interested in the post and their vision for the Parish's musical development. Please also provide the details of two referees, one of whom should be your current employer, and the other who is an individual who can comment on your musical skills.

For an informal discussion about the post, please contact the Director of Music, Richard Brain, on music@christchurch-southgate.org.

Interviews will be held on Saturday 18 May 2024

For shortlisted candidates the interview process will comprise of four main elements: leading a rehearsal with a group of Choristers; a rehearsal with the Adult Choir; an audition at the organ; and an interview in person with the Vicar and other designated persons.

At the organ audition, you will be asked to play two contrasting pieces of organ music (of no more than 10 minutes duration in total). Candidates will also be asked to undertake score reading and sight-reading of a hymn with a concluding offertory improvisation of around 30 seconds.

For the Chorister practice, you will be asked to lead a short rehearsal, taking the children through repertoire they already know but of which need a reminder, and some example warm-ups.

During the Adult Choir audition, you will be asked to rehearse a short *cappella* anthem and a psalm to Anglican chant.

Candidates will also be asked to submit a sample music list for Eucharist and Evensong for a Sunday in the liturgical year to discuss at the interview.

All of the music for the Chorister and Adult Choir rehearsals will be provided to candidates in advance of the interview by email.

Appendix

Timetable of Service Duties

Sunday Services:

- 10am Sung or Choral Eucharist (9.15am/9.30am rehearsal)
- 6.30pm Choral Evensong (5.40pm rehearsal)
- The following Sunday services are occasionally replaced by special services including:
 - All Souls' Requiem Mass
 - Remembrance Sunday Service
 - Patronal Festival Concert
 - Advent Procession
 - Christingle Service
 - A Festival of Nine Lessons and Carols
 - Epiphanytide Carol Service
 - Choir Summer Concert

Choral Services for High and Holy Days which fall on days other than Sunday include:

- Christmas Eve Crib Service, 5pm, and Midnight Mass, 11.15pm
- Christmas Day Sung Eucharist, 10am
- Ash Wednesday Choral Eucharist, 8pm
- Maundy Thursday Choral Eucharist, 8pm
- Good Friday Solemn Liturgy, 2pm
- Easter Eve Vigil and Choral Eucharist, 8pm
- Ascension Day Choral Eucharist, 8pm

Friday Rehearsal Routine:

- 6.30pm-7.30pm: Chorister Rehearsal
- 7.35pm-9pm: Adult Choir Rehearsal
- The Adult Choir rehearsal is occasionally extended to 9.30pm when required.

Choir Tours:

- The Choir undertakes regular visits to UK cathedrals. These are exciting opportunities and are a major draw to choir membership.
- The Choir has undertaken foreign tours as well, and it will be down to the new Director of Music to judge the timing and location of future visits.

Music for Services

At a Sung Eucharist, the choir provides an Introit, Responsorial Psalm, Agnus Dei and a Communion Motet, in addition to the singing of four hymns and a congregational mass setting. At Choral Eucharists, the Choir sings a full sung mass setting, in addition to the other standard musical items.

At weekly Choral Evensong, the choir provides an Anthem, the Preces and Responses, and settings of the Canticles. The Psalm appointed for the evening in the Lectionary is sung by Choir to Anglican chant or Plainsong, and there are three hymns.

Special service requirements include a full Choral Requiem for the Feast of All Souls' (historically alternating between settings by Duruflé and Fauré). Carol services, including the Advent Procession and Nine Lessons, are very high profile events. The Choir undertakes an ambitious musical programme in line with their excellence in choral singing and it is traditional to welcome back choir alumni for these services.

At services where the Director of Music would be both playing and conducting without an accompanist, *a cappella* repertoire would normally be programmed, but that would be at the discretion of the Director of Music.