

JOB DESCRIPTION

Director of Music, St Margaret's, Putney

General

A self-employed post overseeing the music programme including, but not limited to, regular Sunday services, seasonal festivals and concerts. The contracted sum is £10,000 p.a. (if all responsibilities outlined below are agreed to) and the Director of Music will be entitled to a maximum of five Sundays off per year. Services in Holy Week and around Christmas can not be considered for time off. The usual RCSM recommended contractual terms apply except where amended. The Director of Music is directly accountable to the Vicar in the performance of his/her duties.

Main Objectives

- To contribute to a meaningful worship experience; to enhance the liturgy by the use of music – vocal as well as instrumental – and to advise on the use of music generally
- To work with the clergy to envision, develop and implement the music at St Margaret's both in liturgy and other aspects of our community's life

Principal Tasks

The Director of Music has overall responsibility for all music, including playing the organ and directing the choir, in consultation with the Vicar, with regard to:

- Sunday morning 10am service
- Specified evening services (see appendix)
- Occasional weekday festivals (see appendix)
- memorial services, funerals and weddings, blessings, services of dedication and baptisms, including negotiating with the families involved as to their music requirements
- facilitating and conducting a weekly rehearsal for choir and pre-service rehearsal
- building a new children's choir to perform in services through the year.
- supervising all musicians used in services including any assisting organist, voluntary members of the choir, children involved in worship and paid singers/musicians

- Co-ordinate and be present for the weekly recital series, including liaising with musicians and introducing/thanking with the vicar

The director of music will also be required to:

- attend regular meetings with the Vicar
- plan services with the Vicar as required
- attend meetings of the PCC and its sub-committees where music and liturgy shall be discussed
- attend an annual St Margaret's team day
- advise on the supervision, care and maintenance of the organ, pianos and any other instruments
- be responsible for the maintenance and safe keeping of all choir music, books, etc.
- appoint musicians where required
- foster a good relationship with other musical institutions
- compose and arrange music, when appropriate

Hours

The Director of Music shall be expected to work such hours as are reasonably to be expected for the proper performance of their duties, the preparation and planning of the music, attending meetings concerning music and liturgy, rehearsing, playing and directing for services listed in the Appendix.

Fees

Fees will be paid by invoice on a monthly basis. All reasonable expenses will be paid within the specified music budget.

Choir

The Director of Music shall be responsible for the membership of the choir subject to the approval of the Incumbent. He/she is responsible for the recruitment and training of choral scholars and voluntary members, and children's choir, and shall arrange regular rehearsals for this purpose as well as organising social events.

Appendix

Evening and Midweek Schedule

Services on Holy Days of the Church at which the Director of Music shall play the organ and/or direct the choir

Sunday Evening Services at 6pm (followed by usual date)

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| Epiphany Carols | First Sunday in February |
| Whitsun Carols | Evening of Pentecost |
| Dog Blessing | 12pm on Sunday between 17 th and 23 rd September |
| All Souls' | First Sunday in November |
| St Nicholas Service (4pm) | Sunday closest to December 6th |
| Christmas Carols | Sunday between 13 th and 19 th December |
| Evensong | Held twice/year |

Midweek Services

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| Ash Wednesday | 8pm |
| Maundy Thursday | 8pm |
| Good Friday | 12pm |
| All Hallows' Eve, 31st Oct | 6pm |

Christmas Eve Services

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| Christingle/Outdoor Carols | c. 5pm |
| Midnight Mass | 11.30pm |

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| Christmas Day | 10am |
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Fees

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| Fee for special service payable by the church: | £100 per service |
| Fee for special services by an outside organisation: | £150 |
| Fees for weddings: | £150 |
| Fees for funerals: | £120 |
| Fee for private baptism | £120 |

An allowance will be made where the event or service is recorded on videotape.