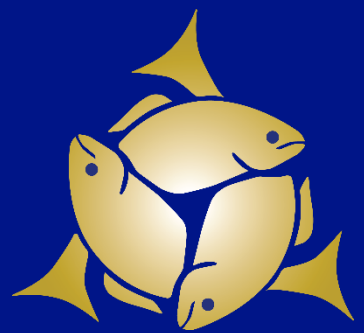


Application Pack
Director of Music



HOLY TRINITY
CHURCH
STRATFORD-UPON-AVON



Parish Office
Old Town
Stratford-Upon-Avon
CV37 6BG

Tel: 01789 266316

www.stratford-upon-avon.org

June 2019

Dear Applicant

Director of Music

Thank you for your interest in this post, I am very pleased to enclose an application pack which includes:

1. Job Description
2. Person Specification
3. Terms and Conditions
4. General Information about the church
5. Application Form

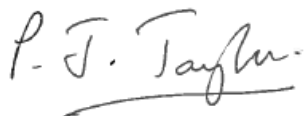
The closing date for applications is 9.00am on Friday 28th June. If you are invited to interview you will be required to attend the Church and Parish Centre on Friday 12th July where the interviews will take place.

Please note applications will only be accepted on the application form provided in this pack and you should return it when completed by email to our Parish Operations Manager:

andy@stratford-upon-avon.org

We look forward to receiving your completed application form.

Yours sincerely



Revd Patrick Taylor
Vicar

Job Description

Job Title	Director of Music
Responsible to	The Vicar
Responsible for	Assistant Director of Music, Trinity Voices Leader & Volunteers
Hours of Work	This job description is based on 30hrs a week. Together with a further independent contract from King Edward VI School this forms the basis of a full time post.

Prime purpose of the post

The Director of Music is responsible for all music within the worship of the parish. This takes a variety of forms and draws on a wide range of musical styles and traditions.

The Director of Music will work in close collaboration with the Vicar, Leadership Team and musicians in the parish to produce inspiring, creative and innovative approaches to the use of music within worship and as a key part of our outreach to the community.

The Director of Music will be responsible for leading a team of staff and volunteers to develop, direct and manage all aspects of music within worship. This includes a substantial and significant choir, instrumental groups who support less formal worship every Sunday morning in the Parish Centre and monthly in Holy Trinity Church and at a centre of outreach. They will also support the two village churches of the parish.

The Director of Music will be responsible for overseeing the care of all church instruments and the music library.

The Director of Music will be responsible for ensuring that the choir is directed to a high standard at church services, as well as being rehearsed every week during term time, and will include overseeing the recruitment of new members and ensuring a high rate of retention.

The Director of Music will be responsible for ensuring that the Safeguarding Policy of the parish is fully implemented in all aspects of working with children, young people and vulnerable adults when engaging with its musical activities, including trips, visits and choir tours.

Key Duties and Responsibilities

To ensure that a rota (at least a month in advance) is maintained so that all Sunday and special services, weddings and funerals have an organist or other appropriate musical resource.

To work with the Vicar and clergy to produce (at least one month in advance) a list of all music, hymns, songs, anthems etc. that are appropriate to each service.

To ensure that music at all services is of the highest standard.

To be the organist or ensure that an organist is booked for all weddings and funerals.

To discern, encourage and nurture budding musicians to develop their gifts through Trinity Voices, membership of the Choir, through RSCM training schemes and opportunities, and through performance within services and the parish in general.

The Director of Music will be a member of the Liturgy and Worship Team and liaise with the Choir Chaplain regarding the pastoral care of the choir.

The Director of Music will be a non voting ex officio member of The Friends of the Music committee, contributing to the strategy of the group and supporting their work through collaborative working.

To oversee the musical outreach of the parish through local primary and secondary schools, liaising with the Children and Families Minister to ensure a co ordinated approach, and the provision of community based musical events.

Person Specification

Director of Music

ESSENTIAL
Skilled choral director with good interpersonal skills. Proven ability to train, motivate and develop a choir including voice training
Can demonstrate a suitable level of Christian faith and an enthusiasm to support the mission and aims of the church
Competent organist (ARCO equivalent or above)
Experience of accompanying liturgical music and familiarity with both choral and congregational singing
Experience of and commitment to supporting informal and contemporary styles of music in worship including band led
A secure character and good role model
Proven ability to work creatively and well with children
Excellent organisational skills and a commitment to produce work to the highest standards and on time.
A self-starter, able to get out into the community, make plans and follow them through, as well as to cope with unexpected demands and problems
Able to celebrate others' gifts and to work with other musicians giving clear and collaborative leadership
Good sense of humour, resilience and ability to remain a positive leader

Desirable
General versatile keyboard skills
Skills in musical composition and arrangement
Postgraduate qualification in choral music

Main Terms and Conditions (This is a summary of the full terms and conditions)

Director of Music

Contract	Permanent
Salary	<p>Church Salary 14,256</p> <p>Fees 4,000 (this is the average income to be expected from fees based on the last 2 years)</p> <p>School Salary 5,250</p>
Holidays	Your holiday of 4 weeks will be pro rata against a 37.5 hr a week role which attracts 20 days paid holiday and 8 public holidays each year. A maximum of six Sundays to be taken as leave and all leave to be taken during school holidays
Hours	<p>This post is for 30hrs a week and is the subject of the contract with the Parish of Stratford-upon-Avon.</p> <p>One day a week (7.5 hrs by arrangement) is worked under independent contract with King Edward VI School.</p>
Responsible to	The Vicar
Responsibility for staff	Assistant Director of Music, Trinity Voices Leader & Volunteers
Probation	There is a six-month probation period
Place of work	The usual place of work is Holy Trinity Church
Employment of Christian workers	The role has been assessed as being one in which the person is a visible and known representative of the Church of England, its beliefs and values. The role reflects through attitude and action both the presence of God and the beliefs of the Christian church within the working environment of the church. Therefore, it is anticipated that the post holder will be a regular worshipper in a Christian community. This post therefore has Genuine Occupational Requirement under the Equality Act 2010.
Pension	The Director of Music will be enrolled into the Church Workers Pension, which is a contributory scheme, the employee pays 5% and the church pays 5%.
Equal Opportunities	Holy Trinity Church operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in all we do.
DBS	The appointment is subject to the individual obtaining a clear Disclosure and Barring Service certificate of disclosure