



# The Parish of Boxmoor

St John's Boxmoor  
St Stephen's Chaulden & St Francis' Hammerfield  
Diocese of St Albans

## Organist and Director of Music Terms of Reference

### The Purpose of the Organist and Director of Music

An experienced and personable Organist and Director of Music is required for this busy and vibrant Parish with considerable choral and musical heritage. He/She is to encourage and support the ongoing development and use of both traditional choral and contemporary worship patterns within the three churches of the Parish, especially the Parish Church. This person will be a key enabler in the growth, training, and development of the existing Choir (adults with boy and girl Choristers), working closely with the Ministry Team to shape the future participation of all God's people in corporate worship.

### People Links

The Organist and Director of Music is deemed a paid, part-time position of employment, and therefore as such:

- will be responsible and ultimately accountable to the Vicar and PCC under the Terms and Conditions of the Working Agreement/Contract
- will be in regular contact with the Vicar, as Line Manager, in relation to specific weekly activities
- will be in contact whenever necessary with all other members of staff and volunteers, in relation to queries regarding worship within the parish

### Main Responsibilities

1. To play the organ for morning and evening services on Sundays at St John's, according to the Church's monthly pattern of worship, and on Feast days;
2. To direct the Parish choir at choral services, including a regular weekly rehearsal;
3. To provide additional accompaniment and direction during major festivals in the church calendar, such as Advent, Christmas, Lent, Easter and Harvest;
4. To play the organ and prepare the choir for other occasions (Funerals, Weddings, Baptisms). *(All fees for such occasions will be considered additional to the annual remuneration as set out below).*
5. Wherever appropriate, to support and encourage links with the worship team, and look at opportunities for greater collaboration between traditional and contemporary worship. The Director of Music is automatically a member of the Worship Committee.
6. To work closely with the Clergy and other volunteers in the selection and arrangement of music for services;
7. To oversee all administration relating to choir rehearsals and music;
8. To manage the Music budget in conjunction with the PCC Treasurer.
9. To source and teach new hymns / anthems / songs within the worshipping life of the parish;
10. To maintain the existing extensive music library;
11. To develop the ongoing encouragement, nurturing, and training of existing and new choir members, and to implement initiatives in helping people use their gifts for corporate worship;

12. To have primary care of our new Nicholson Organ and oversight of the maintenance and tuning of all pianos/organs within the Parish.
13. It is desirable for the Director of Music to work closely with the associated voluntary organisation *Music at St John's*, sitting on its board and assisting with its concerts and summer recital programme.

### Personal characteristics

The person appointed should:

1. be a worshipper first and a musician second, where the focus primarily is to give glory to God through our worship
2. ideally have an established track record of encouraging and working with people of all ages, especially young people
3. have an awareness of the Liturgical Year

### Regular weekly commitments

As part of the contracted hours and remuneration, the following weekly activities would be performed:

Weekly preparation of music etc. for Sunday Services	3 hours
Weekly Choir Practices	3 hours
Sunday Services	Morning Service 2 hours – including 20mins rehearsal before the Service Evening Service 2-3 hours – including rehearsal before the Service
Additional Services and practices to support specific festivals in the Church calendar. (Easter, Christmas etc.)	As necessary
Additional Occasional Services (Weddings, Funerals, Baptisms)	As necessary
One-to-one preparation of Choristers for RSCM training scheme	As necessary

Recognising that there will be times where more hours will be required to support the development of worship within the Parish throughout the year, these should be discussed and agreed with the Vicar.

### Remuneration

The annual salary will be in line with current RSCM guidelines on salaries and fees, however these will be negotiable based on the ability of the individual. Ideally the person appointed will be a highly qualified and experienced organist.

The Parish has a substantial Pastoral Ministry with a high number of Occasional Services – all of which receive additional remuneration.

This appointment is subject to enhanced DBS clearance.