

## MAIN DUTIES AND RESPONSIBILITIES

### Organ Playing, Choir Training and Singing

- Playing the organ for the majority of services at Great St Mary's, including regular Sunday worship and mid-week evensongs, and up to three choir/orchestra concerts per year.
- Choosing, preparing and performing thematically relevant and seasonally appropriate organ repertoire for pre- and post-service voluntaries which coördinate with the choral music scheme and enhance the worship. Contributing to the choral music scheme and repertoire of Great St Mary's where required.
- Directing the choirs in services/concerts, as agreed with the Director of Music.
- Being present at choir rehearsals in order to, variously:
  - Direct and run rehearsals
  - Train the probationer choristers
  - Accompany the choirs
  - Lead sectional rehearsals
  - Deliver chorister musicianship training
  - Sing, when necessary and not otherwise engaged, with the adult back row (likewise occasionally in services)

All the above being as agreed with the Director of Music.

- Directing the Occasional Choir, in collaboration with the Director of Music.
- Playing or directing at special services (weddings, funerals and memorials), as agreed with the Director of Music.
- Carrying out the personal preparation required to maintain the highest standards.
- Working with all those at Great St Mary's to make sure that the church's Safeguarding policy is observed at all times, and reporting immediately any concerns or issues you may have that threaten the safety or welfare of anyone within the care of the church, in accordance with Great St Mary's Safeguarding policy.

### Administration

- Maintaining such personal organisation as is necessary to facilitate the other aspects of this rôle.
- Assisting with the smooth-running of the music library, principally before and after services.
- The majority of the administration of the choirs and Music Department is undertaken by the Director of Music and the Music and Liturgy Administrator. Occasional input into aspects of these tasks may be appreciated, but is not a formal part of this rôle.

## **Communication and Outreach**

- Working as part of the staff team, developing a good working relationship with all staff, choir members and families, attending meetings and deputising for the Director of Music as required.
- Being proactive in the promotion of Great St Mary's as a centre of musical excellence within the local area, the diocese and further afield through a range of activities.

## **Compliance**

- Ensuring all work and activities are undertaken in compliance with applicable statutes, regulations and directives regarding Health & Safety, Fire and Security, including the church's internal policies and procedures, particularly those related to Safeguarding.
- Taking reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Any appointment will be subject to a Church of England Confidential Declaration (including two references) and an Enhanced DBS Check.
- Safeguarding training will be required.