

September 2017

Dear Applicant,

Thank you for your interest in the post of **Director of Choral Music and Ministry Leader** at All Saints, Ecclesall. Within this document you will find:

- A job description and person specification,
- Information about the terms and conditions for the post

Separate to this document please find a Word version of our application form.

More details about our Church, and what it offers, can be found on our webpage: www.allsaintsecclesall.org.uk. If you would like to visit us prior to your application you would be most welcome. In order to arrange this please contact our Director of Worship, Alistair Stevenson on 07769213581.

If you would like to have an informal discussion about this role itself you can contact Alistair on the number above or myself: Rachel McLafferty, Operations Manager at All Saints Church, Ecclesall on 0114 2687574. If you would like to apply for this post I would ask that you send a completed application pack by the deadline of 5pm on **Wednesday 11th October** to rachel.mclafferty@allsaintsecclesall.org.uk or by post to:

Rachel McLafferty
Operations Manager
All Saints Church,
Church Office,
Ringinglow Road,
Sheffield.
S11 7PP.

Interviews are expected to take place on the afternoon of **25th October 2017**. If you cannot make this date please do let us know at application stage.

We look forward to receiving your application.

With thanks,

Rachel McLafferty
Operations Manager

Director of Choral Music and Ministry Leader

Job Description

Title of Post:	Director of Choral Music and Ministry Leader
Purpose:	To contribute to the mission of All Saints Ecclesall - to our calling to be a vibrant, missional, multi-generation Church Family, worshipping the God who is Father, Son and Holy Spirit. To grow the Body of Christ, both in quality and quantity, so that the people of our Church and beyond may encounter the love of God by ensuring that the choral music ministry is demonstrably well-led, engaging for worshippers and glorifying to God.
Aim:	To lead, manage and inspire the development of the choral and instrumental music ministry of All Saints, in particular the 9.15am Sunday service and other choral festival/special services predominately at Christmas and Easter.
Accountable to:	The Director of Worship
Responsible for:	Volunteer Assistant Organists and Choir Secretary
Working Relationships:	To work closely with the Director of Worship, the Vicar, Associate Vicar, the Families Minister, Operations Manager, the Office and Estate Teams, the Churchwardens, and other All Saints volunteers.
Responsibilities:	
1.1	To ensure that the leadership, provision and development of the choral music ministry of All Saints in particular the 9.15am Sunday service.
1.2	To lead our committed groups of choral musicians and singers including a robed choir and chamber choir.
1.3	Caring for and inspiring current singers and musicians and actively recruiting others to join the music ministry of All Saints in compliance with All Saints Safeguarding policies.
1.4	The timely organisation and ongoing management of the various rotas necessary to support the choral music ministry at 9.15am and festival services in liaison with the Director of Worship and other service leaders.
1.5	Selecting congregational hymns & songs and choir items for duty Sundays, in consultation with the Director of Worship, normally informing the office by 1pm on Tuesday.
1.6	Preparing the necessary sheet music in advance of the Friday evening Choir Rehearsal, making sure music and lyrics match the service sheet.
1.7	Conducting the Friday Choir Rehearsal in advance of Sundays.
1.8	Rehearsing the choir before services as required.
1.9	Composing and arranging congregational and choir pieces as required

- 1.10 Vacating the South Transept in good time for the 11.00am service musicians
- 1.11 Selecting congregational hymns & songs and choir items for festival services, informing the office normally a month in advance.
- 1.12 Organising and conducting any additional rehearsals necessary for duty festival services.
- 1.13 Contributing to the music at the 11.00am service on a regular basis, leading the worship/deputising for the Director of Worship as required
- 1.14 Booking time in the church building well in advance.
- 1.15 Maintaining music scores/resources in good order.
- 1.16 Maintaining, replacing and developing music resources within budget.
- 1.17 Overseeing the good order of the South Transept in liaison with the Operations Manager.
- 1.18 Overseeing the good order of the Choir Vestry in liaison with the Operations Manager and Director of Worship.

Person Specification

Person Statement

A person passionate about facilitating and serving **joyful, Spirit-filled worship** at All Saints drawing on the best of choral music with some contemporary musical resources. Helping others to worship in **spirit and in truth** through music and singing that **glorifies God in the beauty of holiness** and draws us into **His presence**.

The successful candidates are likely to be/have:

		Essential	Desirable
	Sympathy with the mission and values of All Saints Ecclesall	*	
	A regular worshipper at All Saints or someone who is prepared to become a regular worshipper and an active member of the Church Family	*	
Experience	Proven experience of conducting a choir and working with people who have a wide range of musical ability and experience	*	
	Proven experience of conducting a group of musicians such as an orchestra, ensemble	*	
	Proven experience of choosing hymns for a blended choral worship service		*

	Proven experience of training others in their musical abilities	*	
	Proven experience of using Microsoft Office (Word, Excel, Powerpoint, Outlook) or equivalent	*	
Skills, Abilities & Attributes	An ability to work with people of all ages, to inspire them to get involved with the choir, and other forms of music making, to develop their musical skills and to grow their confidence and discipleship	*	
	Outstanding keyboard skills for public worship at the piano and/or organ	*	
	If not an organist, willingness to acquire sufficient organ playing skills to accompany public worship		*
	Be able to contribute creatively to the planning of services and liaise appropriately to staff and volunteers	*	
	The ability to build effective team relationships with colleagues and volunteers throughout the church to inspire confidence	*	
	Ability to produce musical arrangements/ orchestration at an appropriate level when required	*	
	Ability to compose music for worship		*
	Ability to draft correspondence and other documents to a high standard	*	
	High level of personal and professional commitment including good interpersonal and pastoral skills and an ability to work confidentially	*	
	Commitment to ongoing learning, personal development and discipleship	*	
Knowledge	An understanding of the church or charitable/voluntary sector	*	
	An understanding of choral music and its appropriateness for particular services	*	

	Knowledge of baptism, funeral and wedding liturgy and procedure		*
Education	Appropriate professional qualifications e.g. music degree	*	
	A relevant professional qualification		*

Terms and Conditions

Title of Post:	Director of Choral Music and		
Work base:	All Saints Church Centre		
Employer: represented by	The Parochial Church Council of All Saints Ecclesall (The PCC) as the PCC Executive Committee		
Hours:	Part time: 14 hours (plus occasional offices)		
Working Days:	The normal working days for this post are Tuesdays, Friday evenings and Sunday mornings.		
Salary:	Full-time (42 Hours)	£24,009	
	Full-time housing allowance	7,000	
	Pro-rata for 14 hours	£8,003	
	Housing allowance 14 hours	2,333	
	Pro-rata total	£10,336	
	Fees for occasional offices are in addition.		
Pension:	Auto enrolment pension		
Holiday:	22 days + 8 Bank holidays for full-time (pro rata)		
Notice period:	1 months' notice in the first year of service; 3 months' thereafter.		
Review:	The post will be subject to a probationary period of 6 months. The review will include congregational input. The review will include the scope of the role including the number of hours.		
Morning Prayer:	The post-holder will normally attend Morning Prayer at 8.45am on Tuesday mornings.		
Conduct:	The post-holder is expected to maintain high standards of personal, interpersonal and professional conduct and will need to be alert to issues		



of safe guarding of children and vulnerable adults as well as the transparent handling of monies within the life of the church.

Personal
Development:

The post-holder will be expected to participate in developmental supervision sessions, and to undertake continuous professional development activities as agreed with the Director of Worship.