



St Mary the Virgin, Ware
Appointment: Director of Music

Job Description

The vicar and PCC are looking to appoint a Director of Music to work with us to:

- Provide music for worship
- Support and develop the choir, including the recruitment of new singers;
- Create opportunities for singing and music making at St Mary's;
- Help to take forward the musical life of the church.

Context

Ware is a thriving market town on the eastern edge of Hertfordshire, and correspondingly on the eastern edge of the Diocese of St Albans. The A10 bypasses Ware and the town is in easy access of the A1, A11, M11 and M25. There is a railway station with access into London, and into East Anglia. There is reasonable cycling provision and the area is popular with cyclists. It is even possible to travel by canal boat or canoe (or similar!)

The town has a busy musical and arts life which St Mary's seeks to be part of with a lively programme of concerts and events.

St Mary's Church is the historic parish church for Ware, dating back around 1000 years. The church acts as a civic/town church as well, of course, as the home for a worshipping community. We have two linked VC schools who regularly worship on site. Other local schools come into St Mary's for visits, services and concerts.

Worship at St Mary's is broadly in the inclusive catholic tradition of the Church of England. Evensong is usually from the Book of Common Prayer, most other services are Common Worship. Robes are normally worn by clergy, servers, and choir.

The main Sunday Eucharist is currently partly sung. Evensong is usually full Choral Evensong. Other services vary according to need and availability. We seek to ensure that choral worship is offered at key points of the church's year. The approach to music and liturgy is realistic but ambitious, and we are seeking a new Director of Music who will help develop and build what we can offer.

The congregation seeks to be inclusive, to be a people of prayer, service, and welcome. Our current Mission Action Plan focusses on: growth (including in our worshipping life; inclusion; and care for creation.

The church building is open all day every day and is visited throughout the day.

We have a 3 manual organ, refurbished and in part rebuilt in 2016, and a decent grand piano. Both are maintained according to a maintenance schedule, and when/if a need arises. Both are used for concerts and recitals as well as for worship.

Information about St Mary's can be seen at www.stmarysware.co.uk and a little about the life of the church can be followed on the church facebook page. As noted above – the church is open all day every day and prospective candidates are encouraged to visit.

Key duties

- To play the organ for Sunday and festival services, and occasional other services
- To prepare the choir to sing for Sunday and festival services, and other services as required
- Together with the incumbent to choose music for services
- To continue the musical development of the existing choir
- To develop the choir – including outreach and engagement with schools, families and children; and by providing additional opportunities for singing at St Mary's
- Together with the incumbent to provide leadership, support and pastoral care for musicians
- Work positively with any accompanists engaged
- To ensure appropriate cover is in place when the post holder is on leave.
- To draw on and engage with events and training offered by the RSCM and the East Herts Church Choirs Association (EHCCA) for personal development (where appropriate), opportunities for the choir, and mutual support and encouragement.
- To adopt and maintain the highest standards of safeguarding, and to undertake safeguarding training as required.

In addition to the duties as an employee, and where the postholder's outside work commitments permit, to be the first port of call as organist for:

- Weddings and funerals
- Other services where an organist is not provided by the visiting organisation (school, cadet services, uniformed organisations etc) Currently one or two a year.

Fees in respect of these additional duties are paid by invoice and are outside the contract of employment.

Interpretation

By Sunday Services we mean:

- 10am main Eucharist weekly
- 6:30pm (or other agreed time) Choral Evensong, monthly or more frequently by agreement. Usually 1st Sunday in the month

Sundays must include Palm Sunday, Easter Day, Pentecost, Harvest Festival (an agreed date usually late September), All Saints Sunday (as designated by the Common Worship Lectionary), and Advent Sunday

- Other, occasional, services which fall on a Sunday – which may include an All Souls Commemoration, Remembrance Sunday, Civic Service
- Occasional joint choirs and/or RSCM Sunday services, by agreement

By Festival Services, in addition to services listed above, we mean:

- Midnight Mass and Christmas Day
- Christingle Service
- Crib Service
- Ash Wednesday, evening service
- Maundy Thursday, evening service
- Good Friday, afternoon
- Holy Saturday
- Ascension Day
- All Souls, where a service is held on a day other than a Sunday
- Civic Service, where a service is requested on a day other than Sunday
- A service, by agreement, to mark festivals of the Blessed Virgin Mary, the church's patron (at most once a year, often currently transferred to nearest Sunday)

By prepare for services the choir we mean:

- Agree a regular schedule of rehearsals
- Rehearse the choir, including teaching where necessary
- Build up and encourage singers

By develop the choir we mean:

- Actively working to encourage and recruit new singers (adults and children) through outreach and engagement as well as invitation
- Planning teaching/training, including use of RSCM resources
- Exploring, and following through, options to increase opportunities which might include working separately with children as well as bringing children and adults together to sing.
- Developing repertoire

Key relationships and support

- Primary relationships are with the parish clergy, church wardens and choir who will offer welcome, support and pastoral care.
- The post holder is accountable to the incumbent (or person designated to act on behalf of the incumbent in their absence)
- The choir is small but experienced, committed and faithful; and looking forward to working with a new director of music.
- St Mary's is a member of the RSCM and of the East Herts Church Choirs Association (EHCCA), the post holder is encouraged to engage with both and, where helpful, to make use of personal support/training etc opportunities the RSCM provides.
- We work closely with other local churches and would hope to continue, and where appropriate to develop those links and the opportunities they create.
- There is good support from organists/pianists in the congregation, and others
- The St Mary's Arts team hope to work with the post holder as appropriate
- There will be a small amount of administrative support, and a Church Desk Diary will be provided

Terms and conditions

Hours of and contract duration

- 20 hours a week, a proportion of which must be a Sunday and must take into account the responsibilities outlined above.
- This post requires the post holder to work at weekends, evenings and some bank holidays
- Hours must be planned and agreed with the incumbent. These will include the obligatory Sundays, festivals, occasional services specified in the above section, 'Interpretation.'
- Any variation to the agreed working schedule will be only with written consent of the incumbent, or the person authorised to act on their behalf
- This is a fixed term, employed post, for 3 years from date on which duties commence
- Salary range £12-16K per annum depending on experience and skills
- The salary will be paid arrears, in equal monthly payments by bank transfer at the end of each month
- There will be an annual review
- There will be a probationary period of 6 months
- At the end of two years the post will be reviewed to enable all parties to plan the next steps.

- This post is subject to Safer Recruitment:
An enhanced DBS will be required and safeguarding training must be kept up to date.

Paid holiday entitlement

- 16.5 days a year, including up to 6 Sundays, taken by agreement.

Person Specification

We are looking for:

- A suitably competent and qualified musician, who is an organist (but see notes below)
- A team player who is able to take the lead as required
- The successful candidate will be:
 - organised, reliable, and capable of working hard where needed
 - appropriately serious about the role of music in church and community life, and someone who enjoys the musical life of the church and wants to celebrate, share and develop it
 - ready and willing to work with, and motivate, people of all ages and abilities including children and those with learning differences
 - hopeful, creative, and ambitious for the musical life of the church

Notes to the person specification:

- The post holder will share in leading public worship at St Mary's. It is not necessary that the post holder is a professed Christian but an understanding of, and sympathy with the Christian faith is essential.
- We are open to all candidates. It is also the case that his post may suit someone at an early stage of their career in music/church music.
- For the right candidate/s this post could be shared.
- For a suitably competent pianist who is ready to learn the organ we would be willing to explore offering organ lessons and training as part of the remuneration package.

Appointment Process

- Please submit your CV and a letter of application, including details of two referees, by email to The Revd Ysmena Pentelow at vicar@stmarysware.co.uk
Please copy your application to officestmarys@btinternet.com
- The closing date for applications is Wednesday 5th July 12noon.
- Interviews will take place by agreement. Please give an indication of your availability for interview in the summer, after 17th July.
- This post is subject Safer Recruitment and an enhanced DBS will be required.