

# **The Parish of Northallerton in the Diocese of York**

## **Organist and Choir Director**

### **Introduction**

The Parochial Church Council of Northallerton is seeking to appoint an Organist and Choir Director, who will help grow the life and worship of the church through music. The post provides opportunities for a talented musician to foster their professional skills and interests in a supportive environment, and to reach out and build links between the church and the local community through choral singing and musical education.

### **The Place**

All Saints is the parish church of Northallerton, the thriving county town of North Yorkshire. It is one of two churches in the Parish, the other being St James, Romanby. Northallerton lies just 25 minutes by train from both York and Durham and 15 minutes from the A1.

All Saints has a longstanding choral tradition which we would like to grow and sustain. There is a particular need to focus upon on-going recruitment, of both adults and children/young people. Recent links between the church and local schools have brought about the possibility of convening a junior choir, and a week's Music Summer Club was run in 2018. The town has several choral and music societies which offer further opportunities for outreach.

All Saints is a friendly and active, RSCM-affiliated church seeking a part-time organist and choir director to direct and grow our choir and to develop our use of music in worship. All Saints has a rich variety of music and worship styles, and we ask that the candidate would also be supportive of, and able to work with, the Music Group. The Music Group exists in addition to the choir, and whilst practicing and leading worship independently of the choir, there is some overlap for festivals. Traditionally, the choir has robed.

The choir currently numbers around 18 people, with a range of ages and musical experience. Our average congregation on a Sunday morning is around 90, including some families. At Evensong, congregations number around 12-15, we have an aspiration to grow this service, for our benefit and for that of people from the wider locality.

We have a recently restored Rushworth and Draper organ, a reconditioned Yamaha Grand piano and a Music Group of instrumentalists/singers for more informal services. The church has an extensive library of choir music, and has recently invested in the new edition of Ancient and Modern (Refreshing Worship) to expand our repertoire. The Music Group draw their music from Songs of Fellowship, and other sources including Iona and Taize. There are also opportunities to mentor and teach organ scholars, and to arrange and host lunchtime concert series.

### **Staff**

The Vicar of Northallerton is Revd Fiona Mayer-Jones. She has been in post since May 2014, and is currently Area Dean. The Assistant Curate is Revd Carol Backhouse; she arrived in July 2016. There are a number of Readers and retired clergy who take an active part in the life and worship of the Parish and who take services on a regular basis. Our Children and Families Minister, Donnetta Thomas, was appointed in March 2017 and works among families, young people and our local schools. In May 2019 we will welcome an Associate Minister who will serve the Parish with a specific remit for outreach amongst those aged 20-50.

### **Key Relationships**

- The Vicar and Associated Clergy, the Children and Families Minister and 20-40's Minister.
- The Choir
- The Music Group
- Organ Scholar
- Other organists, especially those who play regularly in the parish on Sundays and for Occasional Offices.
- Administrator
- Verger
- Churchwardens, Readers and other lay leaders.
- Treasurer

### **Principal Purpose**

In collaboration with the Vicar, Ministry Team, PCC and congregation to care for and develop a rich diversity of music, helping everyone to find ways of connecting with God through our worship.

### **Remuneration**

Currently £5,651.00 pa, reviewed annually by the PCC. While the number of Occasional Offices is not guaranteed, recent experience suggests they may generate a further £6000-£7000 pa.

### **Application**

Having read the attached information (see below) please send

1. CV (including the names and contact details of two referees - with email addresses if possible) and,
2. supporting letter, outlining your suitability for the post and saying how you might seek to develop the choir and sustain the diversity of worship we offer, to:

Revd Fiona Mayer-Jones  
27 Mowbray Road  
Northallerton  
DL6 1QT

or

vicar@cofe-northallerton.org.uk

One reference will be taken up prior to interview, please indicate which of the two you would prefer that to be.

Closing date for applications: Friday 22<sup>nd</sup> March 2019

Interviews: Thursday 11<sup>th</sup> April 2019. Candidates should be available for the afternoon and evening of this date. The process will include: a panel interview, playing a hymn and part of a voluntary (of your choosing), a 40 minute conducting of choir practice.

The post as offered is subject to enhanced DBS clearance references. It is hoped that the appointee will take up the position by or soon after 1<sup>st</sup> June 2019.

If you are considering applying you are welcome to attend any of our services. For an informal conversation please contact Revd Fiona Mayer-Jones:

vicar@cofe-northallerton.org.uk      01609 761021

## **Role Description**

The Organist and Choir Director will

- be supportive of and enthusiastic towards the mission of All Saints Church and the parish as a whole, and offer a vision of the way in which music can facilitate this;
- develop, direct and inspire the choir, arranging regular practices for this purpose and working to attract new members of all ages;
- prepare the monthly music list in collaboration with the Vicar and music group leader;
- hold a position of pastoral responsibility within the Choir;
- have responsibility for the development of an organ scholarship scheme, and oversight of any scholar, and be confident in teaching basic singing technique as well as new music to Choir and congregation.
- have sympathy towards, and knowledge of, the various contemporary styles of music for worship suitable for instrumental and vocal groups etc., and the ability to encourage and support their development through the All Saints Music Group and elsewhere in church life;
- be a resource for the Music Group, and all who wish to offer their musical gifts in worship in the Parish;
- have 'first refusal' to play for pastoral services for an additional fee including weddings, funerals, and memorial services;
- collaborate with the Vicar and Churchwardens for the regular maintenance and tuning of the organ and pianos;
- maintain the Church entry on Evensong.org keeping it up to date.

## **Person Specification**

- The appointee will be:
- a proficient and versatile musician with knowledge and appreciation of traditional and contemporary repertoire, to serve as Organist and Choir Director, and in leading and growing the choir;
- of either proven experience, or of demonstrable potential to undertake and develop the responsibilities of the role;
- inspiring and encouraging of others to foster and develop a high quality musical environment incorporating a breadth of instruments, abilities and styles;
- able to work effectively with others from a range of ages and backgrounds; good communication and administrative skills are essential;
- able and enthusiastic about co-ordinating music involving a breadth of instruments, abilities and styles;
- able to relate with warmth and enthusiasm to church members and to support the overall vision for the parish.
- In sympathy with the life and doctrines of the Church of England, and have an appreciation of the way music in liturgy can enable spiritual growth and expression.

## **Duties of Post**

- Morning Choral Eucharist on 2<sup>nd</sup>, 4<sup>th</sup> and alternating 5<sup>th</sup> Sundays with a congregational mass setting.
- Evensong on 1<sup>st</sup> and 3<sup>rd</sup> Sundays.
- Weekly choir practices (currently Friday evening).
- Services around festivals as appropriate (see Schedule A of Services below)
- Occasional offices – recent years have averaged about 85 funerals in church and 12 weddings a year (Other local organists play for funerals and weddings if needed)

## Further Particulars

### Schedule A: Festival and Occasional Services

As well as the regular Sunday Pattern, recent years have included the following:

- Festival of Nine Lessons and Carols
- Christmas Eve Crib Service
- Christmas Eve Midnight Eucharist
- Ash Wednesday Eucharist
- Maundy Thursday Eucharist (evening)
- Good Friday Litany (morning)
- Holy Saturday Paschal Vigil (evening)
- Easter Day Eucharist
- Ascension Day Eucharist (evening)
- Annual bereavement service in November
- Remembrance Sunday Service and other occasional civic services

### Schedule B: Fees for Occasional Services (2019)

	£
Organist	75
Organist (with video recording)	125

In recent years numbers of Pastoral/Occasional Services (weddings, funerals, memorial) has averaged 90-100 per year.

**Annual Leave** of 6 weeks (pro rata) pa, to be taken by agreement in advance with the Vicar.

### Details of Employment

The organist and choir director will be an employee of the PCC which will include enrolment in a Workplace pension scheme, if eligible. Remuneration currently £5,651.00 pa, reviewed annually by the PCC. Applicants must be EU nationals or possess a valid work permit to allow employment in the UK. The Organist and Choir Director will be required to follow the parish Child Protection and Safeguarding Policy in every point. He or she will be responsible to the Vicar on a day-to-day basis, and regular supervision will be available. An annual report to the PCC is also required, the Organist may attend PCC meetings but is not a voting member (unless they are elected as a representative of the laity in the usual way).

### Fees

For Weddings, Funerals and Special Services for outside bodies, fees are according to Schedule B (above). The number of such services is not guaranteed, but at current rates might be expected to generate around £6000 p.a. Fees are reviewed annually by the PCC.

### Care of Property

The Post-holder shall be responsible for providing their own organ music. The PCC is not responsible for the insurance or safe keeping of music or other equipment belonging to the post-holder whilst on church premises.

### Use of the organ

The Organist will have use of the organ and pianos for practice and tuition, at times agreed with the Vicar.

### Hours of Work

The post is part time with weekly hours varying across the year. The nature of the work is flexible, but includes the basic commitment to the duties outlined in this paper.

**Probationary Period:** A 6-month period of probation will apply – within that period either party may give one month's notice in writing for termination of the agreement.

### Notice

Once the Probationary period has been served, three months' notice in writing will be required from either the PCC or the Post-holder for termination of the agreement.