



St Andrew's Church, Cobham Music Ministry Leader – Job Description

Job Context

St Andrew's Church, Cobham has a long tradition of church music embracing both an Anglican choral tradition and modern Christian music with a music group. The vision for St Andrew's Church is to Know, Glorify and Make Christ Known. The worship life of the church plays a significant part in fulfilling this vision.

St Andrew's has a collaborative and positive approach to ministry, shared between clergy and laity. The Music Ministry Leader role should make a significant contribution to the church's wider ministry.

Job Purpose

The Music Ministry Leader should be in sympathy with the vision, mission and values of St Andrew's Church, ensuring these are reflected within the life of the choir and music group. The job purpose is to lead the musical life of the church, playing the organ and piano, in rotation with other musicians, and directing the music group and choir. The Music Ministry Leader has overall responsibility for sustaining and renewing membership of the choir and music group to maintain capacity and standards. This is a key role in working with the clergy to create joyful and meaningful worship.

Accountable to

The Incumbent on behalf of the PCC.

Accountable for

All musical activity within St Andrew's Church, Cobham.

Roles and Responsibilities

The following are the key tasks and responsibilities of the Music Ministry Leader

1. To be available for 10:00 a.m. services every Sunday, other than six Sundays off for holiday each year as agreed with the Vicar, and to play the organ or piano and direct the choir and music group at each service as appropriate. Cover is to be provided and agreed with the Incumbent for Sundays off.
2. To play the organ or piano and direct the choir and music group at a number of additional services each year during Lent, Holy Week, Advent, Christmas,

Remembrance and other festivals, and at occasional services/concerts as agreed with the Rector and subject to availability.

3. To plan and lead choir practices weekly except in August and to ensure high standards of music and understanding of its liturgical content.
4. To coordinate the availability of singers and musicians such that sufficient resources are provided for services.
5. To rehearse the music group as necessary.
6. To plan and lead practices for a children/youth choir in conjunction with the children/youth choir leaders as appropriate.
7. To join a team that selects music for services appropriate for the readings and service themes and to include voluntaries. In helping make music selections, to introduce, as appropriate, music new to St Andrew's, and to consider suggestions from clergy and others involved in the church's liturgy. To inform clergy, parish office, choir and music group of music choices.
8. To work with the parish office to compile word sheets for all communion services. For Family Worship and services where booklets are to be produced, to work with the parish office to ensure words for music are correctly incorporated in service booklets.
9. To plan for and play at weddings and funerals when available. If not available a substitute to be organised in conjunction with the parish office. Additional fees will be paid for each service at levels agreed each year with the Vicar and PCC and based on RSCM guidelines.
10. To ensure there are sufficient singers and musicians to sustain a four part choir and music group for the church of an appropriate standard, including taking initiative with others from time to time to recruit new people for the choir or music group.
11. To oversee the parish's music library including arranging the purchase by the church of new music as required.
12. To work with the parish office to ensure purchase and submission of returns for CCLI and Calamus copyright licences.
13. To arrange for tuning and maintenance of the organ and piano.
14. To work collaboratively with the assistant music ministry leader, the leaders of children/youth choir and those assisting with music administration.
15. To attend meetings with the Worship Committee as and when necessary (usually three per year).
16. To occasionally attend PCC meetings, Ministry Team meetings and away days at request of the Incumbent, subject to availability.

Remuneration

The annual salary for the role and responsibilities outlined will be agreed with the incumbent.

Review

The Incumbent and Music Ministry Leader will meet annually to review the past year and consider the period ahead. In between this annual meeting the Incumbent and Music Ministry Leader will meet regularly to review the church's music and plan ahead.