

Role description for Choir Director and Organist

Role: To direct and train choir members to sing at All Saints Services, and to play the organ for Services.

Role Requirements:

To be:

To be a person of prayer and worship, called by God and approved by All Saints church, who leads in a gracious, Christ-like manner; and who treats each member of the choir with respect and dignity, as a unique individual created in the image of God.

To do:

- To attend services at All Saints regularly, in order to have a good understanding of the worshipping life of the church
- To lead and train the Choir for Sunday Services (usually 2nd, 4th and 5th of each month), Festivals, occasional Choral Evensongs, and Occasional Offices (weddings/funerals) as necessary
- To play the organ for Services throughout the year
- To provide recruitment, training and oversight for Choral Scholars, as necessary
- To lead an occasional Children's Christmas Choir (making sure all Safeguarding requirements are in place)
- To choose anthems for Services, and music for Festivals and Choral Evensongs
- To arrange rehearsals as necessary, or by delegation to a choir secretary
- To ensure that the music is prepared before each rehearsal
- To ensure that good communication takes place between all the people involved in the group, either personally or by delegation
- To request adequate budget support, and track budget expenditures
- To provide leadership, training and encouragement to choir members
- To welcome new members freely, including children
- To maintain forms and registers, and hand out necessary forms for completion to new children in advance; either personally or by delegation to a choir secretary
- To invoice the Church Treasurer monthly, requesting a fee of £35 per rehearsal, and £65 for each Service where the organ is played or the choir sings
- To meet with the Incumbent once a year for support and supervision
- To request permission from the Incumbent for a deputy to cover choir rehearsals, if unavailable
- To hold an up to date DBS certificate for this role at All Saints, to attend Diocesan Safeguarding Training as necessary, and to go through the 'Safer Recruitment' process if new to the role.
- To ensure that all Safeguarding requirements are in place when there are children present

Reports to: The Incumbent

Agreement:

I agree to being the Choir Director and Organist at All Saints Church, under the governance structures of the incumbent and the PCC. I agree to read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other policies of All Saints Church.

Name (print and sign): _____

Incumbent: _____

Date: _____

Form approved June 2022