



Diocese of Westminster

HUMAN RESOURCES DEPARTMENT

<u>Job Title:</u>	Parish Organist
<u>Location:</u>	Parish of S. Mary of Walsingham, London Colney
<u>Reporting to:</u>	Choir Director
<u>Job Purpose:</u>	To provide organ accompaniment for parish services.

Principal duties and responsibilities

These responsibilities are subject to ongoing review and adjustment by Choir Director.

1. To work with the Choir Director planning music for Church Services
2. To play the organ at 11.30am Sunday Mass and as and when required at other Masses and special celebrations specified in the Church calendar (Maundy Thursday, Good Friday, Holy Saturday, Christmas Vigil Mass [on Christmas Eve in the afternoon], Midnight Mass and Christmas Day Mass) and if possible to attend choir rehearsals.
3. To lead the choir as appropriate in the sung liturgy
4. To report on the tuning and maintenance needs of musical instruments in the Church
5. To provide qualified substitutes for absences as necessary
6. To maintain a high quality of music

<u>Person specification:</u>	Parish Organist
<u>Contract type:</u>	Permanent Part-Time Contract
<u>Salary:</u>	£60.00 per service (approx. 48 Services during the year)

Experience required

1. Professional experience of Roman Catholic liturgical and musical practice.
2. Thorough knowledge and appreciation of Catholic music, traditional and contemporary
3. Professional experience playing the organ in a Church setting

Competences required

1. An ability to work methodically and consistently
2. Excellent organisational skills
3. An ability to work alone, using initiative
4. An ability to work as part of a team

Additional Opportunities

1. Right of first refusal to play the organ at weddings, funerals and other special services at London Colney. There may be further opportunities to play at Sunday Masses, weddings, funerals and other special services in other parishes under the care of the Parish Priest. (Fees for additional Sunday Masses will be paid at the same rate as for London Colney. Fees for other services are not provided by the Church but are paid by families and couples).
2. Desirable would be an interest to work with the Choir Director to develop the skills and repertoire of the keen and enthusiastic amateur choir at London Colney.

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required