



Job Profile	Director of Youth Choir
Department / Parish / Agency	St John the Evangelist Church, Mill End & Our Lady Help of Christians, Rickmansworth
Reporting to	Parish Priest
Cost Centre	RICKM MILND
Location / Address	St John the Evangelist Church, Mill End & Our Lady Help of Christians, Rickmansworth
Management of	n/a
Contract type	Permanent
Hours	10 rehearsals of 1 hour 15 minutes during agreed school term times (30 rehearsals per annum), 2 Masses per month, 11 months of the year based around the school year. Other services as required
Salary	£75 per rehearsal £140 per Mass conducted
Holidays	School holidays with the exception of Christmas and Easter services.
Job Reference	321- RICKM/MILND

Job Purpose:

Music is an integral part of worship in our parishes, and we believe a key tool in the mission of evangelisation that we are called to. We are currently seeking to create a Youth Choir across our parishes in the area of Rickmansworth and Mill End. The Director will be responsible for the formation of and running of a choir of boys and girls aged 8-13 from across the parishes. The Choir will sing on the first Sunday of the month at the 6pm Mass at Rickmansworth and on the third Sunday of the month at the 10.30am Family Mass at Mill End with a wide range of music chosen by the director in consultation with the Parish Priest. An organist will be provided at these Masses to accompany the choir.

Rehearsals will take place one evening a week at St John's Church, Mill End, at a time and on a day agreed with the Parish Priest. Volunteers from within the parish will be available to support the rehearsals in line with the diocesan safeguarding requirements and to assist with administration of the choir.

Once established we hope that there may be room for further growth in this ministry across our parishes.

Main responsibilities

Please note that this list is not exhaustive.

The choir will sing at the following Masses and Special Services:

- The first Sunday of the month at 6pm at Our Lady Help of Christian's Church, Rickmansworth
- The third Sunday of the month at 10.30am at St John the Evangelist Church, Mill End
- Holy Week Services as required
- Parishes joint Christmas Carol Service
- Christmas Eve Vigil Mass at St John the Evangelist, Mill End
- Other special services and/or events on an ad hoc pre-agreed basis

The Director of the Choir will be responsible for the management and provision of music for the Youth Choir including:

- The preparation and execution of music for all agreed services in the parishes
- The recruitment, training and rehearsal of choristers as required
- The administration of registration fees of £30 per chorister per term and other administration as necessary with the support of a parish volunteer
- Suggesting music to be used at specific services and gaining the approval of the parish priest

- Preparing a termly music-list
- Directing the youth choir at the allotted Masses
- Directing the choir at Masses and other services during the Triduum and at Christmas
- Arranging and directing weekly choir practices for the choristers
- Arranging / attending ad hoc meetings as required in relation to music services, in particular to discuss, plan and review major parish liturgies
- Supervising choristers as required
- Management / implementation of statutory requirements and diocesan / Church policy on all safeguarding matters

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our center. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence and knowledge requirements	Essential/ Desirable
An efficient and well organised administrator and manager	E
A good communicator at all levels, both verbally and in writing	E
Competent in the use of IT such as email and Microsoft Office	E
Experience	
An experienced choral director and key-board player	E
Experienced in the teaching of groups of children	E
Proven supervisory experience with an understanding of safeguarding issues in this capacity	E
Other Requirements	
A highly qualified, versatile and professional musician	D
Committed to the Christian faith and to the life, liturgy, worship and witness of the parishes of Rickmansworth and Mill End	D