



Diocese of Westminster

Job Profile	Parish Music Director and Organist
Department / Parish / Agency	Our Lady of Hal Camden Town
Reporting to	Parish Priest
Cost Centre	CAMDT
Location / Address	Our Lady of Hal Camden Town
Management of	n/a
Contract type	Permanent
Hours	10am and 12 noon Sunday Masses every week throughout the year except for the first Sunday after Christmas Day and Easter Sunday, and during the month of August. A one-hour rehearsal with a Cantor takes place prior to each Mass with additional hours for special Masses and Services over the year (described below). Weekly Sunday hours: 4 hrs 30 mins Hours for administrative work: 3 hours per week (This may fluctuate – to be discussed between priest and organist).
Salary	£30p/h for Rehearsals and Masses £15p/h for Administrative work
Job reference number	527-CAMDT
DBS Disclosure	None, although should any future work be undertaken with children or vulnerable adults, an Enhanced DBS may be required.

Job Purpose:

To direct music from the organ at liturgies, assuming full responsibility for directing the Professional Solo Cantors at the 10:00 am and 12.00 noon Sunday Masses, and at some of the special Masses and Services; accompanying the cantors and congregation proficiently on the organ. These responsibilities are subject to ongoing review and adjustment by the Parish Priest.

Principal duties and responsibilities:

These responsibilities are subject to ongoing review and adjustment by the Parish Priest.

- a) Planning music for all Masses and Services.
- b) To play the organ and lead the solo cantors, at the 10:00am and 12:00 noon Sunday Masses throughout the year except the first Sunday after Christmas Day and Easter Sunday and during the month of August; to play at other special Masses and Services listed below:
 - The Christmas Eve Mass (6pm)
 - The Christmas Vigil Mass (10pm)
 - The Christmas Day morning Masses (10am and 12 noon)
 - The Mass of the Lord's Supper (8pm Holy Thursday)
 - Good Friday Service (3pm)
 - The Easter Vigil Mass (8.30pm Holy Saturday)

- c) To lead the Solo Cantors in a rehearsal one hour prior to each of the Sunday Masses with some additional rehearsals typically held in preparation for the special Masses/Events and Services listed above.
- d) To provide qualified organist substitutes for absences as necessary - substitutes to submit an invoice for payment, at an agreed rate.
- e) To maintain a high quality of music-making in parish life, thereby enhancing worship.
- f) To undertake the following administration: Produce rosters for Cantors a minimum three months in advance, be the point of contact for Cantors, facilitate swaps and find replacements due to illness/absence, liaise with the Parish Administrator for the payment of singers, produce weekly hymn lists, support the priest in producing Order of Services for events; plan, record accompaniment, scan music and submit repertoire to Cantors one week in advance of Mass and further in advance of major events.

Additional opportunities for the postholder

The postholder is asked to be available as far as possible to play the organ at weddings, funerals and similar services conducted in Our Lady of Hal. The postholder is entitled to receive, from the relevant couple or family, payment of additional fees for playing at such services (generally at a rate agreed with Our Lady of Hal).

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 centre. 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 and 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 we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 colleagues’ success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and 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 requirements	Essential/ Desirable
Professional experience playing the organ in a Church setting.	E
Music degree (or similar qualification)	D
An ability to effectively lead and motivate professional singers	E
An ability to work methodically and consistently	D
An ability to work alone, using initiative	E
An ability to work as part of a team	E
An ability to sing and lead congregational singing	D
Experience	
Professional experience of Roman Catholic liturgical and musical practice, to plan/select music appropriate for the seasons and feasts of the Church’s year.	E
Experience of directing professional cantors	D
A knowledge and appreciation of Catholic liturgy	D
A knowledge and appreciation of Catholic liturgical music	E

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