



Diocese of Westminster

Job Profile	Parish Music Director and Organist /or Guitarist
Department / Parish / Agency	St Charels Borromeo
Reporting to	Parish Priest
Cost Centre	OGLES
Location / Address	8 Ogle Street, London W1W 6HS
Management of	n/a
Contract type	Permanent
Hours	11 am Sunday Mass every week throughout the year except during the month of August; plus additional hours for special Masses and Services over the year (described below). Also 30 minutes choir rehearsals on alternate weeks throughout the year except during the month of August (Ave. 1 and a half hours per week)
Fees	£50 per Mass/other service; £25 per half an hour for choir rehearsals
Job Reference	650-OGLES
DBS Disclosure	Yes (Enhanced)

Job Purpose:

To direct music at liturgies, assuming full responsibility for forming and directing a choir at the 11:00 am Sunday Mass (and at some of the special Masses and Services); and (b) leading the singing and accompanying the choir and the congregation proficiently on the organ or guitar.

Principle duties and responsibilities

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

1. To form a choir for the 11am Sunday mass.
2. To work with the choir vocal coaching and in planning music for all Masses and Services.
3. To play the organ or guitar, and lead the choir, at the 11am Sunday Mass throughout the year except during the month of August; and at the other special Masses and Services listed immediately below:
 - a. Possibly during Carol service.
 - b. The Christmas Vigil Mass (8:00pm)
 - c. The Christmas Day morning Mass (11am)
 - d. The Mass of the Lord's Supper (evening of Holy Thursday)
 - e. Good Friday Service (3pm)
4. To lead extra choir rehearsals if necessary in preparation for the special Masses and Services listed above.
5. To report on the tuning and maintenance needs of musical instruments in the parish.
6. To provide qualified substitutes for absences as necessary - substitutes to submit to St Charles' an invoice for payment, at an agreed rate.
7. To maintain a high quality of music-making in parish life, thereby enhancing worship.

More about the choir

The primary goal of this position is to enliven the liturgy and to form a choir so that music is experienced by the whole congregation as an important element of participative worship.

The postholder will share responsibility for encouraging parishioners to join the choir and to attract new members.

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 St Charles. 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 St Charles).

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 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 & 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 requirements	Essential/ Desirable
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Professional experience playing the organ or guitar in a Church setting.	Essential
An ability to effectively lead and motivate a choir	Essential
An ability to work methodically and consistently	Essential
An ability to work alone, using initiative	Essential
An ability to work as part of a team	Essential
An ability to sing and lead congregational singing	Essential
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.	Essential
A knowledge and appreciation of Catholic liturgy	Essential
A knowledge and appreciation of Catholic liturgical music.	Essential
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	