



# Diocese of Westminster

<b>Job Profile</b>	Youth Choir Director
<b>Department / Parish / Agency</b>	St John the Evangelist Church, Mill End & Our Lady Help of Christians Church, Rickmansworth
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	RICKM MILND
<b>Location / Address</b>	St John the Evangelist Church, Mill End & Our Lady Help of Christians Church, Rickmansworth
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	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
<b>Salary</b>	£75 per rehearsal £140 per Mass conducted
<b>Holidays</b>	School holidays with the exception of Christmas and Easter services.
<b>Job reference number</b>	799- 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 a Choir Director to lead our Parishes' Youth Choir 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 7 and above from across the parishes. The Choir will sing once a month at the Sunday 6pm Mass at Rickmansworth and once a month at the Sunday 10.30am Mass at Mill End with a wide range of music chosen by the director in consultation with the Parish Priest. If needed an organist will be provided at these Masses to accompany the choir.

Rehearsals take place weekly on Tuesdays from 3.30-4.45pm at St John's Church, Mill End. 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 firmly established we hope that there may be room for further growth in this ministry across our parishes.

## **Principal duties and responsibilities:**

Please note that this list is not exhaustive.

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

- One Sunday of the month at 6pm at Our Lady Help of Christian's Church, Rickmansworth
- One Sunday of the month at 10.30am at St John the Evangelist Church, Mill End
- Parishes joint Christmas Carol Service
- Christmas and Easter Services, subject to availability and agreement with the Parish Priest and choir members
- 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 as agreed with the Parish Priest
- 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

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## **Our Values**

Catholic social teaching covers all aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

### **Reliability**

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

### **Honesty**

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

### **Perseverance**

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

### **Love**

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

**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.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<b><i>Excellent Communication Skills:</i></b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<b><i>Excellent Organisational Skills:</i></b> able to manage multiple deadlines and maintain attention to detail. An efficient and well organised administrator and manager	E
<b><i>Collaborative Teamwork:</i></b> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<b><i>Problem Solving:</i></b> able to approach challenges creatively and make informed decisions under pressure	E
<b><i>Adaptability and Flexibility-</i></b> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Experience</b>	
An experienced choral director and keyboard player	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Experienced in the teaching of groups of children	E
Proven supervisory experience with an understanding of safeguarding issues in this capacity	E
<b>Other Requirements</b>	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church and to the life, liturgy, worship and witness of the parishes of Rickmansworth and Mill End	D
Basic understanding of the Catholic Church and its structure	D