



St Laurence Church & Centre
Catford

Organist
(permanent post)

Interim Director of Music
(fixed term contract: maternity cover)

Recruitment Pack



Dear applicant,

Thank you for your interest.

We are recruiting for two positions: for a **Church Organist**, a permanent position, with an immediate start date; and an **interim Director of Music** to cover our Director of Music's maternity leave, starting in September and lasting (at least) six months. This note is designed to provide you with information about the positions, and a flavour of working here; the formal jd & person spec follow.

St Laurence is the parish church of Catford, London SE6, built in 1968. It is a grade II listed building, and is remarkable for its beautiful sense of space, its excellent acoustic, the friendliness of its very diverse congregation and – above all – its long-standing musical tradition. The mixed choir of children and adults animate our strong Sunday morning liturgy; the Church Council particularly values the musical education of young people as a key element of its mission to the community. The Director of Music and organist have, with the clergy, a key role in enabling the liturgy to flourish, and in the recruitment and education of young people through the choir.



The Church is neighbour to St Laurence Centre; together, for 50 years they have been at the centre of our local community. Both Church and Centre are well used by local people, a high proportion of whom will attend an event here, whether in Church or in the Centre, over the course of a year. (Estimated footfall about 40,000 per annum).

The organ is a well-maintained two manual Walker organ (1968). Our talented and dynamic choir is made up of young people and adults from the congregation and the local community, and supports the liturgy on a weekly basis. The choir provides an excellent space for exploring the joys of singing ensemble, and all members of the choir are nurtured as musicians by our Director of Music, Jocelyn Freeman.

For the under-18s in the choir, there are a number of bursaries available annually to support further music tuition. The choir regularly goes on tour, both in the UK and abroad. Recent tours include Amsterdam (2011), Tuscany (2012), Ypres (2013), Durham (2015), Madrid (2017), St David's (2018).

This continues a long tradition of musical excellence at St Laurence's, and past Directors of Music have included David Sanger, Professor Roger Wibberley, Iain Simcock, Paul Dewhurst & Huw Morgan.

I hope you will consider joining a creative and friendly music team, supporting us as, in the words of our mission statement, we seek to play our role in offering, on behalf a part of the world that God

loves, the praise that it has largely forgotten to express; while also helping to make Catford a good place in which to live, work, study or make a home. If you have any questions or would like to talk about the role, please do not hesitate to get in touch. (Contact details below).

With best wishes,

Fr Charles Pickstone,
Vicar, St Laurence Church.





ST LAURENCE, CATFORD
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(020) 8698 2871
st.laurence@btconnect.com
www.stlaurencecatford.org.uk

ORGANIST

JOB DESCRIPTION and PERSON SPECIFICATION

Job title: CHURCH ORGANIST
Hours: Part-time - 2.5 hours per week. (Sundays, plus occasional Fridays)
Location: St Laurence Church, Catford
Reports to: Vicar, Director of Music
Key relationships: Vicar, Director of Music, Church Wardens, music team, Sacristan

Duties

- Attendance at the choir rehearsal each Sunday, normally at 9.15am, and playing the mass at 10am, except for the Sundays in Lent (but including Refreshment Sunday) when the organ is currently not used, plus listed annual high days and holy days (see schedule A attached); attendance at choir rehearsal 1–2 Friday evenings p.a. in preparation for larger musical performances
- Playing at services on other high days and holy days (see Schedule B attached: of these, about one p.a.) plus occasional choral evensong (currently one or two p.a.)
- Playing the organ (in co-operation with the Director of Music) at weddings, funerals and occasional offices (appropriate fees to be paid; currently £100 for a standard service, 10–15 services a year; variable fees when choir in attendance)
- Occasional meetings with DoM to discuss direction of music within liturgy at St Laurence's – 3-4 p.a.
- Taking part in choir tours, by individual agreement with DoM, Vicar and PCC
- Being responsible (in conjunction with the Director of Music) for the maintenance of the Walker organ.
- Being aware of and complying with the parish and Diocesan safeguarding policies; the successful applicant would be required to obtain clearance from the Disclosure and Barring Service appropriate to this post and to undertake safeguarding training as required.

Essential qualities

- The ability to accompany the choir and congregation with sensitivity
- The ability of extemporise in liturgy
- A reasonable knowledge of organ repertoire (for voluntaries)
- The ability to deputise for the Director of Music, in emergency (subject to appropriate safeguarding conditions being already in place)



- The ability to work as part of a team under the leadership of the Director of Music, and to communicate easily with other members of the team

- Punctuality, basic word processing and the ability to meet deadlines for publication of bi-termly music list

Desirable but not essential qualities

- Arrangement and composition skills
- Reasonably fluency in simple transposition and score-reading
- Experience of choir training/direction

Remuneration

The organist is engaged through a contract for the provision of musical services to the sum of £4,100 p.a.

Flexibility of working

The post is designed to be attractive to someone wishing to develop a freelance career; therefore if he or she is absent for any reason, the organist is entitled to delegate their duties to a competent deputy subject to the approval of the Director of Music (not to be unreasonably withheld) whose remuneration shall be the organist's responsibility.

There will be a probationary period of three months.

The contract will be reviewed on January 1st 2020 and thereafter annually.



Jocelyn Freeman, Director of Music

INTERIM DIRECTOR OF MUSIC

JOB DESCRIPTION and PERSON SPEC

Job title: INTERIM DIRECTOR OF MUSIC (Fixed term contract to cover Maternity Leave)

Hours: Part-time - 12 hours per week (September 1st 2019 – February 29th 2020)

Location: St Laurence Church, Catford

Reports to: Vicar

Key relationships: Vicar,
Church Wardens, PCC,
Sacristan, parish manager

Purpose of the role

- To direct the music (subject to the agreement of the Vicar) at church services where music is to play a role

- To assist in the choice and provision of appropriate music; to recruit and train members of the choir, especially young people



- To encourage the choir to participate in the general life of the parish
- To attend such meetings as are necessary to the good running of church and choir
- To liaise with the Director of Music regarding Keeping in Touch days.

RESPONSIBILITIES

- 1(a) The Interim Director of Music shall be responsible to the Vicar for the care, control and general oversight of all the music in the Church.
- (b) The Interim Director of Music shall direct the choir and have oversight of the organist at all the weekly & annual services listed in Schedule A attached to this Agreement.
- (c) The Interim Director of Music shall direct the choir and have oversight of the organist if required at any of the Services on the Holy Days of the Church listed in Schedule B attached to this Agreement.
- (d) The Interim Director of Music shall direct the choir and have oversight of the organist at all weddings, funerals and special services not listed in Schedules A and B whenever a choir is requested, and have general oversight at all other times music is to be used (payable separately).
- (e) The Interim Director of Music shall be in regular attendance at meetings of the Church Council in order to deliver their report, and in addition shall from time to time at the request of the Vicar attend meetings of its sub-committees where music and the liturgy are to be discussed.
- (f) The Interim Director of Music shall attend staff meetings with the Vicar at least twice termly, and more regularly when preparing for major festivals.
- (g) The Interim Director of Music shall devote adequate time to the preparation and planning of music. The Vicar shall in general be responsible for choice of hymns and Director for other music; but the Vicar shall have final say over all aspects of the liturgy.
- (h) The Interim Director of Music shall oversee the care and maintenance of the Church's organ and other musical instruments by the Organist.

Choir

- 2(a) The Interim Director of Music shall be responsible for the membership of the choir, subject to the approval of the Vicar.
- (b) The Interim Director of Music shall be responsible for the training of the choir and shall arrange rehearsals (usually Friday evenings, Sunday mornings and occasional Sundays after mass) and other training sessions for this purpose in consultation with the Vicar.

Organist

3 The Interim Director of Music shall, with the Vicar and PCC, be responsible for the recruitment of the organist; and shall, with assistance of the parish office, be responsible for the provision and direction of the organist at all services where an organist is required. The appointment, management and remuneration of the organist are the responsibility of the Council.

Use of Organ

4 The organ shall be reserved for the sole use of, and the giving of lessons by, the Organist with the approval of the Interim Director of Music, and also for the practice of pupils, assistants or deputies, at such times as will not interfere with the Services of the Church. The use of the organ shall not be granted to others without the consent of the Interim Director of Music and the organist.

Exclusivity

5 The Interim Director of Music shall oversee the organist and direct the choir at all services at the Church whenever music is requested during term time. During holidays, the Interim Director of Music should assist in finding an appropriate deputy, but it is the responsibility of the PCC to pay for a deputy should one be required. Any deputy must be approved by the Vicar in advance.

Recordings

6(a) No part of the Interim Director of Music's performance shall be recorded, reproduced or transmitted in any manner or by any means whatsoever without the prior consent of the Interim Director of Music.

(b) Notwithstanding paragraph 6(a) above and subject to the payment of an additional fee (which shall be at least 50% of the performance fee), the Interim Director of Music shall agree to the recording of his or her performance (pursuant to the Copyright, Designs and Patents Act 1988) for non-commercial purposes.

Interim Director of Music's Property

7(a) The Interim Director of Music shall be responsible for providing his or her own music.

(b) The Interim Director of Music is covered by the parish's employee liability insurance, but the Council shall not be responsible for the insurance or safekeeping of music or other equipment belonging to the Interim Director of Music whilst on church premises.

Safeguarding

8) The Church Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share in this commitment. The Interim Director of Music shall at all times comply with Diocesan and Parish safeguarding policies and procedures, obtain clearance from the Disclosure and Barring Service (DBS) at an appropriate level for the role, attend such training as may be required, and ensure that all necessary measures are taken to protect the well-being of those for whose well-being he or she is responsible, including adequate risk assessment, and co-ordination of cover by safer-recruited volunteers for rehearsals where young people or vulnerable adults are likely to be present.

PERSON SPECIFICATION

Essential Qualities

- strong understanding of liturgy and tradition within the C of E, and suitable liturgical music
- ability to train and direct the choir and musical team to a high level, including from the keyboard
- a strong knowledge of singing skills and teaching vocal technique
- ability to work as a team, managing a thriving musical department of professionals and volunteers
- outstanding communication and leadership
- strong administrative and organisational skills
- keyboard skills

Desirable but not essential qualities

- organ playing

CONTRACT

The contract is a fixed term contract of employment (two month probationary period) for six months to cover the Director of Music's Maternity Leave, although this may be extended. Proposed initial cover period to be Sept 1st 2019 – Feb 29th 2020.

Remuneration: currently £9,400 p.a.

The contract offers 5.6 weeks' paid leave per annum; one week's holiday to be taken the week after Christmas, when the choir are on holiday, and the balance to be paid as salary at the end of the contract unless the contract is extended. If applicable the successful applicant will be offered membership of the parish pension scheme (NEST).

The successful applicant will liaise with the Vicar and Director of Music to arrange an initial shadowing/handover day (in June or July 2019), and in arranging up to 10 'Keeping in Touch' days.

SCHEDULE A

Weekly and annual services forming part of these contracts

Parish Mass every Sunday morning, and any additional Sunday morning services as agreed

Sunday evening services as agreed

Annual services at which the Interim Director of Music shall have oversight of the organist and/or direct the choir pursuant to clause 2(b) of this Agreement

Ash Wednesday

Maundy Thursday

Good Friday

Holy Saturday (Easter vigil)

Easter Day (an additional mass if required)

Ascension Day

Christmas Eve (up to two services)

Christmas Day

Advent and Christmas carol services

SCHEDULE B

Occasional services on Holy Days of the Church, to be agreed in advance

Epiphany

One liturgy during the week of prayer for Christian unity

Candlemass

Annunciation

Corpus Christi

Assumption

All Saints

All Souls

Confirmation, ordination and other Episcopal services at St Laurence Church

Memorial services or requiem masses for present or previous active members of the congregation

The Recruitment Process

- 1) Application forms should be submitted by noon on June 30th
- 2) Successful applicants will be informed of the interviews by the end of Monday July 1st
- 3) Interviews will provisionally be held

Thursday July 11th for the organist

Friday July 12th for the interim Director of Music

• Submitting an application

Please submit a completed application form (see next page), your CV and a covering letter, which should outline how you meet the selection criteria for the post described in the Person Specification, to the Vicar, the Rev'd Canon Charles Pickstone, at st.laurence@btconnect.com or by post to 31, Bromley Road, London, SE6 2TS.

• Start dates & probationary period

The organist position is available for an immediate start, subject to references and safeguarding requirements. Three month probationary period.

The interim Director of Music post begins September 1st, 2019, subject to references and safeguarding requirements with a two month probationary period.

St Laurence Catford is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.





Parish of St Laurence Catford

Diocese of Southwark

Application for the post of:

Full name:	
Date of birth:	
Former name (if applicable):	
Home address:	Please provide two references, one of which should be from a former employer.
Postcode:	Reference 1:
Email:	Name:
Telephone number	Address:
Day:	Postcode:
Evening:	Email:
How long have you lived at the above address?	Telephone:
If less than 12 months, please supply your previous address:	Relationship to applicant:
Postcode:	Reference 2:
How long did you live there?	Name:
Church attended:	Address:
Name of Incumbent/minister:	Postcode:
	Email:
	Telephone:
	Relationship to applicant:
	Signed:
	Print name:
	Date:



Are you a citizen of the United Kingdom? YES NO If no, are you authorized to work in the UK? YES NO

All applicants must provide proof of eligibility for employment in the UK and be able to submit appropriate documentation when requested.

Do you have any unspent Criminal Convictions? YES NO

If yes, give details:

Previous Employers

Name: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Name: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.