



Director of Music

The music at St Francis supports the church's vision to be a spiritual hub for the community, making God's love known to all.

This post is designed to support that vision and to help proclaim the good news of Jesus Christ afresh in each generation.

INTRODUCTION

St Francis is seeking a Director of Music to begin in January 2023 or as soon after as possible. The parish is inviting applications from candidates to work with the Assistant Organist in maintaining and developing liturgical music for regular and special services. The successful candidate will lead a small but enthusiastic musical and administrative team whose desire for high standards extends to excellence of pastoral care, and the offering of the best of music and worship to God.

ST. FRANCIS CHURCH

St Francis is an Anglican parish church in the centre of Welwyn Garden City. The liturgical style is formal and dignified, yet inclusive and welcoming, and along with thoughtful preaching, a sensitive liturgical programme of music has always been an important part of its witness. The church is committed to maintaining the very highest standards in its offering of worship to God. The repertoire for regular services and special events is eclectic and the congregation is used to music in a wide variety of styles from all centuries down to the present day. The church is particularly well-known for its creative use of music in special services and sensitively embracing music of all styles (alongside more traditional church repertoire) in celebrating the rich seasons of the Church's Year.

PATTERN OF CHORAL WORSHIP

The main Sunday service is the 9.15am Parish Eucharist at which the choir sings a setting of the mass, a congregational Gloria, a communion anthem or motet and hymns. There is a warm-up and rehearsal for this service at 8.35am. The choir also sings at occasional mid-week feast days and for the usual services in Advent and at Christmas, for Holy Week, and at Eastertide. In the month of August, and on the Sundays after Christmas and Easter, a simpler liturgy at the 9.15am service is accompanied by the organist without choir.

There is a monthly full choral evensong at 6.00pm with a rehearsal at 5pm. Additionally the choir rehearses on a Friday evening from 7.00pm until 9.15pm, separately for the trebles and then for full

choir. Regular attendance at practices and services is a requirement for all choir members. In addition, the choir holds an annual residential week at a British cathedral in the summer holidays and sings evensong at various local cathedrals occasionally during the course of the year.

OCCASIONAL SERVICES

The church holds occasional special services (weddings & blessings, funerals and memorials). The number of such services varies from year to year, but we usually have c. 10-12 in a typical year. It is hoped that, for the sake of consistency, the regular musicians, including the Director of Music and Assistant Organist will be available for the majority of these.

THE MUSIC TEAM

St Francis maintains a mixed choir of 24 trebles (boys and girls) and 18 adults on Sundays and Feast Days. The juniors are normally invited to move to the back row when the boys' voices break and when the girls reach their 15th birthday. It is hoped to start a new choir in 2023 which will consist of retired female trebles from the main choir and other girls by audition embracing the age range of Year 11 to Year 13. We hope the Director of Music and the Assistant Organist will work together to develop this choir. We hope also in the future (when time and resources allow) to restart our junior choir which was made up of children from Years 1 to 4 (non-auditioned) who sang three or four times a year. There is limited administrative help available by arrangement.

OUR INSTRUMENTS

There is a very comprehensive two-manual Johnson of Cambridge organ, which is in good condition and is well maintained and tuned twice each year. The church also owns a grand piano, which is in good condition, and two excellent upright pianos. These instruments are available for practice when the church diary permits.

VISION

The Vicar and PCC envisage that the Director of Music will further develop our musical life. The successful applicant will contribute to the mission of the parish by maintaining a high standard of liturgical worship through excellent musicianship. He/she will direct and build up our choir and seek ways of using music to extend the mission and growth of the church. Integral to the role is encouragement of the juniors to develop their musical skills (instrumental and vocal) and outreach to the local community. These are key elements of the appointment. As a guide, ideas may include strengthening ties with local schools and seeking out people new to musicmaking, creating opportunities for community music-making, encouraging members to use their instrumental capability and taking the parish choir out into the wider community. The shape of the programme will be at the discretion of the successful applicant, in consultation with the Vicar

RESPONSIBILITIES OF THE DIRECTOR OF MUSIC

The Director of Music's overall responsibility is to lead and conduct the choir at choral services, along with the support of the Assistant Organist, maintaining excellence in liturgical music at St Francis. This includes, but is not limited to:

1. leading the recruitment, training and direction of the choir. Maintaining the training scheme for trebles which is loosely based on the RSCM Scheme with the award of ribbons to denote progress
2. leading weekly choir rehearsals and conducting the choir at regular choral services.
3. leading the choir at special services such as weddings, funerals, and memorial services, for which additional fees are paid.
4. sharing responsibility with the Assistant Organist for booking organist deputies of an appropriate standard when necessary.
5. supporting the desire of the Assistant Organist in assisting the Director of Music with opportunities to train and direct the choirs of St Francis and to deputise on the organ to facilitate this.
6. maintenance, development (subject to financial approval), and organisation of the music library.
7. making arrangements for the tuning and maintenance of the organ and pianos, subject to prior approval of any expenditure.
8. choosing the music and hymns for all services in consultation with the Vicar.
9. arranging and promoting an annual series of lunchtime recitals in the church. (suspended during the Covid pandemic)
10. organising and taking responsibility for the annual summer residential cathedral week, along with a team of helpers
11. taking part in the safeguarding children and vulnerable adults requirements, in accordance with Diocesan guidelines, to comply with all safeguarding procedures and to undertake personal safeguarding training as per Diocesan recommendations.

PERSON SPECIFICATION

The role of Director of Music at St Francis is a challenging but rewarding one. The successful candidate will be an exceptional musician who can demonstrate:

1. experience as an enthusiastic choir trainer, keen to inspire a mixed-ability choir
2. being liturgically aware and in sympathy with the teachings of the Church of England
3. an ability to play the organ to a reasonable level of competence
4. a broad knowledge of sacred church music.
5. a team-player who is able and willing to work collaboratively with musical, clerical, and administrative colleagues.
6. being used to working with children, and keen to actively recruit, as necessary, to maintain the overall number of choir members
7. excellent communication skills with an understanding of the need for discretion on occasions.
8. an ability to work accurately and reliably to tight deadlines, and to maintain good grace and humour when under pressure.

The Director of Music will report to the Vicar and ultimately the PCC.

PAY

The remuneration for this post is in line with the RSCM guidelines for a town centre church and is paid monthly in arrears. It is the responsibility of the post holder to pay tax on this amount if applicable. Holiday entitlement is 5 Sundays per annum by prior arrangement with the Vicar.

The employment contract will be in accordance with current UK legislation and canons of the Church of England.

DBS

The appointment is subject to an enhanced DBS disclosure.

APPLICATION PROCEDURE

A Letter of Application accompanied by a full Curriculum Vitae and the names of two referees (who will not be contacted without prior permission) should be sent by email to Rev'd. Jenny Fennell at vicar@stfranciswgc.org.uk. Please include full contact details together with how you fulfil the above requirements and a description of why you are interested in the post of Director of Music.

If you would like to arrange an informal conversation (in person or by phone), please email Rev'd Jenny Fennell (Vicar): vicar@stfranciswgc.org.uk. A visit to the church can be arranged.

Appointment will be subject to the receipt of satisfactory references, safeguarding checks and clearance and the provision of proof that the appointee has the right to work in the United Kingdom. Candidates may be asked to provide proof of qualifications.