

Job Description Form

Roman Catholic Diocese of Portsmouth: Job Description Form

Department/Parish: Hampshire Downs

Job title: Director of Music

Date of appointment: Early 2015

Purpose of role: Lead for Music across the Parish of Hampshire Downs

Based at: St Peter's RC, Winchester

Hours of work - per week: 21 hours per week, flexible - to cover weekend services (especially Sunday) and weekday evening rehearsals / meetings as necessary.

Salary : £15,000 p.a

Line Manager: Canon Paul Townsend

Main responsibilities	Standards expected/How achievement will be measured
To implement the vision for Music coming from the 2013 Music Review. To lead music in the parish; to reach out and engage and use the skills that exist in the parish but are not currently used, to enhance the varieties and styles of music in the different worshipping communities including the selection of music.	PPC and Liturgy Group will continue to review against the source document and in liaison will develop a stronger commitment / line of communication.
To be responsible for the provision of music at all liturgies and actively to lead on a rotating basis but with an initial focus on facilitating the music for the 10.30 Mass at St Peter's.	More active participation from the Congregation – positive feedback.
To be responsible for the provision of music at all special and sacramental celebrations e.g. Weddings and Funerals; First Communion, Confirmation, Penitential Liturgies etc.	Further support in Catechesis and understanding of the Sacrament and the role of Music,
To establish the expectations and musical needs of each worshipping community and address these with them.	Wider involvement from across the Parish, particularly those who are not currently engaged.
To lead, engage and co-ordinate with all those currently involved in music, and to develop with them a wider variety of traditions and styles.	More leadership / direction with a greater visibility of Music Groups / Choirs at celebrations.
To identify the needs and diversity of music potential and to provide the structure and support for their development.	Wider involvement of the Parish.
To ensure that singers and instrumentalists are adequately rehearsed, directed and able to perform liturgical music across the parish.	Wider involvement of the Parish.
To draw all especially the young instrumentalists into the musical life of the parish through individual and group participation.	Review of number of instrumentalists joining the musical life.

To develop a working and supportive relationship with the team of organists.	Enabling good personal relationships.
To be thoroughly familiar and to have a working knowledge of Catholic liturgical requirements and music resources available for use in Catholic liturgy.	Assessing knowledge after six months in post.
To have oversight, provision and lead the planning of large sacramental celebrations and Holidays of Obligation and appropriate planning.	Liaison with Parish Priest and Liturgy Group establishing requirements.
To oversee and coordinate the planning of dates and to liaise with the Parish Priest on liturgical priorities.	Liaison with Parish Priest and Liturgy Group establishing requirements.

Regular contact/liaison with: Canon Paul Townsend; Hampshire Downs Liturgy Committee

Experience and qualifications required for role: Musical Experience ideally as an organist and choir experience.

Personal attributes: Enthusiastic, Motivator; Facilitator; Approachable; Good Communicator; Able to build positive relationships with colleagues.

Way of working: Collaboratively; but needs to be capable of making decisions in complex situations.

Signed: Parish Priest

Date:.....