

The Parish Church of St Thomas of Canterbury Brentwood

Assistant Director of Music  
and Director of the Girls' Choir  
Job Description

 Music at St Thomas'

# Assistant Director of Music

## Job Summary

The Assistant Director of Music (ADoM) is an exciting new post which replaces what has traditionally been the position of 'Assistant Organist'. The ADoM will play the organ at most services, support the Vicar, assist with choir training, and assist the Director of Music (DoM) in the administration of the busy music department. The balance of organ-playing and choir-training/conducting can be determined by agreement with the DoM. The opportunity to direct the Girls' Choir is open for the right candidate (see *Appendix A*).

## Fees

Payment of the duties carried out will be in the region of £5,000 - £7,000 per annum, dependant on experience and support offered. Fees are subject to a review annually by the PCC. In addition, the ADoM can expect a substantial share of fees for weddings and funerals, as agreed with the Vicar and DoM. The ADoM may use the organ and piano for teaching and recording, when available and by agreement with the Vicar. The post-holder is responsible for their own accommodation costs.

## Background

Music plays an important part in the worship and life of the Parish Church of St Thomas of Canterbury, a church in the Anglo-Catholic tradition set in the centre of Brentwood, in the diocese of Chelmsford.

## Music at St Thomas'

- The successful applicant will be expected to work closely with the Vicar and DoM to support a vibrant music department which includes close to 100 volunteer musicians.
- There are five choirs - Boys' Choir, Girls' Choir, Men's Choir, Becket Singers (an adult chamber choir) and the Becket Consort of Voices (a young adult 'students' choir) - the Orchestra of St Thomas', an Organ Scholarship scheme (currently with 2 teenage scholars) and monthly Lunchtime Concerts in the summer months. The Great Choir (when all choirs sing together) perform on special occasions.
- We are in the process of establishing a choir/music support committee and we are keen to further develop the musical provision at the church.
- The schedule of Choral services is shown on *Appendix B*.
- The fine 3-manual/41 speaking stops organ was renovated and upgraded by Nicholsons in 2011. Free use of the organ for practice and for teaching will be offered.  
*Refer to Appendix C for the organ specification.*
- There is a music website: [www.music-at-st-thomas.org.uk](http://www.music-at-st-thomas.org.uk).
- St Thomas' Church is affiliated to the Royal School of Church Music (RSCM) and the Brentwood Arts Council.

## Personnel

Sam Adams	<i>Director of Music since 2012</i>
Sarah Stonehouse	<i>Assistant Organist &amp; Director of The Girls' Choir, leaving summer 2017 after 15 years of service</i>
Brian Lynn	<i>Director of the Orchestra of St Thomas'</i>
Daniel Carter	<i>Organ Scholar and Librarian</i>
Alex Evans	<i>Organ Scholar</i>

There are an additional four organists who deputise from time to time.

## Duties and Responsibilities

*The Assistant Director of Music supports the Vicar and is accountable to the Director of Music for the following:*

- Playing the organ to a high standard for services, including accompanying the choir as required. There is some flexibility to allow the Assistant Director of Music and Director of Music to swap conducting and playing responsibilities by mutual agreement.
- Liaising with the other organists and managing the provision of organ music for all services in the church.
- Playing for a share of non-choral services during choir holidays.
- Deputising for the Director of Music as required.
- Assisting with the recruitment of young people to the choirs.
- Assisting with training and conducting the choirs, as required by the Director of Music.
- Assisting with preparing candidates for the RSCM awards.
- *The Girls' Choir has traditionally been directed by the Assistant Organist, but consideration may be given to including this role within the ADoM's duties with the fee paid reflecting this additional responsibility. Please see Appendix A for Job Description for 'Director of the Girls' Choir'.*
- Assisting the Director of Music and choir assistants in the administration of the department, including music library, production of printed materials, and similar tasks.
- Developing and delivering appropriate training plans for the Organ Scholar(s). *There is an additional fee for one-to-one lessons working towards ABRSM grades.*
- Assisting others in running the lunchtime recital series, including meeting visiting musicians and acting as front-of-house for recitals (as required).
- Coordinating the planning and presentation of organ recitals in the church and establishing an annual series.
- Assisting with the musical arrangements for special services such as weddings and funerals.
- The Assistant Director of Music is also encouraged to be involved in choir trips (including summer residential visits).
- Attending meetings as required.
- Other duties as directed by the Director of Music.

## Person Specification

Attribute	Essential	Desirable
General	Knowledge of the Church of England's teachings, musical traditions and practices.	Communicant member of the Church of England.
Qualifications and training	ARCO or equivalent.	Degree in Music or other associated Diplomas.
Experience	<p>Experience as a liturgical organist.</p> <p>Clear understanding of Safeguarding issues and policies and a commitment to them.</p>	<p>Experience of liturgical choir training and conducting.</p> <p>Experience of working with children's voices.</p>
Knowledge, skills and abilities	<p>Demonstrable knowledge of the English choral tradition.</p> <p>Ability to motivate and inspire, and to set an example of high standards.</p> <p>Good communication and interpersonal skills.</p> <p>Demonstrable IT skills.</p>	<p>Ability to improvise in appropriate styles.</p> <p>Demonstrable knowledge of liturgical principles and practice.</p> <p>Skills in composing or arranging.</p> <p>Experience of Sibelius or other notation software.</p>
Personal qualities	<p>Enthusiastic, motivated and good-humoured.</p> <p>Reliable and committed.</p> <p>Ability to work effectively within a team.</p> <p>A sense of how the English choral tradition is relevant to the present day, and how it can contribute to the church's ministry and mission.</p> <p>A shared vision for developing the provision and quality of music at the church.</p> <p>Sensitive to the emotional needs of children.</p>	
Other	DBS Enhanced level disclosure.	

## Conditions

Holidays are negotiable but subject to agreement with the DoM and the Vicar.

The appointment will be subject to an enhanced clearance from the Disclosure and Barring Service (DBS).

The post is subject to a 3-month probationary period during which the appointment may be terminated by either party giving to the other one week's notice.

Short-listed candidates will be asked to rehearse and accompany the choir, perform two contrasting pieces on the organ and demonstrate keyboard skills.

To apply, please send a CV and letter of application to the Director of Music:

Mr Sam Adams  
Director of Music  
St Thomas' Church  
St Thomas Road  
Brentwood  
Essex  
CM14 4DB

The closing date for applications is 13<sup>th</sup> June 2017.

Informal enquiries are welcome to the Director of Music, Email: [stthomasdom@gmail.com](mailto:stthomasdom@gmail.com)  
or to the Vicar, Father Colin Hewitt, Email: [fathercolin@live.co.uk](mailto:fathercolin@live.co.uk).

## **Director of the Girls' Choir**

Historically this is a post also held by the Assistant Organist but consideration is given to separating the two positions as necessary.

### **Duties and Responsibilities**

*The Director of the Girls' Choir is accountable to the Director of Music for the following:*

- Training and conducting the Girls' Choir.
- Organising choir schedules and other related administration for the smooth running of the Girls' Choir.
- Recruitment and retention of choir members.
- Developing the profile of the Girls' Choir with a view to increasing the frequency of services and arranging cathedral visits etc.
- Assisting with voice coaching for all of our young singers.
- Assisting with preparing candidates for the RSCM awards.
- Assisting the Director of Music and choir assistants in the administration of the department, including music library, robing, production of printed materials, and similar tasks.
- The Director of the Girls' Choir is also encouraged to be involved with the work of the Parish Choir, including choir trips (including summer residential visits).
- Attending meetings as required.
- Other duties as directed by the Director of Music.

### **Conditions**

Holidays are negotiable but subject to agreement with the DoM and the Vicar.

The appointment will be subject to an enhanced clearance from the Disclosure and Barring Service (DBS).

The post is subject to a 3-month probationary period during which the appointment may be terminated by either party giving to the other one week's notice.

Short-listed candidates will be asked to rehearse the choir, sing two contrasting pieces and give a short singing lesson.

To apply, please send a CV and letter of application to the Director of Music (details on previous page).

**Continued...**

## Director of the Girls' Choir

### Person Specification

Attribute	Essential	Desirable
General	Knowledge of the Church of England's teachings, musical traditions and practices.	Communicant member of the Church of England.
Qualifications and training	Grade 8 Singing or above.	Degree in Music / Teaching qualification / Music diplomas.
Experience	<p>Experience of choir training and conducting.</p> <p>Experience of working with children's voices.</p> <p>Clear understanding of Safeguarding issues and policies and a commitment to them.</p>	<p>Experience of liturgical choir training,</p> <p>Experience preparing individuals for singing awards.</p> <p>Experience working with boys' changing voices.</p>
Knowledge, skills and abilities	<p>Good keyboard skills with the ability to accompany in rehearsals</p> <p>Ability to motivate and inspire, and to set an example of high standards.</p> <p>Good communication and interpersonal skills.</p> <p>Demonstrable IT skills.</p>	<p>Experience of liturgical accompaniment / ability to play the organ.</p> <p>Demonstrable knowledge of the English choral tradition.</p> <p>Demonstrable knowledge of liturgical principles and practice.</p>
Personal qualities	<p>Enthusiastic, motivated and good-humoured.</p> <p>Reliable and committed.</p> <p>Ability to work effectively within a team.</p> <p>A sense of how the English choral tradition is relevant to the present day, and how it can contribute to the church's ministry and mission.</p> <p>A shared vision for developing the provision and quality of music at the church.</p> <p>Sensitive to the emotional and the spiritual needs of children.</p>	
Other	DBS Enhanced level disclosure	

## Schedule of Choral Services

### SUNDAYS

10.00am Sung Mass  
6.00pm Choral Evensong (with Benediction on 1<sup>st</sup> Sunday of the month)

### FESTIVALS AND HOLY DAYS

Epiphany - 6<sup>th</sup> January  
Candlemas - 2<sup>nd</sup> February  
Ash Wednesday  
Maundy Thursday  
Good Friday  
Holy Saturday  
Ascension Day  
Corpus Christi  
St Thomas - 7<sup>th</sup> July  
Blessed Virgin Mary - 15<sup>th</sup> August  
All Saints - 1<sup>st</sup> November  
All Souls - 2<sup>nd</sup> November  
Christmas Eve – 24<sup>th</sup> December  
Christmas Day – 25<sup>th</sup> December  
and other special services by negotiation.

There is usually a rehearsal before the service

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### **Current weekly timetable**

#### Wednesday

6.45pm-7.30pm: Boys’ sectional rehearsal in church/hall with piano  
7.30pm-8.15pm: Boys and men’s rehearsal in the choirstalls with organ  
8.15pm-9.00pm: Men’s sectional rehearsal in church/hall with piano

#### Sunday

9.00am-9.40am: Boys OR Girls rehearsal in choirstalls  
[9.20am-9.40am]; Men join the girls’ rehearsal in choirstalls (only when the girls sing Mass)  
10.00am-11.15am: Sung Mass (Boys OR Girls and Men)  
5.00pm-5.40pm: Girls rehearsal in hall (or choirstalls if Evensong follows)  
[5.00pm-5.40pm]; Men join the girls’ rehearsal in choirstalls (only when the girls sing Evensong)  
6.00pm-6.50pm: Evensong (Boys OR Girls and Men or Girls only)

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#### Weekday Masses

7.00pm-7.45pm: Rehearsal  
8.00pm-9.10pm: Solemn Mass



**ORGAN SPECIFICATION****Great**

Harmonic Trumpet	8
Mixture	15.19.22
Fifteenth	2
Twelfth	2 $\frac{2}{3}$
Harmonic Flute	4
Principal	4
Wald Flute	8
Stopped Diapason	8
Open Diapason 1	8
Open Diapason 2	8
Double Diapason	16

**Swell**

Clarion	4
Oboe	8
Cornoepen	8
Contra Fagotto	16
Mixture	19.22.26
Fifteenth	2
Lieblich Flute	4
Principal	4
Voix Celeste	8
Viol	8
Rohr Flute	8
Open Diapason	8
Bourdon	16
Octave Coupler	
Swell Sub-Octave	
Unison Off	
Tremulant	

**Positive**

Harmonic Trumpet	8
Larigot	1 $\frac{1}{3}$
Block Flute	2
Gemshorn	4
Flute	4
Salicional	8
Gedact	8

**Pedal**

Clarion	4
Tromba	8
Trombone	16
Mixture	19.22
Fifteenth	4
Bass Flute	8
Principal	8
Minor Bass	16
Bourdon	16
Open Diapason	16

**Accessories**

- 5 Thumb pistons each to Great and Swell
- 4 Thumb pistons to Positive
- Reverse Thumb pistons for Swell to Great, Swell to Pedal and Great to Pedal
- Reverse toe pistons for Swell to Great and Great to Pedal
- 8 General pistons
- 5 Toe pistons for Pedal
- 5 Toe pistons duplicating Swell
- Pedal combinations on Great pistons coupler
- General cancel piston
- Balanced Swell pedal
- Discus blower
- Sequencer/piston capture system
- CCTV system operating 2 colour screens