

## St Mark's Director of Music



### Background

St Mark's Wimbledon is a 1969 Anglican Church at the heart of Wimbledon consisting of a very attractive worship space built 'in the round'. We are a medium-sized congregation with an electoral roll of 117 people. On a typical Sunday (pre-lockdown) there were 40-50 adults and 5-15 children. The tradition of the church is liberal catholic, with a strong inclusive element.

Our main Sunday service (and the only one which has a musical content) is our 10 am Parish Eucharist which follows Common Worship. We have four hymns/songs (taken from *Complete Anglican Hymns Old and New*), and use the *Mass of the Bread of Life* setting by Margaret Rizza to sing the Gloria, Sanctus, and Agnus Dei. Our choir sings an anthem or other musical item during the administration of Communion.

Our choir currently rehearses once a week: from 9.15 am before the Sunday 10 am service. In addition, for special events, such as the Christmas Carol Service, further rehearsals have been organized. The new Director of Music will take a lead on the number and timings of rehearsals in consultation with the choir. The current choir consists of unpaid volunteers of mixed ability who are non-auditioned. Around 6-8 people normally sing in a service. The choir has an open policy for new members.

There is funding available for the church to employ some music scholars. This would be overseen by the Director of Music and would need to be done sensitively to ensure 'buy in' from the existing choir members. In general there is an acceptance and enthusiasm for this within the choir to support developing more interesting repertoire and to ensure that all four voice parts are covered in services.

St Mark's has a 3 manual Johannus electronic organ and an upright piano. Some hirers of the church are also permitted to use the piano.

St Mark's is part of the Wimbledon Team Ministry. The other three churches in the Team are St Mary's, St John's and St Matthew's, each of which has their own choirs and Directors of Music. In the past, for special services such as Confirmations, all four choirs have come together to sing. There is a strong musical tradition in our four churches and indeed within the wider Wimbledon area. The opportunity is there for our new Director of Music to instigate a new era of music-making at St Mark's, where the location, physical layout and acoustic of the building lends itself

very well to accommodating up to 200 people for public performances. There is a possibility of developing a small programme of concerts, including with visiting performers, beyond the regular Sunday services.

The Team Vicar is Revd Clive Gardner who has been at St Mark's since April 2011. His priorities for church services are:

- That the worship should be genuine ie that people engage with God during them.
- That the relationships between church members are healthy and life-affirming.
- That each element of the services is done to the best of our abilities.
- That the services are open and accessible to newcomers as much as possible.

Our current Director of Music has been committed to St Mark's for 6.5 years.

Our web-address is [www.stmarkswimbleton.org.uk](http://www.stmarkswimbleton.org.uk).

### **Job Description**

**Role:** to oversee and develop the musical life of St Mark's Wimbleton.

**Responsible to:** the Team Vicar of St Mark's Wimbleton.

#### **Responsibilities:**

- To develop the musical life of the church in a style that suits its ethos and to the glory of God.
- To lead recruitment, training and direction of the choir.
- To play the organ/piano for services, and to conduct the weekly choir practices.
- In addition to playing for the 10 am Sunday service, the post holder will play for additional services including:
  - Christmas Carol Evening Service
  - Christmas Eve Christingle Service
  - Christmas Eve Midnight Mass Service
  - Christmas Day Service
  - Maundy Thursday Service
  - Good Friday Three Hour Vigil Service
  - Easter Sunday 5.30 am Mass of the Dawn Service
  - Service for the Bereaved
  - Wimbleton Team services which are held periodically (normally once every four years) at St Mark's including Ascension Day services and Confirmation services.

As the church grows and develops, the above list may change.

- To plan and prepare music for all services.  
To meet periodically with the Vicar to choose hymns for the 10 am Sunday service (currently meeting once every six weeks for about one hour).
- To manage the annual music budget (mostly used for purchasing new hymn and music books, for tuning and servicing the piano and organ, and for holiday cover and supporting singers).
- To work with *Cantores* (the Bishop Gilpin School Choir) when they sing at our all-age services, five times a year.
- To encourage those children who wish to, to sing at our services, either as part of our existing choir, or to start a new children's choir.
- To encourage congregation members to play their own musical instruments periodically during the administration of communion (this has rarely happened in the past and so is a mostly new venture for the church).
- For Sundays taken as annual leave, the post holder should arrange adequate cover, ensuring that the covering musician is properly briefed as to the requirements on a Sunday morning, and liaising with the Vicar's Administrator to ensure that the covering musician is promptly paid.
- To oversee the supervision and care of the organ and piano.
- Other tasks deemed to be reasonable after further negotiation with the Team Vicar.

In addition, applicants may like to note:

- Private music tuition may be undertaken by the post-holder using the St Mark's organ and piano rent-free, though such sessions will need to fit round other bookings. There are a large number of (mostly private) schools in the vicinity. We have excellent relationships with our Church School (Bishop Gilpin CE School).
- Weddings and funerals: we have very few of these. When we do have them, the post-holder will normally be given first refusal to play for them and receive the relevant fees, though this is dependent on the family's wishes.

### **Person Specification**

#### **Essential:**

- Competent organ and piano player
- Experience of working with a choir.
- Ability to bring out the best in our choir.
- Ability to recruit, nurture and retain new members of the choir.
- Effective communicator.
- Efficient and organized administrator.
- Commitment to the aims of the Church of England.
- Commitment to the aims of Inclusive Church, which St Mark's is a member of. (See [inclusive-church.org.uk](http://inclusive-church.org.uk).)

- Our choir brainstormed the personal qualities they felt were essential in the new Director of Music and decided upon: patient, welcoming, diplomatic, innovative, caring, tactful, imaginative, committed, inspiring, a leader, positivity, flexible, good communicator.

### **Desirable:**

- Experience of working with children.
- Computer literacy.
- Experience of a wide range of musical styles.
- Experience of basic arranging of music.
- Ability to compose or to commission composers to create occasional new works (an aspiration).
- Our choir brainstormed the personal qualities they felt were desirable in the new Director of Music and decided upon: involved in the life of the church, a good teacher, good with kids, technical ability, persuasive, assertive, networked to the musical world.

### **Summary Terms and Conditions**

1. A salary will be paid of £6,000 pa. This will be reviewed annually and is likely to be tied to the percentage increases offered to staff employed at the diocesan offices at Trinity House.
2. Total hours will be approximately 22 hours per month, averaged over the year.
3. Reasonable working expenses will be paid by the parish.
4. The post holder is entitled to five paid weeks annual leave per year (where 'a week' means a Sunday and the choir practice(s) in the week before or after the Sunday). Easter Sunday, Christmas Eve and Christmas Day may not be taken as annual leave. Up to two extra weeks may be taken as additional leave, though it is the responsibility of the post holder to pay the cover for these two Sundays. Which Sundays are taken as annual leave is to be agreed with the Team Vicar.
5. The probationary period is 3 months.
6. The notice period is two months on either side.
7. Start date: negotiable but ideally asap.

### **Notes**

- The successful candidate will be required to receive an enhanced disclosure from the Disclosure and Barring Service. This will be paid for by St Mark's.
- The successful candidate will be asked to provide original documents showing proof of identity and eligibility to work in the UK.

## **Application**

Please send your CV to Revd Clive Gardner, the Team Vicar of St Mark's Wimbledon (clivegardner@outlook.com), with an accompanying letter which includes:

- How you will be able to fulfil the Job Description. Give detailed examples which demonstrate this.
- How you match the Person Specification. Give detailed examples which demonstrates this.
- Names, addresses and email addresses of three referees (one will be your current or most recent employer). We will only take up references of the successful candidate. If you already have a post as a Church Director of Music or Organist please include your priest/pastor as one of your referees.

If you have any queries or would like an informal chat about the role, please either email Revd Clive Gardner or call him on 020 8944 0184.

**Closing date for applications:** Friday 25<sup>th</sup> June 2021.

**Interviews:** date TBC (to include a meeting with St Mark's choir, and an interview). Reasonable interview expenses will be reimbursed.